



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

BO 5000.2K Ch 1
ADJ

JUN 30 2010

BASE ORDER 5000.2K Ch 1

From: Commanding Officer
To: Distribution List

Subj: BASE REGULATIONS

1. Situation. To promulgate the Base Regulations for Marine Corps Base, Camp Pendleton, Ca (MCB CamPen).
2. Cancellation. BO P5000.2J.
3. Mission. To publish policies, procedures, and information relative to the good order and discipline of MCB CamPen.
4. Execution
 - a. Commander's Intent. This Order is a complete revision and should be reviewed in its entirety by all personnel aboard MCB CamPen.
 - b. Concept of Operations. Base Regulations establish responsibilities and procedures which govern the conduct of all personnel and activities on Camp Pendleton. These Base Regulations are a general order and punitive in nature, and the violation of which may result in disciplinary or punitive proceedings.
5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the base directives can be found at: <https://c27ipacpndl03w/intranet.manpower.usmc.mil/ipac/manpower/Adj/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.


O. A. JAMMAL
Chief of Staff

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JUN 30 2010

BASE ORDER 5000.2K Ch 1

From: Commanding Officer
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Subj: CHANGE 1 TO BASE REGULATIONS

1. Situation. To direct a new page insert to the basic order.
2. Mission. This change updates policy, procedures, and guidance governing Base Regulations aboard Marine Corps Base, Camp Pendleton, California.
3. Execution
 - a. Commander's Intent. Comply with contents of this change.
 - b. Concept of Operations. Remove the letterhead signature page and replace with Ch 1.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.


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 - b. Concept of Operations. Remove page 5-13 and replace with the corresponding page in the enclosure.
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BO 5000.2K Ch 3
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BASE ORDER 5000.2K Ch 3

From: Commanding Officer
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Subj: CHANGE 3 TO BASE REGULATIONS

1. Situation. To direct new page inserts to the basic order.
2. Mission. This change updates policy, procedures, and guidance governing Base Regulations aboard Marine Corps Base, Camp Pendleton, California.
3. Execution
 - a. Commander's Intent. Comply with contents of this change.
 - b. Concept of Operations
 - (1) Remove page x and replace with the corresponding page in the enclosure.
 - (2) Insert page xi behind page x.
 - (3) Insert pages 15-1 and 15-2 directly behind chapter 14.
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BASE ORDER 5000.2K Ch 4

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Subj: CHANGE 4 TO BASE REGULATIONS

1. Situation. To direct new page inserts to the basic order.
2. Mission. This change updates policy, procedures, and guidance governing Base Regulations aboard Marine Corps Base, Camp Pendleton, California.
3. Execution
 - a. Commander's Intent. Comply with contents of this change.
 - b. Concept of Operations. Remove pages ix, 11-4, 11-5, 11-6, 11-7, 11-8, 11-9, 11-10, 11-11 and replace with the corresponding pages included in this change.
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1. Situation. To direct new page inserts to the basic order.
2. Mission. This change updates policy, procedures, and guidance governing Base Regulations aboard Marine Corps Base, Camp Pendleton, California.
3. Execution
 - a. Commander's Intent. Comply with contents of this change.
 - b. Concept of Operations. Remove pages 6-35, 6-36, 6-37, 6-38, 6-39, 6-40 and replace with the corresponding pages included in this change.
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Chapter 1

Organization and Command Relationships

Section 1

Mission and Tasks

1. Status of the Command. MCB CamPen is a Marine Corps supporting establishment command as defined in SECNAVINST 5400.14__.

2. Command

a. The Commanding Officer, MCB CamPen (CO, MCB CamPen) is under the immediate command of the Commanding General, Marine Corps Installations West (CG, MCIWEST).

b. The CO, MCB CamPen exercises command over the following subordinate organizations:

(1) Headquarters and Support Battalion

(2) Security Battalion

(3) Reserve Support Unit (Deployment Processing Command)

c. The CO, MCB CamPen exercises command over the following subordinate geographic commands, designated by numbers as follows.

Area Commanders

<u>AREA</u>	<u>Area Commander</u>	<u>Geographic Location</u>
11/13/15/16/17/18	CO, Hq&SptBn, MCB	Mainside "A"
12/14 and O'Neill Housing	CO, CLR-17	Mainside "B"
20/21	CO, AAS Bn	Del Mar
22	CO, CLR-15	Chappo
23/24	CO, MCAS	MCAS Camp Pendleton
25	CO, MWSS-372	VADO Del Rio
27	CO, Naval Hospital	Hospital
31A	CO, Wpns & Field Trng Bn	WFTB
31B	CO, MCTSSA	MCTSSA
31C	CO, ACU-5	ACU-5
32	CO, MASS-3	MASS-3
33	CO, HqBn, 1st MarDiv	Margarita
41	CO, 1st LAR	Las Flores
43	CO, 11th Marines	Las Pulgas
51/52	CO, School of Infantry	San Onofre
53	CO, 1st Marines	Horno
62/63	CO, 5th Marines	San Mateo
64	CO, Reserve Support Unit	Talega

NOTE: The AC/S, Operations & Training (O&T), is responsible for all locations not assigned to a specific Area Commander.

d. The term "MCB CamPen" used in these regulations refers to the geographic location only.

3. Area Coordination

a. SECNAVINST 5400.14_ establishes policy, assigns responsibility and furnishes guidance for using Department of the Navy (DON) military and civilian personnel, organized forces, facilities, equipment or supplies as follows:

(1) In support of civil authorities, the National Guard, and Federal agencies during civil disturbances.

(2) Other related instances where naval resources may be used to protect life or naval property or to prevent disruption of Federal functions.

(3) Employment of USMC ground forces, (paragraph 6a of the Instruction) in Federal intervention situations.

b. COMNAVBASESANDIEGOINST 5440.3 prescribes the policies and principles governing the organization and administration of the DON, and assigns basic responsibilities for its continued administration under the Secretary of the Navy. The Commandant of the Marine Corps' command responsibilities are addressed in paragraph 5d of the Marine Corps Manual.

c. SECNAVINST 5400.14_ provides for assignment and distribution of authority and responsibility for administration of activities of the Navy and the coordination of all naval personnel located ashore.

(1) Area coordination for Marine Corps activities in the chain of command of the Commandant of the Marine Corps is addressed in paragraph 11 of the Marine Corps Manual.

(2) Authority for area coordination in special situations is addressed in the Marine Corps Manual and U.S. Navy Regulations.

(3) OPNAVINST 5400.24_ provides additional information and perspective regarding the assignment plan and responsibilities of area coordinators. The Chief of Naval Operations has been assigned area coordination responsibilities over all naval shore activities and all personnel in the command of the Commandant of the Marine Corps. Responsibility is addressed in paragraph 7 of the Instruction.

d. The CO, MCB CamPen is the immediate area coordinating authority over the following tenant commands and activities:

(1) Operational Tenant Commands

(a) I MEF

1. 1st Marine Division
2. 1st Marine Logistics Group
3. Marine Aircraft Group-39
4. Marine Air Support Squadron 3 (MASS-3)
5. Marine Wing Support Squadron 372 (MWSS-372)
6. Third Low Altitude Air Defense Battalion (3d LAAD Bn)

7. Marine Air Control Squadron 1 (MACS-1)
8. Marine Air Traffic Control Squadron 38 Det "C" (MATCS-38)
9. Marine Corps Special Operations Battalion

(b) Training Tenant Commands

1. Weapons & Field Training Battalion
2. School of Infantry - West
3. Infantry Training Battalion
4. Marine Combat Training Battalion
5. Mobilization Training Battalion
6. Assault Amphibian School Battalion
7. Field Medical Training Battalion
8. Trainee Management Element 33 (TME-33)

(c) Navy Tenant Commands

1. Naval Hospital Camp Pendleton (NHCP)
2. Naval Medical Clinics:
 - 13 Branch Area Medical Clinic
 - Del Mar Medical Clinic
 - Chappo Medical Clinic
 - Edson Range Medical Clinic
 - Margarita Medical Clinic
 - Las Flores Medical Clinic
 - Las Pulgas Medical Clinic
 - San Onofre Medical Clinic
 - Horno Medical Clinic
 - San Mateo Medical Clinic
3. 1st Dental Battalion, Naval Dental Center
4. Naval Electronic Laboratory Center
5. Naval Air Audit Site
6. Assault Craft Unit 5 (ACU-5)
7. Commander, Naval Special Warfare Group One Urban Warfare
8. Fleet Hospital Operations Training Command
9. Naval Electronics Systems Engineer
10. Naval Warfare Center
11. Naval Technical Data and Engineering Service Command

Complex

(d) Other Tenant Commands

1. 4th Marine Logistics Group (Forward)
2. 4th Light Armored Reconnaissance Battalion
3. 4th Tank Battalion
4. Army Reserve, 316th Quarter Master Company

(e) Administrative Tenant Commands

1. Defense Security Service
2. Defense Reutilization & Marketing Office (DRMO)
3. Document Automation & Production Service
4. Field Supply Maintenance Analysis Office (FSMAO)
5. Marine Corps Administrative Analysis Team (MCAAT)
6. Marine Corps Non-appropriated Fund Audit (MCNAFAS)
7. Marine Corps Tactical Systems Support Activity (MCTSSA)
8. SNCO Academy
9. Transitional Recruiting Center West
10. Wounded Warrior Battalion West (WWBn W)
11. West Coast Food Service Management Team
12. Sierra Judicial Circuit Navy-Marine Trial Judiciary
13. Western Area Counsel Office (WACO)
14. Marine Corps Imagery Support Unit (MCISU)
15. Marine Corps Network Operations and Security Center West
16. Manpower Information Systems Support Office (MISSO)

4. Command Relationships

a. The CO, MCB CamPen exercises elements of command over all organizations, Navy and Marine Corps, located aboard MCB CamPen subject to the following:

(1) Coordination only is exercised with operating force commands.

(2) Management control and operational control of the Naval Dental Clinic is exercised by the Bureau of Medicine and Surgery for those functions normal to this type of activity.

(3) Administrative and operational control of the Naval Hospital is the responsibility of that Commander in conjunction with the Bureau of Medicine and Surgery.

(4) Field Medical Training Battalion-West is a formal Marine Corps School located on MCB CamPen as a tenant activity. The parent command of Field Medical Training Battalion-West is Training Command, Marine Corps Base, Quantico, Virginia (VA). Operational and administrative control of Field Medical Training Battalion-West resides with the Commanding General, Training Command, Quantico, VA, with necessary administrative support furnished by the CO, MCB CamPen.

(5) Administrative and operational control of the Marine Corps Tactical Systems Support Activity is the responsibility of the Commanding General (CG), Marine Corps Systems Command, Quantico, Virginia with necessary administrative support furnished by the CO, MCB CamPen.

(6) Administrative and operational control of Weapons and Field Training Battalion is the responsibility of the CG, Marine Corps Recruit Depot, San Diego, CA.

b. Coordination by the CO, MCB CamPen, includes the following functions:

- (1) Food services
- (2) Marine Corps Community Services (MCCS)
- (3) Commissary Store
- (4) Military police: Internal security, base Brig
- (5) Signal communications
- (6) Postal services
- (7) External relations: Civil Defense and Disaster Control
- (8) Fire prevention and protection: Fire fighting
- (9) Public Affairs and Community Relations
- (10) Honors and salutes
- (11) Discipline
- (12) Councils and committees
- (13) Environmental Security
- (14) Red Cross
- (15) Chaplain services
- (16) Navy and Marine Corps Relief
- (17) Legal Assistance
- (18) Use, alterations, modification, maintenance, and police of quarters, barracks, buildings, grounds, utilities and other facilities
- (19) Medical and Dental services
- (20) Motor Transport

- (21) Ordnance Management
- (22) Ammunition Management
- (23) Explosive Ordnance Disposal
- (24) Airfield operations
- (25) Ranch management
- (26) Passive defense
- (27) Emergency defense

5. Support

- a. MCB CamPen is provided primary support by the CG, MCIWEST.
- b. Marine Corps commands and activities at MCB CamPen not under the immediate command of the CO, MCB CamPen are provided primary support from their parent commands. However, elements of material and other support flow from the CO, MCB CamPen as directed or agreed.
- c. The Naval Hospital is provided primary support by the Bureau of Medicine and Surgery.

6. Mission and Essential Tasks of the Command

- a. Mission: To operate a training base that promotes the combat readiness of the Operating Forces and the mission of other tenant commands by providing training opportunities, facilities, services and support responsive to the needs of Marines, Sailors and their families.
- b. The CO, MCB CamPen directs, coordinates, and assumes overall responsibility for the following Mission Essential Tasks (METs):

MET 1.7 - Support Maneuver through the Provision of Training Areas

Description: To provide land, air space, and sea training areas necessary to support mission essential tasks (METs) related to maneuver. Bases and stations should provide training areas and facilities to support operations that may include (but not limited to): ground operations, aviation operations, special operations, MAGTF operations, amphibious operations and environmental training. (MCRP 3-0A)

MET 3.3 - Support Fires Through the Provision of Ranges and Training Facilities

Description: To provide ranges, training facilities and/or impact areas necessary to support fires-related METs to be performed by tenant commands and other designated joint/allied forces. These ranges/facilities/impact areas should support individual and collective tasks, including direct and indirect ground fires, non-lethal fires, close quarters battle (CQB), rotary-wing (RW) and fixed-wing (FW) aircraft close air support (CAS) and deep fires, anti-air fires, and combined arm ranges. This also includes requirement to evolve range complex to support new weapon systems and/or tactics as they are introduced. (SSIC 03000 Operations and Readiness, MCO 3570.1B, DA PAM 385-63)

MET 4.1 - Conduct Supply Operations

Description: The base supply support element's primary concern is providing the base, tenant units, and the MAGTF commander with garrison/administrative type supplies and service for training support and garrison operations. Supplies consist of personal support equipment, command support equipment, limited Class I-Subsistence; limited Class II-Clothing and Individual Equipment; Class III-Petroleum, Oils, Lubricants (POL); limited Class IV-Construction Materials; Class V-Ammunition; Class VI-Personal Demand Items; and limited Class IX-Repair Parts. Task includes planning, coordinating, conducting, and monitoring the reception, storage, issue, and resupply of materiel. This task includes receipt, storage, inventory control, resale, and post-award contract management of such items as laundry support, copier support and chemical toilet support.

MET 4.3 - Conduct Transportation Operations

Description: Employ transportation services to distribute materiel, services, and personnel to military units and others. To provide Garrison Mobile Equipment (GME) on a temporary and long term basis to base, tenant and the MAGTF commander. To provide transportation of things and personnel in support of both training and deployments in the form of government owned or leased assets to base, tenant and the MAGTF commander. To provide freight, personal property and official travel support to the base, tenant and the MAGTF commander.

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

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

MET 4.6.1.1.1 - Provide Garrison Messing

Description: To provide manpower and funding resources necessary to ensure that quality meals are provided to the authorized patrons who subsist at government expense in compliance with the Regional Garrison Food Service Contract (RGFSC) and best business practices. Provide state-of-the-art facilities, equipment, operational supplies, and technical oversight necessary to ensure contractor performance in all dining facilities.

MET 4.6.3 - Provide Postal Services

Description: To provide a network to process mail and provide postal services.

MET 4.6.2.5 - Provide Billeting

Description: To provide short and long term housing for military and associated civilian support personnel. Includes Billeting/Berthing Management and Services (cleaning, etc).

MET 4.6.2.7 - Provide the Marine Corps Community Services (MCCS) & the Morale, Welfare and Recreation Services (MWR)

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

MET 4.6.2.9 - Provide Marine & Family Services Program

Description: Marine and Family Services Programs emphasize prevention to support operational requirements and prepare service and family members to better anticipate and understand the physical and emotional demands associated with the Marine Corps way of life. Services include: Deployment Support; Return and Reunion; Crisis Response Services; New Parent Support; Children, Youth and Teen Programs; Retired Activities; Financial Fitness; Suicide Awareness; Substance Abuse Education; Drug Testing; Relocation Assistance; Transition Assistance; Exceptional Family Member Program; and Information and Referral Services. Additionally, Clinical Counseling Services provide individual, marriage and family counseling, and domestic violence support services (including victim intervention, rape and sexual assault and related treatment).

MET 4.7.3 - Process and Equip Combat Replacements and Individual Augmentees

Description: To process, equip and join to active duty, individual reserve component (RC) Marines, RC Navy personnel, combat replacements and individual augmentees. To process and equip active component Marines and civilians as directed.

MET 4.8 - Man the Force

Description: To ensure the uninterrupted flow of Marines to the battlefield so that the commander has the personnel required to accomplish his mission, and provide allocation and assignment of personnel to meet unit requirements. This task involves the management of strength accounting data and readiness assessments, and providing replacements. To recruit, mobilize, assemble, organize, and prepare qualified personnel.

MET 4.8.16: Installation Personnel Administration Center (IPAC)

Description: Installation Personnel Administrative Centers (IPAC) support commands and individual Marines by providing prompt and accurate personnel administrative assistance. Command and customer support include: assistance with obtaining information and reports from manpower information systems; providing legal administrative support (Non-Judicial Punishment and Court-Martial); identification and tracking of those Marines assigned to a limited-duty status; Meal card issue and recovery; and, tracking and monitoring pay-related issues. (MCO 5000.14D, NAVMC 2688)

MET 4.9 - Provide Base and Station Facilities and Related Infrastructure

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

MET 4.9.1 - Provide Utility System Operations

Description: Utility System Operations produce and distribute electrical energy, produce, treat and distribute potable water, collect and treat wastewater, and other utility services essential to productivity, quality of life, and working conditions of facility occupants, and the quality of the environment at Marine Corps installations. Energy and utilities management ensures there is an adequate, readily available supply of energy, water, and utilities. Also, it ensures that these operations are cost effective, environmentally sound, and implements conservation programs to reduce energy use in a way that does not impair the training, readiness, and combat capability of strategic and tactical forces or the health and safety of military and civilian personnel and the environment. Tasks include the operation of non-automated plants, periodic inspection of automated plants and distribution systems, maintaining and evaluating operational records and performance reports, coordinating the scheduling of maintenance and overhaul work, ensuring sufficient supplies of fuels and materials, managing energy and utility conservation programs, furnishing quantity data for budgeting and accounting, and planning for future utilities support requirements.

MET 4.9.2 - Supply Water

Description: To provide potable and non-potable water supply and distribution systems, and conduct maintenance and repair to standards which will permit continued use for their designated purposes.

MET 4.9.8 - Performs Sustainment, Restoration, and Modernization of Facilities

Description: To provide and perform facilities sustainment, restoration, modernization, planning, engineering and facility management activities for all installation Class 1 and Class 2 real property assets.

MET 4.9.10 - Provide Family Housing

Description: To provide family housing services, including referrals, assignments and coordination with public private venture.

MET 5.1.1 - Provide and Maintain Communications

Description: To send and receive data (to include verbal, electronic and written). This activity includes providing, maintaining and distributing data and information by any means. Information can include plans and orders, intelligence, weather, friendly troop/unit status and location, and reports. Includes receiving and transmitting plans and orders, enemy information, terrain and weather information, and friendly troop information.

MET 5.1.1.1.3 Provide Electronic Message Communications

Description: To provide communications network support for the MAGTF including installation, operation and maintenance of the Defense Message System (DMS). The DMS consists of all hardware, software, procedures, standards, facilities, and personnel used to exchange messages electronically between organizations and individuals in the DoD. The DMS provides a secure, timely, reliable writer-to-reader messaging service across strategic and deployed environments and is a key component of the defense information infrastructure.

MET 6.1.1.10.1.1 - Provide Anti-Terrorism and Force Protection (AT/FP)

Description: To provide security measures to protect military personnel, dependent and family members, civilian personnel, and government facilities and equipment.

MET 6.3.1.1 - Provide Emergency Response

Description: Using a centralized 911 emergency dispatch, installation provides emergency "all hazards" response. All hazards include fire, military police, emergency medical and hazardous materials (to include chemical, biological, nuclear, radiological substances) response to emergent crisis's or incidents. For the purposes of off base mutual aid response, military police assets will only be employed under the auspices of the immediate or formal response clauses within the DoD family of directives governing military support to civilian authority.

MET 6.5 - Mission Assurance

Description: The Marine Corps shall identify, protect, and ensure the availability of those assets and infrastructures critical to the execution of its mission. Mission assurance provides assessments which ensure mission survivability to critical facilities by determining single point vulnerabilities, mitigation techniques, and/or enhanced force protection postures. It encompasses a group of activities that enable or support all of the foregoing mission areas. Tasks include: assisting in identifying operational and technical solutions, including conducting the research development, training and education necessary to meet current and future requirements; and, reviewing force protection plans or force protection elements within CONOPS or OPLANS. Failure to achieve success in any of these areas could jeopardize the combatant commands' or Marine Corps' ability to attain mission success in any or all of its' critical mission responsibilities.

MET 6.5.1 - Provide Critical Infrastructure Protection

Description: Critical Infrastructure Protection (CIP) is the identification, assessment, and security enhancement of physical and cyber assets and associated infrastructures essential to the execution of the National Military Strategy (NMS). CIP is a complementary program linking the mission assurance aspects of the anti-terrorism, force protection, information assurance, continuity of operations, and readiness programs. CIP ensures the availability of critical infrastructure assets supporting execution of Marine Corps missions and identifies mission critical assets and resources through remediation and mitigation. The CIP construct consists of various elements: analysis/assessment of critical assets and infrastructure vulnerabilities, remediation, monitoring and reporting, indications and warning, mitigation, response and reconstitution. The CIP program is designed to defend, prevent loss, interruption or mitigate loss of USMC owned critical assets needed for mission accomplishment.

Section 2

Base Headquarters

1. Mission of the Staff. The mission of the staff is to assist the CO in the execution of his command responsibilities.
2. Organization of the Staff. The MCB CamPen staff is organized per the current Table of Organization (T/O). Nothing in these regulations, however, is intended to change in any way the directions contained in the Marine Corps Manual, or the pertinent portions of Navy Regulations. Figure 1-2 reflects the MCB CamPen staff structure.
3. Authority of the Staff.
 - a. To the extent authorized, the staff supervises the execution of orders and takes action as necessary to carry out the policies and decisions of the CO.
 - b. Assistant Chiefs of Staff (AC/S) have no command authority, except over members of their echelon.
 - c. AC/Ss of this command may, when operating within clearly established policies and decisions, issue orders and directives to subordinate commanders, and may sign correspondence to other commands in the name of the CO, MCB CamPen "By direction" when so authorized.

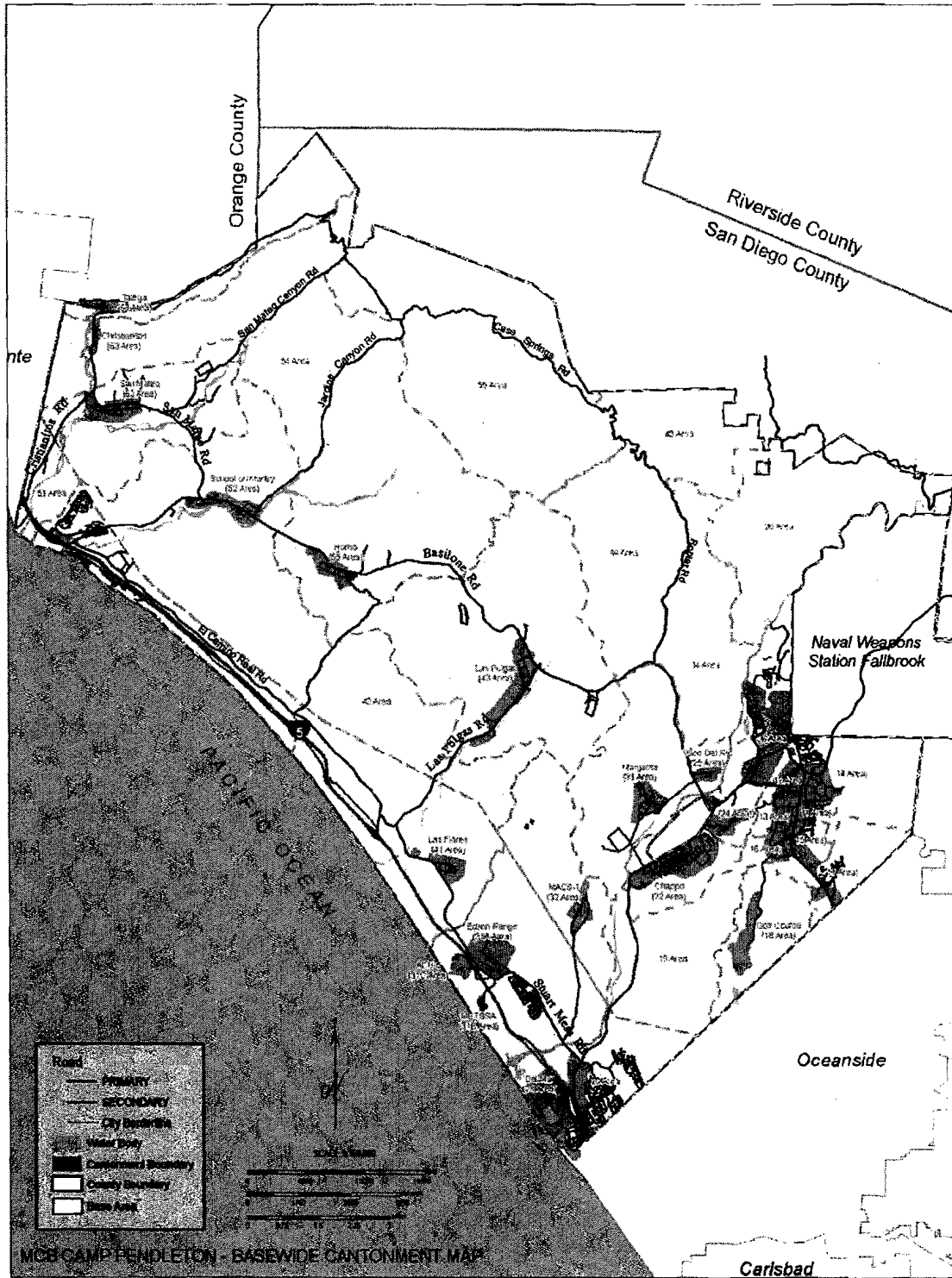


Figure 1-1.--Map of Marine Corps Base, Camp Pendleton

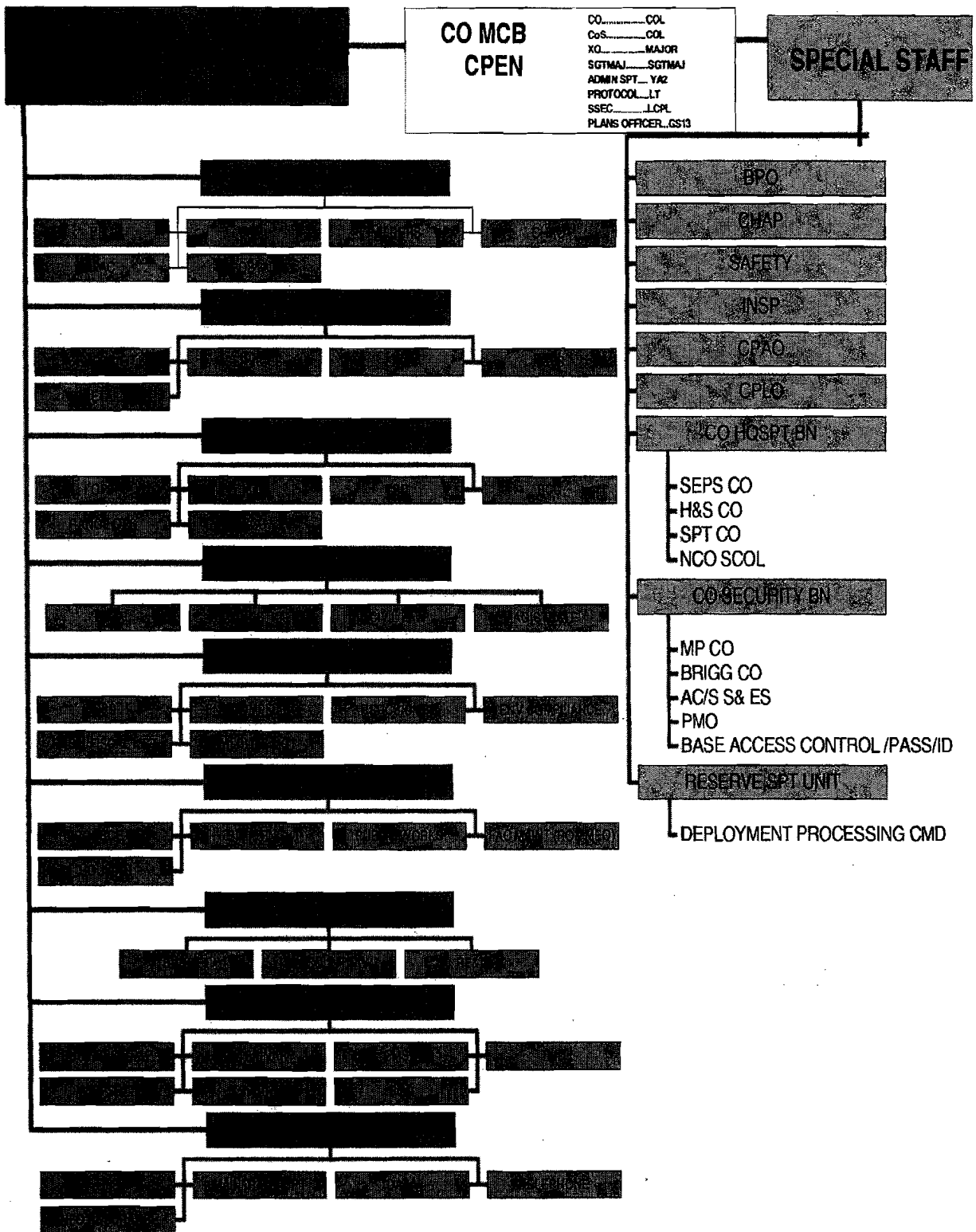


Figure 1-2.--Organizational Chart

Chapter 2

Administrative Instructions

Section 1

Introduction

1. Administration

a. General

(1) Administration within this Headquarters will be governed by U.S. Navy Regulations; Commandant of the Marine Corps supplementary instructions; and other directives promulgated by this Headquarters.

(2) Normal working hours for this Headquarters are Monday through Friday, 0730-1630.

b. Marine Officers' Personnel Records (Base Headquarters)

(1) Administrative records of Marine Corps officers assigned to this Headquarters are maintained by the Installation Personnel Administration Center (IPAC), Headquarters and Support Battalion, MCB CamPen.

(2) The assignment of officers will be accomplished as follows:

(a) Field grade officers by the CO, MCB CamPen. The AC/S, Manpower will submit recommendations for assignment or reassignment to the CO, MCB CamPen via the Chief of Staff (COS).

(b) Company grade officers by the Military Personnel Officer as per instructions provided by the AC/S, Manpower.

c. Marine Enlisted Personnel Records (Base Headquarters)

(1) Administrative records of Marine Corps enlisted personnel assigned to this Headquarters are maintained by IPAC, Headquarters and Support Battalion, MCB CamPen. Assignment of headquarters personnel to staff sections is made by the Military Personnel Officer. Heads of staff sections will keep the Military Personnel Officer advised of their anticipated personnel losses to ensure timely assignment of replacements.

(2) Enlisted personnel assigned to Headquarters and Support Battalion, other than those designated for a staff section, will be assigned as directed by the battalion commander.

d. Leave. Leave for personnel on the staff of this headquarters will be authorized as follows:

(1) Leave for the COS will be granted by the base CO.

(2) Leave for AC/Ss and for officers and enlisted personnel on the base CO's personal staff will be granted by the COS.

(3) Leave for organizational commanders will be granted by the base CO.

(4) Leave for other officers of the staff will be granted by the AC/S of their echelon.

(5) Leave for enlisted members of the staff will be granted by the staff section head.

e. Liberty. Liberty for enlisted personnel at this Headquarters will be granted as prescribed by the department/section heads.

f. Absence From Place of Duty for Short Periods. AC/Ss of this headquarters will notify the COS if they absent themselves from their official place of duty for short periods of time.

2. Commanding Officer's Conferences

a. These conferences brief the CO, MCB CamPen on significant matters that recently took place, will soon take place, or require the early consideration of those present, and afford the CO, MCB CamPen the opportunity to expedite direct instructions and affect immediate liaison with his staff and unit commanders.

b. Officers designated to attend should be prepared to present items of importance in their area of interest which may be of concern to the CO or to the majority of the conferees present.

c. These conferences are held in the CO's conference room in Building 1160. Time, date, and place will be announced by the Staff Secretary.

3. Official Visitors. Many Very Important People (VIPs) visit MCB CamPen. Base Protocol is responsible to coordinate the details involved and to ensure that adequate arrangements are made. The following duties are assigned for these visits:

a. The Base Protocol Officer

(1) Designate a project officer, and coordinate all other department activities.

(2) Prepare and submit a proposed itinerary to the COS for approval prior to publication. Coordinate the itinerary with units and activities concerned.

(3) Arrange transportation, billeting, and other logistics of visits.

(4) Coordinate reservations for VIP quarters with the Director, Bachelor Housing Department.

(5) Arrange military police escort, if required.

(6) Coordinate publicity with the Public Affairs Officer.

(7) Schedule the conference room for command briefings.

(8) Prepare informational folders and distribute to the visiting party (if required).

b. AC/S, O&T

(1) Arrange honors, if appropriate.

(2) Publish a directive to include all coordinating details for honors.

(3) Coordinate with the AC/S, Facilities to ensure the 11 Area parade ground is in suitable condition for honors.

c. Base Security Manager. Ascertain the security clearances of all members of the official visiting party, and coordinate as appropriate.

d. Public Affairs Officer

(1) Provide publicity and other public affairs support as required.

(2) Conduct command brief for all visitors.

e. Director, Billeting/Bachelor Housing Department

(1) Provide clean and comfortable quarters for VIPs as required by the Protocol Office.

(2) Provide special services and amenities for VIPs as required by the COS.

4. Visit Reports and Courtesy Calls

a. All official and unofficial visitors from outside MCB CampPen to a staff section, or to units and activities under the command of the CO, MCB CampPen, will be promptly reported to the Staff Secretary via email. The report shall include the name of the visitor(s), rank, NSPS rating, GS rating, or business firm and position within the firm, parent organization, time and the purpose of visit. It will then be determined by the Staff Secretary if a call to the CO, MCB CampPen or COS is necessary.

b. As a matter of general policy, a closing conference will be arranged for visitors who will be making a report of their visit to higher headquarters or agencies outside of MCB CampPen. The nature of this closing conference may vary from a departure call with the COS to a board room conference with all cognizant personnel present, and a verbatim transcript of proceedings, if required.

c. Routine or regularly scheduled visits incidental to the conduct of day-to-day business of the command need not be reported. The senior staff officer having cognizance or knowledge of a visit is responsible to ensure that the spirit of these instructions is carried out. The primary purpose is to keep the Commander informed of events as they occur, and the forwarding of information to outside activities before such information is reduced to writing. If a closing conference cannot be arranged, a written report will be submitted to the COS on the substance of significant information exchanges and/or agreements made.

18 Feb 10

5. Staff Visits. AC/Ss are responsible for preparing and carrying out staff visits to subordinate organizations.

6. Trip Reports. AC/Ss and commanders will create and keep on file trip reports outlining the results of any temporary additional duty (TAD) which they or their principal subordinates perform outside of this Command. This trip report will include, at a minimum, the purpose of the trip, any significant aspects of duty performed and any recommendations considered appropriate. If the AC/S determines that the COS or CO, MCB CampPen needs to be briefed, the trip report can be forwarded at that time.

Section 2

Personnel Procedures

1. Installation Personnel Administration Center (IPAC). An IPAC is an organization that supports the Commander, appointed staff, service members and the spouses of service members with personnel administrative services. Personnel administration includes, but is not limited to: pay and entitlements, promotions, separations and retirement processing, new join administrative processing and deployment, temporary duty, command directed audits of entitlements, and service record maintenance.

2. Reporting Instructions. Incoming personnel under permanent change of station orders to all commands at MCB CamPen will be directed to report to the IPAC located in the 13 Area, building 13107. All students reporting to the School of Infantry (SOI) will report into the Personnel Admin Center in the 52 area, building 520420.

a. Officers and staff noncommissioned officers desiring BOQ/BEQ accommodations will be directed to report to the Duty Manager, 13 Area BOQ/BEQ, building 1341 for a room assignment.

b. Enlisted personnel (E-5 and below) reporting under PCS orders during the weekend will be directed to report to the IPAC, building 13107 for administrative action and arranging transportation to their unit.

3. Customer Service Centers. The Customer Service Center and Remote Centers are responsible for any pay status changes, changes in family status, updates to service record information, deployed entitlements and all audits required by administrative references.

4. Check Out

a. The IPAC Outbound Center is located in the 22 Area, building 22162. The IPAC Outbound Center is responsible for all Permanent Change of Station, Permanent Change of Assignment, End of Active Service, Retirement and Resignation Orders for Marines leaving Camp Pendleton.

b. Individuals being discharged, retired, resigning, released to inactive duty, or transferred from MCB CamPen are required to check out with the following:

- (1) Consolidated Issue Facility
- (2) PMO Vehicle Registration
- (3) Joint Education Center
- (4) MCCS Financial Mgmt Branch
- (5) Base Library
- (6) TRICARE
- (7) PMO Records
- (8) Community Housing Office

(9) Navy & Marine Corps Relief Society

(10) Marine Family Services/Readiness Program

(11) BEQ Manager (Enlisted in Barracks Only)

(12) UNITS S-1 (All Cpl's & below) Pro: ____ Con: ____
(OIC/CO Signature required)

(13) IPAC

Bldg 22162

5. Temporary Additional Duty (TAD). The Command's policy is that TAD determined to be essential to our mission and operations will be executed. Participation in conferences, schools, seminars, and training courses within financial limitations is considered necessary as a means of achieving and maintaining a desirable degree of proficiency and to assist in furtherance of careers, and is therefore generally considered to be essential.

6. Discharges

a. Hardship or Dependency Discharge. Hardship or dependency discharge applications will be submitted per MCO P1900.16_. Commanders will forward applications by endorsement to CO, MCB CamPen (Attn: Adjutant), who will make final disposition recommendations to the CO, MCB CamPen. Should the CO, MCB CamPen determine the circumstances of a particular case warrant referral to an administrative separation board, the commander exercising special court-martial jurisdiction over the Marine, will appoint a board per MCO P1900.16_. These recommendations will be forwarded to the CO, MCB CamPen (Attn: AC/S, SJA) for processing. The service record book will not be listed as an enclosure to the application or endorsement.

b. Convenience of the Government Discharge. Recommendation for Convenience of the Government, Defective Enlistment, Entry Level, and Unsatisfactory Performance discharges will be forwarded to the CO, MCB CamPen (Attn: Adjutant), except for individuals with over six years active and inactive duty who have requested an administrative separation board. These recommendations will be forwarded to the CO, MCB CamPen (Attn: AC/S, SJA) for processing. As appropriate, the Adjutant/SJA will make final disposition recommendations to the CO.

c. Discharge by Reason of Misconduct, Homosexuality, and Alcohol/Drug Abuse. Recommendations for discharge by reason of misconduct, homosexuality, drug and alcohol abuse will be forwarded to the CO, MCB CamPen (Attn: AC/S, SJA), for final disposition.

d. Enlisted administrative separations will be processed within the time requirements specified in MCO P1900.16_.

7. Casualty Reporting. Instructions for casualty reporting are contained in MCO P3040.4, and BO 3040.2_.

Section 3

Correspondence/Directives

1. Personal Correspondence. No person attached to this base will transact or attempt to transact, through personal correspondence, any official business relating to this command.
2. Office of Record. The base Adjutant's Office is designated as the Office of Record for Headquarters, MCB CamPen. The "Record/Official File Copy" of all matters received or originated by this Headquarters will be maintained as follows:
 - a. Unclassified. Directives Control Point, base Adjutant's Office.
 - b. Classified. Classified Material Control Center (CMCC).
 - c. Exceptions. Assistant Chiefs of Staff are authorized to retain copies of correspondence that directly relate to their assigned mission and tasks. All other correspondence signed "by direction" will be forwarded to the Base Adjutant's office for the official files.
3. General
 - a. All correspondence will be prepared per SECNAVINST 5216.5_, DON Correspondence Manual and this Order.
 - b. Correspondence signed by the CO or COS will be prepared with courier new (12 pitch) type.
4. Routing. A copy of correspondence for the signature of the CO, MCB CamPen, COS, and/or "By direction" for the CO, MCB CamPen will be routed to the appropriate staff sections concerned using the MCB CamPen routing sheet (MCBCP-5216/3). The routing sheet will also be used for the informal routing of correspondence among staff sections and between the base staff and COs. Information on routing sheets accompanying correspondence to be signed by the CO or COS will be typed, courier new, 12 pitch.
5. Routing Incoming Unclassified Correspondence
 - a. Routing of incoming correspondence will ensure expeditious delivery to staff officers required to take action.
 - b. The base Adjutant's Office receives unclassified correspondence addressed to the CO, MCB CamPen, and special staff officers for distribution within the Headquarters.
6. Signatures on Official Correspondence and Directives. The COS is authorized to sign all official correspondence concerning matters within his cognizance, over his official title.
7. Authority to Sign "By direction"
 - a. AC/Ss are authorized to sign official correspondence "By direction" of the CO, MCB CamPen and may sign correspondence to other commands in the name of the CO, MCB CamPen "By direction".

b. AC/Ss may further delegate this authority to their assistants and those officers in charge/senior SNCOs/senior civilians of base activities within their echelon, as necessary, to distribute the workload equitably. Such delegation shall be written and specifically limit the authority so granted.

8. Directives. Action will be taken by individual COs on directives received from the Commandant of the Marine Corps, DON, or other higher authority, which affect routine administrative matters conducted at organizational and/or unit level. Amplifying instructions may be issued by this Headquarters, however, action by individual COs, should not be withheld pending receipt of such instructions.

9. Preparation of Directives

a. Base directives will be prepared per MCO 5215.1, and the supplementary instructions of this Order.

b. The Adjutant's office is designated as the "Directives Control Point" (DCP).

c. A final copy of the directive using courier new 12 pitch on MCB letterhead will be submitted to the base Adjutant for review and submission to the CO, MCB CamPen for signature. A MCB routing sheet (MCBCP- 5216/3) will be used by the originating section for routing the rough draft or smooth copy to other interested staff sections for information, coordination and concurrence prior to submission/publication. The DCP will be the final authority on all technical points concerning proper preparation of directives.

10. BASEGRAMS. BASEGRAMS that have specific deadline dates must be delivered to the base Adjutant's office NLT 10 days prior to the effective deadline date.

11. Signature. Base Orders will be signed by the CO, MCB CamPen or COS only. Base Bulletins may be signed "By direction" by staff officers having authority to sign correspondence "By direction" of the CO, MCB CamPen when directives do not modify existing policy, approved plans or orders.

12. Directives Review

a. Per MCO 5215.1, Marine Corps Directives Management Program, all directives/publications will be reviewed annually on the anniversary of the directive/publication for necessity, current applicability, judiciousness of purpose, accuracy and good taste; and to assure consonance with existing law, national and DoD and Navy Department policy. Directives that are nine years old or older must be revised, canceled or incorporated in another directive. The review of directives may occur more frequently if determined to be necessary.

b. Base Bulletin 5215 will be published by the base Adjutant directing an annual review. Battalion COs and AC/Ss will ensure, within 30 days of receipt of the bulletin, a review of all directives takes place to determine if orders and directives are current and authorized for distribution. Report the requirement for removal/cancellation of any order from the master directive files to the base Adjutant for action. A checklist of base directives in effect is published annually or when deemed necessary by a base Bulletin in the 5215 series.

13. Base Guard Mail System

a. The base Adjutant's Office is responsible for the operation of the base guard mail system. Only official matters will be passed through the guard mail system. Items of a personal nature (including personal mail) are not authorized and will not be sent via guard mail. United States mail will be used for guard mail addressed to commands located off base.

b. Area and organizational commanders are responsible for picking up and delivering guard mail twice daily to the base guard mail room, building 1160. Internal distribution is the responsibility of area and organizational commanders.

c. Guard mail may be deposited at the base guard mail room, building 1160. United States mail, classified material, or matter addressed to personnel residing in base housing areas will not be transmitted via guard mail. Matter entered into the guard mail system must be addressed to include the organization, activity, shop designation and building number. Names by themselves and insufficient addresses may cause severe delays in the system.

d. Optional form 65-B is an envelope designed for guard mail and repetitive use. Its use is encouraged unless the nature of the matter requires a sealed envelope.

e. Guard Mail Service within Base Headquarters. Guard mail will be picked up from the base guard mail room once in the morning and the afternoon of every working day. All other deliveries/pickups will be made as requested.

14. Express Mail

a. The use of U.S. Postal Service Express Mail for this command and subordinate activities has been approved by the Commandant of the Marine Corps.

b. The following procedures will be followed to implement this service:

(1) All express mail shipments must be approved by the CO (Base Postal Officer). Approval of express mail use will be on a case-by-case basis.

(2) Only those items that are mission essential and time critical will be approved for shipment.

(3) Express mail shipments will not be approved on working days which precede a weekend unless someone will be available to receive the shipment during that weekend. In such cases, priority mail will be used.

c. The main post office Official Mail section in building 1674 will be the mailing point for all express mail shipments originating from MCB CampPen units.

d. Express mail shipments must be delivered to the main post office Official Mail section by 1430 to achieve the 24-hour delivery.

e. Express mail shipments received after 1430 will be accepted at the Oceanside main post office, 211 Brooks Street, until 1700.

Section 4

Postal Facilities

1. General. MCB CamPen Consolidated Postal Services, as an extension of the United States Postal Service and the Marine Corps Postal Service, conforms to the current postal agreement between the DoD and the United States Postal Service and supplementary instructions published by competent authority. The current edition of BO P5110.1_ applies.

2. Postal Activities. MCB CamPen Consolidated Postal Service system includes the following postal activities:

a. Base Mail Processing Center, Building 1674, 16 Area (Mainside)

b. First Marine Logistics Group

(1) Unit Post Office #1, Building 1482, 14 Area (Mainside)

(2) Unit Post Office #2, Building 33307, Camp Margarita

(3) Unit Post Office #3, Building 43507, Camp Las Pulgas

(4) Unit Post Office #4, Building 53507, Camp Horno

(5) Unit Post Office #5, Building 413538, Camp Las Flores

(6) Unit Post Office #6, Building 62307, Camp San Mateo

c. United States Postal Services (Oceanside Branch)

(1) U.S. Post Office #1, Building 100H, Naval Hospital

(2) U.S. Post Office #2, temporary Trailer next to PX, Camp Del Mar

(3) U.S. Post Office #5, Building 22160, 22 Area

(4) U.S. Post Office #6, Building 1140, MCX Complex (Mainside)

Section 5

Support Services

1. Navy-Marine Corps Relief Society (NMCRS)

a. The Navy-Marine Corps Relief Society, a private, non-profit, volunteer, service organization, provides financial, educational, and visiting nurse assistance to active duty and retired Sailors and Marines and their families. The financial assistance is given for essential immediate needs such as rent, food, emergency transportation, funeral medical, dental, and car repairs. Education is provided in the form of individual counseling or classroom presentations on budgeting, use of a checking account, credit, or other related financial matters. Of particular note is the "Budgeting for Baby" class, which offers expectant parents information on costs associated with a newborn. After attending the training, the service member or spouse will receive a baby layette. The visiting nurses make home visits to new mothers and infants, geriatric and post-operative patients, and those with chronic medical conditions. They also provide health education and act as an information source for other resources.

b. The Main Office, located in building 1121 is open 0800-1630 Monday through Friday, except Thursday, when it closes at 1430.

c. The San Onofre office hours are 0800-1600 Monday through Friday, and is located in building 520512.

d. Navy-Marine Corps Relief after hours emergency assistance which cannot wait until the next business day can be obtained by contacting the American Red Cross.

2. American Red Cross

a. The American Red Cross office, located at the Naval Hospital, is open 0800-1630 Monday through Friday. Red Cross duty personnel are available 24 hours a day through the MCB CamPen Chief Telephone Operator, and offer:

- (1) Personal and family assistance in time of emergency.
- (2) Communication verification of emergencies.
- (3) Counseling in personal matters.

b. Red Cross activities and numbers are listed in the MCB CamPen telephone directory.

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Chapter 3

Marine Corps Community Services

1. General

a. The AC/S, Marine Corps Community Services (MCCS) is responsible for all matters concerning the operation of the MCCS Retail Division, MCCS Food and Hospitality Division, MCCS Marine & Family Services (M&FS) Division, MCCS Semper Fit Division, MCCS Services Division, and related support Divisions.

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

c. Authorized Patrons

(1) Patrons as identified in Figure 3-1, Patron Category Key, are authorized to use MCCS facilities and services. Figure 3-2 provides a Patron Eligibility Guide that corresponds with Figure 3-1.

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

(a) At snack bar and restaurant activities.

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

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

e. Private Organizations (POs). The AC/S, MCCS has been delegated authority by the CO to have cognizance over all POs operating aboard MCB CamPen. The procedures for the approval and operation of POs aboard the base are established at Appendix A through D.

f. Civilian/Commercial Publications

(1) Per the current edition of DoD 1325.6, the distribution of publications including pamphlets, newspapers, magazines, handbills, flyers, or other printed or written materials is prohibited unless prior approval is obtained from the CO.

(2) Firms desiring to sell or distribute newspapers, commercial publications (e.g. "For Rent", "Auto Trader", etc.), and magazines must submit a written request to MCCS Management Operations, Analysis & Control (MOAC) Division along with a copy of the publication for review.

g. Control Over Activities of Civilian Vendors

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

(2) The selling of insurance falls under the cognizance of the Base Insurance Officer and is outlined in the current edition of BO 1741.3.

(3) Commercial correspondence and home study course sales fall under the cognizance of the Base Education Officer. Check the MCCS website at www.mccscp.com for the location of the base 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, MCB CamPen, California 92055-5020, setting forth the type of business which they desire to conduct and the manner by which it is proposed to be conducted. When the AC/S, MCCS determines the need for the service to be valid, the vendor will be granted authority to provide the service in accordance with the current edition of MCO P1700.27. The vendor will be given a letter either granting or denying permission to do business aboard MCB CamPen within the limitations stated.

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

i. Mandatory Use of MCCS Contracted Services

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

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

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

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

k. Fundraising

(1) The AC/S, MCCS has cognizance over all fundraising aboard MCB CamPen with the exception of the Combined Federal Campaign and the Navy/Marine Corps Relief Society as set forth in the current edition of BO 5340.23.

(2) Unit fundraising car washes require the approval of the G4/S4 of the area where the car wash will be held for specific site locations and hours. The following guidance is provided for the conduct of fundraising car washes:

(a) Fundraising is limited to car wash services only. Food and drink sales are not authorized in the conduct of the requested event.

(b) Soliciting outbound traffic in the vicinity of the Commissary is unauthorized.

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

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

(e) Participating units must contact the AC/S, Environmental Security, Storm Water Branch Head for guidance regarding pollution and conservation regulations.

l. Informal Funds. Small informal funds as set forth in Appendix A are authorized. Soda messes and the resale of other food items are prohibited.

m. Sale of Tobacco Products

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

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

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

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

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

(6) Patrons at Food and Hospitality Clubs, snack bars, and catering trucks will be sold only one state tax-free cigarette products at a time, per customer. Proper identification is required at the time of purchase.

2. MCCS Retail Division. The Director, Retail Division is responsible for managing and operating the MCX facilities and Service Stations aboard MCB CamPen.

3. MCCS Services Division. The Director, Services Division is responsible for providing products and services to MCCS patrons. The Services Division also negotiates contracts for indirect services such as barber/beauty shops, car rentals, photographic services, and the Paintball Park, as well as exercising administrative control over indirect food operations (Subway, Domino's, etc.). Additionally, the Services Division manages and operates direct run operations such as vending, optical, and tailoring.

4. MCCS Food and Hospitality Division. The Director, Food and Hospitality Division is responsible for providing direct run food, beverage, entertainment, and temporary lodging to authorized patrons.

a. The consolidated South Mesa Club is a non dues paying club.

b. The Enlisted Club is a non dues paying club.

c. Direct Operations. This section manages and operates all direct food operations (snack bars).

d. Bringing In Outside Food and Beverage. Food or beverages intended for consumption in a hospitality activity may not be brought into the activity by patrons or groups. The only exception may be wedding or specialty cakes that the activity cannot produce itself. Food from catered events may not be removed from the event location.

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

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

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

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

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

Family Readiness Funds. The Intramural Program/events will be widely advertised throughout the base using multiple media distribution methods.

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

b. Fitness/Wellness Programs

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

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

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

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

c. Golf Course. The Marine Memorial Golf Course will be maintained and operated.

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

e. Outdoor Recreation. Outdoor recreation programs will be planned, implemented, and supervised, to include:

- (1) Beaches
- (2) Lake O'Neill Recreation Area
- (3) Marina
- (4) Skeet and Trap/Pistol Range

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

f. Indoor Recreation. Indoor recreation programs will be planned, implemented and supervised, to include:

- (1) Automotive Skills Center
- (2) Arts and Crafts Hobby Shop
- (3) Recreation Check-Out
- (4) Sports
- (5) Theater/Movies
- (6) Ticket/Tours & Travel

6. MCCS Human Resources Division. The Director, Human Resources Division is responsible for providing advice, support, and guidance to MCCS and Unit Commanders on NAF human resources issues, recruitment and staffing, training, employee relations, and Equal Employment Opportunity Services.

7. MCCS Management, Operations, Analysis Control Division. The Director, MOAC Division is responsible for providing support for all MCCS Divisions in the form of management analysis, contracting, and non resale procurement, to include property control, handling insurance claims, inspections, and investigations.

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

9. MCCS Financial Management Division. The Director, Financial Management Division is responsible for providing financial management of nonappropriated fund (NAF) and APF support and information technology/electronic point of sale/management information systems support for all MCCS Divisions in the form of accounting, collections, information systems, and budget support.

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

11. MCCS Marine and Family Services Division (M&FS). The Director, M&FS Division, is responsible for the operation of the Children, Youth and Teen Programs (CYTP); Lifelong Learning (LL) Programs; Counseling Service (CS) Programs; Consolidated Substance Abuse Counseling Center (CSACC) Programs; Readiness Community Support (RCS) Programs, and Marine Corps Family Team Building (MCFTB).

a. CYTP Programs. The CYTP consists of the Child Development Centers, the Fisher Children's Center, the School Age Care Programs, the Family Child Care Programs, Resource and Referral Assistance, the Youth/Teen Centers aboard the base, and the Exceptional Family Member Program. Base orders to reference these services fall under the Standard Subject Identification Code (SSIC) series 1710.

b. LL Programs. The LL programs consist of Joint Education Center Services and the Libraries. Base orders to reference these services fall under the SSIC series 1560.

c. CS Programs. The CS programs consist of the Family Advocacy Program, Victim Advocacy Services, Personal and Relationship Counseling Services, Combat Stress Services, Prevention/Education Classes/Briefs, and New Parent Support Program. Base orders to reference these services fall under the SSIC series 1752.

d. CSACC Programs. The CSACC programs consist of Drug & Alcohol Counseling Services for active duty service members, their family members, and retirees. The program also provides drug and alcohol education to commands and centralized urinalysis. Base orders to reference these services fall under the SSIC series 5300.

e. RCS Programs. The RCS programs consist of Personal Financial Fitness Services, Relocation Assistance Services, Retired Activities Services, Community Centers, Transition Assistance Program, Career Resource Management Center, Family Member Employment Assistance Services, and the Volunteer & Skills Development Program. Base orders to reference these services fall under the SSIC series 1720.

f. MCFTB Programs. The MCFTB programs consist of six distinct family readiness programs, Readiness and Deployment Support Training; Family Readiness Program Training; Lifestyle, Insights, Networking, Knowledge, and Skills Training; Life Skills Training and Education; Prevention and Relationship Enhancement Program; and Chaplains' Religious Enrichment Development Operation and coordinate with the Commander's Family Readiness Officers. Base orders to reference these services fall under the SSIC series 1740.

12. Check Handling at Military Activities

a. General. Certain military activities aboard MCB CampPen routinely accept checks in payment for goods or services; additionally, a limited number of MCCS Retail activities cash government and personal checks for the convenience of patrons and members. The decision as to limits or conditions under which checks will be accepted or cashed is made by the activity or Area Commander. Regardless of the specific limits or controls imposed, certain basics are common to all activities.

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

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

b. Mandatory Identification/Verification

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

(2) The primary form of identification used will be the military identification number of the sponsor (sponsor's last four of social security number) and will be written and verified on each check presented for payment or cash. The check writer's full social security number will be entered into the check verification system at the time of acceptance.

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

c. Notification of Dishonored Checks

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

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

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

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 U.S. Armed Forces.
 - 5 - Honorably discharged veterans of U.S. Armed Forces with a 100 percent service connected disability.
 - 6 - Medal of Honor recipients.
- Category B
- 1 - Legal family members of active duty military personnel.
 - 2 - Legal family members of the Reserve Components.
 - 3 - Legal family members of retired military personnel.
 - 4 - Surviving spouses, their children, and dependent parents of military personnel who died while on active duty.
 - 5 - Contract surgeons during the period of contract.
 - 6 - Family members of foreign military personnel assigned to the U.S. Armed Forces.
 - 7 - Widows/widowers and family members of Medal of Honor recipients.
 - 8 - An un-remarried former spouse of a current or former military service-member who on the date of the final decree of divorce, dissolution, or annulment had been married to the current or former military service member for a period of 20 years, during which period the current or former military service-member performed at least 20 years of service that is creditable in determining that current or former military service-member's eligibility for retired, retainer, or equivalent pay; and the family members of such former spouses.
- Category C
- Reserve Officers Training Corps (ROTC) members, under orders, who are conducting summer training or orientation visits aboard MCB CamPen.
- Category D
- Employees of the Red Cross and their family members who are required to reside aboard MCB CamPen.

Figure 3-1.--Patron Category Key

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	Honorably discharged veterans when hospitalized aboard MCB CamPen where facilities are located.
Category H	Agents or representatives of other government departments, outside DoD, where the base CO determines the desired supplies/services cannot be conveniently obtained elsewhere.
Category I	Civilian employees and visitors aboard MCB CamPen (upon approval of the base CO or local Commander).
Category J	Active duty personnel of the Armed Forces of a foreign nation visiting MCB CamPen.
Category K	Personnel of authorized welfare service organizations aboard MCB CamPen.
Category L	Members of the National Defense Executive Reserve.
Category M	United States DoD (APF) employees, retired DoD civilians and their family members.
Category N	Marine Corps Community Services NAF employees, their immediate families, and eligible federal employees who are assigned to MCCS division activities in the: MOAC Division; Semper Fit Division; Marine & Family Services Division, Libraries, Children, Youth & Teen Programs, and Community Centers; and their immediate family members.

Figure 3-1.--Patron Category Key-Continued

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

ACTIVITY
Semper Fit Division

PATRON CATEGORIES

		A	B	C	D	E	F	G	H	I	J	K	L	M	N
a	Bowling Lanes	X	X	X	X	X	X							X	X
b	Golf Course	X	X	X	X	X	X							X	X
c	Golf Course Retail Shop	X	X	X	X	X	X				X			X	X
d	Marina	X	X	X	X	X	X							X	X
e	Hobby Shop	X	X	X	X	X	X							X	X
f	Auto Skills Center	X	X	X	X	X	X	X						X	X
g	Auto Skills Center Retail Shop	X	X	X	X	X	X							X	X
h	Swimming Pool	X	X	X	X	X	X							X	X
i	Scuba	X	X	X	X	X	X							X	X
j	Stables	X	X	X	X	X	X							X	X
k	Ticket Outlets (ITT)	X	X	X	X	X	X							X	X
l	Latitudes Travel	X	X	X	X	X	X							X	X
m	Recreational Checkout	X	X	X	X	X	X							X	X
n	Camping Sites	X	X	X	X	X	X							X	X
o	RV Sites	X	X	X	X	X	X							X	X
p	Gymnasiums/Fitness Centers	X	X	X	X	X	X							X	X
q	Youth Sports	X	X	X	X	X	X							X	X
r	Del-Mar Beach Cottages	X	X	X	X	X	X							X	X
s	San Onofre Beach Cottages	X	X	X	X	X	X							X	X
t	SMP Recreation Programs*	X													
u	SMP Recreation Centers*	X													
v	Health Promotion Programs	X	X	X	X	X	X							X	X
w	Lake O'Neill	X	X	X	X	X	X	X						X	X
x	Skeet and Trap Range	X	X	X	X	X	X							X	X

* = Limited to active duty personnel only.

ACTIVITY
Food & Hospitality Division

PATRON CATEGORIES

		A	B	C	D	E	F	G	H	I	J	K	L	M	N
a	Enlisted Clubs (Double Deuce)	X	X	X	X	X	X	X	X		X	X	X	X	X
b	South Mesa Club	X	X	X	X	X	X	X	X		X	X	X	X	X
c	All Ranks Lounge(Sharky's)	X	X	X	X	X	X	X	X		X	X	X	X	X
d	Temporary Lodging Facilities	X	X			X	X		X						
e	Snack Bars	X	X	X	X	X	X	X	X	X	X	X	X	X	X
f	Catering Trucks	X	X	X	X	X	X	X	X	X	X	X	X	X	X
G	Taco Bell	X	X	X	X	X	X	X	X	X	X	X	X	X	X
H	'We Proudly Brew Starbucks' Coffee Shop	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Figure 3-2.--MCB CamPen MCCS Activity Patron Eligibility Guide.

ACTIVITY
Retail Division

PATRON CATEGORIES

		A	B	C	D	E	F	G	H	I	J	K	L	M	N
a	Marine Corps Exchanges	X	X	X	X	X	X	X			X				X
b	Other Retail Outlets	X	X	X	X	X	X	X			X				X
c	Service Stations	X	X	X	X	X	X	X			X				X
d	Military Clothing Store	X		X		X		X							

ACTIVITY
Services Division

PATRON CATEGORIES

		A	B	C	D	E	F	G	H	I	J	K	L	M	N
a	Beauty Shop	X	X	X	X	X	X	X			X				X
b	Barber Shop	X	X	X	X	X	X	X			X				X
c	Car Rental	X	X	X	X	X	X	X			X				X
d	Zone-DVD & Games Rental	X	X	X	X	X	X	X			X				X
e	Vending Machines	X	X	X	X	X	X	X	X	X	X	X	X	X	X
f	Pay Phone Center	X	X	X	X	X	X	X	X	X	X	X	X	X	X
g	Optical Shop	X	X	X	X	X	X	X			X				X
h	Tailor Shop	X	X	X	X	X	X	X			X				X
i	Laundries	X	X	X	X	X	X	X			X				X
j	Vet Services	X	X	X	X	X	X	X			X				X
k	Car Washes	X	X	X	X	X	X	X			X				X
l	Dental	X	X	X	X	X	X	X			X				X
m	Car Audio and Tint	X	X	X	X	X	X	X			X				X
n	Dry Cleaners	X	X	X	X	X	X	X			X				X
o	Wedding Photographer	X	X	X	X	X	X	X			X				X
p	Income Tax Services	X	X	X	X	X	X	X			X				X
q	Oil Exchange	X	X	X	X	X	X	X			X				X
r	Paintball	X	X	X	X	X	X	X			X				X
s	Florist	X	X	X	X	X	X	X			X				X
t	Shuttle Service	X	X	X	X	X	X	X			X				X
u	Budget Truck Rental	X	X	X	X	X	X	X			X				X
v	UPS	X	X	X	X	X	X	X			X				X
w	Watch and Jewelry Repair	X	X	X	X	X	X	X			X				X
X	Game Stop	X	X	X	X	X	X	X			X				X
y	All Fast Food and Sit Down Restaurants	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Figure 3-2.--MCB CamPen MCCA Activity Patron Eligibility Guide-Continued

ACTIVITY
Marine & Family Services Division

PATRON CATEGORIES

		A	B	C	D	E	F	G	H	I	J	K	L	M	M
a	Libraries	X	X	X	X	X	X							X	X
b	Youth Activities		X											X	X
c	Childcare Facilities		X											X	X
d	Community Centers	X	X	X		X	X		X	X	X	X		X	X
e	Marine Corps Family Team Building	X	X	X		X		X			X				
f	Joint Education Center/Life Long Learning	X	X	X	X	X	X	X	X	X	X	X	X	X	X
g	Counseling Centers	X*	X*												
h	Chaplans Religious Enrichment Development	X	X	X		X		X			X				
i	Readiness & Community Support	X	X	X	X	X	X	X	X	X	X	X	X	X	X

- * Counseling Services/Consolidated Substance Abuse Counseling Center
Eligibile patrons (see Figure 3-1) 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 3-2.--MCB CamPen MCCS Activity Patron Eligibility Guide-Continued

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Chapter 4

Operations & Training

1. General. The AC/S, Operations and Training (AC/S, O&T) provides training support for the operating forces, formal schools, and tenant commands to promote combat readiness, and installation command and control in order to ensure crisis and/or consequence management. In addition, the AC/S, O&T:

a. Expands training opportunities and modernizes range capabilities to be responsive to I Marine Expeditionary Force (I MEF) and tenant commands' current and future training requirements.

b. Provides operating forces training support that integrates Live, Virtual and Constructive (LVC) training systems in order to enhance Marine Air-Ground Task Force readiness.

c. Facilitates I MEF forces' ability to conduct distributed operations at MCB CamPen and other joint venues in LVC environments simultaneously.

d. Provides safe and efficient use of air, ground and sea training areas and ranges.

e. Reverses the trend of physical and regulatory encroachment in order to increase and maintain training capacity, and to support training requirements.

f. Increases All Hazards Protection (AHP) capabilities through appropriate manning, processes, exercises, and technology integration.

g. Provides Explosive Ordnance Disposal (EOD) support.

h. Facilitates MCB CamPen support for Force Deployment Planning and Execution of Operating Forces, and for Mobilization in support of Reserves.

i. Conducts special events and ceremonies, and coordinates support for use of MCB CamPen by non-Marine Corps organizations.

j. Provides visual information support.

k. Integrates activities and achieves greater efficiencies to reduce unnecessary friction for war fighters.

l. Provides training opportunities to our Marines and Civilians to improve overall effectiveness.

m. Collects, researches, records, preserves evidence of MCB CamPen's Marine Corps historical legacy, and provides related educational opportunities for our service members, their families and our public.

2. Training. AC/S, O&T is responsible for all matters relating to range and training areas, training support, operations, installation command and control, and base historical programs. AC/S, O&T is composed of six Divisions.

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

(1) Develops mid- and long-range planning, program management, and execution of plans for ranges and training area capabilities aboard the installation.

(2) Assesses training resource requirements of the Operating Forces, tenant commands, formal schools, and all USMC users, and applies resources to defined and validated requirements. Provides planning and requirement definition for Training Area Military Construction (TA MILCON); and Facilities Sustainment, Restoration and Modernization (FSRM); and Procurement Marine Corps (PMC) training systems.

(3) Develops Range and Training Area Program Objective Memorandum, Integrated and Unfunded Priority List, Ground Range Sustainment Program, and Global War on Terrorism Supplemental Program requirements via installation and functional range program offices (RTAM, TECOM).

(4) Plans for, monitors, and provides technical and operational advice on training-related projects from conception to completion.

(5) Provides range, training area facility and training systems maintenance, modernization, and sustainment.

(6) Provides training systems project coordination and management.

(7) Provides primary staff input, from a range capability perspective, to thwart the effects of internal and external encroachment and its negative effect on training aboard and in the vicinity of the installation.

(8) Provides staff leadership of the Range Working Group for the AC/S, O&T.

(9) Supports other DoD, state and local law enforcement training capabilities, as applicable.

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

(1) Facilitates contractor support requirements for the Operating Forces' training programs, operations and field exercises, including scenario development, role players and Battle Field Effects (BFX).

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(2) Assists units in scenario development and provides additional planning support by incorporating Reactive Information Propagation and Planning for Lifelike Exercises (RIPPLE) software. RIPPLE creates role player biographies, charts and family trees for organizing the details of roles, creates intelligence reports, maps the causes and effects of threads and injects, and integrates Microsoft products (PowerPoint & Excel) to help provide a complete picture of training events.

(3) Provides quality assurance for support provided by contractors. Monitors contractor compliance with the Statements of Work which includes adherence to base regulations regarding use of BFX; ensuring the correct number of role players, effects, weapons, etc., was provided; and reports on the performance of the role players.

(4) Reviews after action reviews from the supported units to determine the effectiveness of the contractor support. Reports on the contractor support and provides any recommended improvements to the Director, TSD and to the Regional Contracting Office.

(5) Provides oversight for all Contractor Operated and Maintained Systems (COMS)/Remotely Engaged Target Systems (RETS) contracts for automated live-fire ranges, training devices/facilities, and ground simulators. Coordinates the deployment and life cycle management of these assets in order to comply with higher Headquarters planning documents.

(6) The Reference Desk serves as the "hub" of all TSD activity. The Desk schedules all supported activities not scheduled by the Range Operations Division, to include the base Training Center, the Combat Convoy Simulator, etc. The Reference Desk also serves as the entry point for training support services.

(7) Is responsible for the life-cycle management of all non-standard ground training devices and systems aboard MCB CamPen. Responsible for programming for acquisition, storage, issue and recovery, maintenance and disposal of these systems and devices. Responsible for the day-to-day operation and staffing of the Combat Convoy Simulator. Responsible for the management oversight and advocacy of the MCB CamPen Learning Resource Center Program.

(8) Provides range operator personnel and limited maintenance oversight on various electrically or electronically controlled live-firing ranges. Provides support personnel to Military Operations in Urban Terrain (MOUT) Complexes located in the Kilo Two and Oscar Training Areas. Provides portable gas powered noise simulators and operators to ranges upon user request.

(9) Responsible for the daily operation of the Training Center, to include programming for the life cycle management of all audiovisual equipment in the facility. Coordinates with scheduled users and ensures the audiovisual equipment in the Training Center is set up according to the user's requirement.

(10) Coordinates with the TECOM, PMTRASYS, I MEF Simulation Center, MCB, Operating Forces, contractors, and other organizations to facilitate instrumentation and connectivity for the LVC environment to support

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training aboard MCB CamPen. Provides direct engineering and integration support to units as may be required to facilitate training. Conducts analysis and develop requirements for Joint LVC integration of training systems. Provides technical and engineering support for the development of future training systems.

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

(1) Range Operations Division personnel, using the Range Facility Management Support System (RFMSS), receive, process, integrate, prioritize, coordinate, de-conflict, and approve Range and Training Area Requests from installation and tenant organizations; external military commands; and federal, state, and local agencies. Approved training requests are published in an installation range schedule. Additionally, RFMSS provides usage data for operational budgeting, planning, and reporting.

(2) The Range Operations Division assists range and training area users in applying the Operational Risk Management (ORM) process in planning, operations, training, and non-operational activities to optimize capabilities and readiness. The ORM process is a mandatory process, and is used throughout all levels of the organization to support all aspects of range and training area operations and activities, to include range certification. The Range Operations Division incorporates identified hazards, assessments, and controls into briefs, notices, and written plans. Additionally, the process is used to conduct a thorough risk assessment for new or complex evolutions, defining acceptable risk and possible contingencies for the evolution.

(3) Range Safety Specialists and Range Inspectors conduct random inspections of range and training areas as an added component of range safety by ensuring adherence to range safety regulations, area policing and identifying required maintenance. Evaluations of unit level ORM assessments are conducted to mitigate the risks associated with installation training evolutions. Safety violations and other discrepancies are reported to Range Control supervisory personnel for appropriate corrective action.

(4) The Range Control Officer is responsible to the base CO for the certification and recertification of all installation ranges. The Ground Range Certification and Recertification Program is an integral part of overall ground range safety. This program ensures safety while enhancing combat effectiveness and readiness through realistic, live-fire training, enabling Marine units to train as they fight.

(5) Range Control (call sign LONGRIFLE) is the hub of range control operations and is directly responsible for the de-confliction of range and training area activities, both air and ground. In addition, LONGRIFLE coordinates the activation and deactivation of the Special Use Airspace (SUA) with the controlling agency, clears scheduled units into appropriate ranges, and authorizes personnel and aircraft movement within the range and training areas. LONGRIFLE also coordinates training operations status, tracks all incidents and initiates emergency procedures, clears and monitors range activity, dispatches range inspectors, and alerts range control supervisory personnel of all pertinent events.

(6) Range Control provides management of the range and training area SUA. Airspace is a critical component of Marine Corps training areas. As the air traffic in the National Airspace System grows, pressure to transfer the availability of airspace from military operations to civil and commercial use will increase. Through effective airspace management, MCBs retain, expand, and create training airspace vital for mission accomplishment.

(7) The Marksmanship Training Branch (MTB) supports the Marine Corps Combat Marksmanship Program to provide annual re-qualification with the service rifle and pistol. Combat marksmanship proficiency is a key element in the foundation for military effectiveness in ground combat, unit defense, or security operations. All Marines will be trained to effectively employ the personal weapons with which they are armed. The objective of marksmanship training is to develop, sustain, and improve individual combat shooting skills. Marksmanship Training Branch range personnel are responsible for the conduct of live-fire training for Tables 1/1A and Table 2 for annual rifle training.

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

(1) Operations, special events and ceremonies

(2) All hazards protection (anti-terrorism, chemical, biological, radiological and high yield explosives, critical infrastructure protection, emergency management, disaster preparedness, continuity of operations)

(3) Force deployment and mobilization

(4) Information fusion

(5) Operational security

(6) MCB Command Center (Crisis Action Team, Command Duty Officer)

(7) Explosive Ordnance Disposal

e. Combat Camera (COMCAM). COMCAM provides MCB CamPen and its tenant activities with visual information products and services. COMCAM support includes still photography, videography, reprographics and multimedia.

(1) Plans, programs and budgets for the operation and maintenance of visual information resources for MCB CamPen and its tenant activities per MCO 3104.1.

(2) Maintains a 24-hour duty in support of emergency and investigative documentation. When cleared by the Public Affairs Office, all imagery of crisis and humanitarian operations is forwarded to the Defense Imagery Management Operations Center (DIMOC) in the most expeditious manner possible.

(3) Provides photographic and videographic imagery to the Marine Corps Imagery Resource Center (MCIRC), as required.

(4) Maintains a local archive of imagery.

(5) COMCAM assets are used for official purposes only. COMCAM products are the exclusive property of the Marine Corps until properly released to the public by the Public Affairs Officer. When released, COMCAM products become "public domain" and, as such, are subject to the rules and regulations under U.S. Copyright Law Title 17 U.S. Code.

(6) Provides administrative photography, to include promotion photos, official portraits, augmentation, naturalization and official passports for units and tenant commands aboard MCB CampPen as well as commands within the geographic region (identification photos not included). Provides historical photographic documentation of significant events, ceremonies, training and operations.

(7) Provides historical video documentation of significant events, ceremonies, training and operations. Creates video productions of: training, operations, ceremonies, significant events, commercials and safety messages.

(8) Provides layout and design of graphic arts products, to include visual training aids (charts, graphs, maps and static displays) and also official invitations, briefs, handouts, programs and brochures. Provides limited reproduction of color and black and white originals.

(9) Provides interactive media authoring in the form of computer-based training and web site development.

f. History and Museum Division. Collects, researches, records, and preserves evidence of MCB CampPen's Marine Corps historical legacy to provide command support through historical educational opportunities for base service members, their families, and the public.

(1) Museum programs provide both temporary and permanent exhibits reflecting Marine Corps and MCB CampPen history. History and Museum Division: creates and manages traveling exhibits to better familiarize the public about Marine Corps and MCB CampPen history; and collects, researches, documents and preserves artifacts and artworks reflecting Marine Corps and MCB CampPen history. Collections include USMC vehicles, USMC uniforms and military artifacts, unit histories, and MCB CampPen history collections. Additionally, the Division liaisons with the MCB CampPen Historical Society, an authorized base 501(C)3 organization, for its financial support of preservation and educational projects. The Division provides outreach educational opportunities through educational tours and exhibits. Additionally, they recruit, train and support the Docent Program, ensuring an adequate volunteer base to provide the tour programs at Museum and historic sites. Meaningful opportunities for service members, their families and interested public are provided to volunteers in support of the Museum Programs, including veterans, Eagle Scout candidates, docents, and restoration and preservation workers. Lastly, they train and support volunteer activities in preservation and restoration of collections.

(2) Base Archives Programs collect, research, document, and preserve archive materials such as historical photographs, maps, oral histories, film, and documents. They also make archives available for researchers, use archives in base exhibits, and provide students with archive internship opportunities.

(3) Commemorative Naming Program provides guidance for the commemorative naming of streets, buildings, rooms, and areas. The program collects and preserves commemorative naming documentation in the base Archives.

(4) Museums and Exhibits Management preserves and maintains historic and museum sites for appropriate educational museum programming use, to include the MCB Campen Mechanized Museum, the Commander's exhibit case, and the Ranch House National Historic Site. It promotes and supports the MCB Campen Mechanized Museum, including the renovation of the original WWII museum building, the restoration of historic USMC vehicle and weapon artifacts, and the creation of teacher materials to support tours of the museum. Lastly, it provides security of artifacts, to include optimum environmental care, security against damage, and theft and vandalism in the Museum and in all exhibits on or off museum site.

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Chapter 5

Office of The Staff Judge Advocate

Section 1

Mission, Organization, and Services Provided

1. Mission. The Staff Judge Advocate (SJA) is the chief legal advisor to the CO, MCB CamPen, a general courts-martial convening authority per designation by the Secretary of the Navy. All legal matters within the command will be referred to the office of the SJA. Legal matters involving contact with counsel external to this command will be coordinated by and through the office of the SJA. The SJA is the designated Standards of Conduct and Ethics Counselor for the command, the designated initial denial authority for Freedom of Information Act (FOIA) and Privacy Act (PA) requests, and the designated appeals authority for Marine Corps Community Services (MCCS) contracting officers' decisions.
2. Organization. The office of the SJA consists of the SJA, Deputy SJA, Legal Services Chief, Executive Assistant, and the following sections: Joint Legal Assistance office, Military Magistrate, Military Justice, Special Assistant U.S. Attorney, Civil Law, and Administrative Law. Figure 5-1 is the organizational chart for the office of the SJA. In addition to this Chapter, information can also be found at the MCB CamPen website, AC/S, SJA section.
3. Consolidation. By a Memorandum of Agreement between the CO, MCB CamPen, and the CG, 1st Marine Logistics Group (1st MLG) concerning the provision of legal services at MCB CamPen, the CG, 1st MLG, is responsible for processing military justice cases and conducting administrative discharge boards arising in those units served by this command via the services of the Legal Services Support Section (LSSS).
4. Western Area Counsel's Office. The Western Area Counsel Office (WACO) was established to provide installation law support on environmental and land use law, civilian personnel management law, and acquisition and procurement law to MCB CamPen and other MCIWEST bases. The SJA and Counsel, WACO coordinate their efforts to ensure commanders and staff officers receive timely and quality legal advice and assistance. When appropriate, they provide coordinated responses to requests for legal review, exchange copies of attorney work product and written opinions to prevent duplication of effort, and ensure effective communication and legal support to this command and its personnel.
5. Marine Corps Installations West. The various sections in the office of the SJA provide legal and administrative support, as required, to the SJA, MCIWEST.
6. Administrative Law Section
 - a. The Administrative Law section is responsible to the SJA for advice on military administrative separation matters and separations in lieu of trial by court-martial. This includes misconduct based administrative separations and certain separations in the best interest of the government. In addition to advice, this section prepares endorsements for both the SJA and the separation authority for administrative separations and forwards administrative separation packages to CMC (MMSB). The section is also responsible for

assisting MCB commands in convening administrative discharge boards in coordination with the LSSS, 1st MLG.

b. The Administrative Law section provides supply, budget/fiscal planning, and logistics and personnel management services to the office of the SJA. This section is responsible for administrative matters in the office of the SJA, including word processing, supply, and fiscal matters.

7. Civil Law Section. The Civil Law section is responsible for command advice on all administrative and civil law matters, and for ensuring compliance with Federal and State laws and regulations. This includes advice on civil liability, Freedom of Information Act (FOIA) and Privacy Act matters, environmental law, labor law, standards of conduct and government ethics, JAGMAN investigations, and claims for and against the United States. Civil Law attorneys ensure that MCB staff and command sections are in compliance with administrative and regulatory laws when providing responses to requests for legal opinions, reviewing base orders, reviewing Memorandums of Understanding and Memorandums of Agreement.

a. Standards of Conduct and Joint Ethics. The SJA is the designated Ethics Counselor for MCB CamPen. Civil Law attorneys coordinate annual training and ensure completion of confidential financial disclosure reports filed by MCB personnel. The Civil Law section prepares legal opinions for conflict of interest issues such as travel benefits, outside government employment, political activities, and activities with non-federal entities, fundraising, gifts, and use of government resources. In addition, both semi-annual and annual ethics reports are provided by the Civil Law section to appropriate authorities.

b. Confidential Financial Disclosure Reports. The purpose of financial disclosure report is to assist federal agencies in identifying potential conflicts of interest between official duties of employees and their private financial interests and affiliations. The Office of Government Ethics establishes the rules and regulations for both public and confidential financial disclosure systems for DoD personnel. Per MCO P5800.16A, the following responsibilities for the submission and review of financial disclosure reports are established.

1. All COs, OICs, and AC/Ss shall ensure that all military personnel and civilian employees within their organizations, units, or sections are familiar with the provisions and requirements of Chapter 11 of MCO P5800.16A.

2. The AC/S, SJA will provide yearly ethics training concerning confidential financial disclosure reports and is responsible for the collection and review of all required OGE 450 Confidential Financial Disclosure Reports by MCB personnel.

c. Claims/Requests for Information. The Civil Law section reviews all claims made against the U.S. Government related to MCB CamPen as well as requests to MCB CamPen commands and tenants for information under the Freedom of Information Act, the Privacy Act, subpoenas, and other similar requests for information for litigation purposes. The Civil Law section and the SJA, as the Initial Denial Authority, coordinate release and denial of information with the Adjutant's office, MCB CamPen.

8. Military Justice Section. The Military Justice section provides assistance to the SJA on military justice matters related to MCB cases. This section also advises unit legal officers on military justice matters and reviews SJA recommendations for completed court-martial cases, clemency requests, UCMJ Article 138 complaints, and NJP appeals. The Military Justice section is responsible for the coordination with the base Adjutant in obtaining nominees for general court-martial members, and as requested for MCB units' special court-martial members. Although the CO, MCB CamPen is a general courts-martial convening authority, the Commander, Marine Forces Pacific has withheld certain convening authority authorizations in the following cases; when the accused is a commissioned officer, cases concerning an alleged violation of the law of armed conflict under SECNAVINST 3300.1, and cases concerning an alleged violation of UCMJ Article 99, misbehavior before the enemy. The CG, MCIWEST policy letter 1-06 provides further details regarding the withholding of this convening authority.

9. Special Assistant U.S. Attorney. The Special Assistant U.S. Attorney (SAUSA) is a MCIWEST billet nominated by the SJAs of MCB and MCIWEST, and appointed by the U.S. Attorney for the Southern District of California. The SAUSA prosecutes or assists the U.S. Attorney in prosecuting civilians in the U.S. District Court for crimes committed aboard MCB CamPen in accordance with SECNAVINST 5822.1. The SAUSA works closely with the base Military Magistrate in adjudicating shoplifting and a variety of other minor offenses except those pertaining to active duty military personnel. The SAUSA provides liaison with the U.S. Attorney, Department of Justice, and other civilian agencies on all civilian criminal matters and is the special counsel and legal advisor to the Provost Marshal and Naval Criminal Investigative Service. The SAUSA is in direct support of both MCB and MCIWEST.

10. Joint Legal Assistance Office. The Joint Legal Assistance Office (JLAO) provides legal advice and assistance to eligible individuals on personal legal assistance matters. The JLAO also provides immigration and naturalization services, maintains the Volunteer Income Tax Assistance (VITA) program, and provides notary public services. Individuals seeking legal assistance may schedule an appointment or be seen on a walk-in basis during scheduled hours.

a. Services Provided. Services include, but are not limited to: consumer law, divorce, separation, annulment, wills, testamentary trusts, paternity issues, child custody, involuntary child and spousal support, adoptions, powers of attorney, limited real estate transactions, state and federal taxes, disputes with the Internal Revenue Service, adoption, name changes, guardianships, review of contracts, interim support of family members, and immigration. Legal Assistance attorneys are available to give classes on legal assistance topics to units and other groups of interested persons. Arrangements for such classes or instructors can be made at the JLAO or by calling the JLAO. A class size of 75 or more is preferred, however smaller class sizes can be accommodated as the need arises.

b. Preventative Law Program. The Preventative Law Program helps commanders maintain morale and combat readiness in their commands by assisting Marines in keeping their legal affairs in order. The program consists of lectures given to units and groups as well as distribution of the Preventative Law Handbook that is published periodically. The procedures for requesting these lectures are the same as those for requesting legal assistance classes.

c. Pre-Deployment Briefs. The JLAO provides pre-deployment briefs on both Wills and Powers of Attorney for deploying units. These briefs can be

provided to both large and small groups, at either the JLAO or at a location that best supports the deploying unit.

d. Contingency or Wartime. During periods of large scale contingency or wartime deployment, all legal services not directly affecting deploying personnel may be suspended without notice. The SJA may make legal assistance available to non-deploying personnel, retirees, and family members during these periods as the mission permits. The decision to provide legal assistance to non-deploying personnel or their family members will be made by the Director, JLAO, on a case-by-case basis.

e. Priority of Service. The JLAO provides legal advice and assistance to active duty military personnel, retired military personnel, and military dependents on civil legal matters. The office's primary responsibility is to assist junior active duty personnel and their family members with legal matters that could adversely affect performance of duty. Junior active duty personnel are given priority as they are least positioned financially to obtain the services of a civilian attorney. The office's secondary responsibility is to relieve commands of the administrative burdens caused by these problems. Priority will always be given to deploying personnel.

f. Volunteer Income Tax Assistance. The Volunteer Income Tax Assistance (VITA) center provides quality tax assistance to active duty military personnel, retired military personnel, and military dependents. Subject to personnel availability, VITA is staffed on a year-round basis with judge advocates, enlisted legal specialists, Fleet Assistance Personnel (FAP), and volunteer civilian personnel. VITA helps individuals who are eligible for legal services by providing free assistance in the preparation and filing of various tax forms. A tax specialist will help the taxpayer prepare and file federal and state tax returns following an in-depth interview in order to determine income, exemptions, deductions, credits, exclusions, expenses, reimbursements, sale of real property, and any other factors that could affect the return. VITA Marines are also available upon request to provide tax preparation training to units aboard MCB CampPen. VITA is managed by the JLAO and operates according to operational requirements. The tax center's primary responsibility is to support junior active duty personnel and their families, but support may also be given to senior active duty personnel and retirees and other individuals qualifying for legal assistance services if the mission allows.

AC/S Staff Judge Advocate, MCB CamPen chart

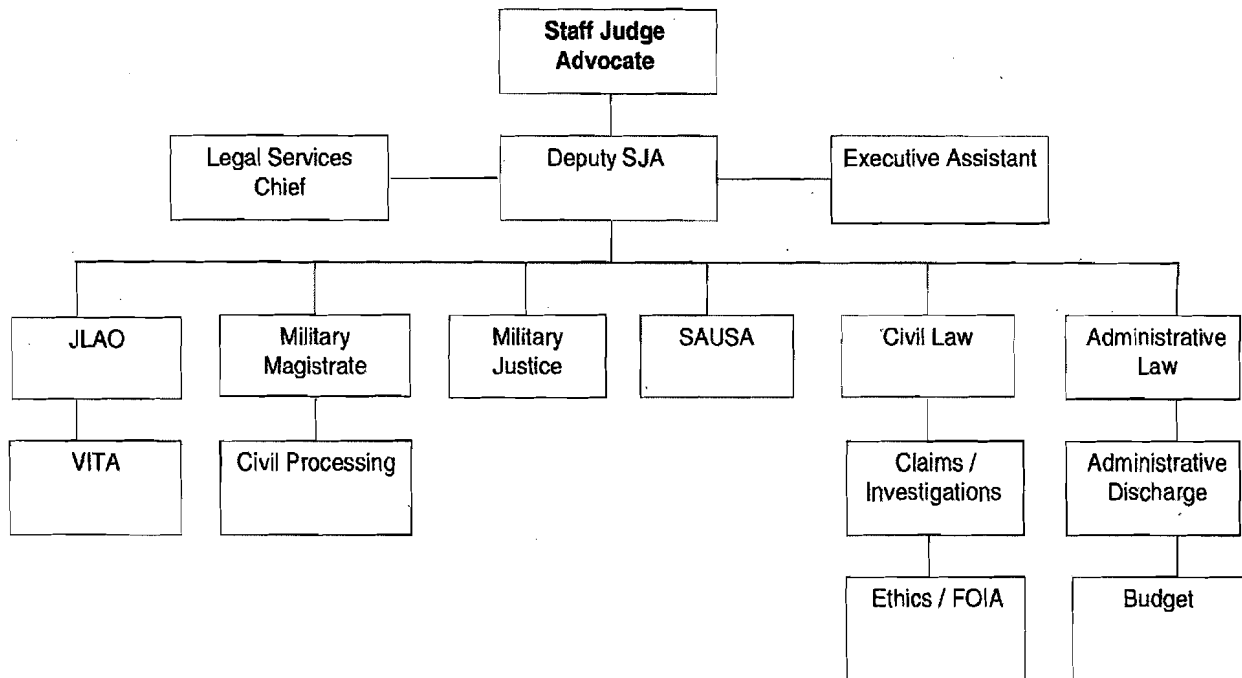


Figure 5-1.--AC/S Staff Judge Advocate, MCB CamPen chart

Section 2

Order and Notice to Vacate Base

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

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

3. Temporary Bar Orders. The C/S, Staff Secretary, SJA, Deputy SJA, Base Adjutant, Deputy Adjutant, Military Justice Officer, and the SAUSA are delegated the authority to issue a Temporary Bar Order which will remain effective for 10 days from date of receipt. The C/S may delegate the authority to issue Temporary Bar Orders to any other commissioned officer as needed. The Command Duty Officer is also delegated the authority to issue a Temporary Bar Order after normal working hours, on holidays, and on weekends. Temporary Bar Orders shall be forwarded to the CO (Attn: AC/S, SJA), MCB CamPen for consideration of a permanent Bar Order. Requests for reconsideration of temporary Bar Orders may be addressed to the CO (ATTN: SJA), MCB CamPen.

4. Appeals. Persons permanently barred may appeal such a debarment. Such an appeal must be in writing, addressed to the CO (ATTN: Base Inspector General, Box 555025, MCB CamPen, CA 92055) and postmarked within 20 calendar days of the date of the order.

Section 3

Military Magistrate

1. General. The office of the Military Magistrate operates under the supervision and direction of the office of the AC/S, SJA. The office of the Military Magistrate is responsible for four primary functional areas, specifically:

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

b. To serve as a Hearing Officer in the adjudication of incidents of misconduct that occur aboard MCB CamPen involving incidents of family member misconduct within the PPV housing, incidents involving theft of monies and merchandise from the MCCS facilities, incidents of juvenile misconduct, PPV housing termination hearings, and pet revocation hearings.

c. To serve as the primary 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.

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

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

2. Misconduct Hearings

a. Information. The Military Magistrate shall convene misconduct hearings, PPV termination hearings, or pet revocations based upon official investigative complaints and reports or upon the request from a CO or an AC/S. Upon the conclusion of the hearing and based upon the facts, evidence, and testimony as provided, the Military Magistrate shall take action as follows:

(1) For matters involving PPV housing, the Military Magistrate shall provide a disposition recommendation to the Director, Central Housing for final decision.

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

b. Rights. Respondents appearing at a hearing before the Military Magistrate have the following rights:

(1) To receive written notification of the requirement to appear before the Military Magistrate in regard to the alleged incident of misconduct;

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

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

(4) To present evidence on their behalf;

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

(6) To appeal the decision of the Military Magistrate to the Command Inspector General.

c. Recommendation. Following the testimony of all parties, the Military Magistrate may recommend the following administrative sanctions:

(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) The suspension of the sponsor's and/or family member's MCCA privileges, to include commissary, exchange, theater, special services activities, and on-base driving privileges;

(7) Termination of entitlement to PPV Housing to the Director, Central Housing;

(8) Issuance of a Temporary or Permanent Bar Order; and,

(9) Referral to the Special Assistant U.S. Attorney for prosecution in Federal Court.

(10) The base Magistrate may reconsider a prior recommendation for good cause shown at his discretion.

d. Appeal Procedures. Individuals may appeal the decision of the Military Magistrate or the Director, Central Housing to the Command Inspector General. The grounds for appeal must be either that the sanction was unjust or that the sanction awarded was disproportionate for the offense. Appeals must be submitted in writing within five working days from the date of the hearing and must be directed to the Command Inspector General, MCB CampPen via the Military Magistrate.

3. Initial Review Officer. The Military Magistrate shall serve as the primary Initial Review Officer 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 CampPen brig. In addition, the Military Magistrate is responsible for the identification, training, assignment, and supervision of all personnel who serve as an IRO. Personnel assigned to serve as IROs shall be field grade officers assigned from within MCB commands and tenant commands aboard MCB CampPen. The current edition of the Manual for Courts-martial, Rule 305 provides the procedural due process requirements that will be followed.

4. Civil Processing. The Civil Processing section operates under the supervision of the Military Magistrate and in coordination with the Special

Assistant U.S. Attorney. It coordinates civil process matters relating to civilian warrants of arrest, surrender of military personnel to civil authorities, service of civil process, and related matters for all MCB CamPen commands. The Civil Processing section is the primary liaison between MCB CamPen and local law enforcement agencies. The Civil Processing section oversees and ensures all administrative requirements, to include scheduling and coordinating hearings for the Military Magistrate, are accomplished in accordance with the current orders and directives.

a. Felony Arrest Warrants. The Civil Processing section shall notify a military member's command or a civilian supervisor when military members or civilian employees are named in a felony arrest warrant. Information will also be provided as to the nature of the charges and any other pertinent information. In addition, the Civil Processing section shall be responsible for effecting the coordination between the individual and the appropriate civilian law enforcement agency for delivery of the arrest warrant per paragraph 0602 of the JAGMAN, when all administrative requirements are met. Military members shall be directed to report to the office of the Military Magistrate, in proper civilian attire and under the escort of a staff noncommissioned officer or officer, in preparation for the delivery of the felony arrest warrant. COs are ultimately responsible for ensuring the timely presence and proper attire of the service member.

b. Subpoenas and Civil Process. The Civil Processing Section shall coordinate the service and delivery of all subpoenas and civil process served aboard MCB CamPen. 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 such as the San Diego County Sheriff or by a licensed or credentialed, process server. Military members, to include, COs, officers in charge, or civilian supervisors will not effect service of documents under any circumstances. Organizations receiving a subpoena for the delivery of documents/official records shall contact the Civil Processing section for guidance. All instances of service of summons by mail regarding civil actions in Federal Court which request return of an "Acknowledgement of Service Form" shall be brought to the attention of the Civil Processing section.

c. Delivery of Family Members to Civil Authorities. Delivery of family members located aboard MCB CamPen to civilian law enforcement officials shall be effected by the Provost Marshal's Office with coordination instructions from the Civil Processing Section and Special Assistant U.S. Attorney.

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 the base will be coordinated through the Civil Processing section. The Civil Processing section shall be responsible for notifying the military member of the "request for repossession;" in addition, the Civil Processing section will recommend that the military member contact the JLAO for guidance prior to taking any action in regard to the "request for repossession."

(1) Involuntary Repossessions. Involuntary repossessions will be executed only when the creditor presents proper identification, the title, contract, statement of default, and a court order. COs shall immediately contact the PMO to detain and escort off-base any creditor or repossession agent who fails to have written authorization from the Civil Processing

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section in his possession. When in doubt, COs should contact the Provost Marshal's Office and Civil Processing section to determine if the individual has obtained permission to come aboard the base for the specific repossession action. The military member will be informed that he or she should speak with an attorney from the JLAO who can review the associated documentation and counsel the individual prior to the execution of the repossession.

(2) Voluntary Repossessions. Neither the Military Magistrate nor any other person on MCB CamPen will assist a creditor in obtaining information or property from a service member without a proper court order. Upon a request from a creditor for assistance, the creditor will be informed that he or she must obtain a court order before any information or assistance can be provided.

e. Military Protective Orders

(1) Background. Pursuant to the Fiscal Year 2009 National Defense Authorization Act and BASEGRAM 17-09 dated 14 April 2009, the CO, MCB CamPen is mandated to notify the appropriate civilian law enforcement agency upon the issuance of a Military Protective Order (MPO) that includes or involves one or both affected parties who reside off-base within the jurisdiction of the civilian law enforcement agency. The Act further requires that the CO, MCB CamPen notify the appropriate civilian law enforcement agency of any changes or cancellations to MPOs issued to any military member stationed aboard MCB CamPen, but who resides off-base.

(2) Requirements. A copy of all MPOs issued by any unit or command aboard MCB CamPen, in accordance with the above guidance, must be provided to the Civil Processing section within 24 hours of the issuance, change, or cancellation of the order. This action may be accomplished by the most expeditious means, to include fax transmittal (760)725-5920.

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

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

(1) Comply with laws and regulations governing motor vehicle operations aboard MCB CamPen;

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

(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; and

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

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

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

d. Applicability. This Order applies to all military members and civilian personnel who are permitted aboard MCB CamPen and Naval Weapons Station Fallbrook at any time and for any reason. Violations of any provision of this order or applicable state laws and regulations may provide a basis for both administrative action and criminal prosecution. Administrative action includes assessment of points, suspension, or revocation of an operator's base driving privileges for both privately owned vehicles and commercial government vehicles. Administrative action does not preclude criminal action taken by the U.S. Government in Federal court to prosecute military members or civilians, nor does it preclude action by a military member's command to prefer charges under the UCMJ. Likewise, civil service personnel may be administratively disciplined under the respective laws and regulations governing their specific Labor Agreement.

e. The Military Magistrate's Role

(1) Conduct Base Traffic Court and adjudicate traffic related offenses per this order;

(2) Appoint and supervise Assistant Traffic Court Hearing Officers needed to ensure timely adjudication of cases;

(3) Coordinate with the Provost Marshal to help effect and maintain a timely and accurate record of traffic court results;

(4) Screen all Traffic Court appeals for completeness prior to forwarding to the Command Inspector General; and

(5) Coordinate with the Provost Marshal as necessary in the adjudication of traffic related offenses.

f. Issuance and Processing of Traffic Citations

(1) General. Military Police will cite/issue alleged violators with Armed Forces Traffic Ticket (DD Form 1408) or a Violation Notice (DD Form 1805) depending upon the status of the alleged violator. In addition, persons subject to the UCMJ may be charged under the UCMJ in appropriate cases. On-base administrative action does not preclude concurrent prosecution in U.S. District Court should the offense warrant such action. The term "Military Police" refers to both military and civilian personnel serving in the PMO.

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

(a) The Military Police shall generally issue the DD Form 1408 to active duty military personnel, family members, retired members, DoD civilian personnel and other personnel with command driving privileges.

(b) Upon the issuance of a DD Form 1408, the Military Police Officer shall indicate the place, time, and date the matter will be heard by the Military Magistrate on the DD Form 1408. In addition, the alleged violator shall be advised that failure to appear or to request a continuance will constitute a waiver of the right to appear before the base Magistrate, and that the base Magistrate may resolve the matter in the alleged violator's absence.

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

(a) The Military Police shall generally issue the DD Form 1805 to "non-DoD connected" civilian personnel; i.e., vendors, contractors, visitors aboard the base, etc.

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

g. Adjudication Procedures

(1) The base Commander delegates the authority to take administrative action in traffic violation matters to the Military Magistrate. The Military Magistrate may appoint and supervise Traffic Hearing Officers as needed to ensure timely due process of traffic violation cases.

(2) The AC/S, SJA will exercise staff cognizance over the Military Magistrate. The SJA will provide legal advice to the Military Magistrate, as needed.

(3) The AC/S, Security and Emergency Services (Provost Marshal) is responsible for timely referral of cases to the Military Magistrate and submission of any documents such as letters of suspension or revocation for the Military Magistrate's signature.

h. Administrative Due Process

(1) A person issued a citation which may result in point assessment, suspension, or revocation of driving privileges, has the right to appear before the Military 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 Military Magistrate may resolve the matter on the basis of the available evidence. The citation issued by the Military Police officer, with a notice of the violation and of the time and place to appear, shall constitute proper notice. Where an offense may result in immediate preliminary suspension of base driving privileges, a court date shall be assigned in an expeditious and timely manner.

(2) In those cases which do not require a mandatory appearance before the Military Magistrate, the individual may waive their right to appear in person and enter a plea of guilty, by either reporting to the PMO (Record Section), building 1523 [(760) 725-0819] or by reporting to the Military

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Magistrate, building 22160 during normal working hours. Failure to appear, in those cases which do not require a mandatory appearance before the Military Magistrate, will result in an immediate "finding of guilty" and the appropriate points will be assessed.

(3) Individuals shall have the following rights during the hearing process:

(a) To make a statement or remain silent;

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

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

(d) To confront any adverse witnesses, if reasonably available, to include the Military Police officer who issued the citation;

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

(f) To request a private hearing upon a showing of good cause; and,

(g) To appeal the decision of the Military Magistrate before the Command Inspector General.

i. On-Base DUI Offenses

(1) Active duty military personnel cited for an on-base DUI driving offense will be immediately issued a DD Form 1408 and a preliminary letter of suspension and the suspension shall remain in effect pending the final adjudication by the Military Magistrate. Final adjudication shall be completed not later than 30 days from the date of the issuance of the preliminary letter of suspension. DUI cases involving blood and urine lab testing may require an extension due to the time required to process the chemical test.

(2) Family members, retired members, DoD civilian personnel, non-DoD connected personnel and others with command driving privileges cited for an on-base DUI driving offense shall be immediately issued a DD Form 1805 and shall be required to appear before the United States District Court (San Diego) for adjudication of the offense. For cases involving service-connected civilians, who the Assistant U.S. Attorney declines to prosecute, the Base Magistrate may elect to pursue prosecutorial jurisdiction.

j. Off-Base DUI Offenses. Active duty military personnel, family members, DoD civilian personnel and others with command driving privileges cited for an off-base DUI may be issued a preliminary letter of suspension via their chain of command by the PMO records section upon notification of the incident by the appropriate civilian law enforcement agency. In addition, the DUI offense shall require a mandatory appearance before the Military Magistrate in order to determine if the preliminary letter of suspension shall remain in effect until the final adjudication by the civilian court system.

k. Use of Illegal Drugs

(1) When a Marine or Sailor is arrested for driving under the influence of drugs, the provisions of the current edition of MCO 5110.1 apply. Sanctions include automatic suspension of driving privileges for one year. No further action from the command is necessary other than escorting the Marine or Sailor off base and monitoring that the offender complies with the terms of revocation.

(2) 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 CO, MCB CamPen (Attn: Military Magistrate) suspend MCB driving privileges for a period of up to one year. Nothing in this Order precludes a unit commander from temporarily suspending driving privileges and ordering a Marine or Sailor not to drive pending processing of this request.

1. Traffic Sanctions System

(1) The base traffic court sentencing matrix establishes the Traffic Suspension/Revocation of Driving Privileges/Point Assessment System, which shall serve as a uniform administrative device to impartially adjudicate traffic violations which occur aboard MCB CamPen. See the base traffic court sentencing matrix (Figure 5-2).

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

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

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

(c) Referral to an appropriate level Alcohol and Drug Program or equivalent civilian program (required for all active duty military personnel where alcohol or drugs were a contributing factor in a traffic incident.)

(3) Military members or civilians licensed to operate commercial government vehicles who have their state driving privileges suspended or revoked for any reason, are prohibited from operating commercial government vehicles for that same period.

(4) Military members or civilians licensed to operate commercial government vehicles who have their on-base driving privileges suspended or revoked for any reason, are prohibited from operating commercial government vehicles for that same period, unless specifically authorized by his/her CO.

m. Appeal Procedures

(1) Individuals awarded points on their base driving record may appeal the decision of the Military Magistrate. The grounds for appeal must be either that the sanction was unjust, or that the sanction awarded was disproportionate for the offense.

(2) Appeals must be submitted in writing within 5 working days from the date of the hearing and directed to the Command Inspector General, MCB CamPen via the Military Magistrate.

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

n. Request for Limited Driving

(1) Individuals whose driving privileges have been suspended or revoked may request to the base Magistrate consideration for "Limited Driving Privileges" based upon the following criteria:

<u>Suspension Period</u>	<u>Eligible to Request</u>
12 months	90 days after initial suspension date
6 Months	60 days after initial suspension date
3 months	30 days after initial suspension date

(2) The minimum timelines as outlined above by be waived by the Military Magistrate.

(3) All requests shall be submitted in writing using the format in Figure 5-3.

Section 4

Logistical Support To Non-Federal Entities

1. General. MCB CamPen receives requests from both military and nonfederal entities and individuals to support a myriad of activities from recreation to training. It is the CO, MCB CamPen's responsibility to regulate access to MCB and to ensure support provided to non-Federal entities by the base is provided in a consistent manner and does not interfere with readiness and the overall installation mission.

2. Non-Federal Entity. A non-Federal entity is generally a self-sustaining, non-Federal person or organization, established, operated, and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Non-Federal entities may include elements of state, interstate, Indian tribal and local government, as well as private organizations. A non-Federal entity may operate on DoD installations if approved by the installation commander or higher authority under applicable regulations.

3. MCB CamPen's Policy. It is MCB CamPen policy that support for non-Federal entities shall be in accordance with the Joint Ethics Regulation and applicable service regulations, and to avoid preferential treatment support. Therefore logistical support should be as uniform as possible recognizing that non-Federal entity support of service members and their families can be important to their welfare and may enhance the overall installation mission.

4. Support Determination. When determining whether support will be provided to a non-Federal entity the following items will be considered:

a. The support does not interfere with the performance of official duties and would in no way detract from readiness;

b. Community relations with the immediate communities surrounding MCB CamPen, or other legitimate public affairs or military training interest are served by the support;

c. It is appropriate to associate the Marine Corps and MCB CamPen, with the event;

d. The event is of interest and benefit to the local civilian community and MCB CamPen;

e. MCB CamPen is able and willing to provide the same support to comparable events that meet the criteria of this section and are sponsored by other similar nonfederal entities;

f. The use is not restricted by other statutes (see reference (a) which limits support that is not based on customary community relations or public affairs activities) or regulations; and,

g. Admission fee

(1) No admission fee, beyond what will cover the reasonable costs of sponsoring the event, is charged for the event; or

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(2) No admission fee, beyond what will cover the reasonable costs of sponsoring the event, is charged for that portion of the event supported by MCB CamPen; or

(3) MCB CamPen support to the event is incidental to the entire event in accordance with public affairs guidance.

5. Assistant Chiefs of Staff Support

a. AC/S, Operations and Training

(1) Serve as the central point of contact for all non-Federal entities desiring logistical support on board MCB CamPen, except for recreation or fundraising requests.

(2) Serve as the approving authority for all non-Federal entity support requests for training involving the use of training facilities, ranges, training areas, and airspace aboard MCB CamPen.

(3) Submit all other requests to the COS through the AC/S, 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 non-Federal entities 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 non-Federal entity fundraising and recreational support requests involving MCCS regulated facilities.

(3) Submit all other requests to the COS through the AC/S, 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. Director, Public Affairs Office

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

(2) Submit all other requests to the COS through the AC/S, 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, Facilities

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

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(2) Provide billeting, on a space available basis, for non-Federal entities training aboard MCB CamPen, upon request and approval from the AC/S, O&T.

e. AC/S, Logistics

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

(2) Provide logistical support, within capabilities, upon request from the AC/S, O&T; AC/S, MCCA; or the Director, PAO.

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

g. AC/S Comptroller

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

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

h. Marine Corps Base and Tenant Commanding Officers

(1) Direct all requests by non-Federal entities for use of MCB CamPen, training facilities, ranges, training areas and airspace to the AC/S, O&T.

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

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

i. Area Commanders

(1) Direct all requests by non-Federal entities for use of MCB CamPen, training facilities, ranges, training areas and airspace to the AC/S, O&T.

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

(3) Direct all requests by non-Federal entities for logistical support for activities located outside of MCB CamPen, to Director, Public Affairs Office.

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



UNITED STATES MARINE CORPS
(Unit Letterhead)

(SAMPLE)

(Date)

From: **Major I.M. Lockerbox XXX XX XXXX/MOS/USMC**
To: Commanding Officer, Marine Corps Base (Attn: Military Magistrate)
Via: (1) Commanding Officer, (Company)
(2) Commanding Officer, (Battalion)

Subj: REQUEST FOR LIMITED DRIVING PRIVILEGES

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

Encl: (1) **List Required Documents**

1. Per the reference, my driving privileges to operate a motor vehicle aboard MCB MCB CamPen 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. LOCKERBOX

Military Magistrate Disposition:

Approve/Disapprove

Date: _____

Signature _____



BO 5000.2K
18 Feb 10

UNITED STATES MARINE CORPS
(LETTERHEAD)

SSIC
Code
Date

From: Commanding Officer, (BATTALION/SQUADRON)
To: Commanding Officer, MCB MCB CamPen
(Attn: Military Magistrate)

Subj: REQUEST REVOCATION OF BASE DRIVING PRIVILEGES

Ref: (a) MCO 5110.1D

Encl: (1) Notification Letter to Member and Endorsement

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

I. M. MARINE

Figure 5-3.--Request for Revocation of Base Driving Privileges



UNITED STATES MARINE CORPS
(LETTERHEAD)

SSIC
Code
Date

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

Subj: NOTIFICATION OF INTENT TO REVOKE DRIVING PRIVILEGES

Ref: (a) MCO 5110.1D

1. Per the reference, you are notified of the command's request that the Commanding Officer, MCB MCB CamPen revoke your Base driving privileges for (number of months) based on your recent use, possession, or distribution of illegal drugs as evidenced by your (Court-martial/office hours/PMO report/positive urinalysis) on (date).

2. You may request a hearing before the Military Magistrate prior to a final decision being rendered in your case. At the hearing, you may examine the evidence against you and present any evidence or other matters you desire to be considered.

3. You have five working days from the date of this letter to complete the endorsement and advise the command if you desire a hearing in this matter. While this request is being processed, you are ordered not to drive your vehicle or any other aboard MCB MCB CamPen.

I. M. MARINE

Date

FIRST ENDORSEMENT

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

1. Returned.

2. I acknowledge receipt of this correspondence. I do/do not desire to have a hearing.

(MARINE/SAILOR)

Figure 5-4.--Notification of Intent to Revoke Driving Privileges

BASE TRAFFIC COURT SENTENCING MATRIX

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

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

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

Figure 5-5.--Base Traffic Court Sentencing Matrix

Class A Violations

Revocation of driving privileges for up to two years is discretionary on the part of the Magistrate for the following:
See paragraph 2-2b(3) of reference (a) and CVC 14601-14601.1.

APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
MANDATORY MCO 5110	Driving on Base While on Suspension/ Revocation	Mandatory Revocation for 2 years	Mandatory Revocation for 2 years
MANDATORY	Permitting a Person Other than a Bona-fide Dependent to Operate a Revoked/ Suspended Person's Motor Vehicle on Base	N/A	Discretionary Revocation for up to 2 years* (24 months)
MANDATORY	Failure to Appear in Base Traffic Court as ordered.	N/A	Penalty/Points automatically assessed based on offense.

Class B Violations

APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
MANDATORY	DUI – Alcohol – 21 & older (BAC .08% & up, Civil & Base) See CVC 23152	Mandatory 1-year revocation/CSACC/ Remedial Driving	Mandatory 1-year revocation/CSACC/ Remedial Driving
MANDATORY	DUI – Refusal (i.e., refuse or fail to complete a chemical test, Civil & Base) See CVC 13353	Mandatory 1-year revocation/CSACC/ Remedial Driving	Mandatory 1-year revocation/CSACC/ Remedial Driving
MANDATORY	DUI – Drugs See CVC 23152	Mandatory 1-year revocation/CSACC/ Remedial Driving	Mandatory 1-year revocation/CSACC/ Remedial Driving
MANDATORY	Underage Drinking/ Driving – Alcohol – under 21 (BAC .01% & up) See CVC 23136	N/A	Discretionary up to 1-year revocation/CSACC/ Remedial Driving
MANDATORY	Any Felony Using a Motor Vehicle (e.g., possession of marijuana, drugs, concealed weapon in commission of felony) See CVC 13352	Mandatory 1-year revocation/CSACC/ Remedial Driving	Mandatory 1-year revocation/CSACC/ Remedial Driving
MANDATORY	Hit & Run (i.e., fleeing the scene of an accident involving death or personal injury) See CVC 20001	Mandatory 1-year revocation/Remedial Driving	Mandatory 1-year revocation/Remedial Driving

Figure 5-5.--Base Traffic Court Sentencing Matrix-Continued

MANDATORY	Perjury or Making False Affidavit or Statement (under oath) to Responsible Officials Regarding Operation/Ownership of Vehicle See 18 USC 1001, 10 USC 907, CVC 12809(d)	Mandatory 1-year revocation	Mandatory 1-year revocation
MANDATORY	Habitual Violation of Traffic Laws or Regulations (e.g., accumulation of 12 points in 12 months, or 18 points in 24 months)	N/A	Discretionary revocation for up to 1-year/Remedial Driving
MANDATORY	One or More substantiated incidents of Use, Possession or Distribution of Illegal Drugs.	N/A	Discretionary revocation for up to 1-year
MANDATORY	Request by Commander to suspend/revoke an individual's privilege to operate a motor vehicle aboard MCB CamPen for reasons either related to the operation of a motor vehicle or for reasons related to misconduct or good order and discipline.	N/A	Discretionary revocation for up to 1-year

Class C Violations

APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
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 1 year
MANDATORY	Accumulation of three (3) or more Violations of the Same Type (e.g., speeding, failure to register, no insurance) within a six month period	N/A	Discretionary Revocation for a period not to exceed 1 year

Class D Violations

APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
MANDATORY	Incompetent to drive a motor vehicle due to known mental or physical impairment See CVC 12805, 12809(e)	N/A	Suspension for the period of impairment, for a maximum of 6 months, renewable upon review at end of suspension period*

Figure 5-5.--Base Traffic Court Sentencing Matrix-Continued

MANDATORY	Unlawful or Fraudulent use of Driver's License or Permitting such use. See CVC 12809(c)		Discretionary Suspension for a period of up to 6 months
MANDATORY	Convicted of Racing on the Highway, or on a Road on the Base See CVC 23109		Discretionary Suspension for a period of up to 6 months/Remedial Driving
MANDATORY	False Application for use of or Unauthorized Alteration for State License Plates, Base decals or passes	N/A	Discretionary Suspension for 1 month
MANDATORY	Speeding 21 – 30 mph over limit See CVC 22350	6 Points	6 Points Discretionary Suspension for up to 3 months/ Remedial Driving
MANDATORY	Speeding 31 & up mph over limit See CVC 22350	6 Points	6 Points Discretionary Suspension for up to 6 months/ Remedial Driving
MANDATORY	Driving at a Speed of 70 mph or greater on the Base	6 Points	6 Points Discretionary Suspension for up to 6 months/ Remedial Driving
MANDATORY	Possession/Storage of Open Alcoholic Beverage container in Passenger compartment See CVC 23200-23226	N/A	3 Points Discretionary Suspension for up to 3 months/ Remedial Driving
MANDATORY	Minors (under 21 years old) driving a motor vehicle and knowingly carrying alcoholic beverages therein OR minors as passengers knowingly possessing alcoholic beverages See CVC 23224(a)(b)	N/A	Discretionary Revocation for up to 1 year
MANDATORY	Parking in disabled person space without displaying appropriate license plate or placard See CVC 22507.8	N/A	2 Points Discretionary Suspension for 2 months
MANDATORY	Carrying a concealed weapon or possession of an unregistered/illegal weapon	N/A	Discretionary Revocation for a period up to 1 year
MANDATORY	Failure to wear required personal protective equipment or clothing while driving or riding on motorcycle.	3 points	3 points Discretionary Suspension for 1 month/Remedial Driving/Motorcycle Safety

Figure 5-5.--Base Traffic Court Sentencing Matrix-Continued

MANDATORY	Driving a motorcycle on base without meeting minimum safety standards and/or satisfactorily completing the appropriate course	Suspension for 1 month/ Remedial Driving/Motorcycle Safety	3 points Discretionary Suspension for 1 month/ Remedial Driving/Motorcycle Safety
MANDATORY	Making a false statement to MP in performance of duties	N/A	Discretionary Suspension up to 6 months
MANDATORY	Receiving a second 1 year revocation of driving privileges within a 5 year period	N/A	Discretionary Revocation for 2 years instead of 1

Class E Violation

APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
MANDATORY	Failure to meet minimum safety requirements (mandatory vehicle equipment) See BO P5000.2	N/A	Temporary suspension until compliant*
MANDATORY	Failure to maintain current state registration See BO P5000.2	N/A	Temporary suspension until compliant
MANDATORY	Failure to maintain insurance coverage (per state minimums) See P5000.2, MCO 5110.1C, par 3-2, CVC 16430	N/A	Temporary suspension until compliant
MANDATORY	Failure of the Registered Owner or bona-fide dependent to maintain current/ valid driver's license See BO P5000.2	N/A	Temporary suspension until compliant

Class F Violations

APPEARANCE IS	OFFENSE	MCO 5110.1C	BASE MAGISTRATE
MANDATORY	Reckless Driving (wanton/willful disregard for safety of persons or property) See CVC 23103, 23104	6 points	6 points with discretion to suspend for up to 6 months
MANDATORY	Owner knowingly & willfully permitting another to operate their motor vehicle when impaired (DUI, Drugs, etc.)	6 points	6 points Discretionary Revocation for a period not to exceed 1 year

Figure 5-5.--Base Traffic Court Sentencing Matrix-Continued

MANDATORY	Hit & Run (property damage only) See CVC 20002	6 points	6 points with discretion to suspend for up to 6 months
MANDATORY	Speeding 16-20 mph over limit See CVC 22350	5 points	5 points
OPTIONAL	Speeding 11-15 mph over limit See CVC 22350	4 points	4 points
OPTIONAL	Speeding 1-10 mph over limit See CVC 22350	3 points	3 points
OPTIONAL	Speed too fast for conditions See CVC 22350	2 points	3 points
OPTIONAL	Speed too slow for traffic conditions (impeding traffic) unless required for safe operation See CVC 2240	2 points	3 points
OPTIONAL	Following too close See CVC 22400	4 points	4 points
OPTIONAL	Failure to yield right-of-way to emergency vehicle See CVC 21806	4 points	4 points
OPTIONAL	Passing a stopped school bus displaying flashing red lights (in act of discharging or admitting passengers) See CVC 22454	4 points	4 points Discretionary Suspension for up to 6 months/ Remedial Driving
OPTIONAL	Failure to obey traffic signs, signals or instructions of traffic officer or road guard See CVC 2800 and 2815	4 points	4 points
OPTIONAL	Improper passing See CVC 21750	4 points	4 points
OPTIONAL	Failure to yield right-of-way (no sign involved) See CVC 21800	4 points	4 points
OPTIONAL	Improper turning movements (no sign involved) See CVC 22100	3 points	3 points
OPTIONAL	Improper overtaking See CVC 21750-21759	3 points	3 points
OPTIONAL	Wearing of headphones/earphones while driving motor vehicle (2 or more wheels)	3 points	3 points but N/A for (Blue tooth)
MANDATORY	Use of non-hands free cellular phone while driving motor vehicle (2 or more wheels). See MCO 5100.19E Ch3	N/A	3 points

Figure 5-5.--Base Traffic Court Sentencing Matrix-Continued

OPTIONAL	Failure to operate vehicle with headlights turned on during periods of precipitation or other reduced visibility conditions See MCO 5100.19E Ch3/ CVC 24400	N/A	3 points*
OPTIONAL	Driver involved in accident if deemed responsible (used only as additive to points assessed for specific offenses)	1 point	1 point
OPTIONAL	Careless driving (to include intentionally spinning wheels, excessive acceleration, driving too fast for conditions)	N/A	4 points
OPTIONAL	Crossing double or solid lines See CVC 21460	N/A	3 points
OPTIONAL	Failure to signal or giving improper signal See CVC 22107-22111	N/A	3 points
OPTIONAL	Inattention to driving	N/A	3 points
OPTIONAL	Throwing litter from a vehicle See CVC 23112	N/A	3 Points, (if lighted substance), Suspension for up to 12 months
OPTIONAL	Knowingly operate a defective or unsafe vehicle See CVC 24002 and BO P5000.2	2 points	2 points
OPTIONAL	Other moving violations involving driver behavior only	3 points	3 points
OPTIONAL	Carrying an excessive or unlawful number of passengers or carrying passengers in a prohibited place (e.g., trunk, truck bed)	N/A	3 points and Discretionary Suspension for 1 month
MANDATORY	Failure to restrain a child under 6 years/ 60 lbs in proper restraint system See CVC 27360, MCO 5100.19E Ch3, which list mandatory suspension periods	2 points (child 4/45 lbs)	2 points and Discretionary Suspension for 1 month and Remedial Driving

Figure 5-5.--Base Traffic Court Sentencing Matrix-Continued

<p>MANDATORY</p>	<p>Failure to use seatbelts See MCO 5100.19E Ch3, which lists mandatory suspension periods CVC 27315</p>	<p>2 points (Operator shall be assessed points for passengers without seatbelts).</p>	<p>2 points and Discretionary Suspension for 1 month and Remedial Driving (Operator shall be assessed points for passengers without seatbelts). Max 6 points total</p>
<p>AS DIRECTED BY THE BASE MAGISTRATE</p> <p>(Sanctions involving a period of suspension require appearance before the Base Magistrate)</p>	<p>Violations not otherwise listed</p>	<p>N/A</p>	<p>Discretionary:* Suspension for maximum of 6 months OR Assessment of appropriate points (as adjudged by Base Magistrate</p>

Sanctions may be doubled for violations in housing, school, recreation, and construction areas at the Base magistrate's discretion

Figure 5-5.--Base Traffic Court Sentencing Matrix-Continued

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Chapter 6

Provost Marshal

1. Definitions. The terms "Commanding Officer" and "Provost Marshal" as used in this chapter mean "Commanding Officer, Marine Corps Base, Camp Pendleton (CO, MCB CamPen)" and "Provost Marshal, (MCB CamPen)" respectively.

2. Authority and Jurisdiction

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

b. Orders and Directives. The Provost Marshal will issue orders and directives governing the conduct and operational procedures of the personnel under his control as may be required to accomplish the mission of the PMO.

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

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

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

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

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

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

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

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

3. Offenses, Apprehensions, and Incidents

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

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

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

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

(a) Operations Officer, Eleventh Coast Guard District, San Diego

(b) Duty Officer, Commander, Naval Base, San Diego

(4) Examples of unusual occurrences are:

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

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

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

4. Investigations

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

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

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

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

5. Searches and Seizures

a. Authority to Search. The Provost Marshal and his/her authorized representatives may execute authorities to search (and to seize) as issued by

the CO, MCB CamPen, COs and OICs in accordance with the current edition of BO 5821.1K, SOP for Legal Matters, the Manual for Courts-Martial, and the current edition of the Legal Administration Manual.

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

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

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

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

d. Authorization to enter the U.S. Army Reserve Center and Assault Craft Unit 5 is vested with the CO, MCB CamPen and requires no prior arrangement.

6. Instructions

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

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

Section 1

Internal Security

1. Dependents

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

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

- (1) On an emergency errand.
- (2) While at or traveling to and from night classes, library study, dances, or other school sponsored activities.
- (3) While at or traveling to or from any church or religious function.
- (4) While at or traveling to or from a theater or similar recreation or entertainment.
- (5) Performing a necessary errand or engaged in necessary business.
- (6) Unavoidably detained away from their base quarters until after curfew.
- (7) While at or traveling to or from MCB sponsored events/activities.

c. Curfew Violation. Minors who are found in violation of curfew by MCB CamPen Police will be delivered to the residence of their parent(s) or appropriate sponsor. If the family or sponsor lives off base, the family or sponsor will be contacted to pick up the dependent at the PMO or designated access control point (ACP). Parents and sponsors will be held responsible for violation of this Order by their dependents or sponsored guests.

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

- (1) The driver will contact the District Dispatcher, if possible, and inform the dispatcher of the situation.
- (2) The driver will proceed by the safest, most direct route to the base PMO, Building 1523, where the offending passenger(s) will be released to the MCB CamPen Police. However, if a school bus is located north of Las Pulgas, the driver (if the situation warrants) may request MCB CamPen Police assistance or proceed to the gate at San Onofre in lieu of returning to Building 1523. The offending passenger(s) will then be released to a PMO representative at the San Onofre gate or at the location where MCB CamPen Police assistance is requested.

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

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

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

2. Access Control Points (ACP)

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

(1) San Luis Rey Gate - DoD Affiliates, Business/Vendors, Visitors

(2) Main Gate - DoD Affiliates, Business/Vendors (RapidGate only),
Visitors

(3) Del Mar Gate - DoD Affiliates, Business/Vendors (RapidGate only)

(4) Las Pulgas Gate - DoD Affiliates, Business/Vendors, Visitors

(5) San Onofre Gate - DoD Affiliates, Business/Vendors, Visitors

(6) Cristianitos Gate - DoD Affiliates, Business/Vendors (RapidGate
only)

(7) Naval Weapons Station Fallbrook Gate - DoD Affiliates,
Business/Vendors (RapidGate only)

b. Locked Perimeter Gates. The Provost Marshal is responsible for keys to locked perimeter gates and may issue keys to tenant activities and, in some instances, off-base agencies who need access to easements or leased property, emergency access for major incident or wildland fire, and access for law enforcement purposes. In either instance (tenant or off-base agency), the access requirement must be validated by the AC/S Security and Emergency Services (SES). In an effort to promote security, personnel issued keys are encouraged to report unusual circumstances to the Provost Marshal.

3. Naval Weapons Station Fallbrook (NWSFB). The Director, NWS Seal Beach, Detachment Fallbrook has responsibility for control of the NWSFB gate and authorizes passage between the two reservations for the following: DoD Affiliates, Business/Vendors (RapidGate only). Unusual access requirements must be coordinated in advance through the AC/S, SES.

4. Physical Security

a. Responsibility and Authority

(1) The Provost Marshal has authority to conduct periodic physical security inspections and/or security drills. These activities may involve

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command armories, weapons/ammunition depositories, disbursing offices, Marine Corps Community Services facilities, and other buildings or sites. These inspections and drills may be announced or unannounced.

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

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

Section 2

Access Control Policy

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

2. References Used

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

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

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

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

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

f. MCO P5530.14_, Marine Corps Physical Security Program.

3. Access Eligibility

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

b. The required credentials depend on the category of the person desiring entry. For example, a retired military member with a Uniformed Services Identification Card who is coming aboard MCB CamPen to conduct business is required to apply for a MCB CamPen Business Pass or RapidGate Pass.

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: Force Protection Condition (FPCON), base debarment, suspended driving privileges or a reasonable suspicion that a commission of crime or violation of a base regulation has occurred.

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

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

f. Entrant Categories

(1) DoD Affiliate

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

(b) Examples

1. Active duty military
2. Activated reservist
3. Military dependent
4. Military retiree
5. DoD civilian employee
6. DoD contractor requiring physical and logical access to a government computer system
7. Permanent Marine Corps Community Services or Non-appropriated Facility Instrumentality employee. NOTE: MCCS/NAFI employees will be subject to a criminal background check per paragraph 6 of this section.

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

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

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

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

(2) Business/Vendor

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

1. Have been specifically requested and sponsored by a DoD affiliate, whether that affiliate is a Government entity (e.g., base Logistics) or a private individual (e.g., family member hiring a house cleaner).

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

(b) Examples

1. Contracted services

2. Sub-contracted services to a prime contractor

3. Individuals or companies conducting business

4. School affiliates (students/faculty/bus drivers)

5. Utility companies with an easement or lease

6. Regular delivery service

7. Exceptional family member providers

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

9. Insurance salesman

10. Authorized private organizations (per BO 5760.1_)

(c) ACP Access

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

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

(d) Sponsorship. Contractor companies in the business/vendor category who already possess a MCB CamPen Business Pass or RapidGate Pass can sponsor sub-contracted services. NOTE: the individuals within the sub-contracted service must apply for and acquire their own individual MCB CamPen Business Pass or RapidGate Pass.

(e) Individuals in the business/vendors category who do not possess a MCB CamPen Business Pass or a RapidGate Pass will abide by the visitor requirements until they possess one of the business passes. See paragraph 3.f.(3).

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

(g) Retired military personnel may not use their USID to gain access for the purposes of executing their business/vendor obligations.

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

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

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

(j) On base solicitations of any type are prohibited. See the current edition of SECNAVINST 1740.2_.

(3) Visitors

(a) Definition. The visitor category includes any individual who is not a properly credentialed DoD affiliate or Business/Vendor with a valid reason for accessing the base. (Note: Credentialed means in possession of a valid CAC, USID, Business Pass or RapidGate Pass.)

(b) Examples

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

6. Commercial carriers
7. Commercial ammunition carriers
8. Volunteers

(c) ACP (gate) Access

1. Commercial carriers with valid bill of lading - Las Pulgas and NWS Fallbrook ACPs
2. Commercial ammunition carriers with valid bill of lading - Las Pulgas and NWS Fallbrook ACPs
3. All other visitors - SLR, Main, Las Pulgas and San Onofre ACPs

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

(e) Sponsorship. Only the following can sponsor visitors: active duty military stationed on MCB CamPen and their dependents; active duty military not stationed on MCB CamPen, Military Retirees, authorized Reservists, and dependents, while using authorized base privileges. Sponsors can register their visitor for up to 90 days. The sponsor must present a valid CAC or USID and be able to provide the following information about the visitor for registration: Name, date of birth, driver's license number or State ID number and/or Immigration and Naturalization Service (INS) card number. Sponsors are encouraged to register their visitors in advance or at any time prior to the fourth attempt. They can do so by going to PMO (bldg 1523) during normal working hours, or any of the following ACPs: San Luis Rey, Main, Las Pulgas and San Onofre.

(f) Un-credentialed commercial businesses/vendors (per paragraph 3. f. (2)) will be considered visitors and allowed three opportunities to access the base to obtain a Business Pass or RapidGate Pass within a 45-day period (see paragraph 5 (below) for Business Pass or RapidGate application). On the fourth attempt to enter the base within the 45-day period, access will be denied until such time as the vendor applies for and obtains one of the business passes.

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

(h) Visitors who have been registered by a DoD affiliate may not, in turn, sponsor other individuals.

(4) MCCS Volunteers, Shoppers, and Frequent Patrons

(a) MCCS Volunteers. The organization in which the requesting volunteer works (volunteers) completes a sponsor letter and submits it to the Volunteer Office with an original signature. Once the Volunteer Office has

received the sponsor letter, a verification letter is drafted, outlining the rules and regulations of the base Volunteer Pass. The requesting volunteer then takes copies of both the sponsor letter and the verification letter to PMO (Access Control) and fills out a background check form and any additional forms required by PMO. Once the background check is complete (3 to 5 business days), the requesting volunteer can then go to PMO and obtain his/her base Volunteer Pass. Volunteer Passes are valid for up to 180 days. The point of contact for volunteers and information regarding volunteer passes is the MCCS Marine & Family Services volunteer coordinator.

(b) MCCS Shopper Program. MCCS Headquarters will sponsor these shoppers for a base Business Pass for up to 180 days. MCCS Headquarters will submit a sponsorship roster of these individuals on a regular basis to PMO (Access Control). The roster will include the following personal information: Name - first, last, MI; date of birth; type of ID, issued by, and credential number. Access will be controlled electronically via a driver's license scan at the gate. Contact the MCCS Headquarters Office for information regarding the MCCS shopper program.

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

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

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

b. CAC/AFID Issuing Facilities. Facility hours are generally 0730-1530, M-F.

(1) Joint Reception Center (JRC), Bldg 130132 (Mainside Area)

(2) Main Gate Pass & ID, Bldg 20250 (Main Gate Area)

(3) Northern Pass & ID, Bldg 51093 (San Onofre Seaside Plaza)

c. CAC/USID Requirements. Applicants must comply with the following in order to receive or renew the respective identification (ID). If it appears they cannot meet one or more of the requisite criteria, contact the Access Control Office (760) 725-0818.

(1) Display two forms of personal identification: Primary proof of identification (Column 1) and secondary proof of identification (column 2). Primary documents include valid State or Federal government issued picture ID. One primary document must be captured. After a primary proof of identity is chosen, a second document must be presented that comes from either the primary or secondary group, so long as it's different from the one initially captured.

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

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

(3) Issuance of a Uniformed Services Identification and Privilege Card (DD Form 1173) to a military dependent requires the military sponsor to be present. In the event the sponsor is unavailable (due to deployment, etc.), a power of attorney must be presented.

5. Business Pass or RapidGate Pass Issuance

a. General. Business or RapidGate Passes are issued to individuals in the Business/Vendor category. See paragraph 3. f. (2).

b. ACP Access. See paragraph (3) f. (2).

c. Applicants for a RapidGate Pass or Business Pass will be subject to a criminal background check per paragraph 6.

d. Business Passes or RapidGate Pass Issuing Facilities. Facility hours are 0730-1530, M-F.

e. Business Pass Issuance

(1) Business passes are a locally produced access pass designed to accommodate short to intermediate length business/vendor activities aboard MCB Campen [see paragraph 3. f. (2) for the definition of Business/Vendor]. It can be issued for up to 90 days. It is renewable for one additional 90-day period (total of two 90-day periods or 6 months) whereupon the Business/Vendor must either apply for RAPIDGate, the long term length access token, or be denied access. The Business Pass is free to the customer. Business Pass application includes a criminal background check (see paragraph 6).

(2) Application

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

(b) Sponsorship letter must include the following:

1. Business/Vendor's company or agency name, address, and phone number
2. Effective contract dates
3. Contract number or a brief description of work/service scope
4. Location of work or service on base.
5. Work or service schedule
6. Company point of contact (POC) phone number and address
7. Sponsor point of contact phone number and address
8. A list of employees requiring a Business Pass. Note this can be a separate company letter as long as it's included as an enclosure to the sponsorship letter

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(c) Business Pass Application Procedures

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

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

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

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

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

f. RapidGate Pass Issuance

(1) RapidGate passes are contracted access cards designed to accommodate intermediate to long term business/vendor activities aboard MCB CamPen (see paragraph 3. f. (2) for the definition of Business/Vendor). It can be issued for not less than 90 days and no more than 12 months. It can be renewed indefinitely. There is a fee associated with this pass that is borne by the business/vendor. The RapidGate pass and business pass have the same background check requirements.

(2) Application

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

(b) RapidGate requests

1. Business/Vendor company will contact RapidGate and enroll the company, and appoint a POC for the company.

2. The Business/Vendor identifies the DoD affiliate sponsor that the work or service is being provided for in order to verify sponsorship.

3. RapidGate subsequently contacts the business/vendor POC and provides them with a password to access a RapidGate kiosk (Note: kiosks are located in the Access Control office).

4. With the password, the Business/Vendor POC and all employees requiring access go to a RapidGate kiosk and individually enroll.

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5. Once enrolled, the employee goes back to the Access Control office counter to receive a temporary RapidGate pass. The pass is valid for 15 days and used for access until the RapidGate passes are available.

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

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

8. The Business/Vendor POC and all employees requiring access go to the Access Control office to pick up their RapidGate passes. Note: all will be asked to display proof of identification per paragraph 4. c. (1).

6. Background Check Criteria for the Business/Vendor Category and MCCS/NAFI Employees

a. Applicants for a RapidGate pass or business pass and MCCS/NAFI employees will be subject to a criminal background check. Applications will be denied if the respective applicant:

- (1) Is listed on the national terrorist watch list.
- (2) Is not a U.S. citizen and is illegally present in the U.S. or whose U.S. citizenship, immigration status, or social security number cannot be verified.
- (3) Is subject to an outstanding criminal warrant of any type
- (4) Provides fraudulent information on the application
- (5) Has a felony conviction within the last 10 years
- (6) Is a registered sex offender regardless of the date of the offense
- (7) Has obtained a felony conviction for the following types of criminal offenses:
 - (a) Offenses of a sexual nature
 - (b) Offenses of violence
 - (c) Offenses related to gang activity, supremacist, or extremist behavior; i.e., hate crimes
 - (d) Crimes resulting from the possession, use, manufacture, introduction, or distribution of any illegal drug listed in the Comprehensive Drug Abuse Prevention & Control Act of 1970, schedules I through V.
 - (e) Offenses in which a weapon (e.g., firearm, knife or other bladed instrument, club, brass knuckles) was used either as a means of violence, or a threat of violence.
 - (f) Military active duty was terminated by virtue of a dishonorable or bad conduct discharge.

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

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

b. Personnel denied a business or RapidGate pass by virtue of criminal history may appeal in person to the Provost Marshal's office (Access Control Branch, bldg 410501T - next to the Pulgas Gate).

Section 3

Base Vehicle Policies

1. Vehicle Registration and Decals

a. Authorized Personnel. The following personnel are authorized and are required to register their vehicles aboard base and receive a DoD decal:

(1) Personnel of the Armed Forces on active duty stationed at MCB CamPen are required to register their vehicle within five working days after purchasing a vehicle. Personnel transferred from other duty stations must still register their vehicles even if they already have a current decal from another installation.

(2) Retired military personnel who are entitled to retired pay, retainer pay, or pensions as a result of service in the Armed Forces (or their unmarried widows or widowers) who reside within 60 miles of MCB CamPen must register their vehicles or must comply with visitor access control procedures as set forth in Section 2 of this Chapter.

(3) Dependents of Armed Forces personnel on active duty stationed at MCB CamPen whose sponsor does not have a valid driver's license.

(4) Dependents of Active Duty personnel stationed elsewhere who reside within 60 miles of MCB CamPen.

(5) Designated personnel of Reserve units permanently assigned to MCB CamPen. The COs of such units may submit a roster to the PMO, verifying those service members who, by billet assignment, are required to make frequent trips aboard MCB CamPen and who are authorized to receive DoD decals. All other Reserve personnel may register their vehicles.

(6) DoD-affiliated civilians employed at MCB CamPen are required to register their vehicles.

(7) Visitors and business/vendor category entrants are not entitled to decals.

b. Vehicle Registration Facilities

(1) Joint Reception Center Pass & ID, Bldg 130132 (Mainside Area):

0730-1530: Mon, Tues, Thurs, Fri
0800-1530: Wed

(2) Main Gate Pass & ID, Bldg 20250 (Main Gate Area):

0730-1530: Mon, Tues, Thurs, Fri
0800-1530: Wed

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(3) Northern Pass & ID, Bldg 51093 San Onofre Plaza:

0730-1500: Mon, Tues, Thurs, Fri

0800-1500: Wed

Note: Operating hours may vary due to operational commitments. Please contact the respective Pass & ID office for current hours of operation.

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

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

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

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

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

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

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

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

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

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

d. Initial Entry Procedures. Newly reporting personnel will report to the vehicle registration facility within five working days of arriving to register their vehicle. Those persons having proper documentation, as listed in subsequent paragraph, will be issued a permanent decal. All others will be issued a 60-day temporary vehicle pass. Temporary vehicle passes will be valid for a period of 60 calendar days provided the operator has a valid driver's license and proof of liability insurance as outlined in paragraph (f) of this Section. Temporary vehicle passes are only issued from the vehicle registration facilities listed in paragraph (b) of this section. After obtaining proper documentation, the operator should return to a vehicle

registration facility to receive a decal. The Provost Marshal, or designate, may grant extensions on a case by case basis.

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

(1) Present a valid operator's permit or 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) Produce valid identification (military/dependents ID card, civilian employee ID card, or designated business passes).

(4) Vehicle must comply with California smog requirements IAW BO 5090.1_

(5) Sign a statement of understanding and consent to search of the vehicle by authorized military or civilian police personnel. This statement will include:

(a) Giving a blood, breath or urine test whenever there is reasonable cause to believe that the individual operated a vehicle while under the influence of drugs or alcohol.

(b) That the vehicle meets or exceeds the California liability insurance minimums.

(c) The vehicle may be towed for illegal parking, interfering with military operations, creating a safety hazard, disability by incident, or abandonment.

(d) Possession of a radar detecting device in a vehicle is illegal.

f. Proof of Liability Insurance. All personnel must show proof of current insurance in order to obtain a decal, temporary pass, or visitor's pass. Valid proof of insurance will be kept in the vehicle at all times. Personnel will affirm by their initials on the Private Vehicle Record that they have valid insurance consistent with the following:

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

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

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

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

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

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

(1) Civilian employees will be issued vehicle decals with an expiration date three years from date of issue.

(2) Active duty military personnel, their dependents, and all retired military personnel or their widows/widowers will be issued decals that expire three years from date of issue, or at the end of their active service date, whichever is sooner for active duty personnel.

(3) All other authorized civilian personnel; e.g., long-term contractors, will be issued vehicle decal with an expiration date of no longer than one year from the date of issue.

2. Placement and Removal of Decals

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

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

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

(3) If a base decal becomes illegible, the owner will report to a Vehicle Registration Facility to have it replaced.

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

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

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

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

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

c. Requirements for Maintaining Registration. The following continuing requirements apply to the operation of vehicles registered on the base:

(1) All vehicles must continue to meet the minimum safety requirements as outlined in paragraph 4.b.

(2) Registration must be current and maintained in the vehicle at all times in accordance with this Order and the California Vehicle Code.

(3) Proof of valid automobile insurance, also known as financial responsibility, meeting the minimum liability coverage must be maintained in the vehicle at all times. Failure to provide proof of financial responsibility will result in impoundment of the subject vehicle and the loss of driving privileges for one year.

(4) The registered owner (or a dependent) must have a valid driver's license.

(5) The registered owner (or a dependent) must be authorized to drive on base.

(6) Operation of a vehicle on this base in violation of the preceding requirements is prohibited. Base registration may be canceled, and the vehicle impounded, upon a finding by the Base Magistrate that a vehicle has been operated on base in violation of these requirements. However, the registration will not be canceled and the decal will not be removed from the vehicle if the deficiency has been corrected by the time the case is acted on by the Base Magistrate. Persons cited for a violation of this section have a right to a hearing before the Base Magistrate.

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

3. Temporary Vehicle Pass

a. Issuance and Renewal. Temporary passes may be issued to eligible personnel who will be aboard for less than 30 days (except for certain civilian contractor categories) or to those who will be assigned for a longer period but have not yet obtained the necessary documentation to complete base registration requirements. Temporary passes may be renewed, circumstances warranting.

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

4. Vehicle Safety Requirements

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

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

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- (1) Windshield wipers must work
- (2) Headlights must have working upper and lower beams, and be properly aimed
- (3) Parking lights and backup lights must work
- (4) All tail lights must work and show a red light visible for 500 feet to the rear, except that tail lamps on vehicles manufactured after 1 January 1969 will be visible for 1,000 feet
- (5) License plate light must be visible for 50 feet
- (6) Stop light must operate with the foot brake
- (7) Turn signals, front and rear (if car is so equipped) in working condition and plainly visible in normal sunlight
- (8) Speedometer must work
- (9) Horn must be audible for a distance of 200 feet
- (10) Rear view mirrors must show vision to rear for 200 feet. Vehicles shall be equipped with not less than two such mirrors, including one on the left hand side.
- (11) Foot pedals will be equipped with appropriate rubberized pads and not worn through to the metal or so worn, as to create a safety hazard.
- (12) Floor mat or rug condition must not be a safety hazard when operating foot pedals.
- (13) Muffler must reduce motor noise to a reasonable degree and be free of breaks; exhaust system will not be equipped with a "bypass" or other modifications that increase motor noise.
- (14) Windshield, rear and side glasses must be free of discoloration, non-factory tinting, or cracks that could obstruct vision or create a safety hazard. Windshield stickers will be restricted to a seven inch square in the lower right hand corner of the windshield. Clear, colorless, and transparent material may be installed, affixed, or applied to the front side windows, located to the immediate left and right side of the front seat if the following conditions are met:
 - (a) The material has a minimum visible light transmittance of 88 percent.
 - (b) The window glazing with the material applied meets all requirements of federal motor Vehicle Safety Standard No. 205 (49 C.F.R. 571.205), including the specified minimum light transmittance of 70 percent and the abrasion resistance of AS-14 glazing, as specified in that federal standard.
 - (c) The material is designed and manufactured to enhance the ability of the existing window glass to block the sun's harmful A rays.

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

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

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

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

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

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

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

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

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

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

exceed the 102-inch width specified in section 35101 of the California Vehicle Code.

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

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

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

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

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

5. Prohibited Vehicles

a. Mini-bikes/Go-Carts. Vehicles referred to commercially as mini-bikes and go-carts are not allowed to operate aboard MCB CamPen.

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

6. Recreational Vehicles and Trailers

a. General. Vehicles and trailers will be stored only in authorized storage areas controlled by AC/S, Marine Corps Community Services (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 tractor-trailers, boats, motor homes, trailers and other towed items will not be parked on housing lawns, in any manner hazardous to traffic, blocking driveways or parking spaces of other residents, or in a way that creates other associated problems. The Provost Marshal makes the final decision in this matter.

7. Reporting Changes to Vehicle Registration

a. Registration File. Motor vehicle registration files will be maintained on all privately-owned motor vehicles registered with the PMO. These files will be maintained at the vehicle registration office, Bldg 130132 (JRC).

b. Reporting Occasions. To maintain up-to-date registration files, the registered owner should report the following changes as indicated below to the nearest vehicle registration facility:

(1) Report in person when any of the following occur:

- (a) Rank or pay grade change necessitates a decal replacement
- (b) Current base decal is lost, stolen, or damaged (mutilated)
- (c) Ownership of the vehicle is transferred

(2) Report by telephone when any of the following occur:

(a) Driver's license is transferred/changed from one state to another

(b) Vehicle license is transferred/changed from one state to another

(c) Vehicle owner transfers between units at MCB CamPen or, in the case of dependents and retirees, the local address changes

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

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

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

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

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

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

10. POV Resale Lot

a. Authorization for use of the Resale Lot will be the responsibility of the police records section, located at Bldg 1523.

b. All personnel requesting the use of the resale lot shall have their vehicles properly registered aboard MCB CampPen (i.e., appropriate base decal or temporary pass). The definition of a vehicle authorized to be placed in the resale lot include:

- (1) Cars.
- (2) Trucks.
- (3) Recreational Vehicles (RV's).
- (4) Boats.
- (5) Motorcycles.
- (6) Trailers.

(7) And all other vehicles which are required to be registered in California or another state.

c. A resale lot placard shall be affixed to the driver's side window or front windshield so it is visible from outside the vehicle. Vehicles can be registered for the resale lot for up to 60 days and then removed or re-registered on a space available basis.

d. Vehicles that have expired resale lot placards or no resale lot placards are subject to impoundment at the owner's expense.

e. Any vehicle identified as a safety hazard or environmental hazard (e.g., fluid leak), is subject to immediate impoundment at the owner's expense.

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

Section 4

Police Records

1. Registration, Accountability and Control of Weapons

a. General

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) Regulations

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

(b) 18 USC 930 provides that:

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

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

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

4. Subsection (a) shall not apply to:

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

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

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

(3) Prohibited Weapons

(a) No person (except for the accomplishment of official duties and then only as authorized by competent authority) may own, possess, lend, manufacture, import, sell, or offer to sell any large capacity magazine, silencer, machinegun, short-barreled shotgun or short-barreled rifle, any firearm that is not immediately recognizable as a firearm, any camouflaging firearm container, any cane or wallet gun, any undetectable firearm, any ammunition that contains or consists of a flechette dart, any bullet that contains or carries an explosive agent, any zip gun, any unconventional pistol, any multi-burst trigger activator, any nunchaku, any metal knuckles, any belt buckle knife, any leaded cane, any lipstick case knife, any cane sword, any shobi-zue, any air gauge knife, any ballistic knife, any shuriken, any writing pen knife, and any metal military practice hand grenade or metal replica hand grenade. It is unlawful for any person to carry a concealed dirk or dagger, or any destructive device.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. Registration Requirements for Personal Weapons

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

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

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

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

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

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

(4) It is not necessary to bring the weapon to the police records section to register the weapon if the owner has a Dealer's Receipt of Sale. The Dealer's Receipt of Sale is necessary to verify the manufacturer, model, serial number, and caliber of the weapon.

(5) Registration of personal weapons will include identification by manufacturer, model, serial number, caliber, barrel or blade length, and location. A weapons registration form containing this information will be given to the registrant.

(6) Registrants will deregister their weapons within 72 hours of their sale or removal from the base.

c. Storage of Personal Weapons and Ammunition

(1) Personal weapons and ammunition will not be kept or stored in barracks, BOQs, BEQs, Temporary Lodging Facilities, in boats kept at the Marina, in any vehicle in storage lots, or office spaces. Privately-owned weapons and ammunition owned by personnel residing in BOQs, BEQs, and barracks will be stored in unit armories. Commanders shall authorize the storage of personal weapons and ammunition in writing, with one copy of the authorization letter maintained in the armory, while the owner will maintain the original copy. Commanders shall:

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

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(b) Keep a log of all personal weapons and ammunition stored in their armories. All issue and receipt transactions will be recorded in a single event format. Logbooks will be opened and closed on an annual basis and will be retained for at least three years.

(c) Ensure that inventory of personal weapons and ammunition maintained in an armory will be conducted concurrently with unit level inventories. Personal weapons and ammunition will be listed, by serial number on a separate document from government weapons. Caliber or other distinguishing characteristics will be listed on the personal weapons and ammunition inventory checklist. Personal weapons and ammunition may be stored in private cases within containers. These cases may be sealed (with ball end, or similar seal) after an inventory is completed by the owner and armorer/custodian, and requires a logbook entry. For the purposes of daily sight counts, sealed cases can reflect the integrity of the container, similar to the inventory requirement for banded and sealed weapons crates and boxes. Monthly, serialized inventories will reflect the case seal number.

(d) Ensure that storage of privately-owned arms, ammunition and explosives (AA&E) does not interfere with any government AA&E related operation.

(e) Ensure privately-owned AA&E are not stored in the same security containers or weapons rack as government AA&E.

(f) Ensure records for accountability of privately-owned AA&E are maintained separately from those of government-owned AA&E.

(2) Withdrawal of ammunition or weapon(s) requires the owner(s) to provide a copy of the storage authorization letter to the armorer/custodian with at least one form of identification. Each transaction regarding the receipt and issue of personal weapons and ammunition will be recorded in a logbook in a single event format. Commanders will ensure:

(a) Each request contains complete justification to substantiate the removal.

(b) Each request contains the estimated date and time of return of the weapon to storage.

(3) Commanders will ensure that in the event a personal weapon(s) or ammunition is abandoned in an armory, every attempt will be made to locate the owner(s) in accordance with DOD 4160.21-M and Title 10 U.S. Code, 2575. Once the requirements of DOD 4160.21-M and Title 10 U.S. Code, 2575 have been satisfied, and the owner(s) not located, commanders will ensure that the weapon(s) and/or ammunition is destroyed in accordance with DOD 4160.21-M-1. Additional information concerning lost and found property and abandoned property handling is provided in MCO 5530.14.

(4) Personnel residing in family housing (other than the temporary lodging facilities) may store their registered weapons in their quarters. All weapons and ammunition will be stored in approved containers. Weapons containers must be capable of being locked. All weapons will be fitted with a trigger lock.

(5) Storage of any ammunition greater than small arms ammunition, to include explosives, in government owned quarters is prohibited.

d. Missing, Lost, Stolen, Recovered and Sold Personal Weapons

(1) The loss or theft of personal weapons/private-owned AA&E will be reported via the PMO to the Naval Criminal Investigative Service as soon as the loss of the weapon is established by discovery as missing.

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Missing, lost, stolen or recovered (MLSR) reports will not be submitted on privately-owned AA&E.

(2) Recovery of lost or stolen personal weapons will be immediately reported to the 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 the installation, will be immediately turned over to the PMO for investigation, retention as evidence, or other lawful disposition. When retention for investigation or evidence is no longer required by the PMO or other law enforcement or judicial agencies, the items will be disposed of under the provisions of applicable regulations.

f. Carrying Weapons

(1) Except as may be necessary for the proper performance of duty or as may be authorized by proper authority, no person shall carry, concealed or otherwise, on or about his person, any dangerous weapon, instrument or device, or any highly explosive article or compound while aboard MCB CamPen.

(2) As used in this directive, "dangerous weapon, instrument, or device" is defined as an object specifically designed or constructed for the purpose of doing grievous bodily harm, or it was used or intended to be used by an individual to do grievous bodily harm, "concealed" is defined as intentionally covered or kept from sight, "on or about" is defined as the weapon was carried on the individual's person or was immediately accessible to (i.e., within reach of) an individual regardless of its location.

(3) In the case of a firearm, it is immaterial whether the firearm is loaded or not.

(4) Paragraph 1.f(1) to 1.f(3) do not apply to or affect any of the following:

(a) Any Federal, State, or local civilian law enforcement officials or members of other services of the Armed Forces of the United States, the National Guard or the organized state militia when carrying out official duties while aboard MCB CamPen.

(b) The possession or transportation of unloaded firearms as merchandise by a person engaged in the business of manufacturing, repairing, or dealing in firearms or the authorized representative or authorized agent of that person while engaged in the lawful course of the business aboard MCB CamPen.

(c) Guards or messengers of common carriers, banks, and other financial institutions while actually employed in and about the shipment, transportation, or delivery of coins, currency, national bank obligations, national bank notes, or other items of value within MCB CamPen.

(d) Members of any club or organization organized for the purpose of practicing shooting at targets upon ranges established by the AC/S, O&T while such members are on the premises of such ranges, or transporting unloaded firearms while going to and from such ranges.

(e) Licensed hunters or fishermen while engaged in hunting or fishing in areas of MCB CamPen approved for such hunting and fishing by the AC/S, Environmental Security, or transporting unloaded firearms while going to or returning from such hunting or fishing expeditions.

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(f) Commanders may allow personnel to carry unconcealed knives of any blade length during training exercises but only while in uniform and actually going to, in, or coming from a training area. The AC/S, Environmental Security may allow hunters and fishermen to carry unconcealed knives of any blade length for use in these activities, but only while in an authorized hunting or fishing area.

g. Transportation of Personal Weapons. Persons over the age of 18 years who reside or are temporarily aboard MCB CamPen, and who are not within the excepted classes prescribed by paragraph 1.f(4), may transport and carry any non-prohibited weapons, whether capable of being concealed upon the person or not, provided that the following applies to the weapon:

(1) The weapon is within a motor vehicle, and it is unloaded and locked in the vehicle's trunk or in a locked container in the vehicle other than the utility or glove compartment.

(2) The weapon is carried by the person directly to and from any motor vehicle for any lawful purpose (i.e., collectors organization meeting, hunter safety class, recognized sporting event involving that weapon, gun shop, gun show, or swap meet, target range, etc.) and while carrying the weapon, the weapon is unloaded and contained within a locked container.

(3) As used in this directive, "locked container" is defined as a secure container that is fully enclosed and locked by a padlock, key lock, combination lock, or similar locking device. The term "locked container" does not include the utility or glove compartment.

(4) A firearm shall be deemed to be loaded for the purposes of this directive when there is an unexpended cartridge or shell, consisting of a case which holds a charge of powder and a bullet or shot, in or attached to in any manner to the firearm, including but not limited to, in the firing chamber or magazine, clip, or speed loader. Refusal to allow law enforcement or security personnel to inspect a firearm pursuant to the provisions of this paragraph constitutes probable cause for apprehension/detention for violation of this requirement.

(5) Weapons will not be routinely carried or stored in vehicles. In addition, razors without a guarded blade or common tools such as hatchets, axes, screwdrivers, hammers, and similar items shall be carried locked in the vehicle's trunk or in the rear most cargo area, furthest from the driver when the vehicle has no trunk.

h. Miscellaneous Weapons Regulations

(1) No person (except for the accomplishment of official duties and then only as authorized by competent authority) may 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, O&T.

(2) No person (except for the accomplishment of official duties and then only as authorized by competent authority) shall bring or possess any switch blade, stiletto, dirk, dagger, knife designed for offensive use, pepper spray, razor with an unguarded blade, a taser, stun gun, mace or other chemical irritant/incapacitant, or a firearm upon the grounds of, or within, any public school providing instruction in Kindergarten or any grades 1 through 12 inclusive, located aboard MCB CamPen.

(3) No person will sell or furnish on MCB CamPen any weapon to any minor (person under the age of 18), without the expressed or implied permission of the parent or legal guardian of the minor.

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(4) No person (except for the accomplishment of official duties and then only as authorized by competent authority) shall carry or use on MCB CamPen any tear gas or other chemical irritant/incapacitant weapon who has not completed a certified course in the use of such weapon pursuant to which a card is issued identifying the person who has completed such course, and then only with the expressed written permission of the Provost Marshal.

(5) No person (except for the accomplishment of official duties and then only as authorized by competent authority) shall carry or use on MCB CamPen any stun gun or taser without the expressed written permission of the Provost Marshal.

(6) Individuals bringing weapons aboard MCB CamPen for the sole purpose of participating in a specific match 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 of paragraph 1.f and 1.g 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.

i. Accounting, Control and Security of Government-Owned Weapons. Government-owned weapons issued to individuals are not personal property. They must be accounted for, controlled, safeguarded, stored, and transported in accordance with the current editions of OPNAVINST 5530.13_, MCO 8300.1_, MCO 8373.2_, UM 4400-15, and UM 4400-124. Commanders may authorize the inter-station transportation of security risk category (SRC) 11 and IV small arms (those weapons designed to be hand-held or shoulder-braced while being fired) and associated ammunition for marksmanship training, competition, or other requirements on a case by case basis without a requirement for armed guards. The weapons and ammunition must be in the custody of a designated individual. Use of privately-owned vehicles may be authorized by the CO. When such transportation is authorized, commanders will ensure that the following security measures are strictly adhered to:

(1) Weapons will be transported directly to and from the organizational armory and range/training area. Stopping in route to and from such areas for any reason is strictly prohibited. Team shooters will ensure that weapons are stored in military armories when competing in military matches, and in secure facility when competing in civilian matches. Team weapons will not be stored in POVs.

(2) Loaded weapons will not be transported.

(3) Weapons will be locked in the trunk of the vehicle. In vehicles not having a trunk, the weapon(s) will be located in the passenger compartment of the vehicle as far away from the driver as possible.

(4) SRC 11 (i.e., automatic) weapons (e.g., M16-A2s, M4 Carbines, MP5 sub-Machine guns, etc.) when transported off base in POVs must have their bolts removed and stored separately from the weapons themselves.

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

2. Civil Arrests and Court Liaison

a. Civil Arrests. Military personnel who are arrested by civilian police officers for protective custody and public intoxication, and are booked or charged, will be returned to their organizations for appropriate action in accordance with paragraph 2002.2 of these regulations.

b. Civil Processing. The SJA's Civil Processing Section has responsibility for coordination matters relating to the processing of civil and criminal complaints,

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warrants, subpoenas, etc., and provides liaison between State and Federal civilian agencies and MCB CamPen units concerning the surrender of military personnel to those authorities. Additional information is in the current edition of BO P5821.1_.

c. Leave or Liberty to be Granted Persons Served with Process

(1) The policy of the Secretary of the Navy is in JAGMAN Section 0616d, which is quoted for convenience: "In those cases where personnel either are served with process, or voluntarily accept service of process, the CO normally will grant leave or liberty to the person served in order to permit the person to comply with the process, provide such absence will not prejudice the best interests of the Naval Service."

(2) It is the policy of the CO, MCB CamPen that no person will be denied leave or liberty to permit compliance with process without the approval of the SJA or the officer exercising general court-martial authority over the person served. All denials of leave or liberty will be reported by telephone to SJA, MCB CamPen, with written confirmation explaining in detail the prejudice to the Naval Service, and the reason why prejudice to the Naval Service is deemed to outweigh the need for the orderly administration of justice in the civilian courts.

3. Fingerprinting Services. Fingerprinting services are available at Bldg 1523, police records, during posted business hours to military members, their family members, retired military persons and civilian employees. Individuals are required to provide their own fingerprint cards. Police Records does not provide the FD-258 applicant fingerprint cards for security clearance applicants or any other fingerprint card. Live-scan fingerprint services are not available. Persons requiring Live-scan services should consult the California Department of Justice for a current list of Live-scan fingerprint service providers at <http://ag.ca.gov/fingerprints/publications/contact.htm>.

4. Requesting a Military Police Incident Complaint Report. All commands requesting to obtain a MCB CamPen police report must submit a report request form to the police records section, Bldg 1523. Only personnel who are listed on the command's authorization list will be permitted to receive reports for their respective command. All victims and subjects of an incident can request their own reports, but in order to protect the Personally Identifiable Information (PII) of other persons, the reports will be redacted to contain only the requestor's information. Receipt of reports can take up to ten days from the date of the original request (not the date it was reported by the MCB CamPen police).

5. 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, Bldg 1523. The command representative must submit a report request form and only personnel who are listed on the command's authorization list will be permitted to receive reports for their respective command.

Section 5

Traffic Enforcement

1. Traffic Control

a. Motor Vehicle Defined. For the purpose of these regulations, "motor vehicle" includes both tactical and commercial vehicles. Nothing in these regulations should be interpreted as superseding more restrictive safety measures and requirements that may be directed by the CG, I Marine Expeditionary Force.

b. Provost Marshal's Authority and Responsibility. The Provost Marshal will exercise traffic control over all vehicles, private and military, within the appropriate traffic signs and devices, installation of raised pavement markers ("Bott's Dots") and speed bumps, and will issue appropriate citations to traffic violators. In addition, the Provost Marshal is responsible for traffic flow throughout the base on paved roads, and no roadway will be blocked, re-routed, or delayed without prior coordination and approval of the Provost Marshal's Office. Active duty military personnel cited for traffic offenses will normally appear before the base Magistrate. The Provost Marshal will cite government vehicles off the reservation in violation of traffic laws of the State of California only in cases where civil authorities are not involved. For additional information regarding the procedure for resolution of traffic violations see BO 5101.3_.

c. Privately-Owned Vehicles (POVs). POVs include all other vehicles not meeting the description of government vehicles.

d. Traffic Violation Report (TVR). Any person observing a traffic violation on MCB CamPen may submit a TVR via the MCB CamPen web page; <http://www.cpp.usmc.mil/tvr/index.htm>. All reports will be forwarded to the base Magistrate for appropriate action.

2. Traffic Regulations for Operation of Wheeled Vehicles. Privately owned wheeled vehicles, motorcycles, and scooters will be operated only on paved or improved roads and other improved surface areas specifically designed and maintained for wheeled vehicles use, unless otherwise authorized. Motor vehicle operators will not drive on any paved or improved road or other improved surface area when that area is closed by means of a sign, traffic marker, chain or other device.

3. Speed Regulations

a. Speed Restrictions. The following speed restrictions apply to all motor vehicle operators aboard MCB 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 passing a horse and rider.

(b) 15 mph in any parking area and all housing areas where not otherwise posted.

(c) 15 mph while passing military formations or marching troops.

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

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

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

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

(h) 45 mph Tactical Vehicle on improved roadways.

(i) Operators of vehicles traveling 21 mph or more over any posted speed limit will be apprehended.

(2) Operation of authorized emergency vehicles will conform to the California Vehicle Code. The Provost Marshal will establish written limits and procedures accordingly.

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

b. Speed Measuring Devices. The PMO is authorized to use electronic speed measuring devices.

4. Use and Care of Highways

a. Grass Areas. Motor vehicles will not be driven or parked on grass or seeded areas, unless otherwise posted.

b. Tracked Vehicles. Tracked vehicles will not be driven on surfaced roads or across surfaced roads, except where tracked vehicle cement cross pads are provided. If necessary, operators of tracked vehicles crossing surfaced roads at other than cement pads will first ensure dunnage is laid and removed subsequent to crossing.

c. Speed Bumps. In most instances speed bumps are considered an inappropriate and unsafe traffic control device and normally will not be approved for installation. Requests under special circumstances can be submitted in writing to the Provost Marshal.

d. Impeding Traffic. Impeding traffic is defined as an act which interferes with, blocks, or hinders the normal flow of traffic.

5. Passengers in Motor Vehicles. Personnel may be transported in the bed of a government pickup truck without a restraining device only when terrain or training requirements preclude use of a passenger vehicle. Such use is only allowed on secondary or unimproved roads aboard MCB CampPen, at a speed limit of 25 miles per hour, unless posted lower. This requirement does not apply to the traditional uses of tactical vehicles.

6. Towing of Vehicles. No vehicle will push another vehicle or tow another vehicle by non-rigid means (chains, cable, straps, etc.,) except in emergencies to clear the roadway for traffic. Vehicles may only be towed with a rigid towing device.

7. Safety Regulations and Restrictions

a. General. Vehicles when parked will permit free access to and exit of other parked vehicles. Several areas and specific locations aboard MCB CampPen have been marked with NO PARKING signs or have been designated as no parking zones. Vehicles found parked in these areas so designated or marked may be towed immediately off-base by the military police at the owner's expense.

b. Parking Restrictions

- (1) No parking within 15 feet of a stop sign or intersection.
- (2) No parking within 15 feet of any building, except authorized parking spaces.
- (3) No parking where there is any fire hazard, such as on dry grass or weeds, except as may be required during training exercises.
- (4) No parking on any lawn or seeded area, except in case of emergency.
- (5) No parking within 100 feet of any motor vehicle accident or other emergency.
- (6) No parking within 10 feet of trash receptacles, such as "Dempsey Dumpsters."
- (7) No parking of semi-tractors, boats, motor homes, trailers or other towed items within base housing areas.

c. Other Vehicle Restrictions. In addition to the aforementioned restrictions, operators will obey the following regulations:

- (1) Vehicles will not be driven or parked on the hard surfaced assembly areas in front of each barracks.
- (2) Operators of vehicles shall approach with due caution and reduce speed or move to the left, if possible, when approaching a stopped emergency vehicle or tow truck displaying emergency lights along the roadway.
- (3) Any inoperable vehicle shall be moved off the roadway as far as possible, unless involved in a motor vehicle accident. If a disabled vehicle cannot be moved off the road, parking lights will be left on during darkness and all other means available, such as flares or reflectors will be used.
- (4) No child or children under 12 years of age will be left unattended in a vehicle.

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8. Pedestrians

a. Troops in Formation. Troops in formation will march on the right side of the street in main areas, billeting areas, and on four-lane highways. On other roads they will march in single file on each side of the road. They will be marched well off the roads whenever possible.

(1) Troop formations have the right-of-way over other traffic except emergency vehicles on emergency trips (CVC Sec 21806(d)).

(2) All troop formations on roadways, outside of main areas, will have a point and rear guard.

(3) The point and rear guard will use flashlights during darkness to warn approaching vehicles.

(4) Road guards will be posted 100 feet in each direction when troops cross main roadways.

(5) Appropriate "Pedestrian Crossing" signs will be placed 150 yards in each direction from troop crossings that are used often.

b. Joggers. It is required that joggers on any paved or secondary roadway wear highly visible and reflective clothing during the hours of darkness. Joggers on Vandergrift Boulevard, Rattlesnake Canyon Road, Pulgas Road, and San Mateo Road will be governed by the following restrictions:

(1) Run in single file on the road shoulder or off the pavement and against the flow of traffic.

(2) Running in formation or groups is prohibited.

(3) Running on other paved roads will be as directed by the local area commander.

(4) All military personnel, dependents, civilian employees and visitors are prohibited from wearing portable headphones, earphones or other listening devices in both ears while jogging, walking, bicycling, or skating on paved roads and streets on base. This does not apply to sidewalks and unimproved roads.

9. Motor Vehicle Accidents

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

b. Major Subordinate Command (MSC) Road Masters will investigate all property damage "ONLY," collisions involving government owned vehicles occurring in training areas, on unimproved roadways, and in enclosed motor transportation lots.

c. Operator Responsibilities

(1) Operators involved in motor vehicle accidents or collisions are required to report the collision in accordance with California Vehicle Code.

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(2) Any collision involving government owned vehicles occurring off the limits of MCB CamPen will be reported by the driver to the local law enforcement agency and the Provost Marshal.

d. Accident Investigation. The Provost Marshal shall conduct an appropriate investigation of any accident or collision involving motor vehicles on this base, and collisions involving government vehicles occurring off-base. Reports will be submitted to the appropriate CO. The investigation conducted by the Provost Marshal shall not relieve any CO of the duty to appoint fact-finding bodies in appropriate cases as required in the Manual of the Judge Advocate General and other directives. However, PMO will be the lead investigative service.

Section 6

Motorcycles/Motor Driven Cycles/Bicycles

1. Definitions

a. Motorcycle. A motorcycle is any motor vehicle weighing less than 1,500 pounds, other than a tractor, with a seat or saddle for the rider, and designed to travel with not more than three wheels in contact with the ground except that four wheels may be in contact with the ground when two of the wheels function as part of a sidecar.

b. Motor Driven Cycles. A motor driven cycle is any motorcycle, including motor scooter, mopeds, and motorized bicycles that produce less than 15 gross brake horsepower.

c. Minibikes, Tote-goats, UTC and ATV. Minibikes, tote-goats, ATCs and similar vehicles are designed for off-road use, but do not meet California licensing requirements, although they may be categorized as either motorcycles or motor-driven cycles on the basis of brake horsepower. Recreational operation of these vehicles aboard Camp Pendleton is prohibited.

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

e. High-Visibility Vest. A high visibility vest is defined as an upper-torso garment made of safety reflective and/or luminescent material in colors of international orange, yellow, or lime with two stripes front and back with a minimum of 1 inch width.

f. Times of low visibility and or darkness is defined as the time after evening colors until morning colors.

2. Prerequisites for Registration and Operation Aboard MCB CamPen

a. General. Personnel desiring to operate motorcycles or motor-driven cycles aboard MCB CamPen may obtain visitor passes, temporary passes or permanent decals provided they produce the required documents, meet required safety standards and/or satisfactorily complete a Motorcycle Safety Foundation Course. Upon successful completion of the prescribed course of instruction, a permanent decal will be issued by the Motorcycle Safety Course or the Provost Marshal's Office. Registered owners who possess valid decals from other installations, will register with the MCB CamPen safety course within 3 working days.

b. Required Documents. To obtain a visitor's pass, a temporary pass to gain entry to MCB CamPen, all personnel must be able to satisfy the following requirements:

- (1) Present a valid state motorcycle operator's license or permit.
- (2) Present proof of person identification.
- (3) Present a valid registration certificate, or bill of sale.
- (4) Provide proof of insurance as indicated in the vehicle code.

(5) Active duty military members, DoD employees, and military dependents will have in their possession a letter of enrollment into a Motorcycle Safety Foundation Course or have in their possession proof of successful completion of mandatory motorcycle safety training.

c. Mechanical Inspection. Motorcycles must pass a mechanical inspection based on the safety standards in paragraph 3 below before being registered, and annually thereafter.

d. General Instructions

(1) Owners who permit unqualified personnel to operate their motorcycle(s) will have their base driving privileges suspended. While operating their motorcycle aboard the base, owners will have in their possession a current MCB CamPen Motorcycle Operator's Permit or other proof of successful completion of current mandatory motorcycle safety training.

(2) Motorcycle operation will be confined to hard surface roads and designated parking areas. Exception is made for traveling on a "designated" dirt access road, going directly to and from a place of duty/business. See paragraph 5 below.

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

(4) 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.

(5) Motorcycles will be operated with headlights on at all times.

e. Methods of Entry/Registration. Motorcycles may enter the base by the following means: as a visitor (see Section 2, Access Control Policy), temporary vehicle pass, or permanent registration.

(1) Visitor Control. Military and civilian personnel who are visiting as motorcyclists with no permanent MCB CamPen connection must register as visitors at the SLR, Main, Pulgas and San Onofre ACPs (see Section 2, Access Control Policy) between 0500-2300. These visitors must meet the requirements of paragraph 4 below prior to entry.

(2) Permanent Registration

(a) Initial Motorcycle Registration. To obtain a permanent base decal, applicants must successfully complete the Motorcycle Safety Foundation Course. The course of instruction consists of a mechanical inspection, written test, and skill demonstration test. All portions of the course must be taken on the motorcycle to be registered. A student who fails to pass the tests will have to attend another complete course. Upon successful completion of all instruction, applicants will receive a valid yellow card, MSF completion card and their permanent decal.

1. Present a valid state motorcycle operator's license or permit.

2. Present proof of person identification.
3. Present a valid registration certificate, or bill of sale.
4. Provide proof of insurance as indicated in the vehicle code.

5. Present an MCB CamPen Motorcycle Yellow card. Motorcycle operation aboard the base will not be authorized prior to completion of safety training except in connection with the actual course of safety or with a letter of enrollment from motorcycle safety office. It is important to note that all potential authorized operators must be identified when registering the motorcycle, and the appropriate documents presented.

(b) Decal Renewal. Personnel renewing permanent decals must attend an eight-hour refresher course one year after a basic riders course and every three years for experienced riders.

3. Mechanical Safety Standards

a. General. All motorcycles registered aboard MCB CamPen must be maintained to meet all California Vehicle Code requirements and the mechanical safety standards set forth below.

b. Inspection Standards

(1) General. All motorcycle configurations should generally conform to the manufacturer's stock specifications. Modifications are permitted consistent with the CVC code and Department of Transportation standards.

(2) Passenger Equipment. In addition to required items of personal protective equipment specified in paragraph 4 below, the motorcycle must be equipped with a securely fastened seat designed for two riders with the passenger to the rear. Foot rests must also be provided. Transportation of a passenger in any manner other than seated on the passenger seat is illegal in the State of California and aboard MCB 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 (DOT) and federal regulations.

(2) Eye Protection. Eye encapsulating shatterproof goggles, or a face shield attached to the helmet must be worn by all riders so as to protect the eyes while the motorcycle is in motion.

(3) High-Visibility Vest

(a) During daylight hours, a brightly colored upper torso garment or motorcycle specific jacket must be worn.

(b) High-visibility vest is required during night time and times of low visibility.

(c) Vests must not be covered or concealed by clothing or items such as knapsacks or backpacks.

b. Clothing. All riders must be fully clothed to include full-length trousers or slacks, shirt, full fingered gloves, and over the ankle boots when the motorcycle is in motion.

(1) Uniforms. The motorcycle safety helmet, eye protection, gloves and high-visibility vest (during hours of darkness) are considered part of the uniform, and are required to be worn by all riders aboard the base, and by all Marines while riding motorcycles off-base.

(a) Gloves will be worn by uniformed motorcycle riders.

(b) Protective outer or over garments may be worn by riders, provided that such clothing completely covers the uniform (except the high-visibility vest and boots). Motorcycle specific jackets, designed for rider protection, and not for bearing patches or insignias, may be worn over the uniform to add to the rider's fall protection.

(2) Civilian Clothing. The following applies to all riders not in uniform.

(a) Full-length trousers or slacks are required.

(b) A long sleeve shirt or blouse is required. A jacket is recommended for the better protection it affords.

(c) Gloves are required.

(d) Footwear must cover the entire foot and ankle and must be made of leather. Sandals, moccasins, deck shoes, footwear which leaves any portion of the foot exposed, and athletic shoes are prohibited. Laced boots which extend above the ankle provide the best protection against engine burns and foot/ankle injuries.

5. Restrictions

a. Extended Forks. Operators of motorcycles with extended forks must have their operator's permit annotated by the Joint Safety Center Motorcycle Education and Training School, certifying that they have passed all portions of the operator's skill course on a motorcycle with extended forks.

b. Operators

(1) A privately owned motorcycle will not be operated by any person other than the licensed and registered owner or licensed dependent of the owner.

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

c. Parking. Motorcycles will park in areas specifically reserved for them. However, automobile parking spaces may be used if specific motorcycle parking areas are not designated. Area commanders and cognizant facility heads should designate specific parking areas for motorcycles when possible.

d. Prohibited Areas. The operation of motorcycles in any area designated for the use of pedestrians (e.g., baseball fields, football fields, playgrounds, school yards, basketball courts, sidewalks) is prohibited.

e. Authorized Road Surfaces. Motorcycle operation should normally be confined to hard surface roads and designated parking areas. Military motorcycles may be operated in designated training areas in connection with authorized training operations and exercises.

f. Mopeds. Moped operators will move to the extreme right side of a roadway when the designated speed limit is greater than the operating speed of the moped.

6. Off Base Operations

a. Every person operating, or riding on a motorcycle aboard Marine Corps property is required by MCO 5100.19_ to wear an approved helmet, eye protection, full fingered gloves, over the ankle boots, and a reflective (high-visibility) vest at night and from morning to evening colors. In addition, all Marines operating or riding on a motorcycle off base, either in uniform or civilian clothes, shall wear approved helmets, eye protection, full fingered gloves, over the ankle boots, and reflective vest after evening colors until morning colors.

b. Failure to use prescribed protective clothing and equipment may jeopardize the Marine's entitlements and survivor benefits. For example, severe administrative penalties may be invoked when a mishap is due to misconduct or gross negligence on the part of the individual Marine, and the resulting injuries were either aggravated by, or are largely due to, the failure of the Marine to use the prescribed protective clothing and equipment.

7. Bicycles

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

b. Registration. It is recommended that all bicycles belonging to persons residing or working aboard base be registered with the Provost Marshal's Office and the State of California. Base registrations can be accomplished at PMO Physical Security Section, Bldg 1525. All bicycles will be inspected prior to being registered. A certificate of ownership will be signed by an adult over the age of 18 years.

c. Equipment Requirements. No person shall operate a bicycle aboard MCB CamPen unless it has the following equipment:

(1) A brake, which will enable the operator to make one's brake wheel skid on dry, level, clean pavement.

(2) Handlebars, which do not raise the operator's hands above the level of the shoulders.

(3) Every bicycle operated aboard the installation during darkness shall use a head lamp (either attached to the bicycle or the operator), a red rear tail lamp, and a high visibility vest as defined in paragraph 4 above.

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

(1) High Visibility vest as defined in paragraph 2600.5.

(2) Full length trousers or slacks which will not easily become entangled in the chain.

(3) Shoes which cover the entire foot.

e. 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.

f. 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.

g. Restrictions

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

(2) No person operating a bicycle aboard the installation shall ride other than upon astride a permanent and regular seat attached to the bicycle.

(3) No operator shall allow a person to ride as a passenger unless it is upon or astride a separate seat attached to the bicycle.

(4) No person operating a bicycle shall carry any package, bundle or article which prevents the operator from keeping at least one hand upon the handlebars.

(5) No person shall operate a bicycle upon Basilone Road between Vado Del Rio Road and the School of Infantry (SOI, 52 area), Las Pulgas Road between Basilone Road and Stuart Mesa Rd, or San Mateo Road between Basilone Road and Camp San Mateo, or Christianitos Road between Camp Talega and Interstate Route 5, except as noted in paragraph 7g(6) below.

(6) Exceptions to paragraph 7g(5) are as follows:

(a) DoD personal, active duty dependents and active duty personnel are authorized to ride bicycles to and from the 43 Area via Stuart Mesa and Las Pulgas Roads.

(b) Active duty personnel are authorized to ride bicycles on Christianitos Road (between Camp Talega and Interstate 5) during daylight hours only.

(7) No person operating a bicycle upon a highway or roadway on MCB CamPen shall allow as a passenger any person to ride, unless that passenger is wearing a helmet meeting standards of the American Standards Institute (ANSI 290.4, Bicycle Safety Standards) or the Snell Memorial Foundation 1984 Standard for Protective Headgear for use in bicycling. The helmet must have straps that fit well when fastened around the chin.

Section 7

Domestic Animal Control

1. General

a. Sponsors and their families in assigned quarters are afforded the privilege of possessing certain types of pets, subject to the provisions of this chapter and BO 11101.31_, Family Housing Regulations. This regulation establishes responsibilities and procedures that govern the conduct of all persons and activities on MCB CamPen.

b. The possession of guard dogs, especially trained attack dogs or vicious dogs, is strictly prohibited by any military personnel, organization, sponsors or their families, civilian personnel, private contractors, and any guest or visitor aboard MCB CamPen. This provision will not limit the use of military working dogs assigned to the PMO.

c. Exotic pets such as large tropical birds, monkeys, livestock, pot-bellied pigs, poisonous or non-poisonous reptiles, tortoises, turtles, pigeons, chickens, turkeys, pheasants, or other such animals are strictly prohibited unless written authority is received from the Director of Base Housing. Rabbits, guinea pigs, and any other rodents or lagomorphs are prohibited aboard the base. The only rodent exception is hamsters that may be kept in proper indoor cages and must not be allowed to run loose. Gerbils are strictly prohibited in the entire state of California (CA Code of Regulations Title 14 Section 671).

d. No person shall keep, hold, possess, be a custodian for, or allow to be kept, any wild animal without written authorization from the CO, MCB CamPen.

e. 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 (i) killed a person; (ii) inflicted serious injury to a person, including multiple bites, serious disfigurement, serious impairment of health, or serious impairment of a bodily function; or (iii) continued to exhibit the behavior that resulted in a previous finding by local competent authority that it is a dangerous animal, provided that its owner has been given notice of that finding.

(8) Leash. Any rope, leather strap, chain or other material not exceeding six (6) feet in length, being held in the hand of a person capable of controlling the animal to which it is attached.

(9) At Large. Neither confined inside an authorized fenced enclosure in the backyard of the owner or custodian, not inside the quarters of the owner or custodian, not physically restrained by a leash, or being in a state in which control is in doubt.

(10) Stray. An animal that is at large.

(11) Owner. Any person who is the legal owner, keeper, harbinger, or possessor of actual custodian of an animal. Ownership is established by a person registering as the owner on a license or other legal document or by a person claiming ownership and taking possession of an animal. The person claiming ownership must be 18 years of age or older and have identification that shows proof of age.

(12) Custodian. A person given temporary custody of an animal by the legal owner.

(13) Licensed or Registered Owner. A person registered as the owner on a license or registrants tag issued for that animal.

(14) Licensed or Registered Animal. A dog or cat wearing the current license or registration tag issued for that animal.

(15) License or Registration Tag. A piece of metal or other durable material inscribed with a date and a number which has been issued by any city, county, or other official pet licensing agency. The license tag, if valid, is proof of a rabies vaccination.

(16) Vaccinated Pet. A dog or cat inoculated with an approved anti-rabies vaccine, and wearing a current license tag indicating proof of vaccination.

(17) Impounded Animal. Any animal taken into custody by the Domestic Animal Control facility or the Wildlife Operations Branch.

(18) Spayed. Had the ovaries and uterus removed so that pregnancy cannot occur.

(19) Neutered. Had the testicles removed.

(20) Public Nuisance. An animal that is chronically in violation of these regulations or any animal that through its actions or temperament has become offensive to the residents of the surrounding community.

- (21) PMO. Provost Marshal Office, MCB CamPen.
- (22) Provost Marshal. OIC of PMO or his/her authorized assistants.
- (23) Commanding Officer. CO, MCB CamPen.
- (24) Caretaker Supervisor. Means the Supervisor of the Domestic Animal Control facility for MCB CamPen.
- (25) Base Veterinarian. The current Officer in Charge of the Veterinary Treatment Facility or his/her authorized assistants.
- (26) House Pet. Birds, fish, cats, and dogs under 35 pounds.
- (27) Dog Run. Any fenced enclosure that is not classified as a yard fence, or a lead attached to a chain or rope that allows the animal to run back and forth.
- (28) Working Days. Days that the Domestic Animal Control facility is open for business.
- (29) Micro-Chip. A harmless micro technological chip inserted through a hypodermic needle just underneath the animal's skin between the shoulder blades, and can be read by a scanner to identify the owner of the animal.
- (30) Guide Dog. Any dog or Seeing Eye dog that was trained by a licensed person.
- (31) Signal Dog. Any dog trained to alert a deaf person, or a person whose hearing is impaired, to intruders or sounds.
- (32) Service Dog. Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, minimal protection work, rescue work, pulling a wheelchair, or fetching dropped items.

2. Vaccination/Licenses

a. Vaccination Requirements

(1) All dog and cat owners shall obtain a rabies vaccination for each dog and/or cat they own, keep, harbor, or have custody of within 30 days after it becomes four months of age or within 30 days after acquisition, if over the age of four months.

(2) In addition to rabies, owners shall obtain annual vaccines, including: Rhinotracheitis, Calici, Chlamydia, Psittachi and feline Panleukopenia vaccines for cats, and Distemper, Hepatitis, Para influenza, Parvo virus and Corona virus vaccines for dogs.

(3) Any person who owns, keeps, harbors, or has custody of any dog or cat over the age of five months which has not been vaccinated against rabies shall be in violation of these regulations and shall have the pet impounded and held until such time when a vaccination can be arranged by a qualified and licensed veterinarian, with a rabies vaccine approved by the State Department of Health for use in dogs or cats in the State of California.

(4) Vaccinations and health certificates may be obtained from the Veterinary Treatment Facility (VTF), Building 20846, by appointment only. The owner or custodian of the animal must pay the cost of the vaccinations and services.

(5) The Veterinary Treatment Facility will not be held responsible for the treatment of sick or injured pets or animals to include those that have been impounded by the Domestic Animal Control facility. All veterinary care is the responsibility of the owner or the custodian of the animal. Animals suffering from contagious diseases, serious injuries, or animals, which in the opinion of the base Veterinarian will not survive the required holding period of impoundment, will be humanely euthanized.

(6) Rabies vaccinations, which were issued outside California, must be presented to the base Veterinarian or Caretaker Supervisor to ensure that the vaccinations issued are approved by the California State Department of Health. Those rabies vaccinations that do not meet the requirements of the California State Department of Health must be reissued within 30 days of arrival in this jurisdiction.

(7) Vaccinations for other contagious diseases should be given as soon as the animal is weaned and the yearly boosters administered.

b. Exemptions. Exemption from rabies vaccination during illness may be authorized if a licensed veterinarian has examined the dog or cat and certified in writing that such vaccination should be postponed because of a specified illness. Old age, debility and pregnancy are not considered contraindications to rabies vaccination. Exemption from vaccination does not exempt a dog or cat from the requirement of a license.

c. License Requirements

(1) All dog and cat owners living aboard MCB CamPen must purchase a license, either a temporary, one year, two year, or three year license, for their pet(s) within 30 days of acquisition or of bringing an animal into this jurisdiction, regardless of the age of the pet.

(2) In addition to licensing, owners are recommended to have their dog and/or cat microchipped. The Domestic Animal Control facility does not microchip privately owned animals, only stray animals in preparation for adoption. Owners may obtain microchipping services, at their own expense, at the base Veterinary Treatment Facility or from outside facilities that perform microchipping services.

(3) All dog and cat owners shall renew the licenses prior to or immediately upon expiration of the previous license for as long as they own, keep, harbor, possess, or otherwise have custody of the animal. A late fee as indicated in the Domestic Animal Control facility fee schedule will be charged to owners or custodians of pets who fail to license or review their license within the time periods required in these regulations.

(4) If an animal licensed on MCB CamPen is removed from this jurisdiction, or the ownership of a licensed animal is transferred to another person living on MCB CamPen, the licensed owner must advise the Domestic Animal Control facility of the new owner's name, address, and telephone number, and the date of the transfer or removal within 30 days after the

transfer or removal. The new owner, if living on MCB CamPen, shall transfer the license into his or her name within 30 days of acquisition of the animal.

(5) The rabies vaccination tag issued by a veterinarian is not a MCB CamPen registration/licensing. Licenses are issued at the Domestic Animal Control facility, Bldg 25132, telephone 725-8120. Licensing fees and other fees are as follows and may be changed as necessary by the AC/S Security and Emergency Services:

Domestic Animal Control Facility Fee Schedule

CATEGORY	FLAT RATE	ALTERED ANIMAL	UNALTERED ANIMAL
Basic Adoption Fee - Dog	\$110		
Basic Adoption Fee - Cat	\$85		
Temporary License (under one year)		\$5	\$15
One Year License		\$10	\$25
Two Year License		\$15	\$40
Three Year License		\$20	\$50
Late Registration Fee (1 - 30 days overdue)	\$5		
Late Registration Fee (31 - 60 days overdue)	\$10		
Late Registration Fee (61 - 90 days overdue)	\$20		
Late Registration Fee (91+ days overdue)	\$30		
Impound Fee (first offense) <i>Plus daily kennel fees</i>	\$25		
Impound Fee (second offense) <i>Plus daily kennel fees</i>	\$50		
Impound Fee (third or more offenses) <i>Plus daily kennel fees</i>	\$75		
Daily Kennel Fee (regular impound time)	\$6		
Daily Kennel Fee (quarantine impound time)	\$5		
Relinquishment Fee	\$20		
Unaltered Fee for RAL (Cat)	\$15		
Unaltered Fee for RAL (Dog)	\$25		

* There is no charge for transfer or replacement tags.

* If an animal has been altered within one year of the date of licensing, a one time only one-year FREE license will be issued.

(6) Upon a statement from a Veterinarian saying that the altering of an animal will pose a threat to the health of the animal, the payment of the fee for an unaltered animal will not be required. This statement must be documented in the animal's health record.

(7) To obtain a MCB CamPen license for dogs or cats, the following documentation is necessary:

- (a) The name, address, and telephone number of the sponsor.
- (b) The unit, and unit telephone of the sponsor.

(c) The name of the animal and breed or description.

(d) Rabies vaccination and annual shot records if over four months of age. The record must show the type, lot number, and manufacturer of the rabies vaccine, the date the vaccination was given and must be signed by the veterinarian who administered the vaccines or other signature authorized by the veterinarian.

(e) Vaccination record the Rhinotracheitis, Calici, Chlamydia, Psittachi and feline Panleukopenia vaccines for cats, and Distemper, Hepatitis, Para influenza, Parvo virus and Corona virus vaccines for dogs.

(f) The appropriate fee.

(8) Upon issuance the license tag must be affixed to the collar or harness or each dog or cat and worn at all times. Owners failing to display the tag will be deemed in violation of these regulations and their pets are subject to impoundment until such time as the owner or custodian can show proof of vaccinations and obtain a MCB CamPen license.

(9) No person shall use a MCB CamPen license tag, rabies tag, or any other such tag for any animal other than the animal for which it was originally issued. A license can only be issued for the period of time in which the rabies vaccination is valid.

3. Control Provisions

a. General

(1) All animals deemed to be vicious, dangerous or a nuisance as defined in this Order are subject to immediate impoundment by the Domestic Animal Control facility.

(a) Animals impounded will remain in the custody of the Domestic Animal Control facility until they are disposed of in accordance with this Order, or in the case of nuisance animals, the conditions that resulted in the animal's impoundment are corrected.

(b) The owner or custodian of the animal(s) shall be held responsible for the payment of impoundment fees and cost of veterinary care from the moment of the initial impound until the final disposition of animal.

(2) All owners, sponsors, and custodians are required to control their pets and will be held accountable for violations of these regulations. Pet ownership aboard MCB CamPen is a privilege, not a right, and pet privileges can and will be revoked and/or eligibility to live in housing terminated for failure to maintain strict control of pets, as required by these regulations.

(3) Any dog or cat not confined or restrained as described in these regulations will be considered a "stray" and shall be impounded. A properly confined dog is one that is enclosed in an authorized fenced enclosure, which is of sufficient strength and height to prevent the animal from escaping or lunging over the top, and of a dimension that will allow sufficient exercise. All fence enclosures must be approved by the MCB CamPen Housing Office prior to construction.

(4) Fence enclosures will be placed in the backyard of quarters only. Dogs will not be confined in the front yard of quarters for any length of time or for any reason unless a responsible adult is with the animal at all times. Persons assigned quarters that have backyards are authorized pets that can be kept outdoors (large dogs), provided a fence is installed prior to acquisition of the animal. Dog runs are not permitted.

(5) When a dog is allowed outside, it must be provided with shade and a doghouse. The doghouse must be structurally sound and must provide shelter from the elements. Water must be available at all times.

(6) Personnel assigned quarters without a yard, as well as those who have only a small patio or balcony or who are not allowed to install a fence, are authorized house pets only.

(7) A properly restrained dog is one that is being walked on a leash, as defined in these regulations. Any dog left chained or tied outside unattended will be considered stray and be subject to impoundment. Owners of dogs found tied outside or found running at large will be cited and required to install a fence within 30 days of the violation. 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, except seeing-eye/hearing guide dogs or as designated by the CO, MCB CamPen.

(9) Military organizations which desire to have pets or "mascots" must have authorization from the CO before obtaining them. Mascots are subject to these regulations as though they were pets in housing. All mascots must be spayed/neutered by six months of age. One or more personnel are to be assigned to provide care for the mascot and to maintain the shot records and licensing. Medical care available at the VTF for the mascot will be provided at government expense through the VTF and all records will be maintained at the VTF. The Domestic Animal Control facility will provide licensing for the mascot. To obtain authorization for a mascot, the CO must send a letter of request to the CO, MCB CamPen.

b. Dangerous/Vicious Animal. Dangerous and vicious animals represent an undue risk to the safety and tranquility of MCB CamPen personnel. When a domestic animal is deemed dangerous or vicious, it will be prohibited from MCB CamPen.

c. Nuisance Animals

(1) Pets shall be impounded and/or owners and custodians issued citations when pets become a public nuisance as defined in these regulations. Pets may be declared a public nuisance for any of the following violations:

(a) Exhibiting vicious temperament toward persons or other animals.

(b) Generating offensive odors.

(c) Creating excessive noise.

- (d) Causing litter of trash or garbage.
- (e) Damaging shrubbery, flowers, grass, or grounds.
- (f) Damaging personal or public property.
- (g) Depositing fecal matter on the premises of other persons and upon public areas. The owner or custodian must remove said fecal matter.
- (h) Excessive fecal matter inside or outside quarters.
- (i) Developing into a sick and/or scabious animal.
- (j) Dogs and cats in heat improperly confined.
- (k) Creating other health or safety hazards as may be determined by the Caretaker Supervisor or the base Veterinarian.

(2) Every dog or cat in heat shall be confined inside quarters, but not in the garage, to preclude the attraction of male dogs or cats to the immediate area. Owners who desire to have their pets bred may do so as long as the animals concerned are confined to a secure fenced enclosure and the owner is present.

(3) Because of the severe overpopulation of pets both on MCB CamPen and off, owners who wish to breed their animals will be limited to one litter per year. No puppy or kitten may be offered for sale, trade, or for other compensation, or giveaway. Offspring of all dogs and cats must be removed from base. No puppies or kitten may be sold, given away, traded, or otherwise gotten rid of in front of any store, household, recreational establishment, or any other function or building on base. According to Army Regulation 40-905 and Navy Regulation, animals used for commercial purposes cannot receive treatment from the VTF.

d. Cat-Owner Responsibilities. Owners of cats are subject to special provisions as outlined herein. Cats are not subject to leash laws as in the case of dogs nor are they required to be confined to fenced enclosures; however, owners must comply with the following provisions:

(1) Owners and custodians who wish to allow their cats to roam at will must have had their cats vaccinated, licensed and wearing the license, and have had the cat altered (spayed or neutered). Owners are advised that cats that are allowed to roam may be taken by coyotes.

(2) Owners and custodians who desire to keep cats as pets but do not want to alter them must confine the cats inside quarters at all times. Inside cats must still wear the base license tags.

(3) Owners who allow unaltered cats to roam will be cited and required to spay or neuter their pets.

(4) Persons feeding stray cats will be considered the owners of the cats and will be required to comply with all regulations pertaining to cats.

(5) Owners and custodians of cats which have met the requirements for allowing them to roam may be required to confine their cats to quarters if their cats should become a public nuisance.

4. Abandonment. No animal shall be abandoned by the owner, custodian, or any other having custody, or possession of an animal. Any owner/custodian/possessor who has been identified as having willfully abandoned an animal will be subject to the UCMJ or other disciplinary actions as deemed appropriate by the violator's CO. Owners may relinquish animals to the Domestic Animal Control facility at the discretion of the Caretaker Supervisor.

5. Humane Provisions

a. MCB CamPen embraces the Penal Code of the State of California by virtue of the Assimilative Crimes Act, 18 U.S.C. 13, and these provisions, as well as others, are made a part of Federal law applicable to this installation.

b. No person shall cause, instigate or permit any dogfight, cockfight, or other such combat between animals or between humans and animals. No person shall beat, cruelly treat, torment, overload, overwork, needlessly kill, or place any animal in an inherently dangerous situation where death or serious bodily injury is likely to result or which may cause an accident, or otherwise abuse any animal by negligence or willful intent.

c. No person shall place an animal in a truck bed unless the animal is in a carrier or restrained by a leash or chain attached to the truck in such a manner that the animal cannot fall, jump or be thrown from the vehicle.

d. No person shall abandon any animal on any public or private property, nor shall any animal be left unattended in any parking lot, in anyone else's vehicle, tied to a tree or anywhere else.

e. No person shall expose any known poisonous substance, whether or not mixed with food, to endanger any animal, unless done so by an authorized and duly licensed pest control agency and then only for the purpose of controlling rodents and/or insects.

f. Any operator of a motor vehicle that strikes a domestic animal shall stop at once in a safe area and render any possible assistance within the realm of the operator's ability and immediately report injury or death to the animal's owner if known. If the owner is unknown or cannot be located, the incident will be reported immediately to the Domestic Animal Control facility, or to PMO. If the animal is wild, report the incident to the Game Warden's Office.

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

(1) The PMO will be called to the scene and investigate if it is determined that the incident involved a violation of the UMCJ, State or Federal law.

(2) Pictures of the animal and the areas where they are kept shall be taken and other forms of physical evidence collected.

(3) Statements of witnesses will be obtained.

(4) The animal(s) will be impounded if deemed necessary to provide care or preserve evidence.

(5) The animal will be examined by the base Veterinarian as soon as possible.

(6) If the pet owner is unavailable, notice shall be given as soon as possible as to the impoundment of the animal(s) and the reasons for the impoundment. Notice may be given by phone call, unit message or written notice left at the residence of the owner.

(7) The owner or custodian of the animal(s) shall be held responsible for the payment of impoundment fees and cost of veterinary care from the moment of the initial impound until the final disposition of the case.

h. Owners, custodians and non-owners who are guilty of inhumane treatment of pets or cruelty to animals are subject to punitive or disciplinary action. Housing residents may also be penalized as follows:

(1) Denied the privilege of retaining pets aboard MCB CamPen.

(2) Terminated from base Housing.

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

i. Sponsors, parents and/or legal guardians will be held responsible for the actions of their children and shall not allow them to violate these regulations.

6. Rabies Provisions/Quarantines

a. MCB CamPen is considered to be in a rabies area due to the close proximity to the Mexican border. Therefore, San Diego County ordinances, as well as sections of the California Health and Safety Code, concerning rabies and quarantines of animals will apply to all animals aboard MCB CamPen.

b. Any victim, the victim's parents, sponsors, baby-sitters and/or the legal guardians of the victim of any animal bite shall immediately report the circumstances of the bite to the Domestic Animal Control facility. Any owner or custodian of an animal that has bitten or scratched, or any person having knowledge of an animal bite, shall report the facts immediately to the Domestic Animal Control facility and shall provide any information pertaining to the owner if known and the whereabouts of the animal.

c. Any animal that bites a person so that the skin is broken and there is the potential for contamination of the mucous membranes or open wounds with saliva, shall be impounded as soon as possible after receipt of notification by animal compliant report or hospital bite report. Biter animals, or rabid or suspected rabid animals shall be quarantined in a place and manner approved by the base Veterinarian.

d. Quarantine periods shall be determined according to species, suspected exposure and symptoms which are present 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 base Veterinarian. The base Veterinarian shall release an animal from quarantine by signing the quarantine release section on the Animal Impound Record. A quarantine fee of \$5.00 per calendar day or any part thereof will be charged. If the owner fails to claim the animal at the end of the quarantine period, the fee will revert

to the regular impound fee per calendar day or any part thereof. If not claimed after five days from the end of the quarantine period, the animal shall become property of the Marine Corps and be disposed of according to the discretion of the Caretaker Supervisor and base Veterinarian.

e. When any animal exhibits clinical signs of rabies or develops symptoms of rabies during quarantine, the animal shall be euthanized in a manner that will preserve the brain and the nervous system intact. The euthanized animal shall be tested for rabies by the San Diego County Veterinarian or Army FADL. All victim information, the name of the hospital and the name of the attending doctor who provided treatment must be provided to the San Diego County Veterinarian when the suspect animal is submitted for testing. Wild animals which exhibit symptoms of rabies or which have bitten will be euthanized and submitted for testing.

f. No person shall destroy or allow to be destroyed, the brain of any animal of a species subject to rabies which has bitten or otherwise exposed a person.

g. All animals identified as a dangerous or vicious will be confined at the Domestic Animal Control facility for a minimum 10 days quarantine unless authorized a quarantine elsewhere by the base Veterinarian.

h. No person shall be allowed into the quarantine area except the Domestic Animal Control facility or veterinary personnel. Animals in quarantine status will not be taken outside their kennel for any reason, except to be taken to a veterinarian.

i. The Domestic Animal Control facility is not responsible for any veterinary care that may be needed for the health of any animal while in quarantine except that it will provide good, clean, wholesome food and water and a sanitary kennel. When an animal in quarantine has injuries or shows symptoms of illness which are not clinical signs of rabies, the owner or custodian shall be notified of the illness or injury and Domestic Animal Control personnel will transfer the animal into quarantine at a veterinary hospital where quarantine can be continued and treatment given. The civilian veterinarian must be aware that the animal brought to him/her for treatment is a biter and must provide a written statement of release from quarantine after the final examination. The owner or custodian is responsible for the pet's health while under confinement. However, the owner may request that the pet be euthanized and submitted for testing if the owner is unable to provide veterinary care or does not want the animal back after quarantine. All fees must be paid regardless of whether the animal is claimed or relinquished.

j. Only the base Veterinarian may approve a home quarantine. Home quarantines may be authorized only if the animal is on medication, contagious or nursing a litter. A home quarantine shall not be authorized if the owner cannot meet the requirements for a home quarantine, regardless of the condition of the animal. The requirements for a home quarantine are as follows:

(1) The Caretaker Supervisor and base Veterinarian determine that home quarantine does not pose a risk to residents of MCB CamPen.

(2) The base Veterinarian determines that home quarantine is required for the health of the animal or its litter.

(3) The animal must be confined inside quarters for the duration of the quarantine.

(4) No person or animal that was not exposed to the animal before the bite shall come in contact with the animal except for a veterinarian providing treatment or examining the animal, owner of the animal, or the Caretaker Supervisor or personnel assigned to the Domestic Animal Control facility.

(5) The animal shall remain in a quarantine status until after a final examination by the base Veterinarian. The base Veterinarian must sign a document that indicates that the animal has been released from quarantine.

(6) If there is any change in the health or temperament during the home quarantine, the base Veterinarian must be notified immediately. In case of death, the body shall be collected and submitted for testing to determine if rabies is present. Owners or custodians shall not remove or destroy the body of the biter animal on a home quarantine if the animal dies.

(7) The Caretaker Supervisor or base Veterinarian may place other provisions on the owner or custodian not contained herein to authorize a home quarantine.

(8) The owner or custodian will make the animal available for examination by the Caretaker Supervisor or the base Veterinarian at any time during the home quarantine.

(9) Failure to comply with the provisions and requirements of the home quarantine shall result in the immediate impoundment of the animal.

k. No dog or cat that has been quarantined for biting aboard MCB CamPen 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.

1. If an animal that has bitten is removed from the base permanently, a copy of the Bite Incident Complaint Report must be delivered, mailed or faxed to the Domestic Animal Control facility that has jurisdiction over the animal's new home.

m. Dispositions/Appeals

(1) It has been determined that the possession of a dangerous or vicious animal constitutes a liability to the Federal government. Therefore, all biting incidents will be investigated to determine the final disposition of the animal. The Director of Housing, the Provost Marshal, or the base Veterinarian have the authority to order the removal of a dangerous or vicious animal from the confines of MCB CamPen to reduce government liability or to protect the residents of MCB CamPen from any animals that have been determined by the Caretaker Supervisor or base Veterinarian to represent a health hazard or a public nuisance.

(2) Owners and custodians of pets may appeal any decision to have their pets removed by requesting a hearing before the base Magistrate. Requests for appeal must be presented to the base Magistrate within three working days after notification of disposition.

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(3) 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.

(4) The findings of the base Magistrate will be forwarded to the AC/S, Facilities, via the SJA, along with his recommendations concerning the disposition of the animal.

7. Impounding/Boarding of Animals

a. The Domestic Animal Control facility will only be used for the temporary housing of stray animals, animals in adoption status, animals in quarantine, and sick or injured wildlife which are in transit. Boarding of pets is not authorized for any period of time.

b. Stray animals will be held for five working days before entering adoption status. Animals that have a license tag shall be held for five working days after notification of the owner, custodian or suspected owner. Notification may be by telephone, unit message, or written notice left at the residence of the suspected owner or custodian. Only the Caretaker Supervisor may place an animal in an adoption status.

c. First offense violators will be charged an impound fee per calendar day or any portion thereof for each animal impounded as a stray, forced impound for investigation or violation, or for any other reason for which an impound became necessary. Second offense violators will be charged two times the impound fee per calendar day or any portion thereof, and third offense violations will be charged three times the impound fee per animal per calendar day or any portion thereof and may have their pet privileges revoked. Owners or custodians are required to pay fees regardless of whether they claim their pets or not. All animals remaining unclaimed after the holding period shall become the property of the Marine Corps and be subject to immediate disposition according to the discretion of the Caretaker Supervisor.

d. Owners who desire to board their pets must make personal arrangements with kennels or commercial facilities. Owners may place their pets under the temporary care of other personnel residing on MCB CamPen. This placement must not constitute an over limit for the custodian.

8. Adoptions

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

b. The Domestic Animal Control facility may adopt certain types of pets to suitable homes on MCB CamPen providing the potential owner meets the requirements for adoption. The provisions of the Food and Agricultural Code of the State of California concerning pets and the adoption of pets are made a part of federal law applicable to this installation. To adopt pets, potential owners must meet the following requirements.

- (1) Be at least 18 years of age.
- (2) Have a fenced backyard at the time of the adoption of a dog if it is not a house dog.
- (3) Agree to have their facilities examined before acceptance for adoption.
- (4) Pay all fees at the time of adoption.
- (5) Agree in writing to abide by these regulations.
- (6) Already have no more than one dog or cat as this would constitute an over limit of pets.
- (7) Have no previous conviction for cruelty of animals.
- (8) Must not be chronic violators of these regulations or have had their pet privileges revoked.
- (9) Must not be residents of Sierra Mesa, Stuart Mesa, Pacific View, Deluz, or San Mateo Point housing areas.
- (10) If required, show proof of knowledge and ability to provide animal care before acceptance for adoption.

c. The Domestic Animal Control facility may adopt pets to persons off MCB CampPen if they agree to comply with San Diego County/California State regulations concerning the conditions of animal ownership. These conditions of animal ownership shall apply to all animals living as pets aboard MCB CampPen. The conditions of animal ownership are listed as follows:

- (1) Animals shall be restrained as required by law.
- (2) Animals shall be humanely treated at all times.
- (3) Vaccinations and license permits shall be obtained as soon as possible.
- (4) Animal premises shall be kept sanitary and shall not constitute a fly breeding reservoir, a source of offensive odors, or of human or animal disease.

d. Certain animals, with the Caretaker Supervisor's approval, may be selected to be sent to Mesa College Animal Health Facility to be altered, vaccinated and tested for internal parasites before being placed in adoption status.

e. The Domestic Animal Control facility has assimilated California Animal Control Laws which state that all animals must be spay or neutered prior to being adopted.

f. The Caretaker Supervisor may refuse to allow adoption of a pet to any person if, in the opinion of the Caretaker Supervisor, the potential owner or home environment is unsuitable.

9. Return Policy. If the adopter cannot keep the animal, the Domestic Animal Control facility will allow return or trade of an adopted animal, within 30 days, under any of the following conditions:

a. Within 7 days of adoption. The adoption fee will be refunded, but a trade will not be allowed. The adoption agreement with purchase receipt must be provided.

b. Illness or Death. If the animal becomes ill, the owner may return the animal for a full refund or trade for another animal at no additional cost. The Domestic Animal Control facility will not be held liable for bills incurred if the new owner should decide to or has had the animal treated by a veterinarian for the illness. If the animal should die, due to illness, the owner may bring the animal to the Domestic Animal Control facility for a full refund, or trade for another animal at no additional cost. The owner must provide a veterinary treatment record. This return option will be null and void if the owner has knowingly adopted an animal with documented health problems (i.e., Medical Waiver Addendum).

c. Biting. If the animal should bite an individual or another animal, it may be returned to the Domestic Animal Control facility for a full refund within 30 days of adoption. A trade will not be allowed. (Proof of animal bite or hospital record must be provided.)

d. Behavioral Problems. Behavioral problems (e.g., barking, chewing, fence jumping, not house trained, etc.) are easily rectified through humane training and patience. They are normally not considered just cause for refund or trade. However, the animal may be returned to the shelter. No fees or charges will be refunded nor will a trade be allowed.

e. The Caretaker Supervisor may refuse to allow a trade of a pet to any person if the potential owner or home environment is unsuitable.

f. A relinquishment fee of \$20.00 shall be collected for animals returned after 30 days of adoption.

g. Animals adopted off-base may be relinquished, provided there is adequate kennel space in the Domestic Animal Control facility. The relinquishment fee of \$20.00 shall apply. If there is not adequate kennel space, the owner will be referred to an agency off-base.

10. Citations

a. The Caretaker Supervisor and personnel assigned to the Domestic Animal Control facility are tasked with enforcing these regulations and are authorized to issue citations for violations of these regulations and all applicable Federal, State and San Diego County ordinances which have been incorporated into these regulations.

b. Violations of these regulations will constitute a basis upon which the Caretaker Supervisor may take appropriate action. Such action shall include, but will not be limited to, recommending to the Director of Housing to revoke privileges to possess pets aboard MCB CamPen and/or initiating a termination of quarters hearing before the base Magistrate.

c. The Caretaker Supervisor and Domestic Animal Control facility personnel may issue appropriate warnings to owners or custodians for first-time violations of these regulations of a non-serious nature.

d. Copies of citations will be forwarded to the Director, base Housing and, if appropriate, the CO of the military personnel involved. Upon receipt, COs shall take prompt and appropriate actions.

11. Domestic Animals

a. The grazing of domestic animals on MCB CamPen is prohibited except as authorized by the CO.

b. Domestic animals may be authorized to graze on specific native pastures of MCB CamPen when such grazing will not interfere with military use of the land and when conditions of the native pasture will support such activity. Authority to graze domestic animals will be granted under lease control, awarded through competitive bidding as advertised and executed by the Southwest Division, Naval Facilities Engineering Command. Requests must be addressed to the CO, Marine Corps Base, PO Box 555010, Camp Pendleton, CA 92055-5010 (AC/S, Facilities) for file and issuance of bid invitation at the appropriate time.

c. Those who possess working dogs or pets of any kind are required to comply with regulations as if they were residents of base housing while leasing land at MCB CamPen.

d. Domestic animals permitted on MCB CamPen will not be molested in any way. Stray animals or animals interfering with military operations or otherwise constituting a nuisance will be reported to the Domestic Animal Control Facility, or the Duty Deputy Game Warden. When appropriate, the following action will be taken with stray domestic animals:

(1) Impound the animals in a secure place and provide for their essential requirements.

(2) Notify the owner of the animals by telephone or by written notice or registered letter that the animals are impounded and are expected to be recovered immediately by the owner or custodian, and that an impound fee of \$6.00 per calendar day or a portion thereof is being charged for the care and feeding of each animal in custody. Animals that are not claimed after five days shall be disposed of as determined by the Provost Marshal per recommendations of the Caretaker Supervisor. The owner will still be liable to pay all the accrued impoundment fees. Fees are subject to change at the discretion of the Provost Marshal.

12. Emergency Situations

a. The AC/S, Security & Emergency Services may immediately incorporate any existing or future provision of State law concerning animals when deemed necessary for the prevention of cruelty to animals or the prosecution of crimes against animals.

b. Domestic Animal Control facility personnel may enter any vehicle, yard, or quarters if there is a possibility that an animal is in jeopardy, as when owners go on leave and the animal is left at the quarters. Unless an animal is clearly in immediate danger of serious injury or death, Domestic

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Animal Control facility personnel must have Military Police personnel or a housing representative with them when entering quarters of personnel and Military Police personnel with them when entering a vehicle.

13. Assistance Animals

a. The Americans with Disabilities Act (ADA) defines an assistance animal as any guide dog, or other animal individually trained to provide assistance to an individual with a disability.

b. To qualify as an Assistance Animal under this regulation, the animal must meet the definition of a Guide, Signal or Service Dog.

c. Dogs that provide solely comfort, support, and/or therapy do not qualify to be considered assistance dogs, nor do snakes and other animals that cannot be specially trained to perform specific tasks which assist a person.

d. An assistance dog owner must apply for an Assistance Animal identification tag at the Domestic Animal Control facility. Proof of current vaccinations and training/certification is required. Occupants of no-pet housing must have authorization from the base housing office before obtaining Assistance Animals.

e. Service/assistance animals do not count as a pet for pet limit purposes. Therefore, if residents have two pets and a service dog, the service dog is not counted as a pet and residents are not over pet limit. All service/assistance animals must be registered with Department of Animal Control as a licensed service/assistance animal they will be considered a pet.

14. 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, PPV Housing, or Domestic Animal Control are not responsible for any damages, injuries or lost items. Your presence in the dog park constitutes your agreement to all park rules.

b. Dog park hours are from 7 a.m. to dusk and may be closed or adjusted as conditions require.

c. Any violation of the posted rules can result in loss of park privileges.

d. The dog park is to be used by dog owners and their dogs only. All other activities are prohibited.

e. All dogs are to be leashed (leash length no longer than 6 ft) outside of the designated dog park.

f. Puppies under the age of four months are prohibited, as they are not yet fully vaccinated against diseases.

g. All dogs must have a collar (no pinch or choke chain) with a current license affixed to the collar and be current on their vaccinations.

- h. All dogs entering the park must be spayed or neutered.
- i. Any person entering the park must be over the age of 18 or accompanied by an adult. No children under the age of six are allowed.
- j. Children must be supervised by an adult while in the park. Prevent injuries by not allowing children to jump, run, or scream around dogs.
- k. All dogs must be supervised at all times and under direct voice control.
- l. Dogs must be leashed immediately at the first signs of aggression toward people or other animals and removed from the park.
- m. No food or food products allowed, whether intended for human or dog consumption.
- n. All responsible persons shall, at all times, clean up after dogs and dispose of waste in an appropriate container.
- o. A maximum of two (2) dogs per household, or two (2) dogs per adult inside the dog park.
- p. Keep gates closed at all times.
- q. Fill holes and stop dogs from digging.
- r. Do not leave dogs unattended. Abandonment of animals is prohibited.

15. Equine Herd Health Program

a. All horses residing at the Stepp Stables must be maintained according to the following guidelines:

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

- (a) Eastern Equine Encephalitis (annual).
- (b) Western Equine Encephalitis (annual).
- (c) Tetanus (Toxoid - annual).
- (d) West Nile Virus - (semiannual/or annual).
- (e) Equine Rhinopneumonitis (semiannual).
- (f) Equine Influenza (semiannual/or annual).
- (g) It is recommended that a licensed veterinarian perform all vaccinations. However, the owner is permitted to vaccinate the animals provided sufficient documentation (receipt for vet services/sale, vaccine label or package) is provided to the Stepp Stables office. Records will be maintained at the MCB CamPen Veterinary Treatment Facility (VTF) and

supporting documents of treatments should be sent to the MCB CamPen VTF so annotations can be created within the permanent records.

(h) The following vaccinations are recommended but not required:

1. Rabies vaccinations for horses are not required due to the low risk of disease in the area. However, annual vaccination is still recommended due to the severity of the disease.

2. Pregnant mares and jennies should be vaccinated against Rhinopneumonitis in the 5th, 7th, and 9th months of gestation using a vaccine approved for that purpose.

3. Horses suffering skin-penetrating injuries receive a booster dose of tetanus toxoid if the last dose of tetanus was not administered within the past 6 months. Horses with no history of tetanus toxoid should also receive a dose of tetanus antitoxin.

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

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

(b) The type of dewormer used should be alternated every quarter to prevent development of resistant parasites. The required frequency of deworming may be increased as deemed by the attending veterinarian.

(3) Equine Infectious Anemia (EIA): All government-owned horses will be tested for EIA on an annual basis.

(4) Stall sanitation. All stalls, pens, and water troughs (buckets, automatic waters, etc.) must be cleaned at least once weekly to control insect vectors.

b. Procedures and requirements for incoming horses:

(1) It is the horse owner's responsibility to coordinate with the Stepp Stables to establish a boarding contract and comply with all entry requirements.

(2) Upon arrival of the horse, the horse owner will provide the Stepp Stables office with the following documentation:

(a) All owners of horses arriving will provide documentation of compliance with vaccination and endoparasite control requirements. Once residence is permitted at the stables, owners are fully responsible and must comply with the base regulations and requirements for routine vaccine and parasite control as specified above.

(b) In addition, owners of horses transported from outside the State of California must provide a current Health Certificate and documentation of a negative Coggins Test for EIA within the past six months.

(3) Upon arrival, all horses coming from out-of-state must remain in the quarantine pens for a minimum of 14 days and all horses coming from in-state must remain in the quarantine pens for a minimum of 10 days. While in quarantine, horses may be exercised in the immediate vicinity of the quarantine pens and in the designated areas as deemed appropriate per the stable management (corrals, arenas, trails, etc.). Contact with other horses or exercising horses in areas where horses are present is prohibited. The Stepp Stables staff will monitor the quarantine period and report any abnormalities to the attending veterinarian.

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

d. Definitions

(1) Horse. An *Equus asinus* or *Equus caballus* of either sex, altered or unaltered.

(2) Endoparasite. An organism, such as a tapeworm, that lives parasitically within another organism.

(3) Anthelmintic. A medication used to treat endoparasites.

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

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 Office. He/she is responsible for establishing and instituting procedures for handling all bomb threats aboard MCB CamPen and coordinating with other first responders (e.g., EOD, Fire/EMS, etc.) and the Naval Criminal Investigative Service as appropriate.
3. The procedures below will be followed by individuals aboard MCB, CamPen who receive bomb threats:
 - a. Telephonic Bomb Threats
 - (1) Remain calm; rarely has a bomb threat caller failed to allow ample time for evacuation.
 - (2) Listen for voice or speech peculiarities and try to distinguish background noises.
 - (3) Be alert for repeated use of certain words or phrases.
 - (4) Listen for national or regional accents.
 - (5) Record the date and precise time the threat is received.
 - (6) Try to get the caller to answer the following questions:
 - (a) Where was the explosive device placed?
 - (b) What time was it set to explode?
 - (c) What does the device look like?
 - (d) What kind of explosive material was used?
 - (e) How will the device be set off?
 - (f) Why was the bomb placed in this particular location?
 - (7) After the caller has or has not answered the above questions, attempt to maintain an open line with the caller, listening to background noises, while reporting the call to the 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) The Figure 6-1 should be used if a telephonic bomb threat is received.

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b. Written Bomb Threats. Individuals at this base who receive written bomb threats will immediately report the information by the most expeditious means to the PMO. Additionally all material, including envelopes or mailing containers connected with the threat, will be preserved and delivered to the PMO as soon as possible.

Section 9

Unlawful Assembly and Unlawful Distribution of Printed Material Aboard MCB
CamPen

1. General. No on-base demonstration (including, but not limited to, sit-ins, protest marches, and rallies) shall be conducted without prior approval of the PMO. On-base demonstrations which could result in interference with or prevention of orderly accomplishment of the mission of the base constitute a breach of law and order, or are likely to result in violence or present a clear danger to the loyalty, discipline, or morale to MCB CamPen military personnel, are prohibited.

2. PMO. The Provost Marshal Office is responsible for preventing and/or quelling illegal activities aboard MCB CamPen. Persons who have reason to believe an unauthorized demonstration, or other dissident or protest activity, is planned or in progress at MCB CamPen shall notify the PMO or a PMO representative by the most expeditious means.

3. PMO Personnel. MCB CamPen military personnel are prohibited from participating in off-base demonstrations when:

a. They are on duty.

b. Their activities constitute a breach of law and order.

c. Violence is likely to result.

d. They are in uniform.

e. They are actively participating in demonstrations or organizations that espouse supremacist causes; attempt to create illegal discrimination based on race, creed, color, sex, religion, or national origin; advocate the illegal use of force or violence; or otherwise engage in efforts to deprive individuals of their civil rights.

4. Base Facilities. The use of base facilities for any partisan political activity is prohibited.

5. Distribution. The distribution on MCB CamPen of any printed or written material, to include commercial solicitations and petitions, is prohibited unless prior approval is obtained per the current edition of BO 5370.3_. Printed or written material which is determined to be prohibited from distribution per the current edition of BO 5370.3_, or which has not received prior approval per the current edition of the same, shall be impounded if the 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 DoD Directives 1325.6, and BO 5370.3_.

6. U.S. Armed Forces. The rights of a member of the U.S. Armed Forces to complain and request redress of grievances are protected by Article 138, Uniform Code of Military Justice, by request mast procedures, and by Title 10 U.S. Code Section 1034.

Section 10

Alcohol and Drugs

1. Purpose. To publish supplemental regulations relating to alcoholic beverages applicable to all personnel within the limits of MCB CamPen per the provisions of the current edition of MCO 1700.22; U.S. Navy Regulations, 1990, Article 1163; MCO P1700.27; and MCO 5110.1.

2. Background. MCO 1700.22_ outlines the policy regarding alcoholic beverage control in the Marine Corps. U.S. Navy Regulation, 1990, Article 1163 outlines the policy regarding possession, consumption, and sale of alcoholic beverages within the DON.

3. Definitions. The term "alcoholic beverages" includes all distilled spirits, wine, beer, and ale, except those prescribed for medicinal purposes. For better understanding, however, three other terms used in this Order are defined below:

a. Distilled Spirits and Fortified Wines. Includes all types of liquor and wine containing more than 17 percent alcohol by volume.

b. Malt Beverage. Includes all types of beer, lager, malt liquor, and ale containing more than one half of one.

c. Unfortified Wines. Includes all types of wines that have an alcoholic content of not more than 17 percent alcohol by volume.

4. Policy

a. The possession and consumption of alcoholic beverages in temporary quarters, family quarters, Bachelor Officer Quarters (BOQ), and SNCO Bachelor Quarters by personnel age 21 and older is authorized.

b. The possession and consumption of alcoholic beverages in all Bachelor Enlisted Quarters (BEQ) by personnel age 21 and older is authorized under the following conditions:

(1) E-3 and below, over the age of 21, may have in their possession a maximum of one six pack of malt beverage or one bottle of unfortified wine on BEQ premises.

(2) E-5 and E-4 may have a maximum of two six packs of malt beverage or two bottles of unfortified wine on BEQ premises.

(3) E-5 and below may not have distilled spirits or fortified wines on BEQ premises.

c. The CO, MCB CamPen, may waive the age 21 requirement for special circumstances and events, providing the event is conducted on a military installation. The waiver does not apply to those under age 18.

d. The introduction, possession, sale, or use of any alcoholic beverage in any barracks, buildings, or area within base except authorized in this order, is prohibited.

5. Sales, Possession, and Consumption

a. Package Sales

(1) Package and case lot sales of alcoholic beverages, for off-premises consumption, are authorized at the MCCS retail facilities only. Package and case lots may be purchased by authorized exchange patrons 21 years of age and over.

(2) Purchase of alcoholic beverages is authorized only for personal consumption and normal social occasions. Purchase for resale or promotion of business interests is not authorized.

b. Alcohol Dispensed by the Drink

(1) The dispensing of alcoholic beverages by the drink, for consumption on the premises, is authorized for the Officer, Staff Noncommissioned Officer (SNCO), and Enlisted Clubs, and designated activities of the MCCS.

(2) Alcoholic beverages may only be dispensed to authorized patrons who have attained 21 years of age.

(3) All alcoholic beverages sold or dispensed by the drink for consumption on the premises will be served in opened containers. No alcoholic beverages are to be removed from any club annex, recreational area, or special event except where package sales or privately owned alcoholic beverages are authorized.

c. Privately Provided Alcoholic Beverages at Parties. Privately owned alcoholic beverages are not permitted in MCCS facilities/areas where alcoholic beverages are normally sold as a part of routine business except for the Del Mar Beach recreational area where privately provided alcoholic beverages not contained in a glass container are permitted.

d. Unit Parties and Recreational/Athletic Events

(1) Unit Parties

(a) Commanders desiring to conduct unit parties where alcoholic beverages other than malt beverages will be served, and at locations other than those addressed in this Order, may submit a written request to the CO, 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 CO, MCB CamPen (AC/S, MCCA) via the PMO. The request will include the date/time of the event at which malt beverages will be dispensed. In addition, the requesting command will be responsible for a thorough police of the area upon completion of the event.

6. Minors

a. No person under 21 years of age shall be employed in any activity as a bartender or in any similar capacity involving the dispensing of any alcoholic beverage.

b. The sale or distribution of alcoholic beverages to any person under 21 years of age at any place, to include within family housing, is prohibited.

c. No person under 21 years of age will purchase or consume alcoholic beverages aboard this base.

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

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

7. Conduct and Decorum. Overindulgence of alcoholic beverages resulting in acts of misconduct drunkenness, or incapacity to perform duties through prior wrongful indulgence of alcohol, in accordance with the Uniform Code of Military Justice (UCMJ), will not be condoned or tolerated on MCB CamPen. Although direct responsibility for conduct and decorum rests with the individual, management and supervisory personnel, as well as employees directly involved in the serving of alcoholic beverages at clubs, messes, parties, etc., are directed to terminate service of alcoholic beverages to individuals where such action is considered to be in the best interest of the individual. Responsible discretion will be used in exercising this authority.

8. Transportation of Alcoholic Beverages

a. Persons transporting alcoholic beverages beyond the limits of MCB CamPen become subject to the laws of California.

b. Alcoholic beverages in an open container may be transported in a motor vehicle on base only if transported in a compartment that is inaccessible to the driver and passengers of the vehicle. An open container is defined as any container, the seal of which has been broken and/or the cap/tab/stopper removed, whether or not any of the contents therein have been removed.

c. Transportation of alcoholic beverages off base for purposes of resale or distribution to unauthorized patrons is prohibited.

9. Seizure and Disposition. Alcoholic beverages improperly possessed by any person on this base are subject to seizure. Such items, when taken from the possession of any person on this base, shall be tagged immediately with the name of the person or persons from whom taken; time, date and place of seizure; and the name of any witnesses, and shall be placed in a secure place until such items have served their purpose as evidence. At that time, appropriate disposition thereof shall be made.

10. Punitive Effect. Violations of this Order by persons not subject to the UCMJ, which also constitute violations of Federal or State law, may be subject to trial in Federal Court under the Federal Assimilative Crimes Act. Violations may also subject the violator to debarment (denial of access either permanently or temporarily) from the base.

11. Illegal Drugs

a. The unauthorized use or possession of illegal drugs is prohibited on MCB CamPen.

b. The possession of drug paraphernalia is prohibited.

(1) Arrests for Driving Under the Influence of Drugs. When a Marine or Sailor is arrested for driving under the influence of drugs, the provisions of the current edition of MCO 5110.1 apply. Sanctions include automatic suspension of driving privileges for one year. No further action from the command is necessary other than escorting the Marine or Sailor and monitoring that the offender complies with the terms of revocation.

(2) Following One or More Substantiated Incidents of Use, Possession, or Distribution of Illegal Drugs or Other Misconduct. When a commander possesses credible evidence of use, possession, or distribution of illegal drugs or other misconduct which poses a threat to safety, good order and discipline, the commander may request that the CO, MCB CamPen suspend base driving privileges for a period of up to one year. Nothing in this Order precludes a unit commander from temporarily suspending driving privileges and ordering a Marine or Sailor not to drive pending processing of this request.

(a) Requests will be submitted to the CO, MCB CamPen (Attn: Military Magistrate) and should contain a brief statement by the CO as to why he or she feels revocation of driving privileges is warranted by the situation. The request should also include an acknowledgement by the Marine or Sailor that he or she has been advised that he or she may request a hearing before the Military Magistrate, and either a written request for a hearing or a waiver of the hearing. The Marine or Sailor may also attach a statement to the recommendation. The squadron or battalion commander should sign the request.

(b) If no hearing is requested, the Military Magistrate will issue a suspension and revocation order and direct the member be escorted to the Joint Reception Center Pass and ID office where the letter will be delivered, the base decal removed, and the period of suspension entered into the 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 Marine's or Sailor's vehicle from the base. Revocation will remain in effect

until the term of revocation runs and the Marine or Sailor requests reinstatement, or the CO requests reinstatement of full or limited driving privileges, or the CO, MCB CamPen acts on an appeal of the revocation.

(c) If a hearing is requested

1. When the request and acknowledgement is completed, a representative of the commander will forward the package to the Military Magistrate who will expeditiously schedule a hearing. The command will be notified via telephone and e-mail as to the time and place of the hearing and is responsible for ensuring their presence. The Military Magistrate will not conduct a hearing unless either the command representative is present or the CO waives his presence in writing. At the hearing, the representative of the command will present evidence. The Marine or Sailor will be given an opportunity to respond.

2. Should the Military Magistrate concur that revocation is warranted, he will issue a suspension and revocation order and direct the member be escorted to the Joint Reception Center Pass and ID Office where the letter will be delivered, the base decal removed, and the period of and reason for suspension entered into the 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 then supervise the removal of the Marine's or Sailor's vehicle from base. Revocation will remain in effect until the term of revocation runs and the Marine or Sailor requests reinstatement, or the CO requests reinstatement of full or limited driving privileges, or the CO, MCB CamPen acts on an appeal of the revocation. Should the Military Magistrate not concur with the recommendation of the commander, he will forward the matter to the CO, MCB CamPen for action.

(3) If the Marine or Sailor requests an appeal of the Magistrate's order of revocation, he or she must do so immediately and in writing. The Magistrate will forward the written request to the CO, MCB CamPen Attn: AC/S, SJA, who will act on the appeal. No additional hearing will occur. Should the SJA deny the appeal, the matter becomes final until the term of revocation runs and the Marine or Sailor requests reinstatement, or the CO 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 CO, MCB CamPen who will take final action.

**PROVOST MARSHAL 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: _____

Age: _____ Length of call: _____

Number at which call is received: _____

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:

Military Police
MCB MCB Campen
(760)763-2076/2077, 725-3888

Date ___/___/___

Name _____

Figure 6-1.--Bomb Data Card

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Chapter 7

Base Brig

1. Policy. It is the policy of the CO, MCB CamPen that the operation of the base Brig shall be in accordance with the provisions of the DON Corrections Manual (SECNAVINST 1640.9_) and the standards of the American Correctional Association.

2. Authority. The Chief of Naval Personnel and the Commandant of the Marine Corps are designated by the Secretary of the Navy to administer briggs in accordance with the current edition of SECNAVINST 1640.9_, Navy Regulations, DoD Directives and Instructions, and Title 10 of the United States Code.

3. Applicability. The regulations and procedures set forth in this chapter govern the confinement, release, and administration of prisoners in the base Brig, MCB CamPen. The Order is applicable to the Brig CO and to all officers and noncommissioned officers authorized to order the confinement of military personnel. Unless otherwise specifically noted, the term "prisoner" is used to mean any individual in confinement.

a. The Secretary of the Navy and the Commandant of the Marine Corps have approved and designated the base Brig, MCB CamPen as a DoD Level II confinement facility for support of major commands located west of the Mississippi River including Pacific military installations. As a Level II facility, the base Brig is authorized to confine detainees and prisoners up to seven years beyond Convening Authority action.

b. The base Brig is an authorized place of confinement for male enlisted and officer service members. Confinement of females is not authorized. Commands desiring to confine female Marines should refer to MCO 1640.3_ or contact Commandant of the Marine Corps (PSL Corrections).

c. Civilians subject to the Uniform Code of Military Justice shall only be confined in accordance with the current U.S. Navy Regulations and approval of the CO, MCB CamPen.

4. Definitions

a. Detainee. A person ordered into confinement awaiting a court-martial, under restraint incident to being apprehended by military authorities, or delivered to the military by civilian authorities.

b. Prisoner. A person tried by court-martial and ordered into confinement, whether or not the sentence has been ordered executed.

c. Sentence. The length of time a prisoner is ordered into confinement by a court-martial.

d. Transfer. The administrative process of transferring a prisoner by service record between monitored command codes.

e. Transport. Physically moving a prisoner to or from a confinement facility or geographic area.

5. Authority to Confine

a. Any enlisted member may be ordered into pretrial or post-trial confinement by any commissioned officer.

b. A CO may delegate to any warrant officer, petty officer, or noncommissioned officer of his or her command the authority to order enlisted members of the command, or those otherwise subject to his or her authority, into pretrial or post-trial confinement. Such delegation shall be in writing, and a signed copy of the delegation shall be provided to the base Brig upon confinement.

c. An officer may be confined only by a CO exercising command authority over the officer.

6. Pretrial Confinement

a. No service member may be confined unless the following requirements are met:

(1) There is reasonable belief an offense has been committed that may be tried by court-martial;

(2) There is reasonable belief the service member committed the offense; and

(3) There is reasonable belief confinement is required because it is foreseeable that:

(a) The service member will not appear at trial, a pretrial hearing, or an investigation;

(b) The service member will further engage in serious criminal misconduct; and

(c) Less severe forms of restraint are inadequate under the facts and circumstances of the particular case.

b. When pretrial confinement is ordered by someone other than the accused's CO, that person shall make a report of such confinement to the accuser's CO within 24 hours after the accused is initially placed in such confinement. The report shall include the member's name, offenses with which charged, and the name and grade of the person ordering the confinement.

c. Deserters returned to MCB CamPen or other major area commands by cross country prisoner escorts or other authority will not be accepted into confinement prior to being delivered to the parent command.

d. Initial Review Officer (IRO)

(1) The determination of the need for continuation of pretrial confinement will be in accordance with R.C.M. 305(h)(2). Unless the prisoner's commander was the officer who ordered the pretrial confinement under R.C.M. 305(d), the prisoner's commander must complete review of the pretrial confinement under R.C.M. 305(h) within 48 hours of confinement. United States v. Rexroat, 38 MJ 292 (CMA 1933).

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(2) Initial review should normally be conducted at the brig. Brig officers will provide timely notification to the reviewing officer. However, it is the responsibility of the accused's commander to ensure a hearing is conducted in a timely manner. The brig will provide an area for holding such reviews, and every effort will be made to provide an atmosphere and the necessary support for a pretrial review per R.C.M. 305(i)(2), MCM 1984.

7. Confinement Requirements. The following requirements must be met before acceptance into confinement at the base Brig. The Brig Officer will make the final determination of any exceptions to the below:

a. All confinements

(1) A properly completed original confinement order (DD Form 2707), paying attention to paragraph 4004 above. A verbal order to confine will be accepted only in the case of obvious emergencies.

(2) Physical. A medical officer must conduct a pre-confinement physical prior to confinement of a service member.

(a) Each prospective prisoner shall have a confinement physical to determine fitness for confinement. The prisoner's fitness for confinement shall be indicated on the confinement order.

(b) After normal working hours, the Brig corpsman may perform medical confinement screenings, deferring to the Naval Hospital emergency room as necessary. In this case, a medical officer will conduct the official confinement physical within 24 hours of confinement. The examining officer shall pay special attention to, and accurately describe and record the presence of any lacerations, abrasions, contusions, hematomas, or other unusual marks. In addition, the psychological and emotional status of the individual will be assessed and the individual specifically questioned regarding suicide. Brig staff will not honor confinement physicals indicating, "fit for confinement, suicide risk", or words to that effect. Such cases will be referred by Brig staff to the Naval Hospital emergency room, where the unit must obtain a second confinement physical specifically stating the threat level the individual poses to himself, the credibility of his suicidal statements, etc., so Brig staff can more appropriately handle the individual. Vague and ambiguous comments by medical officers regarding potentially suicidal prisoners may be cause for the Brig Officer to deny acceptance into confinement.

(c) The health and dental records of each prisoner must accompany the prisoner to the base Brig at the time of confinement. For missing records, the unit shall prepare temporary records.

(3) Gear. The responsibility for providing clothing and health and comfort items rests with the confining authority. Do not bring any excess gear (irons, civilian clothes, radios, etc). Brig staff will accept no excess gear. All excess gear will be returned to the chasers and become their responsibility for its disposition.

6 boot socks (black)
6 underwear (white)
6 undershirts (green)

- 2 PR boots (no steel toes)
- 10 razors
- 1 shaving cream (no gel)
- 1 toothbrush
- 1 toothpaste
- 1 deodorant (no gel)
- 1 soap w/dish
- 2 towel (military green/white)
- 1 facecloth
- 1 PR shower shoes
- 2 laundry bags
- 1 PT shorts
- 1/1 medical/dental records

Copy of any Military Protection Orders (MPO) or civil restraining orders.

b. Post-trial. All members being confined as a result of a Court-martial must be accompanied by:

(1) Original confinement order, physical examination, and gear as discussed above.

(2) A report of Results of Trial (ROT), signed by competent authority. The Brig staff will not honor an unsigned ROT unless approved by the brig officer.

(3) Victim/Witness Notification (DD Form 2704).

8. Reports

a. COs shall keep the Brig CO informed of the current status within the military justice system of each confined member of their command. Changes of status reports are required as follows:

(1) Immediately following withdrawal of current charges or referral of additional charges, especially for separations in lieu of trial (SILT), as confinement during this process is illegal confinement, SJAs will provide a report of all SILTs to the Brig for reconciliation.

(2) Immediately following trial of a prisoner. The ROT shall include the entire sentence of the court, to include any Pretrial Agreement (PTA) when applicable. The ROT must accompany the prisoner upon arrival at the Brig.

(3) Convening Authority (CA) actions must be reported to the Brig immediately. A suspension or reduction in length of confinement not immediately reported to the Brig may cause a prisoner to remain in confinement past the new release date and result in an illegal confinement.

b. The Brig CO will submit a daily report of prisoners confined and released as of 2400 to the CO, MCB CamPen. Confinements and releases from 0001 Friday until 2400 the day prior to the next normal working day will be consolidated and submitted.

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c. The Brig CO will submit a weekly report of prisoners confined and released as of 2400 of the day prior to the first working day of the week to the CO, MCB CampPen. Copies of this Prisoner Status Report will be provided to each prisoner's CO and to the respective SJAs.

9. Visitations

a. Command Visitations. Command visitation of the prisoner by an officer or staff noncommissioned officer shall be conducted at least weekly. The purpose of the command visit is to inform the prisoner of his/her status, e.g., pending court progress, pay and allowances, and other pertinent matters. The officer or SNCO selected for the visitation should have a working knowledge of the prisoner's case. In addition, the command visitor should bring to the CO's attention any problems presented by the prisoner, as well as the corrections taken or anticipated, and conduct such follow-up action as required.

b. Legal Visitations. Military legal counsel may interview and meet with a prisoner at the base Brig as deemed appropriate by the respective attorney. Such visits will normally be conducted in the contact booths. If the contact booths are in use, an alternate location within the Brig may be used upon approval of the Duty Brig Supervisor (DBS) or higher Brig authority.

c. Personal Visitations. Personal visitation hours are 1230-1430 on weekends and holidays. The Brig Officer must approve requests for extended and special personal visitation. The rules and regulations for personal visitation are posted at the Brig entrance, and visitors are required to comply with these written regulations, as well as any directions given by Brig staff. Non-compliance or disruptive conduct is grounds for termination of the visit, expulsion from the Brig, or detention for arrival of military police patrol units. Security, good order, and discipline must be maintained at all times. The Duty Brig Supervisor, as the direct representative of the Brig CO, is the final authority in such decisions. Active duty members that desire to visit prisoners will get written approval from their Commanding Officer and a copy will be kept on file at the brig.

d. Prisoners in administrative or disciplinary segregation may be denied visitation due to their unique circumstances; e.g., on suicide watch, violent behavior, etc. The Brig Officer is the final authority in such decisions.

10. Hold-Ins for Visitation or Temporary Releases

a. To ensure the immediate availability of the prisoner, a command desiring to conduct a command visit or take the prisoner on a Temporary Release (TR) should request the prisoner be "held in." This ensures the prisoner is not out on a working party when the command visitor arrives.

b. Requests shall be made to the Brig Administrative Office by 1500 on the workday prior to the desired hold-in date.

11. Temporary Release from Confinement

a. Any officer under the command staff cognizance of the Convening Authority may sign for a Temporary Release. The parent unit CO, XO, or Adjutant/Legal Officer will normally sign a request for the TR of a prisoner. A valid request for the temporary release of a prisoner shall be forwarded and

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will be acted upon by the Brig CO. A DD Form 2708 (Receipt for Prisoner) will be used for TR. Units requesting TR of a prisoner should contact Brig Administration one day prior to the TR so the prisoner can be placed on the Hold-In roster and available to execute the TR. Requests after 1530 will be directed to Receiving and Release for approval by the Duty Brig Supervisor. Questionable TR requests will be referred to the Brig Officer.

b. A request for TR must be for a valid purpose, which includes but is not limited to: appearance at Courts-Martial or Article 32 hearings; request Mast; consult with legal counsel; investigations; obtaining uniforms for trial; medical or dental appointments.

c. Off Base Temporary Releases. The 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.

d. Overnight Temporary Releases. The Brig Officer must approve an overnight TR. Typically, an overnight TR is approved for detainees from 29 Palms whose commands, or lawyer, need the presence of the individual for more than one day. In these cases, due to the driving distance involved and acknowledging the aspects of Operational Risk Management (ORM), these detainees or prisoners may be kept on overnight TR, providing the PMO holding cell is used to the greatest extent practicable. If the holding cell is full, such individuals may be kept overnight in the barracks, providing adequate security is available through the parent command. Escorts receipting for an overnight TR are responsible to notify the base Brig of any changes in the individuals status; e.g., especially an escape, holding cell is full, another day is needed, etc. Prisoners or detainees on overnight TR are on the out count of the base Brig (meaning they remain included in the total Brig population). All Brig rules and regulations for prisoners and detainees on overnight TR apply.

e. Escort and Restraint Requirements. The following requirements apply to the respective custody classifications:

(1) Maximum Custody (MAX)

(a) The Brig Officer 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 Duty Brig Supervisor or higher. This approval must be directly communicated to the senior escort.

(d) Prior to entering the courtroom, all restraints will be removed and all restraints will be reapplied immediately upon exiting the courtroom. The chasers will notify Master Control 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 Duty Brig Supervisor or higher. This approval must be directly communicated to the senior escort.

(c) Prior to entering the courtroom, all restraints will be removed and all restraints will be re-applied immediately upon exiting the courtroom. The chasers will notify Master Control when the restraints need to be removed.

(3) Medium Outside (MDO). No restraints are required for MDO prisoners. Security requirements consist of constant and immediate supervision by one unit escort certified as a chaser by the Brig and one driver. The only exception to this policy will be privileged or attorney/client communications. In this situation, the escorts will remain immediately outside the door of the interview room.

(4) Minimum (MIN)/Installation Custody (IC). No restraints are required for MIN and IC prisoners. Security requirements consist of constant and immediate supervision by one unit escort certified as a chaser by the Brig. For MIN and IC only, the escort may double as a Driver.

f. Emergency Leave. Prisoners may be granted a TR for emergency leave to visit critically ill family members, or attend the funeral of a family member.

(1) The prisoner's Convening Authority may authorize emergency leave for prisoners to attend the bedside of a critically ill immediate relative or attend the funeral of a family member. The relationship and condition of the person being visited will be verified through official sources such as the American Red Cross and other recognized agencies. Such emergency leave may be with or without prisoner escort.

(a) If the TR for emergency leave is approved, but with the condition the prisoner be escorted, the parent command will contact the Commandant of the Marine Corps (PSL Corrections) to obtain cross country chaser support and further guidance. PSL Corrections will direct the amount of time authorized for the TR. Neither Brig staff nor unit chasers are authorized to escort a prisoner on TR for emergency leave. While under escort, when the prisoner is not attending services or is not at the bedside of the relative, he or she will be confined in a designated Federally recognized confinement facility, as determined by PSL Corrections. While on such TR under escort, the prisoner will continue to receive day-for-day confinement credit.

(b) If the TR for emergency leave is approved, but with no requirement to be escorted, the CA will authorize the length of the TR. While on such TR without escort, the prisoner will not receive confinement credit.

(2) An appropriate seasonal uniform for the prisoner will be provided to the Brig by the parent command, and will be serviceable, cleaned, and pressed.

(3) The prisoner will pay any costs incurred on behalf of him (i.e., travel, meal, clothing, etc.).

g. Hospitalization. The following applies to detainees and prisoners requiring hospitalization:

(1) Detainees. In accordance with NAVMEDCOMINST 6320.11 Para 5e, pre-trial detainees requiring hospitalization shall be released from the brig to their parent command or activity designated by the type commander in the case of deployed units, for subsequent admission to the hospital. The parent activity is responsible for any additional security required beyond that provided by the hospital. The provisions of NAVPERS 15909 (Enlisted Transfer Manual) shall be complied with for the transfer of personnel. Pre-trial detainees shall be returned to their parent command upon release from the hospital.

(2) Prisoners. Refer to NAVMEDCOMINST 6320.11 Para 5f for specific details of hospitalization of prisoners. Security for a prisoner is the responsibility of the parent command, with exceptions for maximum custody. A prisoner classified as maximum custody remains the responsibility of the parent command. However, the parent command and the base Brig; i.e., an escort from the unit and a guard from the Brig will share security for a prisoner classified as maximum custody. A prisoner hospitalized while serving a sentence will be considered as serving time in confinement during the period of hospitalization. Upon termination of the hospitalization, the prisoner must be returned to the base Brig. Hospitalized prisoners will not be granted convalescent leave unless the sentence is deferred, remitted, or suspended. A DD Form 2708 will be used to document the temporary release.

12. Permanent Release from Confinement. The Brig CO will affect the permanent release of a prisoner upon the expiration of sentence; receipt of appropriate documents from the Convening Authority directing disapproval of sentence to confinement; or suspension or remission of remaining confinement. A DD Form 2718 will be used for permanent release.

13. Escort Training

a. Before escorting a prisoner, every prisoner escort, (regardless of grade), must be certified by the base Brig. The Brig conducts "chaser" classes, which must be completed prior to certification as an escort. The following criteria are required for escorts:

(1) Must have 12 months active duty since recruit training.

(2) Must be 19 years of age or older.

(3) Must be mature and emotionally stable. Personnel with a history of excessive use of or dependency on alcohol, or a history of neuropsychiatric disorders, are ineligible.

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(4) Must have no court-martial convictions during current enlistment, and must not be pending administrative or punitive separation.

(5) Must have a General Technical (GT) score of at least 90.

(6) Must have no disfigurement or physical impediment that could lend to ridicule or otherwise undermine control of the prisoner.

(7) Must have no record of civil court convictions which resulted in confinement.

b. The parent command will schedule personnel for the chaser class by contacting the Brig's Contraband Control Team (CCT). For local commands, classes are conducted at the Brig. For 29 Palms commands, CCT provides chaser classes at 29 Palms on a monthly basis. Chaser classes are generally conducted on Fridays, but commands must contact CCT to verify the class dates and provide the number of personnel attending.

c. Successful completion of the chaser class certifies the Marine for one year. Chaser cards will not be issued, but the Marine's status will be verified by CCT upon arrival at the Brig to receipt for a prisoner. Only those Marines certified as escorts by the base Brig are authorized to escort prisoners. Personnel assigned to receive a prisoner being permanently released from the Brig do not need to be certified escorts. All escorts are required to wear the uniform of the day with a cartridge belt when escorting a prisoner.

14. Prisoner Work Details

a. Commands requesting prisoner work details should contact the Industrial Work Annex Supervisor for specific requirements and availability of prisoner labor. Certified unit escorts may escort and supervise up to five (5) MDO prisoners each. This is applicable only to work details, and does not apply when escorting prisoners to appointments (e.g., medical, dental, legal).

b. The following work assignments are prohibited:

(1) Duties that place one prisoner in authority over another.

(2) Duties performed for the exclusive benefit of a private individual or private organization.

(3) Work that is inherently dangerous or hazardous to the prisoner, except in emergency situations.

(4) Assignments that require handling of, or access to, drugs, narcotics, intoxicants, uncrated explosives or weapons, money, security equipment, classified material, or personnel records.

c. The following work assignments are suitable for prisoners:

(1) Maintenance and repair of government buildings and facilities.

(2) Salvage and repair of government property.

(3) Manufacture of articles for government use or for approved organizations.

(4) General janitorial tasks, except for the cleaning of personal coffee cups, watering of personal plants or flowers, the making of duty bunks, etc.

(5) Police details, and generally any other fatigue details that would normally be accomplished by a service member.

Chapter 8

Environmental Compliance and Protection

1. Definition. The term "environmental compliance" refers to compliance with all environmental regulatory requirements established by appropriate DoD, DON, Marine Corps, and MCB CamPen orders, directives, and regulations as well as applicable federal, state, and local laws and regulations.

2. Policy. It is the continuing policy of the CO, MCB CamPen to comply with all applicable environmental compliance requirements. The major environmental statutes contain waivers of sovereign immunity that require compliance with federal, state, and local substantive and procedural requirements. Additionally, environmental quality and cleanup programs enhance readiness, protect the health of military and civilian personnel living and working on the base, and protect the environmental quality of the base and adjacent communities to support future activities. Environmental programs strengthen relationships with the public and regulators and reduce the long-term costs of maintaining and operating the base by avoiding penalties, cleanup costs, and the risk of future liability.

3. Responsibilities. The AC/S Environmental Security is responsible for advising the CO, MCB CamPen of the policies and practices required to:

- a. Protect human health and the environment.
- b. Comply with applicable laws and regulations.
- c. Remediate past pollution.
- d. Develop a pollution prevention program.

4. Water Quality Management

a. Water resources available to MCB CamPen are limited and only sufficient to support operational needs. Water is of such critical importance that its economical use must be of continuing concern to all personnel. It is the policy of the CO, MCB CamPen to restore, improve, and preserve water resources and to prevent or control pollution of these resources in the public as well as the military interest.

b. The base is committed to providing high quality water to the users of the base. This is facilitated by the base's commitment to comply with all regulatory requirements for wastewater and storm water quality. MCB CamPen's responsibilities for water quality management are shared by the AC/S Facilities, AC/S Environmental Security, and legal staffs, to ensure that current and future demands are met in accordance with mission and quality of life requirements.

c. MCB CamPen is required by law to comply with all rules and regulations under the Federal Clean Water Act, Safe Drinking Water Act, and Coastal Zone Management Act. The AC/S Environmental Security provides oversight to ensure the following base operations comply with pertinent Federal regulations:

- (1) Potable water storage and distribution systems.
- (2) Sanitary wastewater treatment and conveyance systems.
- (3) Storm water runoff.

d.. The AC/S Environmental Security ensures base potable water, wastewater distribution and treatment systems, and storm water conveyance systems are properly permitted and advises the base operations officer of the regulatory agencies for water quality compliance issues.

e. The AC/S Environmental Security develops comprehensive plans and programs to comply with current and projected treatment requirements, reduce water pollution, and sustain the quantity of the base drinking water supply.

f. The AC/S Environmental Security conducts periodic and random inspections of potable water and wastewater facilities and programs, including random water quality sampling and review of sample results conducted by facility operators, to assure compliance with permit conditions and other applicable regulatory requirements. Additionally, the AC/S Environmental Security examines base potable water, wastewater, and storm water sampling results for trends in the quality of water and ensures instances of noncompliance with established standards, variances, exemptions, and permits are reported to the cognizant regulatory agencies and persons served by the system, if applicable.

5. Air Quality Management

a. MCB CamPen is required by law to comply with all rules and regulations under the Federal Clean Air Act (CAA). These regulations are complicated and strictly enforced by air pollution regulatory agencies. The Federal CAA covers all equipment, facilities, and functions that emit smoke, fumes, gases, dust, or other pollutants into the air. A permit from the appropriate Air Pollution Control District is required before placing such equipment on line or into operation. The following is a partial listing of such equipment, facilities, or functions:

- (1) Steam or hot water boilers.
- (2) Concrete/asphalt batch plants.
- (3) Fuel storage and dispensing equipment (tankers, bulk fuel facilities, gas stations, etc.).
- (4) Spray painting or abrasive blasting equipment.
- (5) Fire fighter training (crash crew/Fire Department).
- (6) Solvent cleaning tanks utilizing solvents or other chemicals.
- (7) Internal combustion engines (military and nonmilitary) jet and internal combustion engine test cells.

b. The AC/S Environmental Security monitors and coordinates operation of all equipment, facilities, or functions that are covered by the CAA.

c. Federal, state, and county environmental department personnel are on the base periodically to monitor/inspect such operations and are authorized to cite individual violators and/or unit commanders. Citations can result in court actions leading to confinement and/or severe fines.

d. Anyone observing a CAA violation, or receiving a citation, must report such an incident immediately to the AC/S Environmental Security to ensure that prompt official corrective/reporting actions are initiated.

e. Anyone maintaining an air permit must comply with the conditions listed on the permit. Units/facilities must notify the AC/S Environmental Security of any changes in equipment operations or the loss or gain of permitted units that would require a permit modification. Daily records shall be kept of the usage of solvents, materials containing solvents (i.e., paints), and other materials emitting volatile organic compounds. The quantity and method of disposal of any waste containing these substances must also be documented in a daily log. Record keeping requirements vary depending on emission source type; contact the AC/S Environmental Security for the specific requirements. The records shall be made available to the AC/S Environmental Security and to air pollution regulatory agencies upon request.

6. Installation Restoration Program

a. MCB CamPen is required by law to comply with all rules and regulations under the Comprehensive Environmental Response, Compensation, and Liability Act. Additionally, the base must adhere to the conditions stipulated in the Federal Facilities Agreement; this document stipulates the roles and responsibilities to the parties of the agreement. The Installation Restoration Program includes the development and execution of remedial investigations, and feasibility studies and cleanup activities for the sites aboard the base that have been impacted by hazardous substances due to past disposal and handling practices. This program is managed by the DON in coordination with the AC/S Environmental Security.

b. The AC/S Environmental Security monitors and coordinates the development of the Installation Restoration Program. Duties include conducting and coordinating technical reviews of all reporting documents to ensure compliance with current regulations, Marine Corps policies, and acceptable engineering practices. The AC/S Environmental Security also ensures that field activities are conducted in a manner that supports the base's Resource Management Program.

c. The AC/S, Environmental Security administers the Installation Restoration Program's Community Relations Activities by conducting technical review committee and public meetings, developing fact sheets, maintaining the Administrative Record, and ensuring current documents are provided at the information repositories.

7. Hazardous Material/Waste Management

a. Hazardous Material. MCB CamPen operates a Hazardous Material Control Point (HCP) to oversee hazardous material purchases, provide "cradle-to-grave" tracking and inventory control, and promote the use of environmentally preferable products and services. The inventory control aspect of the HCP provides visibility and promotes the reuse of unused hazardous material, at

no charge for official business, 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.

b. Hazardous Waste. The accumulation of hazardous waste is strictly controlled and only allowed at designated (i.e., permitted) locations on MCB CamPen. BO 5090.7 (et seq.) requires personnel responsible for hazardous waste management to be properly trained in accordance with federal, state, and local regulations; establishes container marking and labeling requirements; limits hazardous waste accumulation to 60 days at permitted locations; and directs the coordination of hazardous waste disposal through the AC/S Environmental Security (Hazardous Waste Branch). While the base currently funds hazardous waste disposal, funding for expendable supplies associated with hazardous waste management (e.g., 55-gallon drums, personal protective equipment, spill contingency supplies) is a unit commander's responsibility.

c. Electronic Waste (E-waste). Legislation passed in the State of California prohibits E-waste disposal as household waste, requiring consumers to dispose of E-waste only at authorized locations. The disposal of E-waste in dumpsters, trashcans, or at any location not authorized to receive E-waste is strictly prohibited. Contact the base Recycling Program Manager for further information regarding E-waste.

d. Underground Storage Tanks (UST) and Aboveground Storage Tanks (AST). USTs and ASTs represent significant environmental liabilities and must be managed accordingly. Personnel responsible for the operation of USTs and ASTs must complete the tank operators training course offered by the AC/S Environmental Security within 30 days of assignment. This course outlines the monitoring and record keeping requirements for USTs and ASTs and directs the immediate reporting of leak detection alarms and potential fuel leaks to the AC/S Environmental Security (Spill Planning and Prevention Branch) (during working hours) or base Fire Department after normal working hours. Tampering with UST/AST leak detection alarms constitutes a criminal offense and will not be tolerated. Petroleum spills greater than 42 gallons, and spills into surface waters or that have the potential to reach surface waters require immediate reporting by calling 911.

e. Munitions. Expended munitions are not considered a waste provided they remain on-range following their intended use. Buried munitions, and munitions that land, migrate, or are moved off-range, are, however, considered a hazardous waste under the Military Munitions Rule (MMR) and require reporting. Off-range destruction of unexploded ordnance (UXO) by Explosive Ordnance Disposal (EOD) personnel also constitutes a reportable event under the MMR. All discoveries of buried and off-range munitions must be reported to EOD by calling 911 or contacting EOD immediately upon discovery of munitions that constitute an emergency (i.e., UXO). Contact the AC/S Environmental Security (Military Munitions Rule Manager) for guidance on MMR compliance.

f. Emergency Response. Significant hazardous substance spills require immediate notification to the base Fire Department and the AC/S Environmental Security. Should you witness or be made aware of a hazardous substance spill, report it immediately by calling 911. Each unit has been issued an Integrated Contingency Plan (ICP), which assists personnel in identifying

when a hazardous substance release requires a response from the base Fire Department. The ICP provides guidance on the proper spill response and notification depending on the size and severity of the release. Contact the AC/S Environmental Security (Spill Planning and Prevention Branch) for further information regarding hazardous substance spills. Unit commanders responsible for hazardous substance spills will reimburse the base for the cost of cleanup and disposal of contaminated spill debris.

8. Environmental Compliance 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 frequently on a scheduled and no-notice basis, the following environmental inspections also occur at MCB CamPen:

(1) Environmental Compliance Evaluations (ECE). The ECE is an extensive, Headquarters Marine Corps evaluation of an installation's overall environmental management program. ECEs occur at 3-year intervals and can evaluate compliance down to the individual unit level. MCO P5090.2_ (et seq.) provides additional information on ECEs.

(2) Multimedia Environmental Compliance Inspections. Multimedia Environmental Compliance Inspections occur annually under the auspices of the CO's Inspection Program. These inspections evaluate compliance at the individual unit/command level. BO 5090.3_ (et seq.) provides additional guidance regarding these inspections.

(3) Technical Assistance Visits (TAV). TAVs provide commanders with a useful tool to assess environmental compliance. The results of TAVs are provided only to the units/commands requesting the visit. Unit/Area S-4s and the designated Environmental Coordinators can request a TAV on behalf of a unit/area commander by contacting the AC/S Environmental Security (Inspection Branch).

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 because of environmental inspections and evaluations.

(3) When directed, submit a Corrective Action Report to the AC/S Environmental Security within 30 days of an environmental inspection.

(4) Immediately notify the AC/S Environmental Security (Inspection Branch) if regulatory agency inspectors show up unescorted by AC/S Environmental Security personnel.

9. Comprehensive Environmental Training and Education Program (CETEP)

a. MCO P5090.2_ (et seq.) requires Marine Corps installations to develop and implement a Comprehensive Environmental Training and Education Program (CETEP). A CETEP is necessary to ensure that necessary environmental

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training, as directed by federal, state, and local environmental laws and regulations, is identified, available, and provided to personnel whose duties involve environmental compliance responsibilities.

b. The AC/S Environmental Security oversees the requirements of MCB CamPen's CETEP and offers relevant environmental training through a combination of classroom and online venues. Military and civil service employees with a valid Common Access Card (CAC) can determine and enroll in necessary environmental training through the MCIWEST online environmental campus (<http://158.238.128.96/lmp>) or by contacting the AC/S Environmental Security (Training Branch).

c. Per MCO P5090.2_ (et seq.), unit commanders shall designate an Environmental Coordinator to serve as liaison with the base and coordinate on all environmental matters. The Environmental Coordinator shall advise the chain of command on environmental policy and information passed at the MCB CamPen Environmental Coordinators' monthly meeting held on the second Tuesday of each month. For more information, contact the AC/S Environmental Security (Training Branch).

Chapter 9

Natural Resources/Cultural Resources

1. Definition. The term "natural resources" includes woodlands, riparian, area vascular and non-vascular plants, brush lands, grasslands, farmlands, undeveloped recreational areas, water resources, soils, minerals, fish, wildlife, and domesticated animals on all land and water areas under the jurisdiction of the CO, MCB CamPen. The term "cultural resources" includes historic structures, historic debris, prehistoric sites and features, and paleontological resources. Federal laws pertaining to the management of cultural resources, both historic and prehistoric/archaeological, direct that federal agencies will identify, evaluate, and protect significant cultural resources on federal lands.
2. Policy. It is the continuing policy of the CO, MCB CamPen relative to management of natural/cultural resources to:
 - a. Restore, improve, and preserve land, water, and other natural resources, and to prevent or control pollution of these resources in the public and in keeping with the military interest.
 - b. Identify, evaluate, and protect cultural resources eligible for inclusion onto the National Register of Historic Places.
 - c. Grant public access, within manageable quotas, to lands and waters for hunting, fishing, and other recreational pursuits, to the extent that such access will not conflict with the mission of the base.
 - d. Establish and carry out policy regarding the evaluation, management, and protection of endangered species, wildlife, vegetation, rare plants, wetland resources, and habitat aboard MCB CamPen, in accordance with Marine Corps Orders, MCB CamPen's Integrated Natural Resources Management Plan, and federal and state laws.
 - e. Establish and carry out policy regarding the evaluation, management, and protection of cultural resources aboard MCB CamPen.
 - f. Provide command oversight of implementation of natural and cultural resources laws, to include the Endangered Species Act, Clean Water Act Section 404 and Section 10 wetland permits, Sikes Act, Migratory Bird Treaty Act, National Historic Preservation Act, Archaeological Resources Protection Act, Native American Graves Protection and Repatriation Act, federal and state hunting and fishing laws and regulations, and other applicable natural and cultural resources laws and regulations as appropriate.
 - g. Provide one central point of contact for conducting regulatory consultation with the California State Historic Preservation Officer, Advisory Council on Historic Preservation, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, and other agencies managing natural resources.

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3. Responsibilities. The AC/S Environmental Security is responsible for:

a. Implementing Presidential and Congressional mandates directed toward the various aspects of environmental monitoring, enhancement, fish, wildlife, vascular and non-vascular plants, vegetation, water, wetlands, soil, pollution abatement, and environmental assessment.

b. Keeping the MCB CamPen Integrated Natural Resources Management Plan and cooperative plans and agreements with federal, state, and local agencies current.

c. Managing all natural resources and supervising and/or coordinating all natural resources activities and acting as liaison with other state and federal agencies in such matters. Such natural resources activities include but are not limited to:

(1) Game and non-game management programs.

(2) Endangered species management, including compliance with the Endangered Species Act.

(3) Natural resources law enforcement.

(4) Management of invasive exotic vegetation that could affect native natural resources.

(5) Wetland management.

d. Making recommendations on the need for the functioning of: conservation clubs or groups (i.e., rod and gun clubs, sportsman clubs, archery clubs, etc.), that wish to operate on the base, and supervising the activities of such clubs or groups as they pertain to the natural resources of the base.

e. Initiating and conducting programs on conservation, hunting, hunter safety, fishing, camping, and other outdoor recreational day-use programs for personnel of all groups aboard the base.

f. The AC/S Environmental Security will provide "no effects," "no adverse effects," and "adverse effects" consultation and coordination with the State Historic Preservation Officer and the Advisory Council on Historic Preservation.

g. The AC/S Environmental Security will complete National Environmental Policy Act (NEPA) documentation review for Environmental Impact Statements, Environmental Assessments, and Categorical Exclusions. Section 106 of the National Historic Preservation Act, Section 7 of the Endangered Species Act, and Section 404 of the Clean Water Act will be addressed as part of the NEPA process for these documents.

h. The AC/S Environmental Security will work with the base Public Affairs Office to provide input on historic resource management, including temporary World War II structures, Cold War related structures, the Las Flores Adobe, and the Santa Margarita Ranch House.

4. Federal Game Wardens and Biological Science Technicians (Wildlife)

a. The Resource Enforcement and Compliance Branch (RECB), also known as the Warden's Office Building (WOB) or Game Warden's Office (GWO), AC/S Environmental Security, is responsible for maintaining a professionally trained staff, including the Chief Game Warden, a Deputy Chief Game Warden (Wildlife Biologist), Game Wardens [Conservation Law Enforcement Officers (CLEO)], and Biological Science Technicians (Wildlife). The Biological Science Technicians' (Wildlife) typical duties include:

(1) Providing office, telephone and radio coverage, and selling recreational permits to customers.

(2) Responding to wildlife conflict complaints, capturing injured animals, and excluding nuisance animals within and near buildings, such as snakes, mammals, and birds. The base Pest Control performs vermin and vector control.

(3) Installing, maintaining, and creating habitat improvements for game and other wildlife species, such as watering devices and fish stocking.

(4) Collecting, summarizing, and analyzing wildlife and hunting information to use in adaptive management of the hunting, fishing, wildlife conflict, and other recreational programs.

(5) Providing educational and informational classes as requested about wildlife for schools, scouts, and MCB CamPen employees.

b. The professionally trained federally sworn Game Wardens (CLEOs) typical duties include:

(1) Power of warning, citation, arrest, and search and seizure; conducting patrols regularly to monitor recreational use of undeveloped areas, and enforcing natural resources laws and regulations.

(2) Checking State of California fishing and hunting licenses, resource recreational permits and access, inspecting game and equipment, and enforcing bag and size limit restrictions.

(3) Providing hunter safety programs, awareness training classes, and other related information to recreational customers.

(4) Assisting the Provost Marshal's Office as needed for enforcement of all codified regulations and laws. This may include, but is not limited to: trespassing; off-road vehicle-use; during emergencies. CLEOs can enforce California Penal and Vehicle Code regulations on Camp Pendleton and on other lands when authorized.

(5) Assisting with office duties and selling recreational permits as needed.

c. The conduct of the RECB is governed by federal, state, military, and local laws, regulations, and standing operating procedures.

d. Base Bulletins may be published as needed to provide specific details on the fishing, hunting, camping, and other outdoor recreational day-use programs on MCB CamPen.

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e. The Chief Game Warden establishes, interprets, and publishes fish and game regulations for MCB CamPen. RECB staff will conduct themselves in accordance with pertinent state, federal, DoD, DON, Marine Corps, and MCB CamPen laws and regulations.

f. Violations of natural and cultural resources laws and regulations may be processed as follows:

(1) A Game Warden (CLEO) can issue a MCB CamPen Field Citation (MCBCP-10570/20) or an Armed Forces Traffic Ticket (DD Form 1408). Issuance of either form may impact future recreational privileges aboard the base, and does not preclude the concurrent issuance of a Federal Citation (DD Form 1805, U.S. District Court Violation Notice) for prosecution in U.S. District Court.

(2) A Game Warden (CLEO) can also issue a Federal Citation (DD Form 1805) for more serious violations. Resource contraband can be seized and noted on the citation. The Game Warden (CLEO) will enter applicable information into the Consolidated Law Enforcement Operations Center (CLEOC) system, and process the citation through the PMO, base Magistrate, base SJA, or other appropriate channels to adjudicate the violation(s).

(3) The base Magistrate can use the RECB violation policies to assist with its adjudication of any cases that may be submitted before their venue.

(4) Information can be shared with the above agencies.

g. The Chief Game Warden can issue a Letter of Suspension (LOS), Letter of Revocation (LOR), or warning notice for any violations of program rules falling within the RECB or areas affecting the natural and cultural resources of the base. Issuing a LOS or LOR does not preclude the Chief Game Warden from filing multiple actions concurrently with other organizations or agencies.

h. Documented verbal warnings can be elevated to a higher level at the Chief Game Warden's discretion. Previous warnings can also be treated as a separate violation in the future if other violations arise later.

i. Contact the GWO if wild animals are causing damage to property or threatening people or pets.

j. The GWO will advise and assist with the humane exclusion of bat colonies living in buildings. If the needed exclusion work is not extensive and does not present a significant hazard, such as falling, then the GWO may perform the exclusion work. Otherwise, units or residents shall submit a work request to the Facilities Maintenance Department or contact their housing authority office, as appropriate, for assistance. The GWO will advise on the proper exclusion techniques and timing of the work that should be conducted in fall and winter.

5. Wildlife

a. Stocking, trapping, or transplanting any form of wildlife must be approved by the AC/S Environmental Security, and under supervision of a qualified Wildlife Biologist. No new, native or non-native exotic species of fish or wildlife will be introduced on base without the approval of the AC/S Environmental Security.

b. Those that hold base agricultural leases are not permitted to take any form of wildlife. Wildlife that may be injuring crops or property must be reported to the AC/S Environmental Security, who will initiate appropriate corrective measures. Lessees are not authorized to grant permission to anyone to hunt, fish, or camp on leased land.

c. Handling, molesting, or taking any living or dead animal or bird from its native habitat is prohibited except in lawful pursuit of game. Persons will notify the GWO of injured, abandoned, or dead wildlife.

d. Reptiles are protected aboard the base except when endangering human life. Snakes near quarters or in housing areas should be left alone and the GWO notified immediately for removal.

e. All eagles, hawks, owls, and other birds are protected; their nests, eggs, or parts thereof will not be disturbed.

f. MCB CamPen is home to several threatened and endangered species. These species, and their nests, eggs, and habitat are protected by federal law and will not be disturbed.

g. MCB CamPen is home to a herd of bison. Unnecessary disturbance of the bison, or other wildlife, is strictly forbidden (e.g., chasing with vehicles, low-flying aircraft, etc.).

h. Cutting or removing trees, or portions of trees, either standing or fallen, is prohibited, except as authorized by the AC/S Facilities (within cantonment areas) or the AC/S Environmental Security (outside cantonment areas).

i. RECB staff will respond to complaints about wild animals causing damage to property or threatening people or wildlife. Complaints about stray dogs and cats must be referred to base 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 AC/S Facilities (base Pest Control).

6. Recreational Use

a. The RECB is the base advocate for hunting, fishing, non-developed camping, and other outdoor recreational day-use programs such as hiking, picnicking, nature photography, bicycling, and other types of riding, and day-use. This recreational use of the base is primarily within training areas made available to the RECB by the AC/S O&T. Coordination must be effected with the RECB and, if required, appropriate permit(s) purchased prior to entering any training area for recreational purposes. Dates and times may vary depending on programs. Recreational customers must be 18 years of age or older to access training areas without a sponsor.

b. The RECB has written rules for each of its outdoor recreational day-use programs. Recreational customers shall familiarize themselves with and abide by all applicable rules and regulations.

c. Fees can be charged for using recreational day-use programs in the form of permit sales. Permit fees may be waived in special cases, such as for Marines in the Wounded Warrior Program. Waived fees can apply for the

duration of the current year permit cycle for that specific recreational program. The RECB will document any waived fees.

d. It is the responsibility of all personnel to have a clear understanding of area boundaries. Lack of familiarity with the base does not constitute a valid reason for entering an unauthorized area.

e. All vehicles, except those in an official government capacity, are prohibited on all beaches. Vehicle traffic is also prohibited in wetland and riparian areas except at established crossings.

f. Vehicles will not be operated off maintained roads, unless in the conduct of official government business. Firebreaks with no maintained dirt road and trails are not considered maintained roads, and are considered out-of-bounds. Driving of POVs in training areas is prohibited without prior approval or possession of a valid recreation permit.

g. Dogs must be on a leash at all times except hunting dogs while hunting, police dogs, and Seeing Eye dogs. Owners are responsible for cleaning up after their pets.

h. People using the MCB CamPen recreation programs will not park in any manner that will inhibit/restrict traffic flow, emergency vehicle passage, or access to service facilities, pipelines, or any other structures.

i. Any person who has knowledge of a resource or fish and game violation aboard MCB CamPen will immediately report the incident and circumstances to the GWO.

j. Violation(s) of base, state, and/or federal fish and game regulations may result in a citation, resulting in a suspension, revocation, fine, and/or other appropriate disciplinary action in accordance with military, local, state, and/or federal law.

k. Only training areas open to the GWO, via the Range Facility Management Support System (RFMSS) or other approved methods, can be made available for recreational use, and only on a not-to-interfere basis. Call in advance for guidance on dates, times, and areas.

l. Firearms will only be carried by law enforcement personnel, other authorized personnel, and approved hunting recreational customers that have met the requirements to hunt on base.

7. Fishing

a. Detailed guidance regarding fishing on MCB CamPen is provided in the current rules and regulations and written handouts at the GWO.

b. General Provisions

(1) Violation(s) of these regulations may result in suspension and/or permanent revocation of MCB CamPen fishing privileges.

(2) Due to the proximity of fishing locations aboard the base, the possibility exists that ordnance items could be encountered. Any ordnance items discovered will be reported to the GWO immediately. The material will be not be touched, approached, or removed.

(3) MCB CamPen is home to multiple threatened and endangered species. Known threatened and endangered species areas are marked accordingly and will not be entered 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 base, state, and federal regulations, and meets legal size and prescribed take limits.

c. Fishing Licenses and Permits

(1) All anglers, 16 years of age and older, must possess a current State of California fishing license and a MCB CamPen fishing permit. Base permits can be purchased at the GWO. State of California fishing licenses can be purchased at the MCCA All Seasons Store.

(2) An ocean enhancement stamp is required to fish in ocean waters.

(3) A second rod stamp is required to use a second rod in freshwater lakes.

(4) State fishing licenses and base permits are not required for those under 16 years of age; however, an authorized adult sponsor must accompany any angler under the age of 12, or under the age of 18 if in training areas.

(5) State fishing licenses and base permits must be displayed above the waist, in clear view, at all times while fishing.

(6) State fishing licenses and base permits are required for all types of fishing, clamming, and the taking of mollusks, crustaceans, and frogs.

d. Freshwater Fishing

(1) Authorized Patrons. Freshwater fishing aboard MCB CamPen is limited to active duty military, military retirees, and DoD civilians and retirees, and their immediate dependents. Military reservists are considered active duty when in a training status. The general public may only fish freshwater lakes aboard MCB CamPen when physically accompanied by an authorized patron.

(2) Available Locations

(a) Locations open 7 days a week.

1. Lake O'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 and Pulgas Lake is normally limited to weekends and holidays. Military training scheduled for weekends and holidays will preclude recreational use. Anglers must contact the GWO to determine the availability of Case Springs and Pulgas Lake.

(3) Bag Limits and Restrictions. See the current State of California regulations and fishing handouts. Check with the GWO on any specific restrictions.

e. Ocean Fishing

(1) Authorized Patrons. Active duty military, military retirees, and DoD civilians and retirees, and their immediate dependents, and the general public are authorized to fish at the Del Mar Jetty and Harbor, and Red Beach (weekends and holidays when available).

(2) Available Locations

(a) Locations open 7 days a week.

1. Del Mar Jetty and Harbor.

2. San Onofre Recreational Beach (limited to active duty military, military retirees, and DoD civilians and retirees, and their immediate dependents).

3. Some restricted diving for fish, mollusks, and crustaceans in the Del Mar Harbor may be authorized. Check with the GWO for specific restrictions.

(b) Red Beach and Cocklebur Beach (15 Sep-15 Mar only). Open on specified weekends and holidays only. Anglers must contact the GWO to determine area availability prior to entering these locations.

(3) Bag Limits. Limits are in accordance with state regulations and other restrictions specified at the GWO.

(4) Vehicle traffic is prohibited on all beaches. Vehicle and foot traffic are prohibited on bluff areas.

8. Hunting

a. Detailed guidance regarding hunting on MCB CamPen is provided in the current rules and regulations and written handouts at the GWO.

b. General Provisions

(1) Hunting is limited to active duty military, military retirees, and DoD civilians and retirees, and their immediate dependents. Authorized hunters may sponsor one person, but that person must be a blood relative (mother/father/son/daughter/grandchild). Military reservists are considered active duty when in a training status.

(2) Hunting is limited to weekends and holidays or other pre-approved days.

(3) The minimum age to hunt on MCB CamPen is 12. A State of California hunting license and a MCB CamPen hunting permit are required of all hunters.

(4) Hunters are responsible for knowing and abiding by all base, state, and federal regulations.

(5) All hunters must physically check in at the GWO prior to entering any hunting areas aboard the base.

(6) Hunters should contact the PMO regarding regulations for weapons registration.

(7) Hunters are responsible for knowing hunting/area boundaries prior to entering the hunting areas.

(8) Weapons will be unloaded at all times when being transported in vehicles or when not hunting.

(9) Smoking is prohibited while hunting. Consumption of alcohol before or while hunting is prohibited.

(10) The general public is restricted from hunting on MCB CamPen due to security and force protection measures. General public hunting can be evaluated on a year-to-year basis and specific guidelines can be put in place if changes occur in the future. Check with the GWO for the latest details relating to general public hunting on base.

c. Small Game Hunting

(1) Small game on MCB CamPen consists of band-tailed pigeon, quail, dove, rabbit, squirrel, coyote, or other game as approved.

(2) An uplands game stamp is required for quail and dove hunting.

(3) Hunter orange is required to be worn at all times except for archers hunting within archery only areas.

d. Waterfowl Hunting

(1) Areas are normally assigned via a lottery system.

(2) Duck Stamps. Federal and state duck stamps are required. The state stamp must be permanently affixed to the back of the state license. The federal stamp does not have to be permanently affixed to the state license, but must be signed by the hunter across the face of the stamp.

e. Archery Deer Hunting. 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. Archers may be required to wear hunter orange if hunting within rifle and shotgun areas.

f. Rifle Deer Season

(1) Hunter orange is required to be worn at all times.

(2) Areas are normally assigned via a lottery system, then potluck, and then walk-ins. The lottery system may end before deer season closure.

(3) In addition to a State of California hunting license and a MCB CamPen hunting permit, deer hunters must also possess a MCB CamPen G-10 deer tag.

g. Hunting Dog Training

(1) Authorized hunters may break, train, or practice dogs, which have been admitted on the base in accordance with all regulations, on any wild game bird with prior approval from the GWO from 1 July through 31 March and between the hours of sunrise and sunset provided such birds are not killed, captured, or injured; and no weapon is carried or used as part of the training.

(2) Owners must check in with the GWO as to the time and area where such training will be conducted. When dogs are no longer being used for training or hunting purposes, the owner shall comply with the base's leash regulations at all times. At no time are dogs authorized to run freely off a leash except as authorized.

h. Other Hunting Information

(1) Specific changes of dates, times, species hunted, and other information may occur from time to time. Check with the GWO prior to showing up to hunt on base.

(2) Attending hunter safety briefs, reading material, watching videos, DVDs, or accessing computer software may be required to make sure hunters are fully briefed prior to being allowed to hunt in the field.

(3) Falconry may be considered as a part of the hunting program. Contact the GWO for specific details on this sport.

9. Hunter Safety

a. The RECB can provide California certified hunter safety instructors to provide mandated hunter safety required classes. The period of instruction normally lasts around 10 hours. Classes are normally given during March through November on the third weekend of each month. Contact the RECB for the latest information and schedule. Classes are not normally scheduled during December through February.

b. A small fee may be charged for the class.

c. Special classes may be scheduled for units or larger groups of students requesting hunter safety training at different times of the year.

d. A California certificate of completion will be provided upon the successful completion of the class. The certificate can then be used to purchase a State of California hunting license and then a MCB CamPen hunting permit. The Chief Game Warden or Lead Hunter Safety Instructor has the final approval on class attendance and certification.

10. Wildlife Watering Devices

a. Guzzlers or artificial watering devices provide freestanding water to wildlife. MCB CamPen has approximately 30 functioning guzzlers throughout the base. These guzzlers were installed to support the uplands game bird population. RECB personnel, with the assistance of volunteers, repair and emplace new guzzlers on a regular basis.

b. Hunters may not hunt within 150 yards of a guzzler. This buffer zone allows wildlife to access the guzzler during the hunting seasons.

c. Watering devices are government property that are purchased, made, and maintained by the RECB. Contact the GWO with questions relating to watering devices.

11. Camping

a. Detailed guidance regarding camping on MCB CamPen is provided in the current rules and regulations and written handouts at the GWO. Only self-contained motor homes, trailers, and campers are authorized at specific site locations. Some tent camping may be authorized at certain locations. Check with the GWO for the latest inland camping information and regulations.

b. Coastal camping sponsored by the GWO is limited to Red Beach, Cockleburr Beach, or other approved areas and is limited to weekends and holidays (when not being used by units conducting training), or other days as approved. Cockleburr Beach access is limited to active duty, military retirees, and current and retired DoD civilian employees, and is only available from Labor Day weekend in September to mid-March.

c. Inland camping may be available at different locations on base. Access is limited to active duty, military retirees, and current and retired DoD civilian employees. Sponsored guests may be authorized.

d. Camping permits are normally valid from 1 February through 31 January, but other permits may be authorized. Permits and camping access is on a first-come/first-serve basis.

e. Camping is open to all personnel with a valid permit. Day-use is limited to active duty, military retirees, DoD civilians and retirees, and their immediate dependents. A day-use permit may be required.

f. Fishing is authorized, with a State of California fishing license, ocean enhancement stamp, and MCB CamPen fishing permit.

g. Personnel are not authorized to enter training areas for recreation without first contacting the GWO.

h. Camping reservations for MCCS facilities (Lake O'Neill, Del Mar Beach and San Onofre Beach) may be made through the respective reservation office at each location. The MCCS website will provide updated contact information. Go to www.mccscp.com.

12. Horseback Riding Within Training Areas

a. Access is limited to active duty, military retirees, current and retired DoD civilian employees, and their sponsored guests.

b. Annual permits may be sold for day-use. Horseback riding is on a not-to-interfere basis with campers and other recreational customers. Riding on the beach area may be limited to mid-September through mid-March.

c. Horseback riders must call the GWO before entering specific areas. Their name(s) and phone numbers will be logged into the official records. Riders and horses are permitted for day-use only. See specific regulations for details.

d. Horseback riders who fail to call the GWO in advance will be directed to leave the area and can be cited and have their recreational permit suspended.

e. Horseback riders must clean up after their horses when within the physical confines of Red Beach (between the southern and northern cliffs where campers may be present) or other areas where concentrated groups of people may gather.

13. Nature Photography

a. Access is limited to active duty, military retirees, current and retired DoD civilian employees, and their sponsored guests.

b. Annual permits may be sold for day-use. Photography is on a not-to-interfere basis with training and other recreational customers. Only nature photography is authorized. No photography of military training or equipment is allowed.

c. Photographers must call the GWO before entering specific areas. Their name(s) and phone numbers will be logged into the official records. Photographers are permitted for day-use only. See specific regulations for details.

d. Photographers who fail to call the GWO in advance will be directed to leave the area and can be cited and have their recreational permit suspended.

14. Hiking, Bicycling, and Other Recreational Day-Use Access

a. Access is limited to active duty, military retirees, current and retired DoD civilian employees, and their sponsored guests.

b. Annual permits may be sold for day-use. Hiking, bicycling, and other recreational access is on a not-to-interfere basis with training and other recreational customers. See specific regulations for details.

c. Recreational customers must call the GWO before entering specific areas. Their name(s) and phone numbers will be logged into the official records.

d. Recreational customers who fail to call the GWO in advance will be directed to leave the area and can be cited and have their recreational permit suspended.

e. Bicyclists will stay on established dirt or paved roads within the training areas.

15. Bison Management

a. There are approximately 100 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. As with much wildlife aboard MCB CamPen, bison are a protected species.

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b. Problems occasionally arise when bison wander onto public roads (Basilone Road and Pulgas Road) or training ranges where Marines are conducting live fire operations.

c. Under no circumstances should bison be approached; they are unpredictable, can weigh up to 2,000 pounds, and can reach speeds of up to 35 miles per hour.

d. The GWO must be contacted immediately regarding all bison problems.

16. Enforcement Procedures

a. Citations issued by Game Wardens (Conservation Law Enforcement Officers) for violations of natural and cultural resources laws and/or regulations may be forwarded to the base Magistrate, the violator's command, or Federal Magistrate for adjudication, in accordance with any applicable laws and/or regulations, SOPs, and bail/fine schedules.

b. Violations of base, state, and federal regulations relating to resource recreational customers on MCB Campen will be evaluated by the Chief Game Warden. This action will be in addition to any other fines or punishment. Any action taken will be consistent with this Order and past practices of the RECB. Additional information on violations can be obtained through the GWO. Some basic guidelines are listed below:

(1) <u>Hunting Violations</u>	<u>1st Offense</u>	<u>2nd</u>	<u>3rd</u>
(a) Taking or possession of threatened or endangered species on state or federal list.	Revoke		
(b) Taking or possession of protected birds or animals.	Revoke		
(c) Taking deer with the use/aid of artificial light.	Revoke		
(d) Taking birds or mammals by the use or placement of salt, grain, fruit, or other foods (baiting).	Revoke		
(e) Taking birds or mammals which belong to another, or from another's vehicle.	Revoke		
(f) Taking of birds or mammals during closed season.	Revoke		
(g) Unlawfully taking birds or mammals by the use of traps, nets, snares, or other prohibited devices.	Revoke		
(h) Hunting while intoxicated with alcohol or drugs.	Revoke		

(i) Hunting with no license or while under suspended license or permit.	Revoke		
(j) Unlawfully buying or selling birds or mammals.	Revoke		
(k) Shooting signs or other property.	Revoke		
(l) Failure to report game kills to proper authority.	Revoke		
(m) Taking deer without proper tag.	Revoke		
(n) Hunting migratory waterfowl without obtaining proper stamps.	Revoke		
(o) Illegal method of take.	Revoke		
(p) No hunter shall waste game bird/mammal.	Revoke		
(q) Possessing or transporting loaded firearm(s) in vehicle.	Suspend 12 mo	Revoke	
(r) Hunting within 150 yards of closed buildings, shooting over roads, etc.	Suspend 12 mo	Revoke	
(s) Hunting migratory game birds with unplugged shotgun.	Suspend 3 mo	Revoke	
(t) Failure to wear hunter orange vest.	Suspend Up to 3 mo	Suspend 6 mo	Revoke
(u) Exceeding the daily bag/possession limit.	Suspend 3 to 6 mo	Suspend 12 mo	Revoke
(v) Violation of any other hunting regulations.	Suspend Up to 6 mo	Suspend 6 to 12 mo	Revoke
(w) Failure to check-in/out at the GWO prior to or after hunting, within 1 1/2 hours after sunset or hunting in the wrong area.	Suspend Up to 3 mo	Suspend 6 to 12 mo	Revoke
(x) Littering while hunting.	Suspend 3 mo	Suspend 6 mo	Revoke
(y) Introducing any species onto base without permission.	Revoke		

(z) Hunters possessing more than the allotted amount of ammunition while in the field.	Suspend 3 mo	Suspend 6 mo	Revoke
<u>(2) Fishing Violations</u>	<u>1st Offense</u>	<u>2nd</u>	<u>3rd</u>
(a) Illegal method of take.	Revoke		
(b) Offer to buy or sell game fish.	Revoke		
(c) Possession of protected species.	Revoke		
(d) Introducing any exotic species of fish into base waters.	Revoke		
(e) Deliberately introducing any pollutant into base waterway.	Revoke		
(f) Taking fish from another.	Revoke		
(g) Wasting fish.	Suspend 3 mo	Suspend 6 mo	Revoke
(h) Littering while fishing.	Suspend 3 mo	Suspend 6 mo	Revoke
(i) Fishing without proper license permit, stamp, or failing to display.	Suspend 1 mo	Suspend 6 mo	Revoke
(j) Possession of undersize fish or exceeding daily bag limit.	Suspend Up to 6 mo	Suspend 6 to 12 mo	Suspend 1-yr
(k) Possession of multiple bag limits.	Suspend 6 to 12 mo	Revoke	
(l) Failure to check in/out with the GWO.	Suspend Up to 3 mo	Suspend 6 to 12 mo	Suspend 1-yr
(m) Violation of any other fishing regulations.	Suspend Up to 6 mo	Suspend 6 to 12 mo	Revoke

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Chapter 10

Facilities

Section 1

Construction

1. General. Organizations, activities, or individuals will not accomplish any new construction, additions, modifications, improvements, alterations, or any other new work to existing facilities or buildings unless specifically authorized by the CO, MCB CamPen (CO, MCB CamPen). Specific instructions are found in BO 11100.4_.

2. Definition and Types of Constructions. Construction is defined as the erection, installation, or assembly of a new facility; the addition, expansion, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one activity to another. This includes real property equipment installed and made part of such facilities and related site preparation, excavation, filling, landscaping, or other land improvement. Categories of construction are:

a. Military Construction (MILCON). New construction in excess of \$750,000 requires approval from Congress. Regular military construction procedures shall be in accordance with MCO P11000.12_.

b. Restoration and Modernization. New construction between \$100,000 and \$750,000 requires approval from Headquarters, Marine Corps, and are submitted annually. New construction projects less than \$100,000 must be submitted in accordance with BO P11014.1_ and can be approved by the CO, MCB CamPen.

Section 2

Facilities Maintenance Department1. Maintenance and Repair

a. The maintenance and repair of real property, to include all structures, roads, utility systems and other facilities, is the responsibility of the Facilities Maintenance Officer (FMO), except for those specific areas and functions designated herein.

b. Maintenance is the day-to-day, periodic, or scheduled work intended to prevent or correct wear and tear to a facility to forestall replacement. Repair is the restoration of a facility to such condition that it may be effectively used for its designated purpose. As a general rule, maintenance is work intended to prevent or correct wear and tear to delay replacement, whereas repair is work that replaces constituent parts of a facility. All real property maintenance and repair aboard this base shall be controlled and performed in accordance with MCO P11000.5_.

c. The FMO has overall responsibility for the maintenance and repair of all buildings, structures, facilities, improved and unimproved roads, walks, paved areas and grounds; for the operation, maintenance and repair of utilities; for the handling and disposal of refuse; for insect and rodent control. The FMO is also responsible for planning fund support, the initiation of facilities projects, and compliance with the functioning authority provisions of MCO P11000.7_, Vol. III. The Public Works Officer (PWO) is responsible for the preparation, justification, and submittal of facilities repair and improvement (M2/R2)/Military Construction (MILCON) project documents to Headquarters Marine Corps.

d. Area commanders will establish a maintenance administration facility in accordance with BO P11014.1_, to serve as a focal point for maintenance matters. Each area commander will appoint an officer or senior noncommissioned officer 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 maintenance representative (officer, noncommissioned officer, 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 may task the area maintenance representative with these functions:

(a) Continuous inspection of grounds, buildings, and facilities, to establish a current record of maintenance requirements to control vandalism and make damage notations.

(b) Coordinating requirements and submitting work requests for all Facilities Maintenance Department (FMD) support within the area.

(c) Dedicated police of the entire assigned area.

(d) Adopting and actively enforcing positive measures for utilities conservation such as turning off unnecessary lights, heat, and water.

(e) Coordinating and using the Facilities Maintenance Self-Help Program.

(2) Tenant organizations are responsible for accomplishing basic homeowner and housekeeping maintenance (self-help) functions on buildings they occupy in accordance with BO P11014.1.

e. The Customer Service Section, FMD, 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 should be delivered to the Customer Information Center (work reception), FMD, 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 work which, if not accomplished, will stop the use of the facility. Examples include loss or interruption of utility service(s), or exposure to life threatening hazards or problems. During normal working hours emergencies should be reported which, if left unattended, will prohibit use of the facility, promptly to the area maintenance representative. After normal working hours and on weekends, emergencies can be reported directly to the Emergency Maintenance trouble desk.

(2) Routine Maintenance

(a) Service Work. Work that is relatively minor in scope, normally requiring 16 labor hours or \$2,500 to accomplish (i.e., leaking faucet, clogged drain, broken window, inoperative door lock, etc.). Requests for routine maintenance/service work should be submitted to the area commander's maintenance representative in the form of a routine service ticket. The area maintenance representative is responsible for screening all routine service requests for accuracy and validity, and for providing an authorized signature. Following screening and signature, all service tickets will be delivered to the FMD, Customer Information Center (work reception), building 2291, for processing, or submitted via the MAXIMO management system.

(b) Specific Work. Work which is relatively extensive in scope, normally requiring 16 labor hours or more, and multiple trades or contract services to accomplish, and is not classified as emergency or service work (i.e., repave parking lot, re-roof, rewire electrical, etc.). Work requests for performance of work or cost estimate that relate to real property facilities maintenance and repair, new work (minor construction), or facilities support contract services should be submitted to the area commanders maintenance representative on a NAVFAC 9-11014/20 Form, Work Request (Maintenance Management) providing an authorized signature. Work requests are to be delivered to the 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.

2. Self-Help Program

a. Self-Help is defined as that work which is "similar to what a homeowner might accomplish in his/her own dwelling." The base Self-Help Program is principally a maintenance/minor repair program. Minor construction (as defined in MCO P11000.5_, Chapter 3) will not be undertaken without specific written approval of the FMO.

b. BO P11014.1_, will be used as a guide to assist area commanders in accomplishing their local "self-help" maintenance program. If the area commander determines that sufficient, qualified, personnel are not available to maintain an effective self-help program, a standard work request will be submitted to the FMO requesting training for personnel. Subjects to be covered during the minor maintenance school include plumbing, electrical, carpentry, painting and glazing.

3. Keys and Security Containers

a. Each organization or activity assigned facilities will maintain a secured key locker containing a duplicate key (and unissued original keys for unoccupied buildings) to each of its facilities. A log will be maintained to indicate time, date, purpose, and to whom the keys are issued.

b. Duplicate keys to all buildings will also be maintained in the FMD Key Shop for emergency entrance use. In an emergency the following officials, or their authorized representatives, are authorized access to duplicate keys:

- (1) FMO
- (2) Provost Marshal
- (3) Base Fire Chief

c. Requests for manufacture of duplicate keys will be made to the FMO, by work request, with complete justification. Requests for additional or replacement master keys will be in writing and signed by the requesting organization's area commander. Replacement or repairs required as a result of negligence or misuse of government property will require reimbursement to FMO prior to corrective action.

d. Area commanders will ensure that master-grandmaster keys are safeguarded. Master keys should not be issued below the battalion/squadron level.

e. The FMO will not be responsible for making duplicate keys for padlock type locks, or for opening this type lock if keys are lost, misplaced, or broken inside the lock. This includes all high security type padlocks.

f. FMD locksmiths can change combinations to safes and security containers, and open containers for which combinations have been lost. Opening of containers, which contain arms, ammunition, or classified material, will require written authorization by both the custodian and CO/activity director. Activities are responsible for the material costs and could be responsible for labor cost associated with opening safes due to negligence or lost safe combinations.

g. Requests for changes to installed locking devices will be via a work request form to the FMO.

4. Signage

a. Outdoor signage includes traffic control, regulation signs, related pavement marking, identification signs, facility signs and directional signs.

(1) Traffic control, regulation signs, and pavement marking, will conform to either the Federal Manual for Uniform Traffic Control Devices or the California Department of Transportation Traffic Manual. All new traffic signs will be coordinated through the Provost Marshal's Office for authorization and placement.

(2) Identification, facility and directional signs will conform to the uniform guidelines detailed in the base Exterior Architecture Plan (BEAP) of 1995. The BEAP establishes a signage hierarchy of style and size relative to location, activity and function. The overall intent is to clearly and uniformly communicate information, and avoid excessive, uncoordinated signage throughout the base. The proponent office for the BEAP is the PWO. Each major command and area commander has a copy.

(3) Identification signs for headquarters cantonments and major facilities will incorporate concrete and masonry pedestals. Headquarters signs for battalion/squadron level and higher organizations will use the "camelback" sign displaying a Marine Corps emblem with red sign face and yellow letters. Navy organizations will display an appropriate emblem with blue sign face and white letters. Headquarters signs may display nameplates for general officers, COs, sergeants major and command master chiefs. Cantonment and major facility signs share the same general features as headquarters signs but without personalized nameplates. Identification signs for company/battery level or section sized units will be on rectangular signs without emblems. Sign frames will normally be of metal tubing. Nameplates will be furnished for COs and first sergeants. Nameplates will be provided for officers/staff noncommissioned officers/noncommissioned 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 FMD provides signs, which support real property functions. The only exception is government vehicle license plates for general officers, assistant chiefs of staff, battalion/squadron level or higher COs, sergeants major, and command master chiefs.

d. All requests for signs will be submitted on a work request form.

5. Pest Control

a. Pest control is a function of FMD and is described in detail in BO 6250.1_. All base pest control measures and management functions will be coordinated with the base Pest Manager/Environmental Compliance Department Head at AC/S Environmental Security (ES). All applications of pesticides, whether applied by government employees, military personnel, or private contractors, will be coordinated with the base Pest Manager prior to application.

b. Control of most pests is best achieved through exclusion and sanitation. Only when these practices fail should mechanical measures and/or pesticide application be considered. Priority of effort will be towards vector control, which includes insects, and rodents that are of sanitary or health significance. Examples include rats, mice, and mosquitoes. The next level of effort is towards economic or nuisance type pest control, which include ants and termites.

c. Predatory animal control is a responsibility of the AC/S, ES.

6. Area Police Responsibilities. In general, area-policing responsibilities are as follows:

a. Individuals/units/activities are responsible for the interior policing of their assigned facilities.

b. Area commanders are responsible for the exterior policing of structures, improved and unimproved grounds, roads, and fence lines within their assigned areas except as noted herein. Priority should be placed on all improved roads, high traffic and high visibility roadways, and be conducted on a dedicated and scheduled basis.

c. The AC/S, Marine Corps Community Services (MCCS) is responsible for the policing of all MCCS activities unless specifically assigned to another responsible individual or unit.

d. The CO, Security Battalion is responsible for Vandegrift Boulevard and Rattlesnake Canyon Road.

e. Organizations using training areas are responsible for the policing of such areas during and immediately upon completion of use.

f. The FMO is responsible for the policing of:

(1) The Ranch House and museum grounds.

(2) Unoccupied areas (except training ranges) where responsibility is not otherwise assigned.

(3) Those areas/facilities under contract for policing and/or custodial services.

g. The PPV Property Managers, Lincoln Military Housing and Hunt Military Communities, are responsible for the policing of common areas in family housing areas.

h. The Director, Billeting/Bachelor Housing Department is responsible for the policing of the 13 and 21 Area Bachelor Officer's Quarters to include custodial/maid service.

7. Landscaping

a. Area commanders are responsible for maintaining grass, plants, shrubs, and trees in their assigned areas. Guidance and technical assistance in maintenance of landscaped areas can be provided by the FMO.

b. Pruning, defined as the cutting or trimming to control size of rejuvenate growth, is the responsibility of the area commander. The removal of, or the excessive trimming of trees and shrubs is prohibited. Tree trimming service may be requested via work request to FMD.

c. The PPV Property Managers are responsible for all landscape maintenance within their respective family housing areas.

8. Trash/Refuse Collection and Disposal

a. The Facilities Support Contracts (FSC) Division under the AC/S Facilities (AC/S FAC), PWO, is responsible for collecting and disposing of trash/refuse (excluding ammunition, wet garbage, dead animals, and hazardous and salvageable materials) in all areas other than family housing, where the PPV partners contract for and coordinate refuse disposal. Collections will be scheduled in accordance with the contract, or surveys of activity and area facilities.

b. Specific instructions for handling waste other than rubbish and residential refuse are in the references indicated below:

(1) Wet garbage - BO P10110.37_.

(2) Ammunition and related materials - BO P8000.3_.

(3) Recyclable paper pick-up shall be coordinated through FMD, Recycle Branch.

c. Nonresidential refuse will be placed in base provided commercial style dumpsters.

(1) Personnel will not enter refuse containers for any purpose. Scavenging from refuse containers is prohibited.

(2) Vehicle parking is prohibited in the immediate vicinity of refuse containers to allow unobstructed access by collection trucks.

(3) Requirements for additional dumpsters, or larger special purpose containers, will be requested by contacting the FSC Division. Additional requirements in housing are to be coordinated through the Area Housing Community Manager.

(4) Schedules for trash/refuse collection will be published by separate area camp directives. When special pick-up is required, details concerning the requirement will be coordinated with the FSC Division.

d. The base sanitary landfills are operated and controlled by the FMO to facilitate the proper disposal of CamPen 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 FMO.

(5) Questions regarding solid waste disposal and management may be directed to the FMD, Environmental Protection Specialist.

e. In order to reduce the amount of recoverable material entering the base's landfills, MCB CamPen operates a recycling program in which every unit, organization, activity, along with every base household, is required to participate. To ensure that the diversion of recyclables from landfills is convenient and effective, base occupants are provided with a residential Recycling Curbside Collection Program, drop sites, collection containers, and turn-in centers. Money from the sale of recyclables is used to offset the cost of the recycling program and if a balance remains, money is used towards pollution abatement projects, energy conservation, safety and health, and MCCS projects. Questions regarding the Recycling Program should be directed to the Program Manager.

9. Utilities Operations/Conservation

a. The FMO has overall responsibility for utilities operations/conservation and will appoint a base Energy Conservation Manager who will monitor and provide guidance in the implementation of the base Conservation Program.

b. Area commanders are responsible for executing the base Utilities Conservation Program as explained in BO 11330.2_, Energy Management Program, in their assigned areas. They will appoint an Area Utilities Conservation Officer/Building Energy Monitors (BEM) to monitor utilities utilization, and to detect and initiate corrective actions required to eliminate misuse of utilities. A copy of the appointing order will be forwarded to the base Energy Conservation technician.

c. Tapping, modification, or expansion of any base utility system (electrical, gas, water, or sewage) is strictly prohibited without prior approval of the FMO. This includes the hanging of tactical communications wire or cable, and mobile electric distribution power cable on utility poles.

d. Except in emergencies, no person will turn on/off, adjust, or otherwise tamper with electrical, water, sewage, fuel, heating, energy monitoring, or air-conditioning systems without approval of the FMO or designated representative. Unauthorized access to utility plants, such as water wells and wastewater treatment facilities, is prohibited. These restrictions also apply to private contractors performing work aboard the base. It is the responsibility of the sponsoring activity (i.e., PWO, MCCS, AC/S Communications and Information Systems (CIS)) to make contractors aware of these restrictions.

e. Mechanical and boiler rooms will be kept locked. Only the FMO and the base Fire Chief will hold keys. Only authorized representatives of these activities may enter boiler rooms while in the performance of their duties. These spaces will not 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 Emergency Maintenance.

(2) Interior and exterior lighting will be turned off when not required. Exterior lights (building and street) will not be turned on before dusk and will be turned off at daybreak per BO 11330.2_.

(3) Heating/air-conditioning will be maintained at the minimum temperature required to maintain operational function of equipment, and to ensure health and safety of personnel. Systems will be turned off when premises are not occupied per BO 11330.2_.

(4) Report all instances of improper use to the Area Utilities Conservation Officer as appointed by respective area commander.

10. Heating Systems

a. Building heating systems will be activated the week of 15 November of each year and secured the week of 15 April of each year, unless unseasonable weather dictates otherwise. All buildings connected to the base Unity Energy Management System (EMS) will request changes in heating systems schedules for mission accomplishment requirement to the FMO/RO per BO 11330.2_.

b. Maximum heating temperatures shall be maintained at 65 degrees Fahrenheit in working areas and 68 degrees Fahrenheit in living spaces.

c. A maximum temperature of 55 degrees Fahrenheit shall be maintained in working areas during non-working hours.

d. Area commanders will ensure that heat is secured in unoccupied buildings, and that temperature settings are those specified in BO 11330.2_.

e. No clothing or other objects will be hung on or placed close to heating equipment, thereby creating a fire hazard, restricting access to heating equipment, or restricting air circulation.

f. No unauthorized person will attempt to change the heating system of any building or alter control settings. Occupants of housing units and quarters are authorized to set heating controls in accordance with maximum temperature standards in the base Utility Conservation Plan.

g. Electric heaters will not be used unless authorized in writing by the FMO.

11. Air Conditioning Systems

a. Installation and operation of air-conditioning systems and individual units will comply with MCO P11000.9_.

b. Controls must be set to achieve a room temperature of no lower than 78° Fahrenheit and provide minimum ventilation of seven cubic feet per minute per person.

c. All air-conditioning will be controlled from the base's Unity EMS, or have a factory pre-set or locking thermostat covers. All buildings connected to the base Unity EMS will request changes in cooling system schedules for mission accomplishment to the FMO per BO 11330.2_.

d. Requests for the installation of air-conditioning shall be submitted in the form of a work request to the FMO with proper justification. All requests for air-conditioning will be reviewed by FMD's Utilities Division, Energy Conservation Section, and are subject to approval by the FMO.

e. Indiscriminate purchase and installation of air-conditioning units is not authorized without the prior approval of the FMO and base Energy Manager per BO 11330.2_.

f. Air-conditioning shall be approved only for health or safety reasons, spaces used for classified discussions or displays, and to support equipment identified by the manufacturer requiring temperature and environmental control.

12. Underground Utility Location. Prior to any excavation on 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 Customer Service Center, FMD, building 2291.

13. Borrow Pits

a. The FMD operates several designated borrow pits for the purpose of providing select fill material for construction/repair projects. Access to these sites and removal of material is only by specific authorization by the FMO.

b. End use of fill material may require coordination and authorization by AC/S, O&T, or AC/S ES.

14. 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.

15. Water Resource Management

a. To satisfy its water demand, MCB CamPen is more than 99% reliant upon native water from the four streams and associated aquifers running through or underlying the base. Since the base's inception in 1942, more than 70% of this native water supply comes from the ground aquifers in the Santa Margarita River (SMR) watershed, one of the most litigated stream systems in the history of the State of California. In short, to satisfy its military, municipal, industrial, and agricultural water demand, CamPen is reliant upon its legal rights to SMR water.

b. Water in semi-arid Southern California is a scarce commodity and, consequently, MCB CamPen's native water resources are limited in nature and invaluable. Water is of such critical importance that its economical use must be of continuing concern to all personnel and to all organizations operating and residing on the base. It is the continuing policy of the CO, MCB CamPen, to use water efficiently and to exercise water resource management using a comprehensive and integrated operational, planning, and strategic approach. This policy includes restoration, improvement, and preservation of precious water resources in the military as well as in the public interest. This latter consideration includes management of native water resources in a manner that supports the in-stream requirements of the ecosystem, to include riparian and estuarine habitat and species. And in particular water resources are to be used to protect those flora and fauna determined to be "threatened" or "endangered." The policy and practices attending water use and water resource management on CamPen relate to both supply (quantity) and pollution prevention and water quality concerns.

c. To ensure the continued reliability of MCB CamPen's native water supply, the AC/S FAC, Office of Water Resources (OWR), is charged with coordinating the base-wide implementation of comprehensive, integrated water

resource management principles pertaining to water use and to wastewater reclamation and re-use on MCB CamPen. The water resource management activities over which OWR exercises its planning and strategic initiatives include, but are not limited to:

- (1) Groundwater basin management;
- (2) Water conservation and reuse;
- (3) Wastewater and stormwater collection and re-use;
- (4) Defense and enforcement of water rights and oversight of water rights and water quality litigation, both judicial and administrative;
- (5) Coordination and interface with outside state and federal administrative and regulatory agencies handling water resource and wastewater management issues;
- (6) Analysis of water quality data, both on and off the base. The Director, OWR, will chair the base's Water Steering Committee. OWR will also represent the base in regional water resource management and planning efforts and organizations, including the San Diego County Water Authority (SDCWA), and other local, regional, state, and federal associations, councils, committees, and discussion groups that address water resource and wastewater management issues and initiatives. Additionally, the Director of OWR sits as a representative of the United States on Case 1247 Watermaster SMR Steering Committee.
- (7) Management of Lake O'Neill and associated diversion/conveyance structures/percolation ponds in order to ensure that sufficient water is diverted and stored to meet MCB CamPen's mission and preserve its valuable water rights.

d. Management of water resources that are not derived from native water, including water provided from other sources to the "Naval Enclave" which consists of MCB CamPen; MCAS CamPen; the Naval Hospital CamPen; and the Naval Weapon Station (NWS) Fallbrook Annex. The Naval Enclave became a member of the SDCWA in 1977. As such, the enclave has an entitlement to receive up to 15,000 acre-feet of imported water. Currently, only San Mateo Point Housing and the NWS receive imported water against this entitlement.

e. Individual/unit responsibilities for the protection and conservation of water resources will include the following:

- (1) No hazardous materials of any kind, trash/garbage, or other refuse will be dumped or allowed to be introduced into any groundwater basin, stream, or water body.
- (2) Swimming in lakes, ponds, or streams is prohibited except as expressly authorized by the Director of OWR after appropriate coordination.
- (3) The use of field heads and urinals is prohibited. Cat holes will be utilized by squad-size units or smaller on the move. Larger units or stationary units of any size will schedule pre-location of chemical heads prior to their exercise. Citing and maintaining of chemical heads will be in accordance with BO 3500.1_, MCB CamPen, Ranges and Training Areas Standard of Operation (SOP).

(4) Sand, gravel, etc., may be removed only from designated areas and then only under conditions as approved by the CO, MCB CamPen (AC/S FAC).

(5) Pumping water from any of the various lakes, ponds, streams, wells, or other storage areas, or citing irrigation pumps, well drilling equipment, field showers, or field water purification units requires compliance with BO 5090.2_ and coordination with the Director, OWR.

(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 Director, OWR.

(7) All personnel will take special precautions to avoid damaging or destroying observation wells. These wells consist of 6-to-16 inch diameter pipes extending 18 inches or more above the ground, painted yellow, and having locked or screw-type caps.

f. MCB CamPen will conserve water using a multi-faceted approach including but not limited to:

(1) Landscape irrigation of all lawns, flowers, gardens, athletic fields, parade decks, and other areas requiring irrigation (other than lands currently under cultivation for agricultural production) will be restricted to the hours between 1800 and 0900.

(2) Landscape irrigation will not be allowed to wet adjacent areas such as sidewalks, driveways, parking lots, or streets. Irrigation will not be conducted in any manner that causes water to accumulate in puddles, depressions, or run-off in streets, channels, or storm drains. Landscape irrigation will not be conducted in any manner that results in free-standing water or soggy conditions to exist once irrigation is turned off.

(3) Landscape irrigation will not be allowed during or within four days following rainfall equaling $\frac{1}{4}$ inch of water or greater as reported in the local news media.

(4) Maintenance is a critical part of any base-wide effort, and it is critical to water conservation. Leaks in all water systems must be reported to the FMD by use of the base-wide Work Request submittal system. Reports will be submitted within one work day of the leak being identified and the reports will be the responsibility of the Area Commander or the senior Marine/civilian in the nearest building.

Section 3

Family Housing Department

1. General

a. Information. BO P11101.31_ and this section provide instructions and basic information for the administration and operation of family housing facilities at MCB CamPen, to include policies and regulations for management, occupancy and dispossession. These policies are derived from and supplement existing DON and Marine Corps directives. Requests for exception to the provisions of these established policies will be made in writing to the CO, MCB CamPen, via the Director, Family Housing.

b. Regulations. These regulations are designed to ensure the prudent and economical management and maintenance of all family housing, to include assignments, referrals, dispossessions, involuntary terminations, records, and reports, for all family housing aboard MCB CamPen.

2. Organization and Management. All family housing aboard MCB CamPen is privatized. The CO, MCB CamPen retains cognizance over family housing and residents through his authority and responsibility to maintain good order and discipline aboard the installation. AC/S Facilities (FAC) is responsible for all family housing functions, and exercises this responsibility through the Director, Family Housing. The Family Housing staff is charged with oversight of Public/Private Venture (PPV) housing aboard MCB CamPen.

3. Entitlement

a. Family housing constructed aboard this base was intended to compensate for the lack of adequate off-base housing. There is no legal requirement to provide on-base housing. However, the government provides all married service members and certain single service members a Basic Allowance for Housing (BAH) to cover a percentage of housing costs.

b. In the case of privatized housing, the service member's BAH is provided to the PPV partner as a form of rent. This is how the partner recoups investment costs. Should both spouses be service members in receipt of BAH, the spouse receiving the higher BAH provides his/her BAH as rent, while the other spouse retains BAH at the "without dependents" rate.

c. No person will occupy, as living quarters, any building aboard MCB CamPen without approval by AC/S FAC.

4. Quarters Designation. The CO MCB CamPen will designate quarters by category. Family housing designated for various grades of officer and enlisted service members will generally be assigned to personnel in the grades for which housing is constructed unless precluded by renovation or redesignation. When necessary, to best meet a current need, family housing may be temporarily assigned to personnel not more than one grade/category senior or junior than the designated grade category.

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5. Key and Essential Personnel. When an officer or enlisted service member is assigned to a designated key and essential billet, that person will be placed at the top of the waiting list and may be assigned to the first quarters available. The following billets are designated key and essential:

- a. Commanding General, Marine Corps Installations-West.
- b. COS, Marine Corps Installations-West.
- c. Sergeant Major, Marine Corps Installations-West.
- d. Commanding Officer, Marine Corps Base, Camp Pendleton.
- e. COS, Marine Corps Base, Camp Pendleton.
- f. Sergeant Major, Marine Corps Base, Camp Pendleton.
- g. Provost Marshal, Marine Corps Base, Camp Pendleton.
- h. Commanding General, I Marine Expeditionary Force.
- i. COS, I Marine Expeditionary Force.
- j. Sergeant Major, I Marine Expeditionary Force.
- k. Command Master Chief, I Marine Expeditionary Force.
- l. Commanding General, 1st Marine Division.
- m. COS, 1st Marine Division.
- n. Sergeant Major, 1st Marine Division.
- o. Command Master Chief, 1st Marine Division.
- p. Commanding General, 1st Marine Logistics Group.
- q. COS, 1st Marine Logistics Group.
- r. Sergeant Major, 1st Marine Logistics Group.
- s. Command Master Chief, 1st Marine Logistics Group.
- t. Commanding Officer, Marine Corps Air Station.
- u. Commanding Officer, Naval Hospital.
- v. Command Master Chief, Naval Hospital.

6. Eligibility. Eligibility for assignment to MCB CamPen family housing will be in accordance with current orders and policies and the provisions of BO P11101.31, Family Housing Regulations. Military personnel who are entitled to BAH (at the "with dependents" rate, or at the "own right" rate when both spouses are service members) with accompanying family members, and are permanently attached to organizations at MCB CamPen are eligible for family housing aboard MCB CamPen.

7. Assignment and Termination

a. All military personnel eligible for family quarters, assigned to duty aboard MCB CamPen, must report to the Director, Family Housing, Building 1138, 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 CO MCB CamPen.

c. Termination of assignment to all family housing shall be made in writing by the Director, Family Housing or the PPV partner.

d. Upon receipt of permanent change of station (PCS) orders, sponsors and their families, under normal circumstances, must vacate family housing within 30 days after effective date of orders. The exception to this policy is a member assigned to an unaccompanied overseas tour who requests in writing, and receives approval, for continued occupancy as governed by current directives.

e. Personnel who are discharged, released from active duty, or retire from military service, must normally vacate their family housing no later than the last day of active military service. Requests for exceptions to this provision may be made in writing to the Director, Family Housing.

f. Personnel ordered to a station 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 CamPen on a temporary basis are not eligible to apply for on-base family housing.

g. Personnel who are classified as deserters, on unauthorized absence, or have otherwise abandoned family quarters forfeit their entitlement to family housing. All other provisions for the termination of assignment to family housing are in BO P11101.31_ and MCO P11000.22_, Marine Corps Housing Manual.

8. Application

a. DD Form 1746. Applicants for family housing will submit a DD Form 1746, Application for Military Family Housing, along with a copy of official orders to the Family Housing Office. Application forms and orders may be submitted by mail, email, facsimile, or in person by the applicant, or by a member of the applicant's immediate family, with a valid power of attorney, at anytime following the receipt of PCS orders. The applicant will be placed on the waiting list upon receipt of the DD Form 1746. Only when the reporting endorsement, dependency verification, sex offender disclosure, Privacy Act Disclosure, BAH verification and custody documents, if applicable, have been received, will the applicant be eligible for assignment to housing.

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b. Should both spouses be active duty, the spouse with a dependent DD 1751 stationed at CamPen will be the primary applicant. If they have no dependents, the higher-ranking spouse stationed at CamPen will be the primary applicant.

c. Housing Waiting Lists. Waiting lists of applicants are maintained by control date. The applicant in the number one position will be offered the first available unit appropriate for his or her category and family composition. Selection of units by address is not permitted. Applicants may refuse quarters once without displacement on the list; a second refusal will cancel the applicant from the list and he/she may reapply with no waiting period and a new control date will be established based on the new date of application. Applicants may voluntarily remove their names from the waiting list and they will be permitted to reapply for housing with no waiting period and a new control date will be established based on the new date of application. Assignment to privatized housing will be made in writing.

9. Assignment of Quarters

a. House size is based on the applicant's pay grade and family size. Applicants for family housing will generally be assigned quarters based upon the criteria of one bedroom per child (if available inventory allows) except as follows:

(1) Enlisted service members in the grades of E-4 through E-5 will qualify for a minimum of two bedroom NCO quarters.

(2) Enlisted service members in the grades of E-6 through E-9 will qualify for a minimum of three bedroom SNCO quarters.

(3) Officers in the grades of WO-1 through O-3 will qualify for a minimum of three bedroom Company Grade quarters.

(4) Officers in the grades of O-4 through O-5 will qualify for a minimum of three bedroom Field Grade quarters.

(5) Officers in the grade of O-6 will qualify for a minimum of four bedroom Senior Grade quarters.

(6) General Officers will qualify for designated General Officer quarters (GOQs).

b. Deviation from assignment policy requires approval of the CO MCB CamPen, or designated representative, via the Exception to Policy Request.

10. Reassignment

a. Once assigned to a set of adequate quarters, a resident will not normally be reassigned to another set of quarters during their tour of duty.

b. Residents of quarters who become eligible or ineligible for a specific set of quarters, because of changes in pay grade (enlisted to officer promotion), or number of family members, may request reassignment of quarters. Requests to relocate will be made in writing and contain a detailed explanation as to why the current quarters no longer satisfy the resident's requirements. All requests will be considered on a case-by-case basis. Upon approval, resident's name will be placed at the bottom of the appropriate waiting list with a new control date determined by the

circumstances for the relocation. Reassignment of quarters at the resident's request or convenience will be at the resident's expense. Only moves classified as being for the convenience of the government will be made at government expense.

c. Enlisted personnel promoted to officer rank must report this change and request reassignment. In this case, the government will bear the expense of moving the household goods. Officers who are married to enlisted personnel are not eligible for assignment to officer housing, and thus not eligible for assignment to family housing aboard CamPen.

d. Reassignment may be necessary due to unforeseen medical reasons. The cost may be born by the government depending on the circumstances.

(1) For dependents, a recommendation letter must be provided by the MCB CamPen Exceptional Family Member Coordinator.

(2) For military personnel, a recommendation must be provided by competent military medical authority.

(3) Wounded Warriors requiring assignment or reassignment to family quarters will be designated as priority moves.

e. Reassignment may be required due to maintenance, renovation, rehabilitation or demolition of quarters. When directed by the CO, MCB CamPen, the cost of the move will be born by the government.

11. Special Retention of Housing

a. Authority to remain in family housing after separation or date of detachment from CamPen

(1) At least 60 days prior to End of Active Service (EAS), retirement, PCS or PCA orders, the resident must submit a written request for retention of housing to the Director, Family Housing 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. Point of contact with phone numbers will be included in command endorsement.

(2) Residents assigned to Marine Corps Recruit Depot, San Diego, and Marine Corps Air Station, Miramar who currently reside at 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) Sponsor must submit a request for retention of quarters for family members continued occupancy 60 days prior to overseas departure.

(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. See family housing regulations for details.

(2) Absence from quarters by sponsor and family members for periods exceeding 90 days will be considered abandonment of family housing unless the absence is approved.

d. Termination of assignment after receipt of orders. When the occupant receives PCS/PCA orders, or other specific types of orders as indicated herein, that individual and his or her dependent(s) must, under normal circumstances, vacate family housing within a maximum of 30 days after the effective date of the orders. However, when the 30-day termination would cause undue hardship to the occupant the CO MCB CamPen may authorize the individual to retain occupancy for a period not to exceed 180 days after the effective date of the orders. Authorized occupancy of quarters during this period must not delay reporting for duty in accordance with orders.

12. Termination of Occupancy

a. Termination of assignment to family housing is required for the following reasons:

(1) When CamPen ceases to be the sponsor's permanent duty station.

(2) Death of a sponsor or sole family member. Normally the family will be allowed to retain quarters for 179 days beyond the death.

(3) Unacceptable or wanton behavior by the resident or guest. This includes behavior that is destructive to the morale, peace or harmony of the neighborhood, threatening to other residents or their property, or not considered in the best interest of the Marine Corps.

(4) Unacceptable care or destruction of assigned housing unit or related property and landscaping.

(5) When the sponsor has been officially declared a deserter.

(6) When required to preserve military discipline as determined by the CO 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 Partner must be notified and provided with contact information along with a return date.

(9) When a housing authority 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 anytime based on one of the above circumstances, or as directed by competent authority.

13. PPV Furniture and Furnishings. Quarters are equipped with range, refrigerator, built-in dishwasher and garbage disposal. In no case will the range or refrigerator be removed to use a privately-owned appliance.

14. Off-Base Housing Referral

a. Information

(1) The Referrals Section is part of the Applications and Referrals Branch within Family Housing. Housing Referrals is established to assist personnel with their off-base housing needs. The Referrals Section will assist in locating adequate quarters at reasonable cost without regard to race, creed, color or national origin.

(2) The Referrals Section maintains extensive information concerning off-base housing availability, and can assist personnel in locating suitable housing. The off-base Housing Referral Section also offers a convenient, complimentary listing service to landlords desiring to lease or rent their privately owned property. Information and forms pertinent to FHA and VA sales to prospective military home purchasers are available.

b. Policy

(1) All personnel reporting to CampPen, with or without dependents, will report to the Director, Family Housing office, Building 1138, before making a rental commitment, or purchasing a home, in the civilian community.

(2) The primary purpose of this policy is to prevent personnel from contracting for housing which does not meet the criteria for use of military personnel, particularly those involving discrimination or substandard housing. Information regarding schools, churches, shopping areas and utility companies are furnished for the prospective tenants, as are maps and local real estate information brochures.

(3) Complaints, whether originated by the tenant or landlord, should be referred to the Housing Referral Section for review and action. The off-base housing referral section will act as an impartial mediator in an attempt to resolve the problem. The off-base housing referral office may refer complaint cases to commands for assistance involving the requirement for military personnel to fulfill obligations such as delinquent rental payments, unpaid charges for cleaning/damages in excess of security deposits, etc.

15. Maintenance and Repair of Family Housing Property

a. PPV Partners are responsible for the maintenance and repair of all family housing property.

b. Requests for maintenance, repair or service work, both emergency and routine, including pest control, will be initiated by phoning the appropriate service desk, normally the District Office. All required services must be phoned in to the appropriate entity as soon as possible to eliminate further damage.

16. Domestic Animals

a. The term "domestic animal" refers to all categories of non-wild animals kept by a person or family, to include pets and service animals. Domestic animal regulations for family housing areas are designated to protect all residents and ensure a safe and healthy environment for both residents and animals. The provisions of this Order apply equally to all animals brought aboard this installation, whether permanently (i.e., to live with a family) or visiting.

b. Sponsors and their families in assigned quarters are afforded the privilege of possessing certain types of domestic animals, subject to the restrictions of the specific housing areas where they reside. There are several housing areas specifically declared "no animal" areas for environmental and family health reasons. These areas are Serra Mesa, Stuart Mesa, San Mateo Point, Pacific View and DeLuz housing communities. Residents of these areas may have small birds and fish only. These "no animal" areas also afford families choices that do not wish to live near animals or for health reasons cannot be around animals.

c. The only domestic animals allowed in family housing are dogs, cats, birds and fish. There is a maximum of two domestic animals allowed (i.e., two dogs, two cats, or one of each). All non-domestic or wild animals including, but not limited to, chickens, ducks, lizards, iguanas, monkeys, rabbits, reptiles, rodents, guinea pigs, potbelly pigs, snakes and tarantulas are not permitted in family housing. Commercial breeding and kenneling of animals is expressly prohibited aboard Marine Corps installations. Animals will not be bred for the purpose of selling them.

d. In all cases domestic animals aboard the base must be registered immediately with Animal Control, and must be appropriately licensed and vaccinated. This provision applies equally to animals brought aboard the base temporarily (e.g., "visiting animals").

e. No animal will be allowed to roam free at any time. Animals will be on a leash, within secured fencing approved by the installation, or within the house. At no time will animals be chained outside. Adequate food, water and shelter will be provided for all animals. Animals chronically off leash, chained outside, or not properly cared for will be required to be removed from family housing. When dogs are walked on a leash, the owner/keeper will immediately clean up after the animal.

f. Owners of animals will maintain yards (no bare spots) and adjacent areas, clean and free of animal droppings to avoid creating a nuisance and health issues. Dog owners will also ensure that their animals do not create a nuisance by barking and disturbing neighbors who have a reasonable expectation of the peaceful use of their residence.

Section 4

Billeting/Bachelor Housing Department

1. Purpose. This section provides instructions and information for the administration and operation of the MCB CamPen Non-Appropriated Billeting Fund Transient Personnel Quarters and Bachelor Housing Permanent Personnel Quarters, to include policies and regulations for management, occupancy and disposition. These regulations are derived from and supplement existing DON and Marine Corps directives. The requirements, instructions and criteria presented will be adhered to except where option of compliance is stipulated. Requests for exception to the provisions of these established policies will be made in writing to the CO, MCB CamPen, (Director, Billeting/Bachelor Housing Department (B/BHD)).

2. Organization and Management

a. The AC/S Facilities (AC/S FAC) is responsible for all bachelor housing functions, and exercises this through the Director, B/BHD in matters relative to the administration, operations and management of billeting functions of MCB CamPen.

b. Assignments and termination for MCB CamPen Billeting Fund Transient Personnel Quarters, a Non-Appropriated Fund Instrumentality (NAFI), are managed by the NAFI Billeting Manager. Assignments and termination for all Billeting/Bachelor Housing Permanent Personnel Quarters (PPQs) is delegated to the Area Commanders with the exception of the Bachelor Officer Quarters (BOQs) (Harborsite Inn), which is managed by the Billeting Office.

c. The construction of facilities (new work) is defined by Chapter 7. 1.b. of this Order and the repair and maintenance of bachelor housing facilities is covered by Chapter 7, Section 1.1 of this Order.

d. Temporary exceptions to the Billeting Bachelor Housing Management policies in this Order will be published by the CO, MCB CamPen via separate correspondence.

3. Entitlement. Billeting is provided to authorized transient personnel and permanent party personnel. Entitlement is based on military necessity as established by the DoD, DON, Marine Corps directives, availability of facilities, and certain authorizations established by law. Billeting designated for officers will not be assigned to enlisted personnel nor will officers be assigned to billeting designated for enlisted personnel. An exception to this entitlement is during a transition period when housing is being re-designated to balance the ratio between enlisted and officer housing, or as special demands require (i.e., mobilization).

4. Classification and Designation of Billeting/Bachelor Housing. Bachelor housing facilities at MCB CamPen are classified as adequate, inadequate or substandard according to construction standards and Minimum Standards of Adequacy (MSA) as defined in the USMC Bachelor Enlisted Quarters (BEQ) Campaign Plan 09 Nov 2006.

5. Quarters Designation. Designation of quarters by category, officer or enlisted, as approved by the Commandant of the Marine Corps (CMC), will be made by the CO, MCB CamPen. Billeting facilities designated for officer and enlisted personnel will generally be assigned in the grades for which housing is constructed and/or designated.

6. Quarters Occupants. Personnel assigned to Transient Personnel Quarters (TPQ) or PPQ is subject to the provisions of this Order in regards to all rules and regulations pertaining to the occupancy and use of government facilities.

7. Housing Area Locations and Designated Authorities. Area Commanders have overall delegated responsibility for bachelor housing within their assigned areas. This authority can not be re-delegated. Unit commanders assigned to an area are expected to comply with policies and procedures as set forth by the appointed Area Commander. Designated authorities will operate under the guidance established by the DoD 4165.63-M (NOTAL), MCO P11000.22, and this Order.

8. Eligibility. All bachelor enlisted (E1 - E5) personnel permanently attached to organizations at CamPen are eligible for assignment based on current MSA and/or available bachelor quarters. Additionally, geographical bachelors will be billeted in inadequate quarters only on a space available basis. Eligibility for assignment to CamPen bachelor quarters is managed by B/BHD and will be in accordance with current regulations and the provisions of this Order.

9. Geographical Bachelor. A geographical bachelor is an individual who is married, in receipt of Basic Allowance for Housing (BAH) with dependents, entitled to transportation of household goods and dependents and, for whatever reason, is unaccompanied by his/her dependents (i.e., Military Protective Order (MPO) restriction, 30-days prior to discharge, deployment, or re-deployment).

a. Geographical bachelors shall be assigned inadequate quarters only on a space-available basis. Space available assignments may be terminated after a reasonable notice (minimum 72 hours) when the space is needed for occupancy by personnel in higher priority categories (i.e., bona fide bachelors or duty transients). In no circumstance will a geographical bachelor be assigned to a room/space in bachelor housing facilities at the expense of bona fide permanent party bachelor personnel, activated reservists, or transients in training for deployment.

b. Assignments and termination of Space "A" bachelor housing for geographical bachelors will be "First In, First Out."

10. Assignment and Termination of Quarters

a. All assignments of Bachelor Housing PPQ, under management of the Area Commander, will be made in writing by the Area Commander or his direct representative.

(1) All eligible permanent personnel are to be assigned to bachelor quarters or be authorized BAH entitlement.

(2) When adequate quarters become available, the CO, MCB CamPen may terminate BAH entitlement and require military personnel (private through sergeant) to live on-base.

(3) The CO, MCB CamPen may assign bona fide bachelor corporals (or pay grade equivalent) and below to on-base government bachelor quarters even if the quarters are inadequate.

(4) Bona fide bachelor sergeants should be assigned to adequate on-base bachelor quarters, if available. Sergeants and above will not be involuntarily assigned to inadequate bachelor quarters except for reasons of military necessity. Personnel assigned (voluntarily or involuntarily) to government quarters (adequate or inadequate) forfeit BAH.

b. Relocation after Assignment. Normally, once an assignment to quarters is made it will be permanent during the individual's tenure of duty. Personnel will be considered for change of quarters only if the individual concerned is due to remain on station for a minimum of six months. Applications for reassignment to different quarters for enlisted personnel are submitted on an AA Form (NAVMC 10274) through their chain of command to the Area Commander. Exceptions may be considered for the following reasons:

(1) When promotion or reduction makes the individual eligible for a different category of MSA. Personnel already assigned to bachelor housing who are selected for the next higher rank, and so request, will go through their chain of command to the Area Commander for approval. Moving costs will be borne by the applicant if the relocation move is made for personal convenience.

(2) When due to particular circumstances, such as the necessity for repair, painting, or overhaul of quarters, and when the CO, MCB CamPen or the Area Commander considers it necessary that the quarters be vacated to properly accomplish the necessary work.

(3) Active duty members married to another active duty member and not co-located or not having established a joint household within reasonable commuting distance of where permanently stationed, are entitled to bachelor quarters as a bona fide bachelor.

c. Termination of Assignment. Requests for termination of assignment to all BEQs made at the unit level (regiment, squadron, battalion, etc.), will be made in writing and forwarded to the Area Commander for approval and shall not be effective earlier than the date the quarters are actually vacated and approval of the final inspection. Assignment to bachelor housing shall be terminated for the following reasons:

(1) Personnel who are discharged, released from active duty, or retire from military service must normally vacate their bachelor housing unit no later than the last day of active military service.

(2) Personnel who are classified as deserters, on unauthorized absence, or have otherwise abandoned bachelor quarters, forfeit their entitlement to bachelor housing. Disposition of personal property, household effects, and the cleaning of quarters will be in accordance with current regulations.

(3) When there is a change in the marital status upon which an individual's eligibility was based.

(4) Requests to vacate quarters to reside in off-base housing will be evaluated on a case-by-case basis.

(5) When a Marine is deployed or in a temporary active duty (TAD) status exceeding 20 weeks.

11. Occupant Responsibilities and Inspection of Quarters. Upon assignment, an inspection of the quarters and an inventory of property will be made by the BOQ/BEQ Manager and the potential occupant. The prospective occupant is required to read and complete a Condition of Occupancy Letter (see figure 7-1). The Area Commander shall require each BEQ occupant to read, understand and sign a Condition of Occupancy Letter which will contain all the requirements of paragraphs 11.a and 11.b. The bachelor housing representative will fill out the inspection and inventory forms indicating the condition of the room and Personal Support Equipment. Equipment is defined as any furniture, bedding (sheets, pillows, pillow cases, and blankets), or safety items (smoke alarms/fire extinguishers). Furnishing is defined as any attached lighting fixtures/shades or draperies/blinds. If the prospective occupant has comments on items noted during inspection, such comments will be entered on the appropriate form. Upon completion of the inspection the occupant will be required to sign the forms indicating his/her agreement with the inventory and condition of any property being assigned to/received from custody. There will be a 15-calendar day grace period during which the occupant may amend the comments.

a. Bachelor quarters occupants shall be responsible for routine housekeeping and for reporting items for repair or replacement to the appropriate bachelor quarters management personnel. All occupants shall be clearly informed of their responsibilities and potential liabilities when assigned government quarters. The assigned occupant is liable for loss or damage to any government quarters, equipment, or furnishings caused by abuse or negligence of the occupant, and the occupant's dependent(s) or guest(s). The occupant is responsible for correcting any loss or damage caused by abuse or negligence, and to reimburse the government.

(1) Occupant Use. The occupant(s) shall use the premises solely as a residence for themselves. The residence may not be shared with, or occupied by, unauthorized personnel. Use of the quarters for any other purpose, including the shelter of any unauthorized person(s), is prohibited.

(2) Good Repair. Except as otherwise provided herein, the occupant will maintain the property in good repair, and habitable condition. The BEQ Manager shall be responsible to ensure all work requests for repairs are submitted, monitored and completed, and are not due to the abuse or negligence of the occupant(s) or their guests during occupancy.

(3) Alcohol Consumption. No one under the age of 21 is allowed to consume, or have in their possession, alcoholic beverages in, or on, BEQ premises. Alcoholic beverages include all distilled spirits, wine, beer, and ale, except those prescribed for medicinal purposes. The three terms used in this Order are defined as follows: Distilled Spirits and Fortified Wines - includes all types of liquor and wine containing more than 17 percent alcohol by volume; Unfortified wines - includes all types of wines that have an alcoholic content of not more than 17 percent by volume; and Malt beverages - includes all types of beer, lager, malt liquor and ale containing more than one half of one percent and not more than six percent alcohol by volume. 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. E-5 and E-4 may have a maximum of two six

packs of malt beverage or two bottles of unfortified wine on BEQ premises. E-5 and below may not have distilled spirits or fortified wines on BEQ premises. E-6 and above have no restrictions on quantity or type of alcoholic beverage, but are expected to use common sense and discretion in their use.

(4) Visitation Procedures. Visitors and guests are synonymous and are defined as anyone who is not a resident of the BEQ or a specific room. There will be no visitors in the BEQ between the hours of 2200 to 0600. All visitors from outside the command will check in and out with the appropriate Duty Non-Commissioned Officer (DNCO) or BEQ manager when conducting their visits. Particular attention should be paid to monitoring visitations by opposite gender personnel. Overnight stays by visitors are not authorized. Area Commanders should ensure visitors and areas are sufficiently monitored to protect the good order of the area.

(5) Room Decorum. Rooms should be kept in a neat, clean, and orderly manner. Decor is left to Unit Commanders, but care should be taken to ensure rooms are not damaged by decorations. Displaying paraphernalia from any organization that espouses supremacist causes; attempts to create illegal discrimination based on race, creed, color, sex, religion, or national origin; advocates the use of force or violence; or otherwise engages in efforts to deprive individuals of their civil rights is prohibited. The display of paraphernalia that advocates illegal drug use and the display of pornographic material are also prohibited. Room organization does not have to be identical throughout each barracks. Limited individuality is encouraged for a better quality of life environment.

(6) Visible Presence. Area Commanders will ensure duty and unit noncommissioned officer (NCO), staff noncommissioned officer (SNCO) and officer personnel in the chain of command maintain a visible presence by conducting frequent tours of the area. BEQ regulations should be understood and visitors monitored. The main thrust is to prevent any breaches to good order and discipline. If such a breach takes place, timely intervention is essential. Weekends, holidays, or times when units are out of the area, are especially vulnerable times, and special attention must be paid to the security and well being of the area during these periods.

(7) Pets. Pets of any kind are not allowed in bachelor housing. Damage and costs for repairs caused by noncompliance will be the occupant's responsibility.

(8) Condition of Property. The BEQ Manager and the occupant(s) will inspect the property, and both parties will agree that the property is in a fit and habitable condition. Any discrepancy items noted by the occupant(s) shall be annotated on the BEQ Room Inventory Receipt. If discrepancies are not identified to the BEQ Manager within the 15-day period, the BEQ Manager should consider the property to be in acceptable condition and suitable for occupancy.

(9) Loss or Damage of Property. The occupant(s) shall use all fixtures, facilities and appliances in, or on, the premises in a reasonable manner. If the occupant(s) or guests willfully or negligently destroys, defaces, damages, impairs or removes any part of the premises (including fixtures, facilities and appliances), beyond normal wear and tear, or willfully, or negligently permits any person to do so, the occupant(s) will be held responsible for the damages.

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(10) Notice of Defects or Malfunction. The occupant(s) shall promptly notify the BEQ Manager whenever the structure, equipment, or any fixture contained therein, becomes defective, broken, damaged, or malfunctions in any way.

(11) Occupant Conduct. Occupant(s) shall conduct themselves in a manner that will not disturb their neighbors. Occupant(s) shall be considered responsible for their own and their guests' acts and behavior. Failure to maintain acceptable behavior, good order and discipline will be the subject of appropriate disciplinary action.

(12) Health, Safety and Security. The occupant(s) shall comply with all health, safety and security regulations imposed by the CO, MCB CamPen, the Area Commander and the Unit CO.

(13) Smoke Detectors. It is the joint responsibility of the occupant(s) and the BEQ Manager to check smoke detectors periodically and replace batteries, as necessary, to keep smoke detectors in proper working condition. Report any malfunctions to the BEQ Manager immediately. It is prohibited for residents to disassemble smoke detectors.

(14) Insurance. It is recommended that occupant(s) who may be held liable for damage or loss to the bachelor housing quarter's equipment and/or furnishings obtain a comprehensive insurance policy which provides for protection of their personal property and the quarters to which they are assigned.

(15) Redecoration and Alterations. The occupant(s) shall obtain written approval from the Area Commander before redecorating or making any alterations.

(16) Periods of Absence. The occupant(s) shall notify the BEQ Manager whenever extended absences of 30 days or more from quarters are anticipated.

(17) Access to Property by the Area Commander and Duly Designated Representatives. The Area Commanders or a duly designated representative may enter the premises in order to conduct routine inspections of personnel, buildings, furniture/personnel support equipment and fixtures, to make necessary repairs, alterations, or improvement, and to supply necessary or agreed upon materials, goods, or services within the area under their control. Such inspections may be conducted by the command to ensure the room is properly equipped, functioning properly, and the occupant is maintaining proper standards of readiness, sanitation and cleanliness.

(18) Room Keys. The occupant will sign for and be responsible for a room key. The occupant will pay a replacement charge determined by the Facilities Maintenance Officer for any lost or damaged keys per paragraph Chapter 7, Section 1.3 of this Order.

(19) Smoking. Smoking is prohibited in quarters. Smoking will be allowed only in designated smoking areas.

b. Upon termination of assignment to quarters an inspection of the quarters and an inventory of property will be made by a representative of the BEQ Manager and the occupant. The inspection will be scheduled with the BEQ Manager within five working days prior to departure date.

12. Utilization

a. Occupancy Standards. Maximum practical occupancy of adequate bachelor quarters shall be maintained while complying with the Commandant's unit integrity goals. Occupancy rates of 95 percent for adequate housing designated for permanent personnel E5s, 98 percent for E4s & below, and 75 percent for adequate transient or TAD housing are the CO, MCB CamPen utilization goals. Geographical bachelors, reservists and other no-cost residents are not to be used to calculate occupancy rates.

b. Military Necessity. Regardless of standards of adequacy, military necessity shall be the overriding consideration in determining occupancy requirements when, in the judgment of the CO, MCB CamPen, the billeting of an individual in a government-owned or controlled facility is required for mission accomplishment, contingency operations, training, or maintenance of a disciplined force. Mandatory assignments to bachelor housing to reduce BAH payments or to reduce per diem allowances may not be considered military necessity. When military necessity is invoked by the CO, MCB CamPen for purposes of assigning personnel to government housing, the nature and reasons for the military necessity shall be specified.

c. Unit Integrity. Application of the unit integrity concept shall take precedence in use of allocated quarters issued by the Area Commanders. As prescribed in ALMAR 106/98. Area Commanders shall review unit space allocations as required and make necessary adjustments between organizations. The B/BHD shall coordinate with the Area Commanders for the assignment of personnel from outside organizations into unit-managed space to obtain maximum practical use and to preclude unnecessary BAH and per diem payments.

d. Room Assignments. Maximum occupancy must be met wherever possible. Area Commanders shall ensure that billeting spaces are effectively used. Individuals should be assigned to rooms in accordance with the specific BEQ construction standards (3-2-1, 2x2, 2x0, 1x1) until all permanent personnel are no longer billeted in room configured, gang head, or open squad-bays. Married personnel or other personnel in receipt of BAH "will not" retain/maintain a room in the BEQ.

e. Basic Allowance for Housing (BAH). Unit COs may not authorize payment of BAH except for SNCOs and Officers. Area Commanders can approve BAH under rules six and seven contained in paragraph 15. Approval of all other requests resides solely with the CO, MCB CamPen. This administrative control is essential to ensure maximum use of adequate housing and preclude unwarranted BAH payments. Paragraph 15 provides detailed guidance on BAH requests. Figure 10-2 depicts personnel authorized to approve BAH requests.

13. Occupancy

a. Occupancy Eligibility. The following categories of personnel, listed in order of priority, are authorized to occupy permanent personnel bachelor housing:

(1) Military necessity personnel

(2) Permanent party military bachelor personnel not drawing BAH (i.e., bona fide bachelor personnel)

(3) Permanent change of station (PCS) students unaccompanied by dependents

(4) PCS military personnel who are:

(a) Divorced, unaccompanied, and receiving BAH for dependent support

(b) Legally separated, unaccompanied, and receiving BAH at the with-dependent rate

(c) Geographical bachelors on a space available basis

b. Dependent Occupancy of Bachelor Quarters. Permanent personnel bachelor quarters will ordinarily be used to lodge only active duty bona fide bachelor personnel. However, in times of emergency declared by the CO, MCB CampPen, the Area Commander may authorize dependents to reside in bachelor quarters on a space available basis.

c. Male/Female Occupancy. MCO P11000.22_ and MCB policy requires that women Marines be appropriately integrated with male Marines when the unit occupies a modern "motel style" barracks. When there are not sufficient motel style barracks to accommodate an entire unit, commanders will develop a billeting plan that provides men and women equitable use of existing facilities. The practice of designating a block of rooms for women Marines or an entire barracks or wing of a barracks for women Marines will be avoided to the maximum extent possible. Within this policy, the following guidelines for BOQs and BEQs will be observed to ensure that Marines are provided an adequate level of privacy:

(1) All occupants of a given room will be of the same gender.

(2) Where each room has private bath and toilet facilities, room assignments will be made without regard to gender.

(3) Where adjoining rooms are connected by a shared bathroom, all rooms with access to the shared bathroom will be assigned to personnel of the same gender.

(4) Where rooms have no individual bathroom facilities, separate central bath and toilet facilities will be designated for males and females. Under these circumstances, males and females will be isolated by wing or deck so that men and women are not required to traverse the same common areas or passageways en route to and from their bath facilities. When such a facility is not or cannot be divided to isolate males and females, it will be designated for either men only or women only depending on the needs of the command.

d. Guests and Residents Identification. Guests and residents shall have the Armed Forces Identification Card, Uniformed Services Identification and Privilege Card, or other official identification. Adequate measures shall be taken to prevent the use of bachelor quarters by unauthorized persons.

14. Diversions/Redesignations of Bachelor Quarters. Adequate bachelor quarters buildings, or portions thereof, will not be redesignated (permanent, category code change) to uses other than billeting without written approval

by CMC (LFF). Adequate bachelor quarters buildings, or portions thereof, may be diverted (temporary change) to uses other than billeting by the CO, MCB CamPen without CMC approval for a period not to exceed one year. Diversions of adequate quarters will not be extended beyond one year without written approval of the CMC (LFF). Requests to divert or re-designate bachelor quarters, or any portion thereof, shall be submitted by the Area Commanders to the CO, MCB CamPen, via Director, B/BHD and will contain the following information:

- a. Justification for diversion/re-designation.
- b. The use to which the space will be diverted/re-designated.
- c. Bachelor quarters deficit, and the number of privates through sergeants drawing BAH at the without-dependents rate.
- d. Building and room number(s) and number of spaces in each building to be diverted/re-designated.
- e. Effect of the diversion/re-designation on the base construction program.
- f. Number of personnel to be relocated as a result of the diversion/re-designation, and to what facilities the personnel will be relocated.
- g. The alternative means, if any, of providing the required space in lieu of diverting/re-designating bachelor quarters.

15. Basic Allowance for Housing (BAH). Unit COs and Area Commanders may not authorize payment of BAH except as noted previously in paragraph 12 e, or elsewhere in this Order (see figure 10-2). Written approval is only issued by the CO, MCB CamPen. A member without dependents in grade E-5 or below who is offered an assignment of adequate government quarters, or is assigned government quarters but elects not to occupy such quarters and resides in private quarters at own expense, is considered to be assigned to government quarters and not authorized BAH. Therefore, such member is authorized BAH-Partial; reference Joint Federal Travel Regulations (JFTR). This administrative control is essential to ensure maximum use of adequate housing and preclude unwarranted BAH payments.

- a. MCO P11000.22_ as well as the USMC BEQ Campaign Plan (9 Nov 06) sets forth overall policy for the use, occupancy and assignment of personnel to Marine Corps bachelor housing assets. It also establishes that the authority to approve/disapprove BAH requests rests with the CO, MCB CamPen.
- b. The CO, MCB CamPen is the final approval/disapproval authority of requests for BAH from bona fide bachelor personnel, except as noted herein.
- c. Requests for BAH are divided into two distinct categories as shown below:
 - (1) Entitlement by public law.
 - (2) Those personnel meeting the qualifying standards established for good and sufficient reasons, indicated in paragraph 15.e(1), or extraordinary circumstances in paragraph 15.e(2).

d. All military ranks used in this section are those of the United States Marine Corps. Corresponding ranks, by pay grade, of personnel of the other branches of military service apply.

e. Policy. To the maximum extent possible, full use of each BEQ, under the management responsibility of the Area Commander concerned, will be enforced prior to recommending approval of BAH. For purposes of this Order, full use is defined as a minimum occupancy rate of 95 percent of all BEQs within the given area. MSA for enlisted personnel are set forth in USMC BEQ Campaign Plan (9 Nov 06). The below listed qualifying standards must be met, prior to submission of a request for BAH, in order to be considered as an exception to this policy:

(1) Allowable Exception. All staff sergeants and above are entitled to elect BAH option in lieu of assignment to government quarters upon reporting for duty on PCS orders or may elect this option at any time thereafter, (see figure 10-14 for Officer/SNCO BAH Process Flow Chart).

(2) Extraordinary Circumstances. Personnel meeting the standards for the rank categories shown below may be entitled to receive BAH providing they qualify under the rules established in paragraph 15.j.

(a) Sergeants who meet the criteria established in paragraph 15.j.

(b) Corporals and Below. Primary billeting for corporals and below is on-base. All BEQs onboard this installation are adequate for these personnel. Corporals and below may qualify for BAH only if they meet the criteria established in paragraph 15.j.

(3) For Other Good and Sufficient Reasons. Enlisted personnel may qualify under this category providing individual extenuating circumstances are such that residence in government bachelor quarters would not be in the best interest of the Marine Corps, and/or for the health and welfare of the individual concerned. Requests based on this standard will be considered strictly on a case-by-case basis. When requests for BAH under this standard are of such a sensitive nature that restrictive viewing is warranted, the justification may be submitted under sealed separate correspondence. Examples of cases which would not qualify under this standard are: to establish a household pending marriage; a place of quiet to study for off-duty education; a reward for outstanding performance; differences in age groups; excessive personal belongings which were not shipped at government expense; verbal authorization without supporting documentation.

f. Dislocation Allowance (DLA). Upon approval of BAH, individuals concerned might also be entitled DLA, dependent upon a case-by-case review. Bachelor personnel reporting on PCS orders for duty aboard MCB CamPen, and who are not assigned permanent bachelor quarters within sixty (60) days may be entitled to DLA in accordance with the JFTR.

g. Processing Procedures for BAH Requests. Requests for BAH will be processed in accordance with the procedures established herein. These procedures are minimum requirements and are not all inclusive.

(1) Staff Sergeants and Above. Bona fide bachelor staff sergeants and above reporting on PCS orders to units located at CamPen, who elect to receive BAH in lieu of assignment to government quarters, should report

directly to their CO for BAH/DLA processing. They must have in their possession copies of their original orders with reporting in endorsements and a copy of their most current Leave and Earning Statement (LES). Those who have been provided with government quarters, and elect to vacate those quarters to establish off-base residency, must receive checkout clearance from the BOQ/BEQ Manager prior to reporting to their CO for BAH processing. The "Checkout Clearance" Form issued by the BOQ/BEQ Manager must be presented for BAH processing, (see figure 10-14).

(2) Sergeants may submit a request for BAH own right when the "OVERALL AREA" occupancy rate is at a minimum of 95 percent. A standard AA Form (NAVMC 10274) will be used when requesting BAH and must include the information contained in figure 10-8 of this Order. The AA Form (NAVMC 10274) will be submitted to the Unit Commander who will verify the document for accuracy. The AA Form (NAVMC 10274) is then forwarded, with endorsement, to the Area Commander who will verify completeness of the BAH package, and if all is in order, will approve the request and assign an effective date. The BAH package is then returned to the Unit Commander for entry into the unit diary. Figure 10-16 depicts the flow chart for the Sergeants' BAH process. A copy of the approved BAH package is forwarded to the CO, MCB CampPen (Attn: B/BHD). Sergeants are ordered NOT to vacate government quarters until such time as WRITTEN approval from the Area Commander has been received.

(3) Corporals may submit a request for BAH own right when the "OVERALL AREA" occupancy rate is at a minimum of 98 percent. A standard AA Form (NAVMC 10274) will be used when requesting BAH and must include the information contained in figure 10-9 of this Order. The AA Form (NAVMC 10274) will be submitted to the Unit Commander who will verify the document for accuracy. The AA Form (NAVMC 10274) is then forwarded, with endorsement, to the Area Commander who will verify completeness of the BAH package, the area occupancy rate and, if all is in order, will approve the request and assign an effective date. The BAH package is then returned to the Unit Commander for entry into the unit diary. Figure 10-17 depicts the flow chart for the Corporals' BAH process. A copy of the approved BAH package is forwarded to the CO, MCB CampPen (Attn: B/BHD). Corporals are ordered not to vacate Government quarters until such time as WRITTEN approval from the Area Commander has been received.

(4) All requests for sergeants and below, except those submitted in accordance with paragraphs 15.g.(2) and 15.g.(3), will be submitted to the CO, MCB CampPen (Attn: B/BHD) via the applicable unit commander(s) and Area Commander concerned for approval/disapproval using the standard AA Form (NAVMC 10274). (Sample NAVMC 10274s are contained in figure 10-3 through figure 10-9). Figure 10-15 depicts the flow chart for the sergeants and below BAH process when applying for BAH under Extraordinary Circumstance Rules 1 through 7. Figures 10-10 through 10-13 are sample unit/area commander endorsement letters. The AA Form (NAVMC 10274) must include the following information:

(a) Basic reason for requesting BAH, citing the appropriate paragraph or rules of this Order. Whether residing in the BEQ or, if applicable, off-base address. Supporting documents, as enclosures, to substantiate the request when required. Any other pertinent information deemed necessary to support the request.

- (b) Date Current Tour Began (DCTB)
- (c) Expiration of Active Service (EAS)
- (d) Pay Entry Base Date (PEBD)
- (e) Marital Status
- (f) Work Phone Number

(5) Members Married to Active Duty Spouses

(a) Requests from members with active duty spouses who, through official orders, are geographically separated, will normally be treated as members without spouse/family member(s). Requests should be addressed to the unit commander for approval and processing in accordance with JFTR and MCO P1080.40_ (PRIM).

(b) Members who, through civil court orders, attain the status of legally separated or divorced, and if there were children born of the marriage, the non-custodial spouse who may be required to pay child support, would be entitled to BAH without spouse/family member(s) in accordance with the JFTR.

(c) Members who, through civil court orders attain the status of legally separated or divorced, and there are no children of the marriage, then both members are classified as bona fide bachelors, and are not entitled to receive BAH unless approved by this command.

h. Action

(1) Unit Commanders

(a) Ensure that all staff sergeants and above who report for duty on PCS orders, who elect to receive BAH in lieu of assignment to government quarters, are provided with BAH and the possible entitlement to Dislocation Allowance Letter. The original letter, along with all attachments, will be submitted to Disbursing to settle the DLA and travel claim. One copy goes to the unit diary and one (1) copy will be filed in the Officer's Qualification Record (OQR)/Service Record Book (SRB).

(b) Ensure that all bachelor enlisted personnel in the rank of sergeant and below, are provided with billeting space upon their initial arrival for duty either on PCS, intra-base transfer, Fleet Assistance Program (FAP) orders, etc. When adequate quarters are not immediately available for sergeants and below, they may be assigned temporarily to less than adequate quarters pending permanent assignment. Under no circumstances are enlisted personnel to be informed verbally that adequate quarters are not available and that they may seek off-base accommodations.

(c) Ensure that personnel submitting an AA Form (NAVMC 10274) understand that submission of the request does not constitute approval to vacate assigned BEQ and move off-base. The final approving/disapproving authority must be initiated by this Command except as noted herein.

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(d) Review each BAH request to ensure compliance with the provisions of this Order prior to completing the unit commander's endorsement.

(e) Review, endorse and process requests for BAH for members with an active duty spouse, when both members are geographically separated due to official orders, in accordance with the provisions and instructions contained in the JFTR and MCO P1080.40_.

(f) Upon receipt of final approval from this Command, take appropriate action for the individual's termination of assignment to the BEQ and administrative processing to start BAH Own-Right through the unit diary, per the JFTR.

(2) Area Commanders. Review each BAH request and unit commander's endorsement prior to completing the Area Commander's endorsement.

(3) Director, Billeting/Bachelor Housing Department (B/BHD). Review each BAH request, and the appropriate endorsements, for compliance with the provisions of this Order, prior to making final determination of approval or disapproval.

(4) Housing Referral Office and/or B/BHD. Provide instruction on lease or rental agreements to personnel with approved BAH requests and provide endorsement of action completed to unit commanders.

i. Termination of BAH Authority and Payments. Unit commanders may issue letters of BAH termination and order such personnel back aboard base with involuntary assignment to BEQ. Take appropriate action to stop BAH per the JFTR. This does not require CO, MCB CamPen approval, and is strictly a command prerogative for reasons of:

- (1) Good order and discipline
- (2) Mission accomplishment
- (3) Contingency operations and training requirements
- (4) Military necessity

j. Extraordinary Circumstances of BAH Authorization

(1) Rule 1. A pregnant active duty Marine, with no dependents, may reside in bachelor quarters for the full time of her pregnancy. Upon her request and consistent with the needs of the Marine Corps, the CO, MCB CamPen may authorize a pregnant Marine to occupy off-base housing and be paid BAH (if applicable at the "without dependents" rate) after her 16th week of pregnancy. However, from the 20th week, the CO, MCB CamPen will approve such a request without option. All approvals for BAH will be filed on the document side of the Marine's OQR/SRB. Personnel in this category are required to submit, as an enclosure to the AA Form (NAVMC 10274), a medical officer's certification of pregnancy and anticipated delivery date.

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(2) Rule 2. Personnel who were previously authorized BAH and resided off-base at their last or present duty station, and accumulated a significant amount of household goods and personal effects shipped at government expense to MCB CamPen. Past six month's LESSs indicating previous full BAH payments and a government bill of lading/shipping documents are required as an enclosure to the AA Form (NAVMC 10274).

(3) Rule 3. Personnel who can show proof, in their name, of ownership of a private residence or mobile home, within 50 miles of MCB CamPen.

(4) Rule 4. Personnel who have sustained a loss of their only spouse/family member through death, divorce or legal separation, as determined by a civil court ruling. A copy of the Death Certificate, or a complete copy of the Civil Court Legal Separation or divorce documents, are required as enclosure(s) to AA Form (NAVMC 10274).

(5) Rule 5. Per MCO P1751.3, personnel who gain legal guardianship of a family member and who are awaiting CMC approval for dependent certification and BAH with dependents. Both sponsor and acquired spouse/family members must be collocated in a residence within 50 miles of CamPen. Legal court documents are required as enclosure(s) to AA Form (NAVMC 10274). Per JFTR, dependency MUST be determined before a housing allowance is authorized.

(6) Rule 6. Sergeants who cannot be billeted to MSA or are in an area (designated cantonment area) that has met or exceeded 95 percent occupancy in the adequate permanent party quarters.

(7) Rule 7. Corporals who cannot be billeted to MSA in an area (designated cantonment area) that has met or exceeded 98 percent occupancy in the adequate permanent party quarters.

16. Transient Quarters Management

a. Government Transient Quarters. Transient quarters are operated under the cognizance of the Billeting Manager, Non-Appropriated Fund (NAF) Billeting Division, primarily to provide a service to duty transient personnel and TAD students, and to conserve appropriated funds through reduced per diem payments.

(1) Sufficient quarters have been set aside to accommodate TAD transient personnel. Certificates of non-availability may not be issued to duty transients, either military or civilian, when adequate billeting is available. When designated transient quarters are fully occupied, transients may voluntarily occupy PPQ, if available. TAD transients will be assessed no charge for PPQ use unless billeting fund services are extended to those quarters.

(2) The following personnel are entitled to designated transient quarters on a confirmed reservation basis:

(a) Military personnel and DoD civilians on TAD orders.

(b) American Red Cross and Navy Relief Society officers or employees on official business.

(c) U.S. and foreign civilians traveling as guests of the Armed Forces.

(d) Reserve personnel in a TAD status, unit training status, and annual trainees on individual orders.

(e) TAD foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs unless prohibited by the Status of Forces Agreement.

(f) Family members on medical TAD orders.

(g) Military personnel, and/or their family members (over the age of 18), arriving at, or departing from, overseas installations on PCS orders when Marine Corps Community Services (MCCS) Temporary Lodging Facilities (TLF) are not available.

(h) Family housing members whose assigned unit has been flooded, damaged by fire, or other similar type incidents.

(i) Official guests of the CO, MCB CamPen or tenant commands (guest speakers, visiting civilian chaplains, etc.).

(3) The following personnel may occupy designated base Transient Quarters on a space available basis:

(a) Retirees, military personnel on leave, family members or guests of military personnel assigned to the activity.

(b) DoD civilian employees and their families arriving or departing incident to PCS when MCCS TLF is not available.

(c) Personal guests of the CO, MCB CamPen or tenant commanders.

(4) For personnel who are neither on TAD nor traveling as guests of the Armed Forces, the maximum period for occupying transient quarters is 30 days. The 30-day limit may be waived by the CO, MCB CamPen on a case-by-case basis for reasons of military necessity or personal hardship.

b. An advance reservation system has been established which enables personnel to determine the availability of adequate government quarters. The system is capable of providing at least 365 days advance notice of non-availability of quarters. If circumstances preclude requesting reservations in advance, the traveler will report to the Billeting Office (Building 1341) for assignment to available accommodations, unless the traveler's orders direct otherwise. Reservations shall be accepted only when accommodations can be made available for the entire temporary duty period. Personnel on official TAD will be assessed a "No-Show" charge, not to exceed the cost of a single night's lodging, if they fail to cancel their reservation at least 24 hours prior to the required check-in time.

17. Non-Duty Transients. Non-duty transients may be accommodated on a space available basis only. Non-duty transients shall be advised at the time of registration that occupancy is strictly on a day-to-day, space-available basis, and that they must vacate no later than the following day if the quarters are required for duty transients.

18. Certificates of Nonavailability of Quarters

a. Certificates of Non-availability (CNA) of quarters or endorsement of orders are provided when adequate government transient quarters (owned or contracted) are not available for military and DoD civilian personnel on TAD orders. Minimum Standards of Availability in the Marine Corps Housing Management Manual provide the only acceptable criteria for determining adequacy of quarters for the issuance of a CNA. Personnel are not provided with CNAs when they occupy inadequate government quarters voluntarily, or involuntarily, due to military necessity. A CNA is provided to personnel who elect to use an MCCA managed TLF when adequate government transient bachelor quarters are not available. MCCA managed TLFs are not considered "government quarters" for purposes of computing pay and allowances, and their use is always on a voluntary basis.

b. If unique or specialized billeting requirements are requested by an individual or by a person in charge of a crew, team or a group traveling together, and no statement to support this request is contained in the travel orders, CNAs will not be provided if quarters are available.

c. Post dated CNAs will not be furnished to military or DoD civilian personnel on official orders who failed to obtain certificates of non-availability from the Billeting office prior to making living arrangements off-base.

19. Billeting Fund Revenues

a. Service Charge Policy. Service charges are collected to generate revenue necessary to meet expenses and reserves. Service charges are established to pay for housekeeping services, supplies, enhanced amenities, and other non-appropriated costs incident to the operation of the transient quarters. Where no service is provided, either housekeeping service or enhanced amenities, no charge will be levied.

b. Rates. As a general rule, service charge rates are commensurate with the level of service provided as approved by the CO, MCB Campen.

(1) Permanent Personnel Bachelor Housing Residents. Service charges for permanent personnel residents shall be established at the minimum amount necessary to pay for elected housekeeping service within the confines of their personal living spaces. Permanent residents have the option to clean their own living area and not pay a service charge for housekeeping service. The Billeting Manager, or designated representative, will conduct inspections of quarters to ensure that proper standards of cleanliness are maintained. These inspections will be held in conjunction with other facility inspections to the maximum extent practicable. If a member does not maintain assigned quarters in an acceptable manner, appropriate action will be taken, to include the mandatory use of housekeeping service.

(2) Official Duty/Transient Personnel. Service charges will be levied on military and civilian personnel on TAD orders. The original orders of transient personnel shall be endorsed indicating the number of consecutive days and inclusive dates of residence in transient quarters and the amount of the service charge paid. Transient personnel on official duty who are not authorized per diem allowance for lodging must personally bear the service charge expense.

(3) Reserve Components. Members of the Marine Corps Reserve or the Reserve components of other Armed Services performing active duty training or inactive duty training shall be required to pay service charges that are commensurate with the level of service provided by the billeting fund. Members belonging to mobilization (volunteer) units should be billeted in permanent quarters where they will not be required to pay service charges. If orders read "No pay or quarters allowance" members should be billeted in permanent quarters unless they elect to reside in transient quarters at their own expense.

(4) Midshipmen/Cadets. Naval Reserve Officer Training Corps (NROTC) midshipmen, U.S. Naval Academy midshipmen, Coast Guard midshipmen, West Point cadets and Air Force Academy cadets shall be required to pay service charges commensurate with the level of service provided by the billeting fund. The following service charge billing procedures will be observed:

(a) The cost of services provided to NROTC midshipmen undergoing training will be charged to the Chief of Naval Education and Training, Reserve Personnel (Navy funds), as reimbursement to the billeting fund.

(b) Service academy midshipmen and cadets receiving per diem will be required to pay service charges directly to the billeting fund.

(c) For midshipmen and cadets not receiving per diem, the cost of services provided will be billed to the superintendent of the appropriate service academy.

(5) Foreign Military Members. Members of foreign military service will pay service charges that are commensurate with the level of service provided by the billeting fund.

20. Smoking. Smoking is prohibited in transient quarters. Smoking is allowed only in designated smoking areas.

Occupant Agreement

Condition of Occupancy Form for Military Bachelor Housing

1. Occupancy. Room # _____ is assigned to _____
(Print Name)
to be occupied as military bachelor housing of the United States on _____
(Date). This room is shared room with _____
(Print Name)
2. Occupancy Use. The occupant shall use the premises solely as a residence for themselves. Use of the room or space for any other purpose, including the shelter of any additional number of persons, is prohibited.
3. Condition of Property. The barracks manager and the occupant have inspected the room, and both parties agree that the room is in fit and habitable condition. Any discrepancy item noted by the occupant shall be submitted in writing and received by the barracks manager within 15 days of occupancy. The barracks manager is responsible for ensuring prompt resolution of these items.
4. Plumbing and Appliances. The occupant shall keep the premises, including all plumbing fixture, facilities, and appliances, as clean and safe as condition permits, and shall attempt to unclog and keep clear all waste pipes, drains, and water closets where possible. At the termination of occupancy, the room shall be in good clean condition, normal wear and tear excepted.
5. Good Repair. The Installation Commander shall maintain the property in good repair and habitable condition and shall be responsible for all repairs not due to abuse or negligence of the occupant during occupancy. The occupant is responsible for identifying any required repairs or replacement of equipment provided due to normal wear and tear to the barracks manager for resolution.
6. Use and Repair of Facilities. The occupants shall use all electrical, plumbing, sanitary, heating, ventilating, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the occupants, or their guests beyond normal wear and tear is the responsibility of the occupant and shall be repaired at the occupant's expense.
7. Damaging Property. If the occupant willfully or negligently destroys, defaces, damages, impairs or removes any part of the premises (including fixtures, and appliances), or willfully or negligently permits any person to do so, the occupant shall be held responsible for the damages.
8. Notice of Defects or Malfunction. The occupant shall promptly notify the barracks manager whenever the structure, equipment or any fixture contained therein becomes defective, broken damaged or malfunctions in any way.
9. Occupant Conduct. Occupants shall conduct themselves in a manner that will not disturb other occupants within their barracks facility.
10. Health and Safety. The occupant shall comply with all health and safety regulations imposed by local command.
11. System Overload. The occupant shall not install, or use, any equipment that will overload any gas, water, heating, electrical, sewage, drainage of the assigned premises.

12. Insurance. Occupants are encouraged to obtain an insurance policy which provides for protection of their personal property.

13. Personally-Owned Items. The occupant shall obtain written consent from the Unit Commander prior to the placement of any personally owned items within the barracks room/space. Placement of any personally owned items will not impede the traffic flow of the room or block any egresses. Waterbeds are prohibited. The room will be returned to the barrack's manager in a clean and orderly manner.

14. Access to Property by the Housing Manager and their Duly Designated Representatives. Upon reasonable notice to the occupant and at reasonable times, the Installation Commander, or a duly designated representative, may enter the premises to: (a) inspect the property, (b) make necessary repairs, alteration or improvements, and (c) supply necessary or agreed upon services. If the occupants are not at home when the premises are to be entered, the housing representative shall have (in decreasing order of precedence) a representative from the occupants command or unit, or disinterested third party accompany them when entering the quarters.

15. Neglect and Cost. If at any time during the term of this occupancy, the Facilities Maintenance Department is required to make repairs to the property of its equipment for damages caused by abuse or negligence of the occupant's guest, the occupant understands that the repair shall be made at the occupant's expense.

I HAVE READ, UNDERSTAND AND WILL ADHERE TO ALL OF THE CONDITIONS CONTAINED HEREIN AND IN THE MARINE CORPS BEQ CAMPAIGN PLAN.

_____ Occupant Signature	_____ Date
_____ Occupant name (printed)	_____ Unit
_____ Barracks Manager	_____ Date
_____ Barracks Manager Name (Printed)	_____ Barracks Number

Figure 10-1.--Sample of Condition of Occupancy Letter-Continued

Individual Authorized to Approve BAH Own Right

If member is	Unit Commander	Area Commander	CO, MCBCP
Officer/SNCO	X	X	X
Rule 1 - Pregnant Active Duty Marine may request BAH O/R after her 16 th week. However after her 20 th week the CO, MCB, CamPen will approve.			X
Rule 2 - Personnel who were previously authorized BAH and had personal effects shipped at government expense			X
Rule 3 - Personnel that can show proof of ownership of a private residence within 50 miles of MCB, CamPen			X
Rule 4 - Personnel who sustained a loss of their only spouse/family member through death, divorce or legal separation			X
Rule 5 - Personnel who gain legal guardianship of a family member and are awaiting CMC approval for dependent certification and BAH W/D.			X
Rule 6 - Sergeant who can not be billeted to MSA or in a designated cantonment area that has met or exceeded 95% occupancy		X	X
Rule 7 - Corporal billeted in a designated cantonment area that has met or exceeded 98% occupancy		X	X
Extraordinary Circumstances			X

Figure 10-2.--Individuals Authorized to Approve BAH Own Right

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109-LF-083-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2008 04 14	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Pettigrew, Angela M. XXX XX 1234/0151 USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, Hq & Svc Co, Hq Svc Bn, 1st MLG (2) 13/16 Area Commander		8. NATURE OF ACTION/SUBJECT Request For Basic Allowance For Housing (BAH) Without Spouse/ Family Member (s) Own Right	
7. TO: [] Commanding Officer Attn: Billeting/Bachelor Housing Dept Marine Corps Base Camp Pendleton, CA 92055-5013 []		9. COPY TO (As required) (1) SNM (3) SRB (2) File	
10. REFERENCE OR AUTHORITY (if applicable) (a) JFTR (b) MCO 5000.12 (c) BO P5000.2J		11. ENCLOSURES (if any) (1) Most current LES (2) Medical Officer Certification	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference, I am requesting Basic Allowance (BAH) Without Spouse/Family Member(s) under Rule #1 for the following reasons: Enclosures (1) and (2) are provided as supporting documents.

(a) I will be a single parent.
(b) When my child is born, I will need to provide a place for myself and my child to live. I presently reside in Bachelor Quarters. I understand that vacating the BEQ prior to authorization from Commanding Officer is prohibited. I will contact Family Housing for assistance with housing before entering into a lease in town.
(c) My delivery date is 01 Jun 2008

2. The following additional information is provided:

(a) DCTB: 050101
(b) EAS: 100101
(c) PEBD: 000101
(d) MARITAL STATUS: Single
(e) DUTY PHONE: (760) 725-0000

ANGELA M PETTGREW
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2008 04 14	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Pettigrew, Angela M. XXX XX 1234/0151 USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, Hq & Svc Co, Hq Svc Bn, 1st MLG (2) 13/16 Area Commander		8. NATURE OF ACTION/SUBJECT Request For Basic Allowance For Housing (BAH) Without Spouse/ Family Member (s) Own Right	
7. TO: Commanding Officer Attn: Billeting/Bachelor Housing Dept Marine Corps Base Camp Pendleton, CA 92055-5013		9. COPY TO (As required) (1)SNM (3) SRB (2)Files	
10. REFERENCE OR AUTHORITY (if applicable) (a) JFTR (b) BO P5000.2J		11. ENCLOSURES (if any) (1) Most current LES (2) Government Bill of Lading (Form SF 1208) or Shipping Documents (Form DD1299) or Do It Yourself Move (DITY) Form 2278 or Household List (3) Lease Agreement if applicable (4) Copy of Reporting Orders	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference, I am requesting Basic Allowance (BAH) Without Spouse/Family Member(s) under Rule #2 for the following reasons: Enclosures (1) - (4) are provided as supporting documents.

(a) While assigned to Camp Fuji, Japan. I was in receipt of BAH Own Right and resided off-base. During this time I accumulated a significant amount of household goods and personnel effects that were shipped at government expense to Camp Pendleton.

2. The following additional information is provided:

- (a) DCTB: 050101
- (b) EAS: 100101
- (c) PEBD: 000101
- (d) MARITAL STATUS: Married
- (e) DUTY PHONE: (760) 725-0000

ANGELA M PETTGREW
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 10-4.--Example of NAVMC 10274 for Rule #2

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2008 04 14	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Pettigrew, Angela M. XXX XX 1234/0151 USMC	5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters Btry, 11th Marines 1st Mar Div Camp Pendleton, CA 92055-5011
6. VIA (As required) (1) CO, HQ Btry, 11th Mar, 1st Mar Div (2) 43 Area Commander	

7. TO: Commanding Officer Attn: Billeting/Bachelor Housing Dept Marine Corps Base Camp Pendleton, CA 92055-5013	8. NATURE OF ACTION/SUBJECT Request For Basic Allowance For Housing (BAH) Without Spouse/ Family Member (s) Own Right
9. COPY TO (As required) (1)SNM (3) SRB (2)Files	

10. REFERENCE OR AUTHORITY (if applicable) (a) JFTR (b) BO P5000.2J	11. ENCLOSURES (if any) (1) Most current LES (2) Vacate letter from Barracks if applicable (3) Mortgage paperwork (proof of ownership)
---	---

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference, I am requesting Basic Allowance (BAH) Without Spouse/Family Member(s) under Rule #3 for the following reasons: Enclosures (1) - (3) are provided as supporting documents.

(a) While assigned to Camp Pendleton, CA. I purchased a Condo in Oceanside, CA. My residence is within 50 miles of Marine Corps Base, Camp Pendleton, CA. My address is 1122 Lucky charm Ave, Oceanside, CA.

2. The following additional information is provided:

(a) DCTB: 050101
(b) EAS: 100101
(c) PEBD: 000101
(d) MARITAL STATUS: Single
(e) DUTY PHONE: (760) 725-0000

ANGELA M PETTGREW
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 10-5.--Example of NAVMC 10274 for Rule #3

ADMINISTRATIVE ACTION (5218)
NAVMC 10274 (REV. 3-83) (EF)
 Previous editions will be used
 SN: 0108-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2008 04 14	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Pettigrew, Angela M. XXX XX 1234/0151 USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, Hq & Svc Co, Hq Svc Bn, 1st MLG (2) 13/16 Area Commander		8. NATURE OF ACTION/SUBJECT Request For Basic Allowance For Housing (BAH) Without Spouse/ Family Member (s) Own Right	
7. TO: Commanding Officer Attn: Billeting/Bachelor Housing Dept Marine Corps Base Camp Pendleton, CA 92055-5013		9. COPY TO (As required) (1) SNM (3) SRB (2) File	
10. REFERENCE OR AUTHORITY (If applicable) (a) JFTR (b) BO P5000.2J		11. ENCLOSURES (if any) (1) Vacate letter from BEQ Manager if member has vacated government quarters (2) Copy of Divorce Decree or Civil Court Legal Separation (3) Lease Agreement (dating back to SNM's divorce date) (4) List of Household Goods (5) Most current LES	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without Spouse/Family Member(s) under Rule #4 for the following reasons: Enclosures (1-5) are provided as supporting documents.

(a) I recently received a divorce. My divorce was final on 31 March 2008. I presently maintain a household at 4405 Mission Ave, apartment K-209, Oceanside, CA.

(b) I sustained a large amount of household goods while I was married (See Encl (4)).

2. The following additional information is provided:

(a) DCTB: 050101
 (b) EAS: 111125
 (c) PEBD: 020930
 (d) MARITAL STATUS: Legally Separated
 (e) Duty Phone: (760) 725 7303

ANGELA M PETTGREW
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 10-6.--Example of NAVMC 10274 for Rule #4

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2008 04 14	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Pettigrew, Angela M. XXX XX 1234/0151 USMC	5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters Btry, 11th Marines 1st Mar Div Camp Pendleton, CA 92055-5011
6. VIA (As required) (1) CO, HQ Btry, 11th Mar, 1st Mar Div (2) 43 Area Commander	

7. TO: [] Commanding Officer Attn: Billeting/Bachelor Housing Dept Marine Corps Base Camp Pendleton, CA 92055-5013	8. NATURE OF ACTION/SUBJECT Request For Basic Allowance For Housing (BAH) Without Spouse/ Family Member (s) Own Right
	9. COPY TO (As required) (1)SNM (3) SRB (2)Files

10. REFERENCE OR AUTHORITY (if applicable) (a) MCO P 1751.3 (b) BO P5000.2J (c) JFTR	11. ENCLOSURES (if any) (1) Most current LES (2) Legal Court Documents (3) (NAVMC 10922)
---	---

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference, I am requesting Basic Allowance (BAH) Without Spouse/Family Member(s) under Rule #5 for the following reasons: Enclosures (1) - (3) are provided as supporting documents.

(a) I have joint legal custody of my legitimate son. I'm currently awaiting the Commandant of the Marine Corps approval for dependent certification and BAH with dependents. I have visitation with my son every weekend and at least 3 months out of the year. I need to provide a place for myself and my child.

2. Extraordinary circumstances exist with custody of my son. I feel it is not in the best interest of the Marine Corps and not within my best interest for my son to visit me at the barracks. I presently reside in the Bachelor Quarters. This would be disruptive for my roommates and is not an appropriate residence for overnight visits with my son.

(a) DCTB: 070101
(b) EAS: 100101
(c) PEBD: 000101
(d) MARITAL STATUS: Single
(e) DUTY PHONE: (760) 725-0000

ANGELA M PETTGREW
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 10-7.--Example of NAVMC 10274 for Rule #5

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
 Previous editions will be used
 SN: 0109-LF-083-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2008 04 14	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Pettigrew, Angela M. XXX XX 1234/0151 USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Service Company MLG Camp Pendleton, CA 92055-5004	
6. VIA (As required) (1) CO, Hq & Svc Co, Hq Svc Bn, 1st MLG (2) 13/16 Area Commander		8. NATURE OF ACTION/SUBJECT Request For Basic Allowance For Housing (BAH) Without Spouse/ Family Member (s) Own Right	
7. TO: Commanding Officer Attn: Billeting/Bachelor Housing Dept Marine Corps Base Camp Pendleton, CA 92055-5013		9. COPY TO (As required) (1) SNM (3) SRB (2) File	
10. REFERENCE OR AUTHORITY (if applicable) (a) BO P5000.2J (b) JFTR		11. ENCLOSURES (if any) (1) Most current LES	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I am requesting Basic Allowance for Housing (BAH) Without Spouse/Family Member(s) under Rule #6. I presently reside in Bachelor Quarters. The Bachelor Quarters are currently 95% occupancy for the _____ Area.

Enclosure (1) is provided as supporting documentation.

2. The following additional information is provided:

- (a) DCTB: 020210
- (b) EAS: 050601
- (c) PEBD: 990601
- (d) MARITAL STATUS: Single
- (e) Duty Phone: (760) 763 0390

ANGELA M PETTGREW
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109-LF-083-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 7220
3. DATE 2008 04 14	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Cpl Pettigrew, Angela M. XXX XX 1234/0151 USMC		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters Btry, 11th Marines 1st Mar Div Camp Pendleton, CA 92055-5011	
6. VIA (As required) (1) CO, HQ Btry, 11th Mar, 1st Mar Div (2) 43 Area Commander		8. NATURE OF ACTION/SUBJECT Request For Basic Allowance For Housing (BAH) Without Spouse/ Family Member (s) Own Right	
7. TO: [Commanding Officer Attn: Billeting/Bachelor Housing Dept Marine Corps Base Camp Pendleton, CA 92055-5013]		9. COPY TO (As required) (1)SNM (3) SRB (2)Files	
10. REFERENCE OR AUTHORITY (if applicable) (a) BO P5000.2J		11. ENCLOSURES (if any) (1) Most current LES	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference, I am requesting Basic Allowance (BAH) Without Spouse/Family Member(s) under Rule #7. I presently reside in Bachelor Quarters in Bldg 43700 rm 101. The Bachelor Quarters are currently at 99% occupancy for the 43 Area.

2. The following additional information is provided:

(a) DCTB: 070101
(b) EAS: 100101
(c) PEBD: 000101
(d) MARITAL STATUS: Single
(e) DUTY PHONE: (760) 725-0006

ANGELA M PETTGREW
SGT, USMC

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 10-9.--Example of NAVMC 10274 for Rule #7



Command Letterhead
Address

FIRST ENDORSEMENT on Sgt Jones' AA Form of 08 Aug 05

From: Commanding Officer
To: Commanding Officer, Marine Corps Base, Camp Pendleton
(Director, Billeting/Bachelor Housing Dept)
Via: 33 Area Commander, Marine Corps Base, Camp Pendleton
Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH)
Ref: (a) BO P5000.2_

1. Forwarded, recommending approval/disapproval.
2. Per the reference, I have reviewed the basic request and certify that:
 - a. The request does/does not qualify under paragraph/rule _____ of the reference.
 - b. The individual concerned is assigned to BEQ Building Number _____ and the occupancy rate of the Area is _____.
3. The individual has been instructed that vacation of government quarters is not authorized until final disposition of this request has been received.

I. M. COMMANDER

Copy to:
SNM

* Note: Unit Commanders will submit requests for BAH for Sergeants applying under rule #6 to the Area Commander vice CO, MCB CamPen.



Command Letterhead
Address

SECOND ENDORSEMENT on Sgt Jones' AA Form of 8 Aug 05

From: 33 Area Commander, Marine Corps Base, Camp Pendleton
To: Commanding Officer, Marine Corps Base, Camp Pendleton
(Director, Billeting/Bachelor Housing Dept)

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH)

Ref: (a) BO P5000.2_

1. Forwarded, recommending approval/disapproval.
2. Per the reference, I have reviewed the basic request and certify that:

The basic request does/does not qualify under paragraph/rule _____ of the reference.

3. By copy of this endorsement, the subject individual is ordered not to vacate government quarters until such time as written approval from the Commanding Officer, Marine Corps Base, Camp Pendleton for BAH has been received.

A. C. COMMANDER

Copy to:
Unit Cmdrs (as approp)
SNM



Command Letterhead
Address

SECOND ENDORSEMENT on Sgt (Cpl) Jones' AA Form (NAVMC 10274) of 8 Aug 05

From: 33 Area Commander, Marine Corps Base, Camp Pendleton
To: Unit Submitting Request

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH)

Ref: (a) BO P5000.2_

1. Returned, approved/disapproved.
2. Per the reference, I have reviewed the basic request and certify that:
 - a. The basic request does/does not qualify under rule 6 (or rule 7, as applicable) of the reference.
 - b. The occupancy rate for this area is _____ percent.
 - c. I certify that all adequate spaces are filled to capacity in that all rooms assigned are billeting one sergeant per room; or at least two corporals and below per room. Additionally, that there are no geographical bachelors assigned to adequate space and that no adequate spaces are diverted, redesigned or altered for any purpose other than billeting.
3. By copy of this endorsement, the subject individual is ordered not to vacate government quarters until such time as written approval for BAH has been received from myself along with an endorsement from the Housing Referral Office, Building 1138, concerning rental lease agreement.

A. C. COMMANDER

Copy to:
CO, MCB, CamPen (Attn: B/Bach Hsg Dept)
Cmdrs (as approp)
SNM

Figure 10-12.--Format of Area Commander's Endorsement
for Sergeants and Corporals



Command Letterhead
Address

From: Commanding Officer
To: First Lieutenant John Doe 123 45 6789/7567 USMC

Subj: BASIC ALLOWANCE FOR HOUSING (BAH) AND POSSIBLE ENTITLEMENT TO
DISLOCATION ALLOWANCE; CASE OF FIRST LIEUTENANT JOHN DOE
000 00 6789/7567 USMC

Ref: (a) DODPM
(b) MCO P1080.40A (PRIM)
(c) JFTR VOL I, Chapter 5

1. In accordance with reference (a), you are authorized Basic Allowance for Housing without Spouse/Family Members and possible entitlement to Dislocation Allowance.

2. Report to the Housing Referral Office, Building 1138, prior to entering into any contracts or agreements on leases.

3. Effective date of approval is 050101. SNM was not assigned to temporary government quarters.

4. Your entitlement to BAH will continue to be authorized for off-base residency until you receive PCS orders for off-base transfer, expiration of active duty service, co-location of active duty spouse to this activity and establishment of joint household, occupy any government quarters voluntarily or are involuntarily assigned to government quarters for reasons of military necessity.

5. If you vacate your off-base residency and occupy government quarters you are directed to report to your Unit Administrative Office to stop your BAH entitlement effective the date government quarters are occupied.

6. This approval remains in effect regardless of intra-station transfers on MCB, CamPen, i.e., transferred from 1st Marine Division to MCB. This authorization will not be stopped if intra-station transfer occurs.

7. You are directed to report to your Unit Admin Officer with this approval for appropriate administrative action in accordance with reference (b).

8. You are further directed to report to your Disbursing Officer for payment of Dislocation Allowance, if entitled, as authorized in reference (c).

9. You have indicated that you c .
(a,b,c)

a. Are married to active duty spouse on concurrent travel.

Figure 10-13.--Format of Unit Commander's BAH/DLA Approval Letter

BO 5000.2K
18 Feb 10

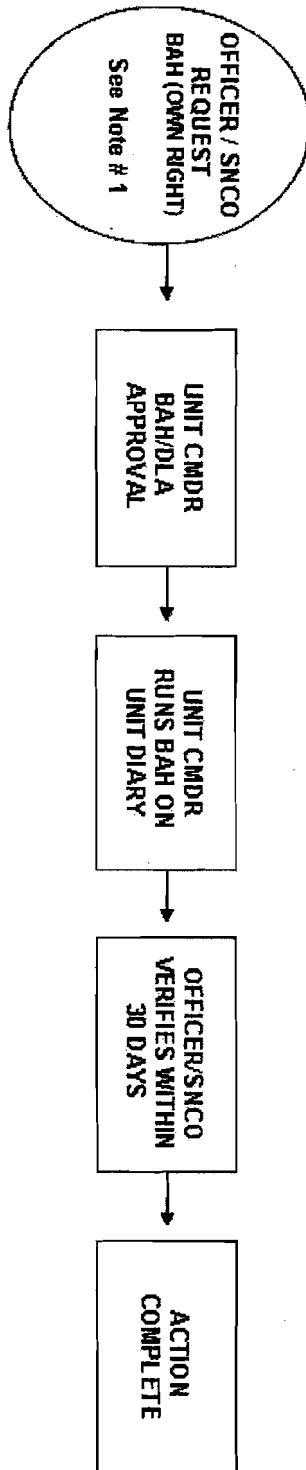
Subj: BASIC ALLOWANCE FOR HOUSING (BAH) AND POSSIBLE ENTITLEMENT TO
DISLOCATION ALLOWANCE; CASE OF FIRST LIEUTENANT JOHN DOE
000 00 6789/7567 USMC

- b. Are married to active duty spouse not on concurrent travel.
- c. Are not married nor on concurrent travel.

A. B. CEE
By direction

Copy to:
Unit Diary
OQR/SRB
24 Area Commander

BASIC ALLOWANCE FOR HOUSING (BAH) PROCESS FLOW CHART OFFICER/SNCO BAH (OWN RIGHT) PROCESS



NOTE #1

paraphrased from

MCO P11000.22

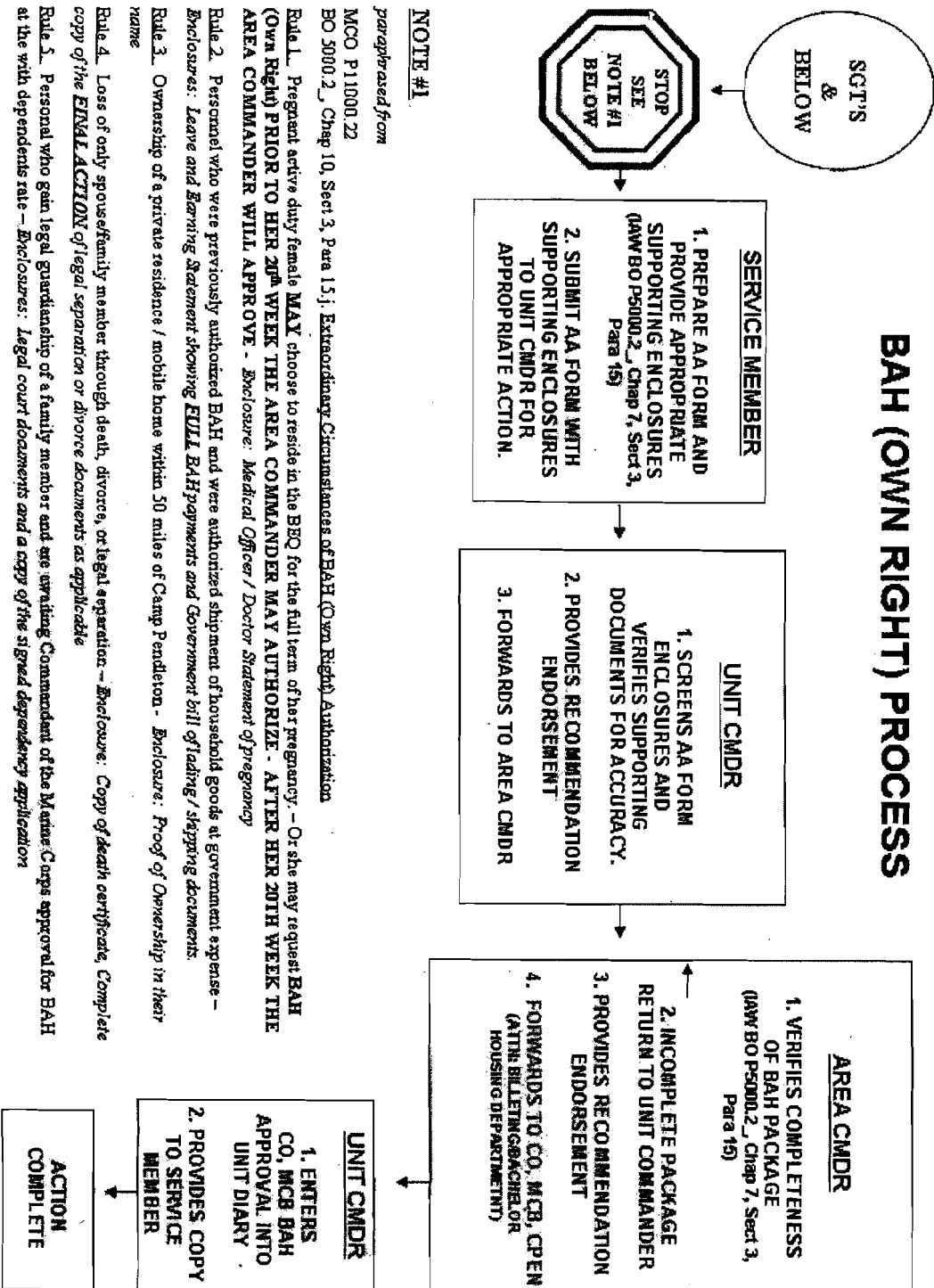
BO 5000.2, Chap 10, Sect 3, Para 15, Staff Sergeants and Above

1. PCS inbound SNCO's and Officers who elect to receive BAH - Required Documentation: Copy of Original Order's with reporting in endorsement, and a copy of their most current Leave and Barrage Statement and a copy of their rental agreement.
2. SNCO's and Officers who have been provided with government quarters, and elect to vacate those quarters to establish off-base residency - Required Documentation: Checkout clearance from the BOQ/BBQ Manager and a copy of their rental agreement.

Figure 10-14.--Officer/SNCO BAH Process Flow Chart

BASIC ALLOWANCE FOR HOUSING (BAH) PROCESS FLOW CHART

BAH (OWN RIGHT) PROCESS



NOTE #1

paraphrased from

MCO P11000 22

BO 5000.2, Chap 10, Sect 3, Para 15.j. Extraordinary Circumstances of BAH (Own Right) Authorization

Rule 1. Pregnant active duty female **MAY** choose to reside in the BFO for the full term of her pregnancy. - Or she may request BAH (Own Right) **PRIOR TO HER 20TH WEEK THE AREA COMMANDER MAY AUTHORIZE . AFTER HER 20TH WEEK THE AREA COMMANDER WILL APPROVE** - Enclosure: *Medical Officer / Doctor Statement of pregnancy*

Rule 2. Personnel who were previously authorized BAH and were authorized shipment of household goods at government expense - Enclosure: *Leave and Earning Statement showing FULL BAH fragments and Government bill of lading / shipping documents.*

Rule 3. Ownership of a private residence / mobile home within 50 miles of Camp Pendleton. - Enclosure: *Proof of Ownership in their name*

Rule 4. Loss of only spouse/family member through death, divorce, or legal separation. - Enclosure: *Copy of death certificate, Complete copy of the ENCL ACTION of legal separation or divorce documents as applicable*

Rule 5. Personal who gain legal guardianship of a family member and are awaiting Commandant of the Marine Corps approval for BAH at the with dependents rate - Enclosures: *Legal court documents and a copy of the signed dependency application*

Figure 10-15. --BAH Process Flow Chart

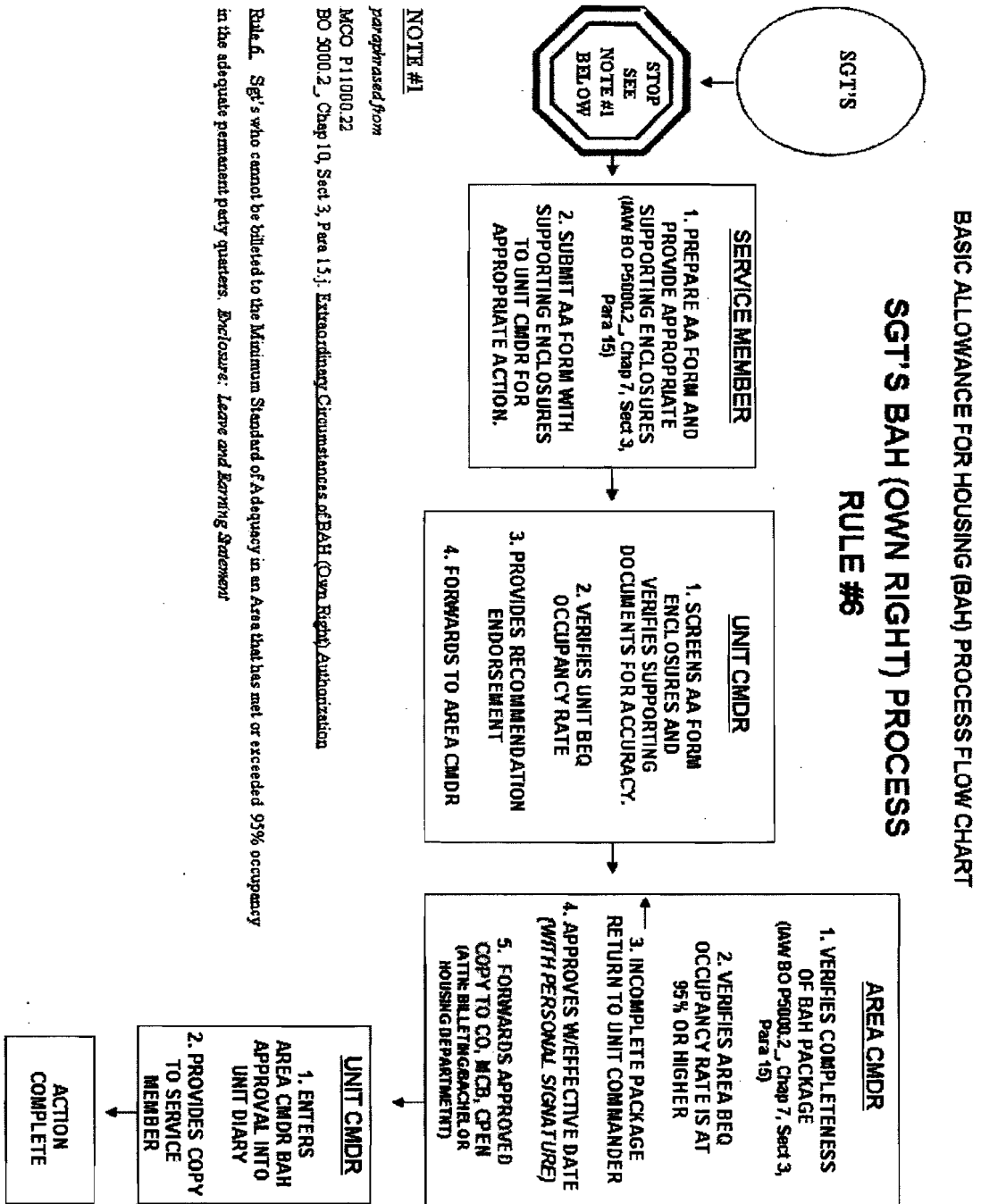


Figure 10-16. --SGT'S BAH Process Flow Chart

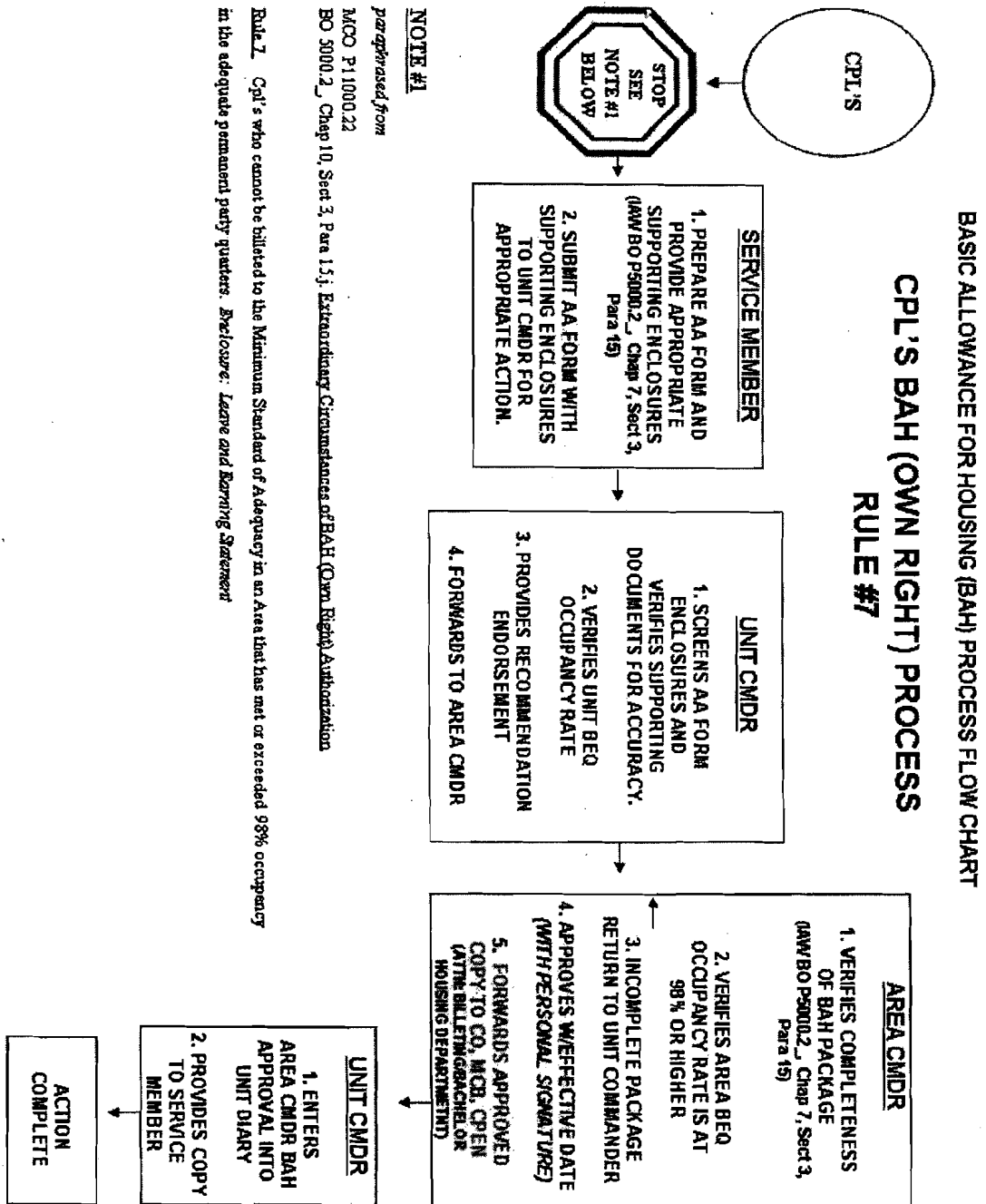


Figure 10-17.--CPL's BAH Process Flow Chart

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Chapter 11

Logistics and Supply

1. General. The AC/S, Logistics oversees and operates all aspects of food service, garrison transportation, traffic management, retail supplies, service contracts such as copiers and chemical toilets, and base property in support of the installation, tenant, and training organizations aboard MCB CamPen and serves as the base liaison for the Veterinarian, Commissary, and DRMO activities.

2. Operations Section. This section is responsible for several major support categories to include: coordinating logistics and supply support requests, mobilization and logistics planning, warehouse modernization support, the Supply and Maintenance Analysis Team (SMAT) support, and ground ammunition accounting. Additionally, it issues Commissary Assistance Cards to retiree and dependent caretakers.

a. Mobilization and Logistics Planning. This element provides general mobilization planning and coordination for logistical requests of base, tenant, and visiting units. The coordination includes responding to feasibility of support requests from units training and mobilizing aboard MCB CamPen. The section provides logistical guidance to the other staffs and acts as AC/S Logistics' representative in the base Emergency Operation Center.

b. Warehouse Modernization. The warehouse modernization program provides an opportunity, at no cost to the unit, to upgrade storage and maintenance facilities, including armories. Storage aids such as security cages, shelving, racking, storage containers, platform trucks, and rolling ladders can be provided. An organization can request an analysis of the work area to determine what storage aids may be needed and how to best utilize warehouse space. The section can also design storage areas and determine storage aid requirements in support of MILCON projects. Contact the base Warehousing Manager for further information.

c. Supply and Maintenance Analysis Team (SMAT). The team provides informal and formal supply and maintenance inspections of base and selected tenant organizations aboard MCB CamPen. They also conduct regular training to discuss new procedures, policies, and trends found during inspections. Assistance inspection visit dates are announced prior to the beginning of the calendar year. If scheduling conflicts occur, units will submit alternate dates to the Logistics Operations Chief, AC/S Logistics. When requested, the team can conduct courtesy visits. Courtesy visits emphasize MOS training and identification of potential problem areas, but will not include a final report requiring a response from the command. If needed, the SMAT will request augmentation from base units to assist in the inspections. For further information contact the Logistics Operations Chief.

d. Ammunition Section. This element screens and acts as the approval authority for all requests by base units to hold unit armory security/reaction force ammunition, pyrotechnics, and funeral detail blanks. It also inspects MCB CamPen units' munitions accounting, controlling, storage, and safety procedures; maintains staff cognizance for base units' Missing, Lost, Stolen, and Recovered (MLSR) reports (pertaining to munitions) and ammunition malfunction reports; and submits the annual ordnance forecast for Class V(W) stored at the Ammunition Supply Point. For further information regarding ammunition accounting, contact the Ammunition Chief.

e. Commissary Assistance Card. The AC/S Logistics Secretary administers this program which allows caretakers to shop for authorized commissary patrons who can not shop at the Commissary for themselves. Authorized patrons must be able to provide proof of eligibility and demonstrate a need for this service (usually a doctor's letter stating the patron is physically unable to shop due to a medical condition). For further information, contact the AC/S Logistics' office between 8:00am and 3:00pm.

3. Consolidated Material and Service Center (CMSC). The CMSC provides a variety of logistics and supply support operations in five major areas; a retail store, fuel, hazardous material programs, garrison property, and supply services.

a. Specific regulations governing the responsibilities and requirements as they pertain to supply support are contained in:

- (1) DON Personal Property Policy and Procedures (SECNAVINST 7320.10_Series).
- (2) DON Controlling and Accounting for Ground Fuels (OPNAVINST 4020.25_).
- (3) Consumer Level Supply Policy Manual (MCO P4400.150_).
- (4) Intermediate Level Supply Management Policy Manual (MCO P4400.151_).
- (5) Garrison Property Policy Manual (MCO P10150.1_).
- (6) Direct Support Stock Control Fuel Issuance Procedures (BO 4020.1_Series).
- (7) Laundry and Dry Cleaning (BO 4064.3_Series).
- (8) SOP Base Property Control (BO 4400.8_Series).
- (9) Consolidated Material Service Center (BO 4404.4_Series).
- (10) DSSC Customer Service (BO 4443.1_Series).
- (11) Investigation Relating to the Loss or Damage of Garrison Property/Plan Property (BO 5830.1_Series).

b. CMSC Retail Store. The CMSC Retail Store is responsible for providing supply items necessary for day-to-day operations of units/activities aboard MCB Campen. The items stocked by the CMSC Retail Store are generally fast moving and low dollar value. They are normally required for performance of administrative and non-maintenance (other than tools) related needs while in garrison. Items include: office supplies, cleaning/janitorial supplies, industrial supplies, hardware, safety supplies, tools, lumber and military unique supplies. The CMSC's Retail Store is similar to that of commercial-type retail stores with an online web catalog capability which provides for direct delivery of the products to regional customer via SWRFT.

18 Feb 10

c. Hazardous Material Consolidation Program (HCP). Executive Order 13423 requires government activities to centrally control and manage Hazardous Materials (HM) using methods to minimize the types and quantities of HM procured, stored, distributed, and used. HM commonly consists of batteries, POL, paints, janitorial, and other items containing hazardous chemicals. The HCP supports I MEF, base and tenant units to ensure environmental compliance at the local, state, and federal levels. As part of this program, CMSC maintains a HM Reuse Lot. The Reuse Lot will accept turn in of serviceable HM products from customers no longer requiring the material. If the HM product is still viable or the shelf life can be extended, then the Reuse Lot will place the HM in its inventory and offer the material at no charge to any unit/activity desiring the material. Material that is not serviceable is considered waste and is disposed of via the AC/S, Environmental Security.

d. Fuel, Propane, Compressed Natural Gas (CNG) and other compressed gases. CMSC is responsible for storage and issuing fossil fuels (unleaded fuel, JP-8 and bio-diesel), CNG, Propane and other compressed gases to government units/activities aboard MCB CamPen.

(1) Operation of Fossil Fuel (Unleaded, JP-8, Bio-diesel) and CNG Fueling Stations. Location and types of fuel available:

Bldg. 140134 - CNG, UNL, JP-8, Bio-diesel
Bldg. 21058 - CNG, UNL, JP-8
Bldg. 22141 - CNG, UNL, Bio-diesel
Bldg. 32862 - JP-8
Bldg. 430704 - CNG, UNL, JP-8
Bldg. 520167 - JP-8, Bio-diesel

(2) Propane and other industrial gases. Compressed gas is stocked at the CMSC Hazardous Material Reuse Lot located directly behind Bldg. 22105. Units can purchase and return empty cylinders only at this location.

e. Garrison Property

(1) CMSC is responsible for the acquisition, issue and management control of the following:

(a) Personnel Support Equipment (PSE). PSE is furniture, furnishings, and equipment for existing Bachelor Enlisted Quarters (BEQ) and Bachelor Officer Quarters (BOQ), administrative offices, and mess halls.

(b) Minor Property. Minor Property is described as items with unit cost of less than \$5K which does not meet plant property acquisition criteria. Examples would consist of such items as office machines and labor saving devices.

(c) Packaged Operational Rations (PORs). Meals Ready to Eat (MREs) are stocked at CMSC to support base unit training requirements. I MEF units maintain and stock their own MREs. Visiting units will normally obtain MRE support via host unit.

(d) Command Support Equipment (CSE). CSE is known interchangeably as plant property, station property, or garrison property.

(e) Class 3 & 4 plant property. Class 3 plant property includes all Marine Corps owned property of capital nature with an actual or initial cost of \$5K or more. Class 4 plant property is all equipment with an acquisition cost of \$5K in Federal Supply Group 34 which includes industrial tools and items. CMSC also maintains a temporary loan pool of items which tenant units may need, but are not required on a continual basis. Temporary loan items include: folding chairs, folding tables, carpet cleaners, and stanchions. Requests for temporary loans will be submitted in writing to the Director of the CMSC at least five working days in advance of the requirement.

f. Supply Services. CMSC is responsible for providing services necessary for day-to-day operations of the units/activities aboard MCB Campen and other regional activities. The following services are provided by CMSC:

(1) Unit Laundry and Dry Cleaning. Laundry and dry cleaning services are located at Building 22103. Hours of operation are from 0730 to 1600, Monday thru Friday, excluding federal holidays. Units are required to complete their transactions by 1600 daily. Services are provided to authorized military activities including the Bachelor Enlisted/Officer Quarters, Ward Lodge, and Marine Corps Community Services (MCCS). Only those items listed on the "Combined Laundry Request and Receipt (4064)" will be accepted for laundering.

(2) Chemical Toilets (CT). Chemical toilets are available by request through CMSC. Chemical toilets are provided on a reimbursable basis. Units are responsible for any damage incurred. Toilets are categorized as:

(a) Permanent - Use is for more than six months.

(b) Long Term - Use is for more than 30 days, but less than six months.

(c) Short Term - Use is for 30 days or less.

(3) Chemical Toilet Support. Will be provided according to the following parameters:

(a) Personnel Support Metric: (1) CT will be provided for every 20 personnel operating in ranges or training areas. (1) CT will be provided for every 25 personnel operating in cantonment areas or other 'non-field' locations.

(b) Distance Support Metric: No Base-funded CTs will be provided at locations where a permanent head facility with available capacity exists within 500 feet of the proposed CT location. (Note: Units retain the ability to utilize organic funds to provide this support if desired.)

(c) General Use Locations: (1) Base-funded Permanent CT will be provided at general use locations such as PT fields, UMA lots, parade decks etc.. (Note: Units retain the ability to utilize organic funds to provide additional CT support at these locations if desired.)

(4) BEQ Washer/Dryer Repairs. CMSC manages a washer/dryer repair program to support the base BEQs. Unit requests for repairs will be directed to the CMSC Procurement Capacity Management (PCM) Branch. Should the washers/dryers be found to be unserviceable the unit will turn them in to the CMSC base Property Section with a completed 1348 requisition for a replacement item, if required.

(5) Lawn Care Equipment. CMSC manages a lawn care equipment repair program to support the base Area Commanders. Request for repairs will be directed to the CMSC PCM Branch for resolution. Should the lawn care equipment be found to be unserviceable, it will be turned in to the CMSC Property Accounting Section with a completed 1348 requisition for a replacement item.

(6) Copiers. CMSC provides copiers and repair support to MCB CamPen activities only. Base activities needing copier repair will contact the commercial vendor listed on the copier. Repair problems that persist should be directed to the CMSC PCM Branch. Units or activities external to MCB CamPen will use their own funding to lease, purchase, or repair copiers.

4. Base Food Service (BFS)

a. General. Provides garrison food service support and other related services to authorized patrons at the mess halls. Additionally, the base Food Service office oversees the civilian contractor's (Sodexo) management and operation of 14 mess halls, administers the Food Preparation and Serving Equipment (FPSE) and the Operations and Maintenance Marine Corps (O&MMC) budgets, manages cash collection, maintains various subsistence and financial reports, accounts for equipment and recurring supplies.

b. Specific regulations governing the responsibilities, restrictions and procedures for food service and subsistence management are contained in:

(1) Food Service SOP (MCO P10110.14_ Series)

(2) SOP for Base Food Service Program (BO P10110.37_ Series)

5. Southwest Region Fleet Transportation (SWRFT)

a. General. The SWRFT provides commercial and vehicle transportation support, management of Garrison Mobile Equipment (GME) assignments, and GME maintenance services to all Marine Corps Installations and tenant activities located in the Southwestern United States. SWRFT accomplishes this by directly assigning GME for daily use, providing interim use vehicles via "U-Drive" and locally established Consolidated Vehicle Pools (CVP), and moving passengers (Transportation of People (TOP)) and cargo/equipment (Transportation of Things (TOT)) with troop transport buses and tractor trailers. Point of contact is the Installation GME Fleet Manager or the SWRFT Region Fleet manager.

b. Specific regulations governing the responsibilities, control, management, operations, CVP, procurement and maintenance of Garrison Mobile Equipment (GME) are contained in:

(1) Garrison Mobile Equipment (MCO P11240.106_ Series)

(2) MCIWEST Policy on Use of Government Owned/Leased Vehicles in Support of Private Organizations (MCIWESTO 11240.1_)

(3) MCIWEST Policy and Procedures for Privately Owned Vehicle Mileage Reimbursement (MCIWESTO 11240.2_)

c. Government owned vehicles (GOVs) are available for official use in the performance of the mission. GOV use must be justified to fulfill a valid mission requirement and used appropriately. Points of contact for specific Garrison Mobile Equipment (GME) transportation operating requirements and procedures are listed below:

(1) Contact SWRFT operations for movement of group passengers (bus) and unit cargo/equipment (tractor/trailer).

(2) Contact SWRFT U-Drive for daily/weekly/monthly use of sedans, vans, pick-ups, and cargo trucks up to 26,000 GVW.

(3) Use the CVPs or contact the GME Inventory Management section for daily checkout of sedans, vans, and pick-ups for specific sections.

(4) Contact the GME Inventory Management section for GME assignment, replacement, and procurement.

(5) Contact the GME Inventory Management section for GSA leased vehicle repair services (vehicles with "G" license plates).

(6) Contact SWRFT MCB CamPen GME Maintenance Operations for Marine Corps Owned GME vehicle/equipment repair services (non "G" license plate).

6. Transportation Management Office (TMO)

a. General. The TMO provides traffic management support, (i.e., movement of passengers, personal property, personal effects and freight shipments) for personnel, organizations and tenant units assigned to MCB CamPen and the local geographical area. The TMO is located in Bldg. 2263, except for the Freight Department which is located in Bldg. 2262. The TMO also operates a Personal Property satellite office located at San Onofre, Bldg. 520420. Hours of operation are from 0730 - 1630 (M-F).

b. Passenger Travel Branch

(1) Commercial Air Travel Section. Commercial air passenger transportation services are provided by the Scheduled Airline Ticket Office (SATO), under a Commercial Travel Office (CTO) contract. Reservations for official travel are made by the traveler through the web-based Defense Travel System (DTS). Port Call and international travel requests are handled by the TMO office on a walk-in basis.

(2) Passport Services Section. TMO passport agents are available to provide instructions on how to complete the necessary documentation and will forward passport application packets to Washington, D.C. Upon receipt of the passport, the TMO passport agent will contact the member and schedule an appointment to administer the oath and provide the passport.

(3) Commercial Bus Services. To support group travel, submit Bus Charter requests with the following required information: Number of passengers, date, departure time, pickup/destination locations, appropriate data, point of contact name and grade, and work telephone number.

(4) Unit representatives or service members must present official orders to receive airline and/or bus ticket.

c. Personal Property Branch

(1) Provides Personal Property entitlement counseling to member/dependents for government shipment, Do-it-Yourself (DITY) moves and non-temporary storage of personal property. Counseling sessions and preparation of the shipment application begin promptly at 0800, Monday - Friday. Members are required to provide four copies of original orders. Dependents executing a move on behalf of a service member must have four copies of orders plus a Power of Attorney. This section also schedules shipment pack/pickup dates and provides quality control services during pickup and delivery of shipment.

(2) The Inbound Section schedules incoming shipments for delivery or Storage-In-Transit (SIT). Arriving members should contact the inbound section to provide their local contact information to setup deliveries. Request for extension of SIT beyond 90 days is processed and approved by this section. Members must submit their requests before the expiration of the first 90 days.

d. Personal Effects & Baggage Center (PE&BC)

(1) The PE&BC collects, inventories, and stores for ultimate disposition, the personal effects and baggage of Marine Corps personnel in the Pacific theater that are reported in UA status, deceased/missing or incarcerated. Procedures are outlined in MCO P4050.38C_ and BO 4500.2H_.

(2) This section also arranges commercial storage of personal property and Privately Owned Vehicles (POV) for members living in Transient Quarters and BEQ, in accordance with BO 4050.8_.

(3) Processes the turn-in of used serviceable military clothing to Military Clothing Sales.

e. Freight Branch

(1) The Freight Branch consists of three sections: Administration, Shipping/Receiving, and Heavy Lift/Rail Operations.

(a) Administration. Prepares shipping documents; i.e., route order, Government Bill of Lading (GBL), Transportation Control Movement Documents (TCMD), etc. When requesting a freight shipment, a DD Form 1348 denoting the chargeable fund appropriation code, destination address with "mark for" instructions, items nomenclature, quantity, and required delivery date is needed prior to shipment booking. All other shipping documentation is prepared by the Freight Admin Section. The Freight Admin and Shipping/Receiving section are located in Bldg 2262.

(b) Shipping/Receiving. This section physically receives and ships freight arriving and departing MCB CamPen through commercial shipping modes. Inbound freight is segregated by appropriate consignee and delivered daily to units and tenants.

(c) Yard (Heavy Lift) and Rail Operations. The heavy lift yard is located next to Bldg. 2255 and has the capability to load/unload virtually all types of cargo transported to/from MCB CamPen. Rail operations personnel are located in Bldg. 2255.

(2) Restrictions. TMO Freight Section does not provide storage. Delivery of freight items is coordinated between carrier, TMO, and appropriate consignee. Since TMO has limited storage capacity units must receive their freight within 24 hours of receipt by TMO. Contacting TMO early in the shipping process ensures a smoother transaction.

(3) All unit commanders that are deploying are requested to inform TMO of their deployment and withdraw their Letter of Authorization for receipt of cargo at the TMO Freight Office and submit a new Letter of Authorization, designating the appropriate Deployed Unit or rear party personnel allowed to receive unit cargo.

7. Commissary. AC/S Logistics is the liaison point between MCB CamPen and the Defense Commissary Agency (DeCA). The following information is provided to assist patrons when using the commissary.

a. Authorized Patrons

(1) Patrons are required to wear appropriate attire.

(2) Authorized patrons, per DECA D 40-6, chapter 3, paragraph 3-2A of September 2001 are:

(a) Active duty personnel and their family members

(b) Retired personnel and their family members

(c) Reservists and guard personnel and their family members

(d) Unmarried children under 21 years of age if residing in the household of the service member

b. Visitors

(1) Authorized patrons are permitted to have visitors accompany them into the commissary; however, only those who have been positively identified as authorized patrons are authorized to make commissary purchases (See paragraph 10.2.e for information of obtaining a commissary assistance card).

(2) Visitors are not required to show identification, sign in, or prove any particular relationship to the authorized patron.

(3) There is no limit to the number of visitors who may accompany an authorized patron or the number of times an authorized patron may bring visitors into the commissary.

(4) Visitors are subject to the same dress code as authorized patrons.

c. ID Card Verification. Any individual making a purchase from the commissary will be positively identified as an authorized patron at the point of purchase.

(1) Per Director of Operations (DO) Policy letter 05-03, customers with expired ID cards are not allowed to shop/purchase merchandise in the commissary. There are no exceptions to this policy.

The customer must go to an installation office that issues ID cards to obtain a new ID card before being allowed to shop. Commissary personnel will not confiscate mutilated, altered, or expired ID cards.

(2) Persons presenting a mutilated or altered ID card will be denied the purchase of the commissary merchandise.

(3) Authorized personnel shall not sell or give away commissary purchases to individuals or groups not entitled to commissary privileges. Personnel are prohibited from using commissary purchases to support a private business. These prohibitions do not apply to food served to guests in the homes of authorized personnel or limit reasonable donations to acceptable charitable organization food drives. As a matter of DECA policy, sales restrictions limiting amount per purchase may be activated by this Headquarters due to product alerts generated by the Federal Food and Drug Administration, DoD, or command channels. Accordingly, violations of these restrictions will be perceived as potential abuse of commissary privileges and shall provide a basis for suspension of all commissary privileges or permanent revocation of commissary privileges. In addition, disciplinary action under the Uniform Code of Military Justice, civil service regulations, or other pertinent regulations or agreement should be taken against the individual, if the violation(s) warrant such action.

8. Base Veterinarian Services. Veterinarian Services are provided by the U.S. Army via a Tri-Service Order. AC/S Logistics is the liaison between the Army Veterinarians and MCB CamPen. The following information is provided to assist individuals in obtaining veterinarian services.

a. Directives containing regulations for units and personnel as they apply to veterinary services are:

- (1) Operation of Veterinary Treatment Facility (BO 6401.1_ Series)
- (2) Veterinary Services, MCB, CamPen, CA (BO 6401.2_ Series)
- (3) Inspection of Meals Ready to Eat (MRE) (BO 10110.5_ Series)
- (4) Animal vaccination requirements, Chapter 2, section 6 of this

Order

b. Veterinary Treatment Facility (VTF). The primary purpose of the VTF is to provide care for Military Working Dogs (MWDs); however, limited outpatient veterinary medical services are permitted for Privately Owned Animals (POA) of personnel authorized routine DoD medical care [i.e., persons enrolled in the Defense Enrollment Eligibility Reporting System (DEERS)]. This care is provided on a space-available basis.

(1) The VTF is located in Building 20846 in Pacific Plaza, and is open Monday - Friday from 0730-1530. Clinical services are provided by appointment only.

(2) MWDs and other Government Owned Animals (GOAs) are provided full-service care at no cost to the owning unit.

(3) Animals brought to the VTF will be kept under restraint at all times while waiting for their appointment. All dogs will be leashed, all cats will be kept in a secure carrying kennel or box, and owners will control their animals at all times.

(4) For safety, pet owners will not bring children under the age of 10 into the VTF during outpatient clinic hours. Children are allowed to remain on the patio in front of the building where their safety is the responsibility of the parent or guardian.

(5) Before the sale of prescription drugs or over-the-counter medications, pets must be examined by an Army veterinarian (or a veterinarian employed by the Army) within the past 12 months.

(6) Surgical procedures are only provided for POAs as part of an approved and documented clinical proficiency program or command directed population-control program. Spaying/neutering of animals adopted from the base Animal Shelter is authorized.

(7) For the purpose of administering the funds collected, Veterinary Service Nonappropriated Fund (NAF) accounts will be operated as non-MWR Supplemental Mission NAFs. The NAF is to be operated as a nonprofit, self-supporting activity. The NAF is established only for the fiscal administration of the VTF; operational policy, to include ultimate fiscal decisions, resides with the Chief of Veterinary Services and the VTF Officer in Charge.

c. Food Inspection, Food Safety and Food Defense. The base Veterinary Services Office is responsible for the following actions:

(1) Inspect all subsistence procured by appropriated and non-appropriated fund activities to determine wholesomeness, identity, quantity, condition, quality, and in accordance to contract requirements. Subsistence shall be procured only from approved sources. Any food that is not available from an approved source shall not be procured until such time the source is listed in the Directory of Sanitarily Approved Establishments.

(2) Select subsistence samples for bacterial and chemical testing, and laboratory analysis. All results of nonconformance shall be reported to the procuring agency.

(3) Inspect and sample government owned subsistence for organoleptic or laboratory testing. Samples shall be taken only in the presence of an authorized representative of the accountable OIC or the property officer. A DA Form 7539 shall be signed by the subsistence inspector and presented to the accountable OIC or the property officer.

(4) Provide guidance to ensure subsistence products are stored, handled and transported under such conditions to preclude quality changes, deterioration and contamination.

(5) Randomly inspect commercial delivery vehicles as they enter the base.

(6) Perform sanitary audit inspections of off-base food processing establishments, which supply subsistence to MCB CamPen.

(7) Perform surveillance inspections on all government owned subsistence stored on MCB CamPen.

(8) Perform all pertinent inspections on operational rations received, stored, and issued aboard base.

(9) Provide guidance during any power outages or refrigeration breakdowns. Veterinary Services personnel are prepared to respond to refrigeration failures to properly support the customer and ensure safe, wholesome food is provided for issue and/or resale. They are available to help reduce waste and ensure that the food is safe for use or is to be thrown-away.

(10) Respond to ALFOODACTS and report findings to higher headquarters and DeCA managers.

(11) Assist with the Joint Staff Integrated Vulnerability Assessment (JSIVA) and the Food Vulnerability Assessment (FVA). This will be done through coordination with the Force Protection Officer (FPO).

d. Inspections of Meals Ready to Eat (MREs)

(1) Tenant unit MRE stockage points should request receipt inspection when shipment(s) of MREs are delivered. A copy of the inspection should be given to the receiving unit when rations are issued.

(2) All units holding MREs will conduct a quarterly inventory. Those MREs which will exceed the Inspection Test Date (ITD) during the next quarter will be reported to the base Veterinary Services, Building 22103, so an inspection can be scheduled.

(3) All units receiving MREs from the issue points must ensure that the rations have previously been inspected and that the base Veterinary Services does a follow up inspection no later than the ITD.

(4) Base Veterinary Services will conduct an inspection to determine if the rations are fit for human consumption and will issue a DSCP Form 5117 (Report of Inspection on Operational Rations) which reflect the results of the inspection and lists the schedule for the next inspection date, if applicable. Cases of MREs that have been inspected and resealed by the base Veterinary Services personnel bear a surveillance inspection stamp impression over the closed tape.

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Chapter 12

Base Communications

1. Communications and Information Systems (CIS) Department. The CIS Department provides communications and information systems support in its entirety, to include Mainframe 3270 Access, Information Assurance, Voice, Classified Data, Unclassified Data and NMCI oversight for tenant and operational units aboard MCB CamPen, to improve the combat readiness of the operating forces, as set forth in the most current edition of BO P2000.1_, Standing Operating Procedure for Communication-Electronics. Any questions should be directed to the CIS Service and Support Division. More information regarding CIS functions, services and procedures may be obtained online: <https://intranet.mciwest.usmc.mil/pendleton/CIS/default.aspx>.

2. Automated Information Systems (AIS)

a. Appropriate use of government owned and leased equipment used to store, process, or transmit data, including internet and electronic mail (e-mail) access and use, is addressed in the current edition of MCO 5239.2_, Marine Corps Information Assurance Program (MCIAP) and Marine Corps Information Assurance Operational Standard (IAOPSTD) 007, Information Technology Resource Access Guide.

b. All personnel who require access to AIS must complete the most current version of the System Authorization Access Request (SAAR Form DD-2875) IAW Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act; and MARADMIN 333/08 - MANDATORY REQUIREMENT TO USE STANDARD DEPARTMENT OF DEFENSE INFORMATION SYSTEMS (IS) CONSENT BANNER AND USER AGREEMENT. Completed SAAR forms must be delivered to and approved by the CIS Information Assurance Manager (IAM).

3. Area Control Center (ACC)/Defense Message System (DMS).

a. The Area Control Center (ACC) MCIWEST is operated by the AC/S CIS 24 hours a day. The ACC provides Secured Official Naval Message Traffic/Defense Message System dissemination for all authorized tenant commands stationed aboard MCI-West bases in accordance with the most current edition of BO P2000.1_.

b. Message Release Authority. Message releasers shall be designated in writing by the CO of each command whose individuals are authorized to release message traffic for their individual unit. This authority will be kept on file at each command's location and the ACC. A message releaser is subject to the restrictions and instructions which apply to the command represented. Such restrictions shall be in accordance with the current edition of NTP 3, BO P2000.1_, relating to message drafting and handling procedures.

4. Telephone System and Service. The telephone system at MCB CamPen is government owned, maintained, and operated. The system supports all telephone service to include the plain old telephone service (POTS) and Integrated Services Digital Network (ISDN) for MCB CamPen. The Defense Switched Network (DSN) and Defense RED Switching Network (DRSN) shall be used for official business only, or as authorized in the best interest of the Government, and is the first choice for all switched non-secure and secure voice and dial-up data, video telecommunications between installations serving authorized users. Using the telephone system to dial up Internet

Service Providers (ISPs) is not authorized. Request for service and/or trouble calls should be directed to the CIS Service and Support Division.

5. Land Mobile Radio System (ELMR)

a. MCB CamPen's commercial radio communications infrastructure provides MCB CamPen and selected tenant organizations with reliable two-way communications, enabling the command, control, and coordination of various elements in day-to-day mission accomplishment. The radio infrastructure supporting MCB and selected tenant organizations uses two separate types of radio networks in different frequency spectrums; a conventional radio network and a trunked radio network.

b. All radio nets and talk groups are created for the use of MCB CamPen units and specific tenant organizations. Therefore, the authority to have access to a specific radio net or talk group rests upon the unit's point of contact and the Approving/Controlling Officer (ACO) of that radio net or talk group.

6. Mainframe Support

a. Mainframe (3270) support provides customer service in the areas of Data Management, Security Administration, and Programming. The environment includes the operating system and executive level software. The processes include primary application support for USMC functional areas of logistics, manpower, and financial.

b. Access to USMC mainframe services is limited to authorized personnel only and requires approval from the respective Functional Application Manager. Access may be requested from CIS Mainframe Support Division (MSD) as set forth in the most current edition of BO P2000.1_.

c. MSD is the initial point of contact for identifying the nature and scope of all mainframe problems in order to resolve them or refer them to the appropriate personnel.

7. Electronic Keying Management System (EKMS). The base EKMS Manager provides guidance to the local element (LE) for the proper administration, handling, safeguarding, destruction and reporting of COMSEC material issued by MCB CamPen. All personnel will be guided by instructions in the most current edition of BO 2280.1_, (SOP) for Communications Security (COMSEC) Material System (Short Title: COMSEC SOP).

8. Spectrum Management/Frequency Allocation. Frequency Management for MCB CamPen is the responsibility of the base CIS Frequency Manager. Requests for use of the frequency spectrum by any activity/organization on MCB CamPen, regardless of location on the base, will be directed to the MCB CamPen Frequency Spectrum Manager (AC/S CIS, Operations Division). Early consultation with the base Frequency Manager is encouraged since some coordination may take several months or more for approval. No agency/unit is authorized to operate any communications equipment without approved frequencies. Request for frequency support must be submitted as set forth in the most current edition of BO P2000.1_.

9. Public Address (PA) Systems. Manned public address system support is provided to MCB CamPen organizations only when required to conduct training, demonstrations, address large formations of assemblies, and for special events such as ceremonies and parades. Support for PA systems fall into three categories; permanently installed systems, temporarily installed manned systems, and portable "Do It Yourself" systems. Request for PA support must be submitted as set forth in the most current edition of BO P2000.1_, Standing Operating Procedure for Communication-Electronics.

10. Access to CIS and CIS Installations

a. All personnel, regardless of military or civilian affiliation, visiting/requiring access to CIS or CIS installations (Facility, Cable huts, rooms) must request access IAW SECNAV 5510.36_, SECNAV 5510.30_, MCO P5510.14_ and/or the most current edition of BO P2000.1_.

b. All visitors will submit a Visitor Authorization Letter (VAL), in accordance with references listed above, regardless of civilian or military affiliation, to the CIS Security Manager. Final approval of the VAL falls under the purview of the Director of Operations, CIS.

11. Blackberry, Cellular Phones, Paging Communication System, and Pagers

a. MCB CamPen uses contracted sources to satisfy the requirements for Blackberry, Cellular, Paging Communication System (PCS), and Pager services. The AC/S, CIS will provide a technical review of these contracts and assist Purchasing and Contracting (P&C) in the selection of a vendor that satisfies the requirements of MCB CamPen users. All commands must process requests for Blackberry, cellular, PCS, and pager services through P&C to obtain the desired service.

(1) General Guidelines for Blackberry, Cellular, PCS, and Pager usage are set forth below:

(a) The unit will accept the financial responsibilities for the service.

(b) The unit will accept operational control and absolute accountability of all devices provided to the unit.

(c) The unit will accept responsibility for operator preventive maintenance and replacement of the devices. Replacement procedures of the device(s) requires a unit command investigation to be completed (DD-200) before new equipment will be procured by the CIS Wireless Coordinator (WDC) via the Wireless Provider. Loss/Prevention Form DD-200 must be completed and submitted to the Unit WDC/MSG G-6. The determination of accidental or mishandling is the purview of P&C and the Wireless Provider.

(d) The unit understands that this service is intended "for official use only" (FOUO).

(e) The unit will notify P&C when the service is discontinued.

(2) Procurement of new wireless equipment:

(a) Procurement of new equipment requires IT waiver approval IAW MARADMIN Number 472/08, Information Technology (IT) Funding, Approval and Procurement prior to purchasing new equipment.

(b) New Wireless Equipment will be purchased via the most current Navy/Marine Corps Fleet Industrial Supply Center (FISC) contract.

b. Service related issues will be resolved by WDC. It is the responsibility of the individual to contact the Unit Wireless WDC.

c. Details of service contracts, maintenance, replacement issues and new requirements can be resolved through CIS/WDC.

12. Siting of Commercial Communication Facilities. The siting of commercial communication facilities aboard MCB CamPen is covered in Chapter 5 of BO P2000.1_, SOP for CIS. No commercial agency, vendor, or contractor will be permitted to site telecommunication facilities aboard MCB CamPen without adhering to the guidance set forth in the most current edition of BO P2000.1_.

13. Amateur and Citizen Band Radios. It is the policy of the CO, MCB CamPen to support and encourage amateur and citizens band radio activities. Installation and operation of these radio stations within the confines of MCB CamPen are subject to the provisions of this Order, and BO P11101.31_, as well as all rules and regulations imposed by the Federal Communication Commission (FCC) and applicable Navy instructions.

14. Request for Release of Information Pertaining to MCB CamPen Controlled Telephone and Automated Data Records

a. The release of Government controlled telephone and automated data records is strictly prohibited except to approved authorized agencies (reference DoD 0-5505.9-M, May 1995, Inspector General of the DoD). The records may only be released in the conduct of official government business.

b. Approved, authorized agencies may request telephone and automated data records from the CO, MCB CamPen (Attn: AC/S CIS). Requests will be routed via the SJA's office to ensure the legality of the request.

15. Wireless Networks

a. It is required that all wireless devices in a work section be reported to the MCB CamPen CIS Information Assurance (IA) Division or MSC. Failure to do so could result in termination of all network connectivity and the revocation of network accreditation, IAW Information Assurance Enterprise Directive (IAED) 014 Wireless Local Area Networks v2.0 and the Wireless Local Area Network Information Assurance Enterprise Directive (IAED) 014 v2.0, signed 6 July 2007.

b. This IAED (014) applies to Marine Corps components, organizations, and personnel (government and non-government employees) that enter USMC facilities and/or access USMC IT systems. This includes any networks that process any USMC data whether they be stand alone, contractor provided, or directly connected to the MCEN backbone.

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c. WLAN (802.11x), whether it is connected or not connected to the Marine Corps Enterprise Network (MCEN), is not authorized in any government building unless requested through the CIS Information Assurance Division or responsible Major Subordinate Command (MSC) and then approved by the HQMC Designated Approving Authority (DAA). NMCI will not and can not authorize any wireless device without the expressed written consent of the HQMC DAA.

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Chapter 13

Public Affairs Office1. General

a. The CO, MCB CamPen is responsible for all matters affecting the relations of the base with the general public. The MCB CamPen Public Affairs Office (PAO) is established to facilitate internal information requirements, to provide a channel for release of information to the general public through a single source, and to handle the management of community relations activities.

b. The Director, MCB CamPen PAO, as the direct representative of the base CO, will act as the base spokesperson and sole authority to release information to the general public about base matters. The COs of tenant commands and activities at MCB CamPen are the sole authorities in their respective commands for the release of information to the general public for matters concerning their commands. Tenant command PAOs will act as their command's spokespersons and sole authorities to release information to the general public concerning their command. The Director, MCB CamPen PAO will maintain close liaison with other tenant command PAOs to present a unified public affairs program of benefit to the Marine Corps.

2. Requests for Information. Requests for public dissemination of information concerning base activities at MCB CamPen will be referred to the Director, MCB CamPen PAO. In accordance with current directives, the director will release routine, base-related information directly to the press. When dealing with sensitive matters, the director will consult with staff officers, commanders, or the COS as appropriate before releasing the information. When dealing with tenant command matters, the Director, MCB CamPen Public Affairs will refer media to that respective tenant command's PAO. See the current editions of SECNAVINST 5720.44B (Public Affairs Policy and Regulations), SECNAVINST 5720.42F (DON Freedom of Information Act Program) and the Privacy Act of 1974.

3. Security of Information. The Director, MCB CamPen PAO, will be guided by Section 705.5, Title 32 (National Defense), of the Code of Federal Regulations and the amplifying naval directives when doubt exists as to the security aspects of news releases and/or news photographs.

4. News Media Representatives. Professional news media representatives will be admitted to MCB CamPen only with approval from the Director, MCB CamPen PAO. The Director, MCB CamPen PAO will coordinate with tenant command PAOs and ensure the base CO has cognizance of all media aboard the base. All media representatives will be escorted on and off base by a base or tenant command public affairs representative.

5. Publicity, Casualties and Incidents

a. The Marine Corps is a source of news, and the news media will inevitably obtain and publish material concerning the Marine Corps that they consider newsworthy and of interest to the public. To ensure that Marine Corps news reports are timely and accurate, and that good relationships with

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news media prevail, it is the policy of the Marine Corps to initiate official releases or otherwise inform the news media of favorable or unfavorable unclassified activities or incidents that are newsworthy. Advising the news media promptly on negative situations helps prevent sensationalizing and misrepresenting the facts.

b. COs and cognizant base and MEF staff will notify the Public Affairs Office immediately of any accidents, incidents, or disturbances that involve individual Marines on MCB CamPen or that may result in local or national reaction or press interest. Such occurrences include:

(1) Accidents/incidents which cause casualties or extensive damage to civilian or military property.

(2) Disease of potential epidemic significance.

(3) Serious crimes or incidents which may arouse public or congressional interest.

(4) Civil disorders.

(5) Natural disaster occurrences such as earthquakes, storms, tidal waves, etc.

c. Other happenings, events or activities of less immediate interest; i.e., those activities or events usually thought of as favorable to the command, should be reported to the Director, MCB CamPen PAO as soon as practicable and before the event, if possible.

6. Participation in Community Relations/Activities. Community relations is under that staff cognizance of the Director, MCB CamPen PAO and is administered under the strict guidelines of the current editions of SECNAVINST 5720.44B and DoD Directives. This includes any official interaction with members of the civilian community or community organizations involving commitments such as participation in parades, visits, speaking engagements, volunteer "clean-up," or other events that are community relations in nature, and require prior coordination with the Director, MCB CamPen PAO.

7. Base Newspaper-The Scout

a. The Scout is distributed to the internal audience of MCB CamPen for various purposes:

(1) To Support DoD internal information programs and provide service and local news and other information of concern and interest to DoD personnel (military and civilian) that is not readily available in non-governmental media.

(2) To promote the efficiency, morale, and welfare of unit personnel.

(3) To serve as the voice of the CO, MCB CamPen and of MCB CamPen tenant commands. Editorial and news policies of The Scout serve to increase knowledge and understanding of MCB CamPen and local tenant organizations.

b. The Scout will not be used as a vehicle for criticism of individuals, groups, or activities internal or external to the command. It is not a vehicle for the expression of personal political or ideological beliefs.

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8. Base Command Information Channel-KPEN. KPEN is the base command information television station. KPEN is administered by the Director, MCB CamPen PAO, airing internal information and video products produced by KPEN personnel, base COMCAM, DoD and other Government agencies.

9. World Wide Websites. The Director, MCB CamPen PAO is responsible for the management, appearance, functionality and content of the MCB CamPen World Wide Web site. Information that is not appropriate for release to the public will not be posted on the command's World Wide Web site.

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Chapter 14

Medical and Dental

1. Medical Care for Eligible Beneficiaries at the Naval Hospital, MCB CamPen

a. The Naval Hospital, MCB CamPen is authorized to render medical care to Armed Forces personnel and their eligible beneficiaries subject to the availability of space and facilities and the capabilities of the professional staff.

b. Pertinent information and regulations concerning military and civilian medical care for eligible beneficiaries is available at the TRICARE Service Center, Naval Hospital, MCB CamPen [1-888-TriWest (874-9378)]

c. Outpatient treatment for active duty personnel will only be done in designated medical treatment areas; i.e., acute care clinic, emergency room clinics, area branch health clinics, and aid stations. Treatment of active duty personnel in their place of residence is not authorized. Family members of active duty personnel who require home visits by health care personnel should coordinate these visits with the TRICARE Service Center (see previous paragraph) in advance to ensure financial arrangements are approved.

d. Eligible beneficiaries, as defined in DoDI 6320.3_, suffering from chronic diseases, nervous or mental disorders, or who require only domiciliary care are not normally admitted; however, they may be treated as outpatients. The TRICARE Program does not cover domiciliary care; therefore, the sponsor is responsible for making such arrangements if the care is not available at the Naval Hospital on an outpatient basis.

2. Hospitalization

a. Navy and Marine Corps officers and enlisted personnel admitted to a Naval medical facility will have sufficient uniforms and personal gear with them to provide for themselves while hospitalized. Individual items of government property will not be transported to the hospital except in unusual circumstances. When a patient is admitted on an emergency basis without personal effects the member's CO is responsible for: having the effects inventoried by a 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. In emergencies, personal effects, health records and other records need not delay a patient's admission.

b. COs of personnel who are pending disciplinary action or in a disciplinary status and are being admitted to the Naval Hospital, are responsible for preparing a letter to the CO, Naval Hospital, explaining his or her status. This information assists in medical board and discharge planning. Security for prisoner's admitted for greater than 24 hours will be the responsibility of the prisoner's parent command (see Chapter Five of this Order). All Marine Corps personnel admitted to the Naval Hospital, MCB CamPen will remain on the rolls of their parent organizations for administrative purposes.

c. Personnel hospitalized for more than 48 hours will be visited by a unit representative who will verify that the patient has all the necessary uniforms and personal effects. The unit representative will assist hospitalized personnel with personal effects and with personal problems, if required. If personnel are hospitalized for more than 10 days, visits by the unit representative will continue to be made at least twice per month.

3. Visitors. COs, IOs, DOs, and other personnel on official government business should contact the Marine Liaison Office, Naval Hospital, MCB CamPen, to expedite transactions or official business, preferably the day before the proposed visit.

4. Minor Alterations of Footwear for Medical Reasons

a. Limited funds are available to defray the cost of required orthopedic alteration to the uniform footwear of active duty personnel.

b. Medical officers will carefully screen individuals having foot complaints before recommending corrective alterations to shoes. All alteration requests will be processed by the Naval Hospital podiatrist, who will provide guidance on where to have the alterations procured.

5. Sexually Transmitted Disease Control. Military personnel who knowingly conceal disease by failure to report for treatment are subject to disciplinary action. No disciplinary action or other punitive measures will be taken against persons who voluntarily report for treatment. Persons who have venereal diseases in an infectious stage may be quarantined to the limits recommended by the medical officer in charge of the case. All persons who acquire venereal infections shall be required to undergo a disease contact interview in accordance with DON and U.S. Public Health Service regulations.

6. Emergency Medical Care

a. Branch Health Clinic Services. During normal working hours, active duty military personnel will use the Area Branch Health Clinic (ABHC) that is convenient to their place of duty. After normal working hours, weekends, and holidays, emergency medical care with a medical officer in attendance is available only at the emergency room of the Naval Hospital, Bldg H-100.

b. Ambulance Service. Emergency ambulance service is available by dialing 911 to all personnel aboard MCB CamPen who require transport due to injury or acute illness.

c. Emergency Resuscitation and Breathing Apparatus. An emergency resuscitation and breathing apparatus (which may be required in the case of drowning, asphyxiation, or electrical shock) is available as follows:

- (1) Fire Stations. Dial 911

(2) Area Branch Health Clinics:

<u>AREA</u>	<u>BUILDING NUMBER</u>
13	13129
21	210735
22	22190
24	24100 (base Brig)
31	31151
33	33305
41	41353
43	43505
52	53505
62	62305
NWS, Fallbrook	101

(3) Base Swimming Pools and Beaches:

13 Area Pool
14 Area Pool
17 Area Pool
Del Mar Recreation Beach
San Onofre Recreation Beach

7. Dental

a. Dental support for all units at MCB CamPen shall be provided by 1st Dental Battalion/Naval Dental Center, with the exception of inpatients and the staff of Naval Hospital, MCB CamPen who shall receive their care at that facility.

b. The following additional services shall be furnished by 1st Dental Battalion/Naval Dental Center:

(1) Needed emergency dental treatment 24 hours per day for eligible beneficiaries.

(2) Specialty care and general dentistry support for beneficiaries from Naval Weapons Station (NWS) Fallbrook shall be provided by 1st Dental Battalion/Naval Dental Center.

c. Active duty service members have priority for routine (non-emergency) dental care.

d. Dental care of family members and retirees is primarily limited to emergencies and/or humanitarian care. Family members and retirees are strongly encouraged to use available dental insurance programs.

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Chapter 15

Base Chaplain/Command Religious Program (CRP)

1. General. The Base Chaplain is the special Staff Officer responsible for the leadership of the CRP which ensures the free exercise of religion of all members of the naval service assigned to this command, their families, and other authorized persons. In accordance with SECNAVINST 1730.7D, Religious Ministry within the Department of the Navy, the CRP is led and managed by the Religious Ministry Team (RMT) consisting of Chaplains and Religious Program Specialists (RP). The CRP provides for worship, religious education, pastoral care, and other programs and concerns of religious ministry. The RMT develops and executes the program budget, establishes and maintains effective internal controls of the Religious Offering Fund, provides professional training, and liaisons with military, civilian and religious bodies on matters relative to the CRP.

2. Mission. Deliver religious requirements through effective partnerships and management of resources, in order to heighten the spiritual readiness and resiliency of personnel, families, and other authorized recipients.

3. Core Capabilities

a. Care for all through specific institutional care, counseling, coaching, and training with a focus upon relational and personal needs outside a faith-group specific context.

b. Facilitate diverse religious opportunities that accommodate the multiple needs of assigned personnel by interfacing with local religious leaders.

c. Provide specific faith group experiences, including worship services, sacraments, rites, ordinances, and religious or pastoral counseling, scripture study, and religious education.

d. Advise the command in order to ensure the free exercise of religion, overall troop morale, morals, ethics, spiritual well-being and emerging religious requirements.

4. Religious Ministry Team Assignments. Chaplains and RPs who receive orders to Marine Corps Base, Unit Identification Code (UIC) 00681, are assigned to their billets by the Base Chaplain to most effectively support the Command Religious Program and to provide support for the tenant commands. Once assigned to a particular battalion the Chaplain or RPs will still retain responsibilities for the implementation of the overall Camp Pendleton CRP.

5. Religious Facility and Chapel Usage. The Religious Development Center (RDC) and the Chapels are primarily to be utilized for conducting faith-group specific religious services, ceremonies, religious education, and spiritual formation. The facilities can be made available for funerals, memorials, weddings, ceremonies or unit training events to eligible persons on a not-to-interfere basis with the ongoing CRP. Use of these facilities is requested through the MCBCP 1730/8 Chapel Usage Request Form. The following facilities are under the auspices of the CRP:

a. Marine Memorial Chapel (Mainside)

b. Blinder Memorial Chapel (South Mesa)

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- c. Caruso Memorial Chapel (School of Infantry)
- d. The Religious Development Center (Bldg 1344)

NOTE: Though some worship services are conducted in the historic Ranch House Chapel, that facility is under the auspices of the Operations and Training/Museums and Archives.

6. Volunteer Religious Representatives and the Parachapel Council. Faith groups frequently identify volunteers to provide occasional ministry to members assigned to the command. Volunteers provide an essential and valuable service when no chaplain is available to provide for faith-specific needs or to expand diversity of the CRP. These volunteers often work through the Parachapel Council. The Parachapel Council is a voluntary organization of civilian volunteers or religious groups who cooperate with each other and in partnership with the RMTs to provide religious and social support to Marines, Sailors and families, both on and off base. Volunteers may solicit no funds. Proselytizing is prohibited.

7. Chaplains Religious Enrichment Development Operation (CREDO). CREDO provides a variety of retreats, training events, and workshops designed to strengthen personnel and family readiness. The chaplains and RPs assigned to CREDO work under the auspices of Marine Corps Community Services (MCCS).

8. CRP Information and Schedule. Specific information about worship, educational and fellowship opportunities of the CRP may be found by calling the Religious Development Center, 725-4700, or online at <http://www.pendleton.usmc.mil/chaplain/index.asp>

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APPENDIX A

**Procedures For Approval and Operation of
Private Organizations (POs) Aboard MCB CamPen**

1. POs of a civil, social, or fraternal nature which serve to enrich military life will normally be approved to conduct meetings/activities aboard MCB CamPen.

2. The term "Private Organization" as used in this Appendix means a "nonfederal entity" as defined by the current edition of BO 5340.23.

3. A representative of an organization desiring to become an authorized PO will request a PO request package from the AC/S, MCCS. The PO request package will consist of:

a. A copy of Appendix's A through D.

b. A copy of the current edition of BO 5340.23 and DoD Inst 1000.15.

c. Mandatory topics for Constitution and Bylaws.

d. A sample copy of Constitution and Bylaws.

e. A sample request letter.

f. A sample updated roster of officers/members.

g. The organization will submit the following to the AC/S, MCCS for review and approval:

(1) Signed request letter.

(2) Constitution and Bylaws.

(3) Roster of officers/members.

(4) Liability insurance, if applicable.

h. The AC/S, SJA will review the PO request package and provide a legal opinion.

i. The AC/S, Facilities, Real Estate Office

(1) Will ensure that a PO seeking the exclusive use of a facility or space on a permanent basis aboard MCB CamPen has submitted an out-grant document and reimbursements as required by NAVFAC P-73.

(2) Will require the PO to maintain adequate liability insurance if the PO is seeking the exclusive use of a facility or space on a permanent basis aboard MCB CamPen.

4. To maintain authorization as a PO aboard MCB CamPen the PO must:

a. Conduct its meetings in accordance with their Constitution and Bylaws, Charter, or Articles of Agreement as approved by the CO or his designee.

b. Be self-sustaining and operated for the primary benefit of authorized participants and individuals acting exclusively outside the scope of any official capacity as military personnel, employees, or agents of the Federal Government.

c. Provide the most recent minutes of the meetings, an updated roster of officers/members to include: names, addresses, phone numbers, e-mail addresses, and Statement of Operations and Net Worth (MCBCP 5760/1) to the AC/S, MCCS at the conclusion of each calendar year. The Statement of Operations and Net Worth (sample included in Appendix C) must be completed as directed in Appendix D. Failure to submit a current Statement of Operations and Net Worth will result in the deletion of the PO from the list of POs Authorized to Conduct Activities aboard MCB CamPen as shown in this Appendix.

d. Submit any change to the Constitution and Bylaws, as they occur, to the AC/S, MCCS for review and approval.

e. Maintain adequate liability insurance, if applicable.

5. Restrictions

a. Activities that conflict or compete with authorized functions of MCCS (i.e., Retail, Semper Fit, Services, and Food & Hospitality) or any NAFI will not be approved. Conflict or competition is determined by the AC/S, MCCS.

b. Per the current editions of MCO P1700.27, BO 5340.23, DoD 5500.7-R, DoD Inst 1000.15, and NAVFAC P-73, direct financial assistance to a PO from MCCS is prohibited.

c. Fundraising events will be conducted per the current edition of BO 5340.23.

d. Civilian personnel membership in a PO, except those POs 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 PO. 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, marital status, religion, national origin, physical handicap, or sex is prohibited.

e. The title Marine Corps Base will not be used in the name of a PO.

f. Neither APF nor NAF activities will assert any claim to the assets or incur or assume any obligation of any PO except as may possibly arise out of a contractual relationship.

g. Each PO authorized to operate aboard MCB CamPen will be subject to an annual review of their Statement of Operations and Net Worth (MCBCP 5760/1), insurance, and operating procedures by the AC/S, MCCS. These reviews are to ensure compliance with the current editions of MCO P1700.27, BO 5340.23, DoD 5500.7-R, DoD Inst 1000.15, and NAVFAC P-73. Completed reports will be made to the CO, MCB CamPen recommending corrective action where appropriate.

6. Logistics Support. POs are responsible for furnishing or procuring equipment, supplies, and other materials at the expense of the PO. Loaning or renting government-owned equipment to a PO will be reviewed on a case-by-case basis, per the current edition of DoD 5500.7-R.

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 POs:

(a) Small informal funds, such as office and coffee messes, provided the monthly income for the mess is less than \$200.00. Coffee messes are not authorized to generate income from the resale of food or other merchandise. The restrictions contained in DoD INST 1000.15 apply to the conduct of these messes. Therefore, participation in the mess must be voluntary, contributions must be nominal, and no individual may profit personally from activities related to the mess. Mess monies shall not be co-mingled with any person's private finances. If mess monies are maintained in a financial institution, the account should be set up so that interest accrued, if any, will go back to the mess and not to any individual. In order to avoid incurring income tax obligations, non-interest bearing accounts are preferred.

(b) Mutual interest group funds (annual office picnic, dinner, etc.).

(c) Contractor/subcontractor organizations operating aboard MCB CamPen.

8. Exempt Organizations. Federally sanctioned private organizations that are recognized per specific DoD authority or by special authority granted at the installation level and are exempt from this Appendix, include but are not limited to:

(a) Benevolent Organizations

(b) Financial Institutions

(c) Unions

9. Discontinuance. Discontinuance of a PO may be affected by the membership with the procedures set forth in the approved Constitution and Bylaws. Upon discontinuance, a Statement of Operations Net Worth (MCBCP 5760/1) will be completed and submitted to the AC/S, MCCS. A decision by the CO, MCB CamPen to withdraw permission for a PO to operate aboard MCB CamPen shall cite the reason, provide any guidance for disposition of government assets (if any), and establish a termination date. Abandoned property will be impounded by the AC/S, MCCS and disposed of in the best interest of this Command.

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APPENDIX B

**Private Organizations Authorized to Conduct Activities Aboard
MCB CamPen**

1. Chartered Organizations

(a) Boy Scouts of America (Cub Scout Packs, Boy Scout Troops and Explorer Scouts)

(b) Girl Scouts of America (Brownie Troops, Junior Troops, Cadet Troops and Senior Troops)

(c) Women Marine Association, MCB CamPen Chapter

(d) Young Marines of the Marine Corps League, Incorporated

2. Community Service Organizations

(a) MCB CamPen Historical Society, Incorporated

(b) ECHO Company Funds

(c) Field Medical Training Battalion Recreation Fund Committee

(d) Heartbeats - Hospital Auxiliary

(e) I MEF Marine Corps Birthday Ball Committee

(f) Rancho Santa Margarita Y Las Flores Docents

(g) Sentinel Social Committee

(h) San Onofre Parent - Teacher Association

(i) The Fighting 13th

(j) The Riflemen Organization

3. Professional Associations

(a) Medical Service Corps Officers' Association

(b) Naval Hospital MCB CamPen Nurse's Association

(c) The 1st Class Petty Officer Association

(d) The 2nd Class Petty Officer Association

4. Recreation/Sports Organizations

(a) Chap N' Breeches Riding Club

(b) Joint Military Radio Control Flyers

(c) Kupa'a Mau Outrigger Canoe Club

- (d) Pendleton Ladies' Golf Association
- (e) Pendleton Men's Golf Association
- (f) Pendleton Sportsman's Club
- (g) Rancho Santa Margarita Gem and Mineral Society
- (h) Santa Margarita Gun Club
- (i) Santa Margarita Yacht Club
- (j) Vado Del Rio Skeet & Trap Club

5. Wives Clubs

- (a) Enlisted Wives' Club
- (b) Officers' Wives' Club

APPENDIX C

Statement of Operations and Net Worth

Private Organization Authorized to Operate Aboard
MCB CamPen

Report as of: (Day, Month,
Year)

Name and Address of PO:

LINE NO.	ACCOUNT DESCRIPTION	COLUMN 1	COLUMN 2
<u>PART I - STATEMENT OF OPERATIONS</u>			
1	NET WORTH BEGINNING OF ACCOUNTING PERIOD		
2	ADD: CASH RECEIPTS (specify)		
3	TOTAL RECEIPTS FROM ADDITIONAL SHEET (If used)		
4	TOTAL CASH RECEIPTS		
5	LESS: CASH EXPENDITURES (specify)		
6	TOTAL EXPENDITURES FROM ADDITIONAL SHEET (If used)		
7	TOTAL CASH EXPENDITURES		
8	NET WORTH END OF ACCOUNTING PERIOD		
<u>PART II - RECAPITULATION OF NET WORTH</u>			
9	CASH IN BANK AND ON HAND		
10	PETTY CASH		
11	OTHER (specify)		
12	TOTAL NET WORTH		

Submit this form to the AC/S, MCCS at the conclusion of each calendar year.

AC/S MCCS
Attn: Headquarters
Box 555020
Camp Pendleton, CA 92055-5020

PREPARED BY: _____

THE ABOVE DATA IS IN AGREEMENT WITH THE BOOKS OF ACCOUNT AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS CORRECT

(Signature) _____

(Custodian)

MCBCP 5760/1

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APPENDIX D

**Instructions for Completing
Statement of Operations and Net Worth**

- LINE 1, COLUMN 2: The total net worth in the fund at the beginning of this accounting period. Refer to your previous accounting period (line 12).
- LINE 2, COLUMN 1: INCOME RECEIVED. The major categories in which the activity received income (i.e., dues, admission fees, fund-raising, etc.). The last category will cover small value items (items not listed in the major category) and may be titled "Miscellaneous Income". Additional sheets may be used, if applicable.
- LINE 3, COLUMN 1: INCOME RECEIVED. The total of receipts listed. Additional sheets may be used, if applicable.
- LINE 4, COLUMN 1: Total of all amounts listed on lines 1 and 2.
COLUMN 2: Total of all amounts listed on lines 1, 2, and 3.
- LINE 5, COLUMN 1: EXPENDITURES. The major categories in which the activity expends funds (i.e., wages, cost of goods, expendable property, nonexpendable property, etc.). Receipts should be available to substantiate all entries. The last category will cover small expenditures not listed in the major category. Do not list monies held in reserve which have not been expended (i.e. been expended (i.e., prize fund). Additional sheets may be used, if applicable.
- LINE 6, COLUMN 1: EXPENDITURES. The total of receipts listed. Additional sheets may be used, if applicable.
- LINE 7, COLUMN 2: Total of all amounts listed on lines 5 and 6.
- LINE 8, COLUMN 2: Subtract line 7 from line 4, column 2.
- LINE 9, COLUMN 2: The total of cash on hand accumulated at the end of the accounting period (to include checking/savings accounts, investments, etc.). Do not include petty cash and change funds.
- LINE 10, COLUMN 2: Petty cash and change funds accumulated at the end of the accounting period.
- LINE 11, COLUMN 2: Any other monies or assets which should be considered in computing net worth.
- LINE 12, COLUMN 2: Add lines 9, 10, and 11. (Note: The amount inserted on this line should be the same as line 8). This amount will be carried to your next accounting period, line 1, column 2).

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APPENDIX E

Advertising and Commercial Sponsorship Authority

1. Commercial sponsorships and advertising aboard DoD military installations are authorized in support of, DoD Morale, Welfare and Recreation (MWR) programs. All solicited or unsolicited commercial sponsorships and advertising arrangements associated with MCB CamPen, its military units, or POs authorized to use its facilities, must be directed to the MCCA Marketing Director for appropriate action. All discussions, understandings, negotiations, arrangements or agreements, both verbal and written, involving commercial sponsorships or advertising aboard MCB CamPen are subject to the direction and control of the MCCA Marketing Director.
2. Enclosures (9) and (10) of DoDI 1015.10 authorize the DoD MWR Commercial Sponsorship and DoD MWR Advertising programs. Consistent with the DoD 5500.7-R mandate against solicitation and endorsement, those programs specifically include: (1) the solicitation of assistance, funding, goods, and equipment from individuals, agencies, associations, companies, and corporations in exchange for public recognition and advertising in connection with DoD MWR events or programs; and (2) DoD MWR program sale of space for commercial advertising in media prepared by or for the DoD MWR activities.
3. The Marketing Division is designated as the Sponsorship Coordinator responsible for the solicitation and management of all MWR commercial sponsorships and advertising. All solicited or unsolicited commercial sponsorships and advertising requests aboard MCB CamPen must be approved by this organization. The following MCCA Marketing billets are assigned MWR commercial sponsorship and advertising authority for MCB CamPen:
 - (a) The General Sales Manager, MCCA Marketing, MCB CamPen is designated as the MCCA, MCB CamPen, Commercial Sponsorship Coordinator.
 - (b) The Deputy Director, MCCA Marketing, MCB CamPen shall exercise review and approval authority for all activities conducted by the MCCA, MCB CamPen Commercial Sponsorship Coordinator.
 - (c) The Director, MCCA Marketing, MCB CamPen shall exercise review and approval authority for all activities conducted by the Deputy Director, MCCA Marketing, MCB CamPen.
4. Additional sponsorship information and points of contact is available at www.mccscp.com; enter Sponsorship in the Search Box.

