

MARINE UNMANNED AERIAL VEHICLE SQUADRON 3

# WELCOME ABOARD

PHANTOMS

FY2022



MARINE CORPS BASE HAWAII  
Kaneohe Bay Hawaii 96863

TABLE OF CONTENTS

## What's Inside

Command Philosophy.....	2
VMU-3 Leadership.....	3
VMU-3 History.....	6
Unit Readiness Coordinator.....	8
Single Marine Program.....	9
TRICARE.....	10
TLA/Housing.....	11
Vehicles and Weapons.....	12
Pets.....	13
Base Map.....	14
Contact Information.....	16

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## VMU-3 Command Philosophy

Our Mission is to support the MAGTF Commander by providing multi-sensor surveillance and reconnaissance, data gateway and relay capabilities through an aerial layer, enabling or conducting the detection and engagement of targets during expeditionary, joint, and combined operations.



TEAM,

The role, mission, and importance of this unit in enabling naval maneuver, high-end experimentation, and refinement of advanced operating concepts for the Marine Corps and joint force demands our complete and total commitment to excellence. In order to meet the demands and expectations levied on this unit by the imperatives of Force Design 2030, my command philosophy focuses on the following three core tenets:

**READY.** Readiness applies not just to aircraft and/or ground equipment, but readiness as an approach and hallmark of everything that this unit does. Readiness is comprehensive. We will strive for excellence in personnel readiness, material readiness, medical/dental readiness, spiritual readiness, and family readiness. Why? Because when we are called upon to deliver our unique capabilities, at a moment of national crisis or when directed by the National Command Authority, VMU-3 will be out front, leading the way. In order to lead, we must be READY.

**LETHAL.** Our purpose is clear. Lethality, by our own hand or in support of our Naval/joint comrades-in-arms, will be at the forefront of our thinking all the time. Lethality, as a mind-set, is oriented on the ENEMY and we make no mistake as to why we are here and what we are setting out to do. VMU-3, as a key enabler of III MEF and the Stand-In Force, is designed to counter our Nation's most advanced threats. By orienting on the ENEMY, we will maintain our common purpose that will allow us to make difficult decisions, harness our collective capacities, and to make ruthless prioritization of limited resources.

**TOGETHER.** In order to excel as a Team, we need all hands on deck. Every single member of this command is valuable and contributes to our overall, shared success. Every emphasis will be placed on connection with the Marine and sailor to our left and right, up and down the chain of command. Cohesive units in which every member is valued and has a role in the mission are more successful, resilient, and lethal. Connection, compassion, and resolve will guide our way in fostering a shared, deep sense of satisfaction in what we do.

Our Nation's foes and the future operating environment demand that we approach our task with zeal, vigor, and violence of action. By creating and cultivating a culture that provides the opportunity for EVERY member of this unit to excel, VMU-3 will be ready when our number is called. We are playing for keeps.

*Semper Fidelis,*

Nicholas J. Law

Lieutenant Colonel, United States Marine Corps

Commanding Officer, VMU-3

## Commanding Officer LtCol Nicholas B. Law

LtCol Law enlisted in the Marine Corps in January 2003, graduating from Parris Island, S.C. in April of that year. Following infantry training, he was assigned to 1st Marine Division and deployed to Al Anbar Province, Iraq as a Rifleman, Alpha Company, 1st Battalion, 5th Marines in late-2003. During this period, he participated in Operation VIGILANT RESOLVE throughout the spring and summer of 2004. Upon returning from Iraq, LtCol Law was selected for the Enlisted Commissioning Program and was commissioned a Second Lieutenant in December 2004.



As a company grade officer, LtCol Law served in a variety of aviation logistics billets at both the MALS and MAG-level within Third and Fourth Marine Aircraft Wings. From 2007-2008, he commanded a Police Transition Team (PTT) in Al Anbar Province, Iraq. He was subsequently selected for the Foreign Area Officer Program in 2008, completing graduate studies at the Naval Postgraduate School and Modern Standard Arabic language training at Defense Language Institute Foreign Language Center (DLIFLC) in Monterey, CA in 2011. During this period, Law commanded Alpha Company, MARDET DLIFLC. Upon completion of training, he was assigned to the Defense Attaché Office, USEMB Tunis, Tunisia. From 2012-2015, LtCol Law served as MALS-49 Det D Officer-in-Charge and Executive Officer for Site Command Norfolk, VA.

As a field grade officer and following completion of USMC Command and Staff College and the U.S. Air Force Remotely Piloted Aircraft training pipeline, LtCol Law served as both the Aircraft Maintenance Officer and Executive Officer for Marine Unmanned Aerial Vehicle Squadron 3 (VMU-3) from 2017-2020. During this period, he deployed as a Joint Planner with Combined Joint Task Force Operation INHERENT RESOLVE (CJTTF-OIR CJ-35) in Arifjan, Kuwait and Baghdad, Iraq. From 2020-2021, LtCol Law served as the Senior Unmanned Aircraft Systems Capabilities Integration Officer at Headquarters Marine Corps, Combat Development and Integration, responsible for all requirements and emergent operational concepts for future unmanned aviation platforms.

LtCol Law has a PhD in International Studies from Old Dominion University, a Master of Military Studies (MMS) degree from Marine Corps Command and Staff College, a Master of Arts (MA) degree in National Security Studies from the Naval Postgraduate School, and a Bachelor of Arts (BA) degree in Speech Communication from the University of Georgia.

LtCol Law's personal awards include the Meritorious Service Medal, the Joint Service Commendation Medal, the Navy and Marine Corps Commendation Medal with "V" and three gold stars in lieu of fourth award, the Navy and Marine Corps Achievement Medal, and the Combat Action Ribbon.

**Executive Officer**  
**Major Steven R. Schiesser Jr.**

Major Schiesser was born in Orange County, California. He graduated from the University of California, Davis and commissioned in the Marine Corps in 2012 through Naval Reserve Officer Training Corps in Berkeley, CA.

After attending TBS in 2013, he reported to Marine Detachment, Fort Belvoir at the National Geospatial Intelligence Activity. Following Air Intelligence Officers Course, he reported to the 1st

Marine Aircraft Wing in Okinawa, Japan as an Air Intelligence Officer in September of 2014. During his time at 1st MAW, Major Schiesser supported multiple coalition exercises as the Targeting Officer and the 1st MAW Commanding General's Intelligence Briefer following his graduation from Weapons and Tactics Instructor Course in 2015.

In 2016, Major Schiesser reported to 7th Engineer Support Battalion to serve as the Intelligence Officer. Here he developed a robust Combat Engineer Red Cell program to prepare the companies prior to deploying to the INDOPACOM and CENTCOM AORs. After graduating from the Marine Corps Logistics Operations Center's Logistics Intelligence Planners Course, Major Schiesser took command of Headquarters and Service Company. In 2018, he reported to Marine Corps Intelligence School for Marine Air Ground Task Force Intelligence Officer Course.

After graduating, he reported to the Marine Corps Intelligence Activity as the deputy director for the INDOPACOM Support Team. After serving as the Deputy of Operations for the Intelligence Directorate, Major Schiesser moved to Hawaii where he joined Marine Unmanned Aerial Vehicle Squadron 3 as the Intelligence Officer in September 2020. On May the 4th, 2022, Major Schiesser took the seat of Executive Officer, where he currently serves today.



## Sergeant Major

### SgtMaj Andrew B. Radford

Sergeant Major Radford enlisted in the Marine Corps on 20 November 2002 and attended recruit training at Marine Corps Recruit Depot; Parris Island, NC.

In May of 2003, after completing Personnel Administrative School at Camp Johnson, NC, where he gained the MOS of 0151. Sergeant Major Radford was ordered to Headquarters and Support Battalion, Marine Corps Base Camp Lejeune, NC where served in the S-1. In August of 2003, Sergeant Major Radford received orders to 2d Battalion 8th Marines, 2d Marine Division at Camp Lejeune, NC. He deployed to Afghanistan in 2003, followed by a deployment with the 26th Marine Expeditionary Unit in 2005 and then deployed again to Iraq in 2006. He served as the Administrative Specialist and Assistant Admin Chief. While with 2d Battalion 8th Marines, he was meritoriously promoted to the rank of Corporal.



In May 2007, Sergeant Major Radford received orders to Marine Security Guard School, Quantico, Virginia as a student Marine Security Guard (MSG) and subsequently assigned to MSG Detachments Lagos, Nigeria; Managua, Nicaragua and Bogota, Colombia. He served as Training NCO, and Assistant Detachment Commander. While on MSG Duty, he was meritoriously promoted to the rank of Staff Sergeant.

In June 2010, Sergeant Major Radford received orders to Casualty Branch, Marine and Family Programs Division. He served as the Administrative Chief, Assistant Operations Chief, and Marine and Family Programs Division Platoon Sergeant. While at Casualty Branch, Sergeant Major Radford attended the Advanced Administrative Specialist Course at Camp Johnson, NC and graduated as the Honor Graduate. He also attended the Advanced Course in Quantico, and graduated on the Director's Honor Roll and was promoted to the rank of Gunnery Sergeant.

In October 2015, Sergeant Major Radford received orders to Marine Security Guard School, Quantico, VA as a student Detachment Commander. He served as the Detachment Commander in Tashkent, Uzbekistan and Algiers, Algeria. While on MSG Duty, he was frocked to First Sergeant on 1 June 2017.

In June 2017, Sergeant Major Radford reported to 1st Battalion 10th Marine Regiment, 2d Marine Division Camp Lejeune, NC as the Battery First Sergeant for Charlie Battery and participated in a Unit Deployment Program to Okinawa, Japan. In May 2019, Sergeant Major reported to 3d Marine Raider Support Battalion to serve as Intelligence Company First Sergeant. In March 2020, Sergeant Major Radford reported to 3d Marine Raider Battalion to serve as Headquarters Company First Sergeant. While serving 3d Marine Raider Battalion, he attended Joint Special Operations Forces Senior Enlisted Academy and was an honor graduate. In September 2020, First Sergeant Radford reported to 2d Marine Raider Battalion to serve as Headquarters Company First Sergeant and Acting Sergeant Major. In March 2021, Sergeant Major Radford reported to 3d Marine Raider Battalion to serve as Headquarters Company First Sergeant Major. In February 2022, Sergeant Major Radford reported to Marine Unmanned Aerial Vehicle Squadron 3 to serve as the squadron Sergeant Major.

## The History of VMU-3 Phantoms

The Commandant of the Marine Corps directed the establishment of Marine Unmanned Aerial Vehicle Squadron 3 (VMU-3) as part of the expansion of the Marine Corps to an end-strength of 202,000 active duty Marines. The addition of a VMU would enable the Marine Corps to decrease individual squadron operations tempo and free up capability to be used for further tasking by the Marine Air Ground Task Force Commanders. The United States Marine Corps activated VMU-3 on 12 September 2008 at Twentynine Palms, California, as a part of Marine Air Control Group 38 (MACG-38), 3d Marine Aircraft Wing (3d MAW), I Marine Expeditionary Force (I MEF) under LtCol James W. Frey as the first Commanding Officer and SgtMaj R. Mendez Jr as the first Sergeant Major.

The Phantoms took to the skies for the first time 10 days after activation on 22 September 2008 with the Shadow 200 Tactical Unmanned Aircraft System (TUAS). VMU-3 then supported several exercises including STEEL KNIGHT, several MOJAVE VIPERs, DESERT SCORPION, and a Weapons and Tactics Instructor's course (WTI). In support of WTI, VMU-3 became the first USMC UAS squadron to utilize a UAS as a Strike Coordination and Reconnaissance Coordinator (SCAR-C) platform and perform the role of forward observer for the High Mobility Artillery Rocket System (HIMARS). In preparation for the first squadron deployed, VMU-3 stood up three detachments. The inauguration of Detachment Alpha arose to support Shadow 200 TUAS operations in Operation ENDURING FREEDOM (OEF). Detachment Bravo activated in order to support Scan Eagle operations in OEF. Detachment Charlie activated in order to support Scan Eagle operations for Operation IRAQI FREEDOM (OIF). By January 2010, just sixteen months after the unit's activation, the Phantoms of VMU-3 found themselves deploying in support of OIF and OEF 9.2. VMU-3 provided over 225 hours of UAS support per day equivalent to keeping nine UAVs continuously airborne - the highest rate in USMC history. The amount of support



provided to the Marine Air Ground Task Force (MAGTF) was achieved by only 112 deployed Marines, one sailor, and four augments from MACG-38 units, as well as civilian contractors.

Over the course of VMU-3's seven month deployment, employment of the Shadow UAS evolved from a basic collection asset to a multi-role, fully integrated platform. The Phantoms not only built-up the existing infrastructure in theater, but maximized the support to the ground combat element (GCE) in terms of quality and quantity of hours. Furthermore, the Phantoms provided invaluable support to numerous major operations including the seizure of Marjah during Operation MOSTARAK. The Shadow UAS flew over 3,000 hours and over 500 sorties while Scan Eagle totaled over 17,500 hours through an average of 7 sorties per day. The Phantoms of VMU-3 raised the bar for UAS employment and rewrote the book on UAS tactics, techniques, and procedures (TTPs).

In the fall of 2010, VMU-3 continued to make history by pioneering new tactics and concepts. The Phantoms supervised the successful Inaugural Flight Operations of the newly-established VMU-4 in Yuma, AZ. The Phantoms supported the first-ever deployment of Marine Corps UAS aboard a Marine Expeditionary Unit (MEU) by providing a Subject Matter Expert (SME) to advise the 13th MEU staff and HQMC on the proper employment of maritime UAS operations. In addition, the Phantoms, in support of WTI 1-11, successfully provided laser guidance for Hellfire missiles and Laser Guided Training Rounds (LGTRs) to target impact. VMU-3 recorded this proof of concept and developed community-wide TTPs for hosting laser-guided weapons from all capable platforms.

The Phantoms continued to prep for their next deployment with ENHANCED MOJAVE VIPER and then deployed again in April 2011. Actions in theater motivated a convoy commander



to write a letter of appreciation to the Phantoms, thanking unmanned aircraft systems for saving his life in Afghanistan. The Phantoms returned from deployment in November and prepared for another deployment by supporting a WTI course, an ENHANCED MOJAVE VIPER, and a MARSOC exercise. As proof of the Phantom's commitment to mission, they were awarded with the 2011 Commandant's Aviation Trophy for outstanding performance of a Marine aviation squadron.

In keeping with an ever increasing tempo, the Phantoms prepped for another deployment by supporting multiple ENHANCED MOJAVE VIPER exercises. They deployed to OEF 13-2 from October 2012 to May 2013 and flew missions from Forward Operating Bases (FOBs) Dwyer, Shukvani, Payne, and later at Camp Leatherneck. VMU-3 supported multiple units with Shadow, Scan Eagle, and Aerosonde UAS. They supported 2/7, Combat Logistics Regiment 15 (CLR-15), 12th Georgian, 32d Georgian, Regional Command Southwest Regimental Combat Team (RCSW RCT), and Weapons Company 3/9. The Phantoms flew over 2,300 sorties and over 21,000 flight hours during the deployment. VMU-3 also supported units with Cargo Resupply Unmanned Aircraft System (CRUAS) missions with 463 sorties.



After returning from theater, the Phantoms supported several Integrated Training Exercises (ITXs) and WTI 1-14. By October the focus shifted to the relocation from Twentynine Palms, California, to Kaneohe Bay, Hawaii. VMU-3 officially joined the Hawaii community in June 2014 and supported several LAVA VIPER exercises both during and after the relocation to Kaneohe Bay. Setting up a new squadron in Hawaii came with many challenges. The Phantoms continually rose to these challenges and declared Initial Operations Capable (IOC) on 28 February 2015 and declared Fully Operations Capable (FOC) on 1 December 2015. The Phantoms now carry out their mission under the command of Marine Aircraft Group 24 (MAG-24), 1st Marine Aircraft Wing (1st MAW), III Marine Expeditionary Force (III MEF). VMU-3 has successfully transitioned to the Shadow V2 with the new capabilities enabled by the Tactical Common Data Link (TDCL) upgrades that were brought to the Shadow system in September 2015.



The Phantoms began transitioning from the RQ-7B V2 Shadow to the RQ-21A Blackjack UAS in September 2018. The squadron declared initial operational capability (IOC) in July 2019 and full operational capability in December 2019. The RQ-21A Blackjack brought a shipboard capability, advanced payloads, and an increased endurance capability to the VMU-3 arsenal. During the RQ-21A's period of employment at VMU-3, support and operational detachments of Marines were deployed to the 31st Marine Expeditionary Unit (MEU), Marine Rotational Force—Darwin (MRF\_D), Service Level Training Exercise (SLTE), and Weapons Tactics Instructor (WTI) Course. In June 2022, VMU-3 finished their divestment of all five RQ-21A systems, beginning their transition to the MQ-9A Reaper. VMU-3 continues to lead the way for the Marine Corps with UAS operations in the U.S. Indo-Pacific Command area of responsibility. As VMU-3 transitions from Group 3 UAS to Group 5, a few MQ-9 pilots from VMU-3

have been supporting operations throughout the world while attached to 174th Attack Squadron. From 1 - 24 June, the VMU-3 MQ-9A crew assigned flew missions in support of Valiant Shield '22 (VS'22) from ground controlling stations located at Air National Guard (ANG) bases located in Syracuse, New York and Fargo, North Dakota illustrating the Marine Corps' strive to bring Medium Altitude Long Endurance Unmanned Aircraft Systems into the Force Design 2030 and the National Defense Strategy's region of focus. The MQ-9A Reaper brings persistent capabilities onto the battlefield through a wide variety of image and signal collections as well as lethality through facilitating precise on demand fires. Through USMC and ANG cooperation during VS'22, the MQ-9A Reaper's rapid deployment and expeditionary capabilities were showcased through multiple MQ-9A aircraft conducting transnational and transoceanic flights into a distant AOR. The MQ-9A Reaper then integrated with manned aircraft and US Naval Vessels in the development and practice of TTPs which will be leveraged in future conflicts. Highlighting TTP development were satellite launch and recovery (SLR) and extended range Air to Ground Missile (AGM) strikes against maritime targets. VS'22 concluded with the safe return of all aircraft to their CONUS station and the exercises serve as an excellent example of joint relationships in the focus area of operations with a common platform for a common goal.



## Welcome to the VMU-3 Phantom Family!

Aloha!

My name is Benjamin Butterfield and I am the Unit Readiness Coordinator. I am happy to have you join our Phantom Ohana! I have an amazing family consisting of my wife Daphne and our golden retriever Barkley. We all made the trip out to the islands from Oregon (Go Ducks), and have been with VMU-3 since December 2020. Since joining the Phantoms, not only have I flown the RQ-21A Blackjack, but I have also serve as the Aviation Safety Officer in the Department of Safety and Standardization.



Family Readiness is an integral part of VMU-3 as we continue to evolve and this is where I come in. As your URC, it is my role to provide two-way communication between our Command Team and our families. As you get to know me you will find out that I am not a man of many words. I like to keep things simple, executable and fun! What you can expect from me moving forward is three main emails each month. The first email will be a highlight reel of the work and activities VMU-3 was involved in the month prior. Second, will be an update of resources and events you can attend around the base. Lastly, will be an email about the most recent upcoming event for you to put on your calendar. Feedback is also highly recommended within the Phantom Ohana. We want you and your families to be comfortable with the unit and feel free to speak up about ideas to improve.

Contact information is critical to the effectiveness of our ability to keep the lines of communication open. When your Marine checks in, he/she, will provide me with their family member's information to include phone numbers, mailing addresses, and email address. This information will be kept confidential and will never be misused. PLEASE keep me informed of any changes to your contact information so that I can maintain an up-to-date roster.

Your Marine will do their best to keep you informed, but as your URC, I can also help provide you with valuable resources and referral information offered to our Marine families. If you have a question that I can't answer, I will do my best to find it! Chances are, the answer will not just benefit you, but other Phantoms as well.

I also want to encourage you to get involved! This is YOUR Phantom Family so let us seize the opportunity to build a community in VMU-3. I welcome any ideas/feedback/information you may have, so feel free to call, email, or stop by at any time. I am also excited about building a fantastic volunteer team to make your ideas a reality.

There is no better way to make friends and build community than by joining in whenever you can!

So, WELCOME!

I look forward to meeting you!

**First Lieutenant (1stLt) Benjamin W. Butterfield**

Work: 808-257-2712

Email: benjamin.butterfield@usmc.mil



The Single Marine & Sailor Program (SM&SP) is a highly energized program designed to address and enhance the quality-of-life for Single Marines and Sailors in a measurable manner. This program accomplishes this by providing three core components:

1. Quality of Life
2. Community Involvement
3. Recreation

### VMU-3 SMP Representative

## FAQ



**Sergeant Catalan (S1)**

**(808)257-1180**

**Q: Who qualifies for the SM&SP?**

A: All single/unaccompanied Active Duty Marines and Sailors who serve aboard MCB Hawaii.

**Q: If I have a girlfriend or boyfriend, can I still participate in SM&SP activities and events?**

A: Absolutely. You will be completely eligible for the program's benefits until you are married.

**Q: What types of events and activities does the SM&SP offer?**

A: The SM&SP offers a wide variety of activities — everything from neighbor island excursions to on-base activities. Essentially, the sky's the limit .

**Q: If I do not qualify for the program, can I still be a part of it?**

A: Yes, you can. You are more than welcome to attend the meetings and share your ideas. You may also assist by volunteering at any of the SM&SP unit events. We urge you to help your unit representative in passing on information and coordinating events for your unit.

## TRICARE Medical and Dental

Your TRICARE eligibility doesn't change when you move. But it may change your health plan options. Keep these things in mind when you know you're about to move:

- ◆ Don't disenroll from any plan before you move.
- ◆ You're covered by your current plan on your way to your new location.
- ◆ Make sure you tell your regional contractor and all doctors if you have other health insurance
- ◆ Update your address and other personal information in the Defense Enrollment Eligibility Reporting System after you move.

### Dental 21st Dental Company Building 6905, Harris Ave, MCBH Kaneohe Bay, HI 96734

**Appointments:** (808)257-3365 / 1-888-MTF-APPT (683-2778)

**Open:** 07:30 a.m. to 16:00 p.m.

**After-hours Active Duty Dental Emergencies:** 864-4705

**21st Dental Company, MCBH (Active Duty Only):** 257-3100, ext. 1

### Branch Health Clinic (BHC) Kaneohe Bay, Building 6905, Harris Ave, MCBH Kaneohe Bay, HI 96734

Services provided include Family Medicine (care provided by Medical Home Port Teams), Aviation Medicine, Dermatology (by referral), Immunizations, Laboratory, Medical Readiness Clinic, Mental Health, Obstetrics, Optometry, Pharmacy, Physical Therapy and Sports Medicine (by referral), Preventive Medicine and Occupational Health (limited basis), and Radiology.

#### **Clinic Hours:**

Monday through Friday: 07:30 a.m. to 16:00 p.m. | Weekends and Federal Holidays: Closed

*Extended Medical Home Port Primary Care Hours: 07:30 a.m. to 18:00 p.m. (NHCH Call Center Appointment Line and Kaneohe Bay Pharmacy (no handwritten scripts after 5:30 p.m.) have extended hours to support later primary care appointments)*

## Routine Care While Traveling

### **Active Duty Service Members**

If traveling TDY, TAD or between duty stations, you must receive all routine (nonemergency) care at a military treatment facility (MTF) if one is available. If a MTF is not available, prior authorization from your primary care manager (PCM) is required for nonemergency care. You are responsible for all costs associated with nonemergency medical care performed at a civilian facility without prior approval.

### **Active Duty Family Members**

Active duty family members (ADFM) should try to get all routine care before traveling. If enrolled in a TRICARE Prime option, a PCM referral is required to avoid point of service (POS) charges.

\*ADFM not enrolled in a TRICARE Prime option can make an appointment with any TRICARE authorized provider.

# Temporary Lodging Allowance (TLA) / Housing

**Temporary Lodging Allowance (TLA)** is an allowance to partially **reimburse** a member for the more than normal expenses incurred while occupying temporary lodging. TLA reimburses the cost of lodging, meals and incidentals according to the size of your family and whether the facility has an adequate or inadequate kitchen. Arrival TLA can be granted up to 30 days during the initial entitlement period only, in increments of 10 days. The 30 days entitlement period commences the day the member reports to their new command.

## Housing Contact Information

### Email:

MCBH.G4.FMLY.HSG.FMB@usmc.mil

### Location:

1571 Lawrence Road, MCBH Kaneohe Bay

### Hours:

MTTF 0730-1530, W 0730-1400

### Phone/DSN:

(808)257-2676 / (315)457-2676

### FAX/DSN FAX:

(808)257-1259 / 457-1259

### Mail:

Family Housing Department, Box 63003,  
MCBH Kaneohe Bay, HI 96863-3003

### Website:

<https://www.mcbhawaii.marines.mil/offices-staff/S-4-installations-logistics/family-housing/how-to-apply/>

**\*DO NOT ENTER INTO A LEASE AGREEMENT PRIOR TO CHECKING INTO THE HOUSING OFFICE**

**The Housing Office can assist in finding BOTH on and off base housing options.**

### ON-LINE:

Active duty personnel with command sponsored dependents attached to MCBH can apply on-line in advanced with proper documentation. The following documents need to be submitted:

- ◆ DD Form 1746 (application for assignment to housing)
- ◆ Copy of PCS Orders (web orders)
- ◆ Registered Sex Offender Disclosure Statement.
- ◆ MCBH Family Housing Applicant's Statement of Understanding (SOU)
- ◆ Privacy Act Release Letter

Complete all required paperwork and the application and documents to the email address or fax number listed. Upon

receipt, you will be assigned to a Housing Counselor who will respond via email within 24-48 business hours confirming your application acceptance and processing. Please provide your full SSN is on the application, NOT your EDIPI, and sign in blocks 22 & 25. The active duty service member must sign all documents, otherwise, a spouse must provide a Power of Attorney if signing on their sponsor's behalf. Blocks 16-19 do not have a to be filled out. It is very important to include your personal email addresses and contact numbers for both service member and spouse in the remarks area. Unfortunately, Ohana/Hunt does not use any iCloud accounts, therefore you will need to provide a different email address to receive email communication from them. You may also select a Neighborhood of Choice (NOC) or let Ohana/Hunt know if you have a preferred NOC when they contact you. days of TLA. I must provide documentation of 10 days of TLA. I must provide documentation of 10 aggressive housing searches to the MCB Hawaii Housing Office for each additional 10 day TLA period.

### WALK-IN:

You can also apply in person if you are currently on island.

- **If the service member is deployed and never lived on base**, you can apply on-line in advance and email the application to FHO for processing. FHO will forward your application to Ohana/Hunt.

- **Single active duty personnel with BAH established**, you can apply on-line in advance however, FHO will only accept the application on Friday's.

- **If you want to re-apply or previously lived on base**, you can apply on-line in advance however, FHO will only accept your application

on Friday's.

- **A spouse who has POA for Housing**, can submit an advanced application with a copy of POA to FHO. If previously lived on base, the application will only be accepted on Friday's.

**CAN I WALK-IN AND APPLY?**

YES. Service members attached to MCBH can walk in Monday – Friday. If not assigned to MCBH; previously lived on base and applied for housing but removed yourself from the waitlist; and/or declined two offers (a local move is not authorized), you must schedule an appointment with FHO.

**AM I REQUIRED TO CHECK IN WITH HOUSING?**

YES. If you are interested in PPV housing, attached to MCBH and checking in to MCBH, you are required to report to FHO as stated on your Orders.



# CHECKING-IN

Checking-in to a new unit the right way is important to posturing yourself for the first few months, and perhaps for your entire tour. When you check-into the unit ensure to bring your basic orders, web orders, and detaching orders from your previous command. Additionally, you will check-into the unit in your Service Alpha uniform. Prior to arriving to the unit, ensure your uniform is dry-cleaned and pressed to give the best impression possible. It's ideal to put your uniform on at least once a quarter to ensure proper fit and look.

## WHAT DO I NEED TO BRING WHEN I CHECK IN?

- **New check-ins:** YOU MUST CHECK-IN WITH YOUR UNIT, and then IPAC. Ensure you bring your detaching orders & reporting endorsement (from S-1)

- **Newly married:** YOU MUST UPDATE MARITAL STATUS WITH IPAC AND DEERS. If you apply within 30 days of your marriage, your Control Date will be backdated to your date of marriage. Ensure you have a printout of your current BIR, and if spouse is not listed on BIR, Dependent Application Form NAVMC 10922 (from IPAC), and a copy of your Marriage Certificate.

- **Dual active couples with command sponsored dependents:** Need paperwork from both service members: your reporting Endorsement, Dependent Verification Letter.

- **In a lease off-base:**  
**Marine Corps:** BIR, Lease

- **Single/Roommates with BAH established:** All roommates must be present to sign paperwork with Ohana/Hunt.

- **Single & Pregnant with BAH established:** You can check with Ohana/Hunt if a neighborhood(s) is available and if you are eligible to move in prior to birth of your child. BIR, Pregnancy Verification Letter (a verification letter must be completed by a Physician)

- **Advanced Travel of Dependents:** Family members with Approved Advanced Travel of Dependents arriving in advanced of their sponsor must check in to their perspective branch of service (Unit, IPAC and Disbursing) with full POA on behalf of their sponsor before checking in to FHO. sponsor's Web/PCS Orders, Reporting Endorsement (from S-1), Advanced Travel of Dependents Approval Letter, Power of Attorney (POA).

### **Am I authorized Arrival TLA?**

If you are new to the island you must check in with your Personnel Administration Center (IPAC) and the TLA Office to receive a TLA brief.

### **Where can I get a Certificate for TLA?**

Service members with command sponsored dependents will receive a SNA Certificate for TLA purposes during the FHO Check-in appointment.

SNA Certificates are issued in 10 day increments for Navy personnel and the day before the move in date, if applicable for Marine personnel.

A SNA Certificate is issued for the first 10 days at your initial appointment and is issued even if you have not received an offer for PPV housing. For example, when you check in on the first day of the month you will be issued a certificate for the first 10 days and then issued another certificate for next ten days when you return on the 20th of the month. Single and Geo-Bachelors who rate TLA should report to Mr. Gary Johnson at Building B503, Room 125. Mr. Johnson's telephone number is 808-259-4170 and his office is located across from the Officer's Club. What if my move-in date is delayed?

**TLA extensions:** TLA extensions MAY be granted if there is a delay in the availability or assignment to PPV housing at no fault of the service member. When a delay occurs prior to FHO receiving the PPV Transmittal Form, TLA will be authorized when the first home is available to move in. If a copy of your PPV Transmittal Form is provided to FHO, the service member should have a discussion with Ohana/Hunt about lodging costs due to any delays with the home not being available.

**If not on TLA:** The service member or spouse should have a discussion with Ohana/Hunt about any delays with the home not being available and/or any issues due to the delay of the move in date.

Marine Corps Community Services (MCCS) Hawaii provides relocation assistance and lending locker program for newly arrived families. Kitchenware and other household items are available for check-out while you are waiting for your household goods or unaccompanied baggage. Under the Lending Locker link, please click "Family Member Employment Assistance and Relocation Service" on the website listed on the prior page for more information about this program.



# Vehicles and Weapons

## Receiving Shipped Vehicles

You can track your vehicle through [www.wherismypov.com](http://www.wherismypov.com). Though it mentions you need to make reservations to pick up your vehicle from Matson, this is not correct for members of the Armed Forces. Walk-in times are Monday – Friday from 0800 – 1430, closing time of 1530. The process is very easy and should not take more than an hour. Bring your picture ID (valid driver's license) and the vehicle survey to the port for pick-up. Matson will give you a free car wash from one of three facilities on the island. More information can be obtained by calling (800) 896-7745. The address for the pick-up location is 1411 Sand Island Pkwy, Honolulu, HI 96803.

## Vehicle Registration

Once your vehicle is received and picked up from the port, you have **30 days** to register your vehicle in Hawaii which includes a safety inspection. There are multiple locations to receive the inspection. The longest wait for registering the vehicle is proof of insurance. The registration office does not accept printed proof of insurance; it must be from the insurance company with the company logo watermarked for Hawaii. Depending on the state you live in, if you keep your state license and registration, they might suspend your driver's license due to no longer having insurance in that state (i.e. Florida). What will need to be done in order to keep your driver's license valid is faxing a copy of your orders to Hawaii, a letter from yourself explaining the situation with the policy of your current insurance, and a faxed copy of the insurance policy directly from your insurance company. The vehicle registration process can be a little crazy so we have provided some example steps of what to expect.

Example: Out-of-State license – Receive a temporary pass from the front gate of the base with valid driver's license, proof of insurance, and registration. Proceed to a valid vehicle safety inspection venue (will fail due to not having Hawaii registration). Take the proof of failed safety inspection to the DMV or satellite office along with your insurance watermarked for Hawaii. After the vehicle is registered, return to the safety inspection venue to receive a passing safety inspection and the stickers for your vehicle. Once all the previous steps are complete you can go to the base Pass and Tag office located at the Provost Marshall Office (PMO).



**Weapons**

Ensure you check the Hawaii regulations for weapons to ensure your weapon is legal in the state of Hawaii. You can find this information at the link below:

<http://www.honoluluupd.org/information/index.php?page=gunmain>

Upon arrival you will have five days to register your weapon with the Honolulu Police Department (808-723-3190). You will be required to bring your weapon in a case when you register your weapon. The hours are 0745 – 1630; however, you must show up NLT 1500. The address is: 801 South Beretania Street Honolulu, Hawaii 96813. After registering your weapon with the Honolulu Police Department they will give you a registration card that you will need to give to PMO in building 1095 on the first deck.

## Motorcycles

Per Group Order 5100.2, MAG-24 Motorcycle Mentorship Program, Arriving personnel who own/operate a motorcycle, moped, or ATV shall inform their chain of command, Motorcycle Program President, and Ground Safety Officer within 3 days of check in.

Only those personnel on the "Authorized to Ride" list shall be permitted to operate motorcycles, mopeds, or ATVs. Personnel shall not be placed on the "Authorized to Ride" list until after they have attended at least one monthly Motorcycle Mentorship Program meeting. In order to remain on the list personnel shall attend each month's meeting. Failure to attend the monthly Motorcycle Mentorship Program meeting without prior coordination with the Motorcycle Mentorship Program President shall result in removal from the "Authorized to Ride" list.

The required documents for the "Authorized to Ride" list:

1. BRC/ARC Card
2. Drivers License with Motorcycle Endorsement
3. Motorcycle Registration
4. Hawaii Vehicle Safety Inspection
5. Proof of Valid Motorcycle Insurance

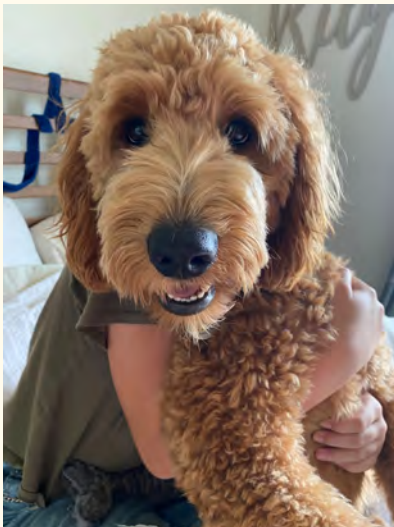
# PETS

## A Rabies Free Hawaii

Hawaii is rabies-free. Hawaii's quarantine law is designed to protect residents and pets from potentially serious health problems associated with the introduction and spread of rabies. All dogs and cats, regardless of age (puppies and kittens included) or purpose, must comply with Hawaii's dog and cat import requirements.

Chapter 4-29 Hawaii Administrative Rules, governs the importation of dogs, cats and other carnivores into Hawaii. This law states that dogs and cats meeting specific pre- and post-arrival requirements may qualify for 5 Day Or Less quarantine program, which has a provision for direct release at Daniel K. Inouye International Airport (Honolulu) after inspection.

Furthermore, the law requires dogs and cats that do not meet all of the specific 5 Day Or Less program requirements to be quarantined for up to 120 days upon arrival in Hawaii.



## Prohibited Animals

The regulation of animal breeds and species that are permitted to enter Hawaii is under Plant Quarantine Branch jurisdiction and administrative rules. Non-domestic dogs and cats and hybrids such as wolf, wolf cross, Dingo, Bengal, Savannah, etc are prohibited under Plant Quarantine (PQ) law. Refer to Plant Quarantine's animal guidelines for importation.

## Puppies and Kittens

Due to the minimum amount of time needed to prepare a puppy or kitten to meet the requirements of the 5 Day Or Less program, a newborn puppy or kitten will be about 6 months of age by the time the preparations are completed. Puppies and kittens not able to meet all of the requirements for the 5 Day Or Less program will be quarantined for 120 days.

Refer to <http://hdoa.hawaii.gov/ai/aqs/aqs-info/> for the most current information on bringing your pets to Hawaii.



#	DESCRIPTION	BLDG	#	DESCRIPTION	BLDG	#	DESCRIPTION	BLDG
1	ARMORY	4054	16	FAMILY HOUSING/TLA	1571	31	MAG-24 HQ	6468
2	AUTO SKILLS CENTER	3097	17	FIRESTONE AUTOMOTIVE	1667	32	MARINA	6800
3	BASE HQ	216	18	FOOD COURT	6477	33	VMU-3 - Hangar 102	H102
4	BOQ	503	19	FOOD, KAHUNAS E5 (-)	1629	34	MEDICAL, MAIN	3089
5	BOWLING ALLEY	1666	20	FOOD, L&L BBQ	1255	35	MOKAPU ELEMENTARY	1193
6	CHAPEL	6677	21	FOOD, MCDONALD'S	6691	36	O'CLUB	502
7	CIF (IIF)	4088	22	FOOD, DA COOP	3088	37	PMO	1096
8	COMMISSARY	6088	23	GATE, MAIN	N/A	38	POOL, MAIN	981
9	DEERS/ID CARD	1044	24	GATE, MOKAPU	N/A	39	RSO BKS OFFICE	4030
10	DENTAL	3089	25	GYM, SEMPER FIT	3037	40	SAFETY, BASE OFFICE	279
11	DMO/SATO TRAVEL	209	26	INNS OF THE CORPS	3038	41	SINGLE MARINE PROGRAM	1629
12	EDUCATION CENTER	220	27	IPAC (INBOUND, 1ST DECK)	1043	42	SNCO CLUB / GOLF CLUB HOUSE	3088
13	EXCHANGE, ANNEX	1090	28	LAUNDRY MAT	1255	43	THEATER	219
14	EXCHANGE, GAS & MORE	1667	29	LEGAL, BASE	215	44	UNIFORM STORE	1090
15	EXCHANGE, MAIN	6109	30	LIBRARY	219	45	VEHICLE REGISTRATION	1095



# POINTS OF CONTACT

Marine Unmanned Aerial Vehicle Squadron 3  
Marine Aircraft Group 24  
P.O. Box 63057  
MCBH Kaneohe Bay, Hawaii 96863-3057

Squadron Duty Officer: (808) 375-7062

Sponsorship Coordinator: (808) 257-1180

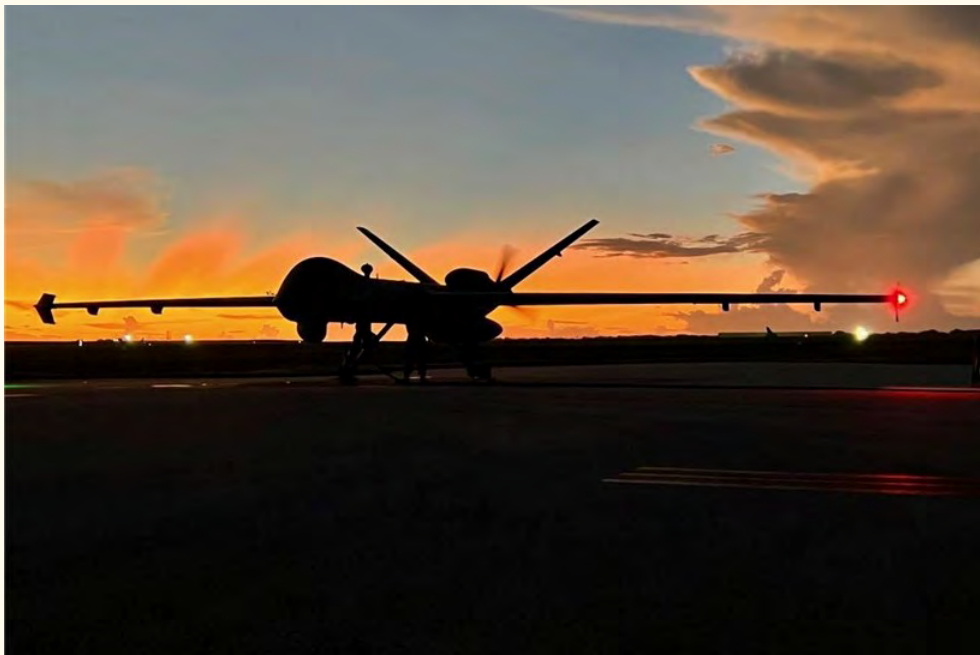
S1 Administration: (808) 257-1180

IPAC Front Desk: (808) 257-1371

Inns of the Corps: (808) 257-2806

Tripler ER: (808) 433-6629

Emergencies: 911



MCBH Kaneohe Bay  
Sexual Assault Prevention and Response Support Line  
(808) 216-0126

Military One Source  
[www.militaryonesource.com](http://www.militaryonesource.com)  
24 Hour Hotline: 800-342-9647

