



Pacific Missile Range Facility
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PMRF INSTALLATION OPERATIONS & SERVICES UPDATE

As the situation evolves regarding the spread of COVID-19, PMRF is working daily to assess and implement measures to protect our service members, civilians, and their families. We continue at Health Protection Condition Charlie. Below we offer relevant tips as well as the current status of MWR, accommodations, food service, retail, and other operations:

SUPPLY:

- HHGs/POV: Due to Kauai having only one Transportation Service Provider Agent (Royal Hawaiian Movers) on island to service our military, HHGs scheduling is approximately 4 – 6 weeks out. For the most part, you are currently receiving emails with attachments on preparing for your move. Here are the steps to prepare for your pack out.
 - Prior to receipt of your PCS Orders if you are shipping Household Goods:
 - For those that are not registered in www.move.mil please “Create a new account” and get registered in DPS to schedule your move. Once registered, you will receive a Username and Password, you will then need to wait for your Orders. You will need your Orders to create your Household Goods application.
 - If you are already registered and have a Username and Password, there is nothing more for you to do until you receive your Orders.
 - Upon receipt of your PCS Orders, please go back to www.move.mil website and Sign In to DPS. Here you will create your household goods application, self-explanatory.
 - Ensure that you use the Weight Estimator attached to the email sent to you vice using the weight estimator in DPS move.mil. You will need a separate weight estimator for each application (HHG/UB/NTS) you create. Email these weight estimators to both Tammy Perreira and Abrielle Apuna along with a copy of your Orders.
 - Once you fully complete the application, it will come up with a “Submit” button at the very end. If you do not get this button, you have not completed your application.
 - Click the “submit” button.
 - PCS/ETS/Separation/Retirement orders for the most part have been coming in timely so it is HIGHLY RECOMMENDED that as soon as you get your orders to get your application done in www.move.mil.

- For all Navy military and civilian PCS moves, Household Goods (HHGs) processes will continue under normal operations.
- Due to COVID-19, personnel are currently teleworking and requesting that PCS Order, Weight Estimator, Shipper's Declaration and all other pertinent forms be emailed. All communication will be via email and should be sent to both Tammy Perreira and Abrielle Apuna.
- The Supply Office, Building 269 is closed for walk-in traffic and visitors in support of social distancing efforts due to COVID-19 and the Department telework schedule. There is a sign posted on the doors with all the POCs to contact for appointments as needed. We will work with customers to ensure the mission and support is still accomplished.
 - If you have any questions, please feel free to call Ms. Tammy Perreira at x4642 or Ms. Abrielle Apuna at x4949.

PMRF SECURITY:

- PMRF's Operations Gate (formerly North Gate) will be closed until further notice starting 1 Apr. Please use the Main Gate for access.
- PMRF Security forces are asking the following questions to help protect our personnel on base:
 - Have you traveled off Kauai since 1 Apr?
 - Have you traveled out of the state in the last 14 days?
 - Do you have a fever or cough?
 - Have you been in contact with someone who has tested positive for COVID 19 in the last 14 days?

Anyone answering yes to one of these questions will be asked to contact their supervisor immediately and, unless a base resident, restricted from entering the base until additional screening has taken place. Answering yes to these questions means either you should be home due to sickness or following Restriction of Movement (ROM) protocols. Please help our team and our community by staying home if you fall into any of the above categories.

- Naval Security Forces aboard PMRF are suspending enforcement of expired motor vehicle operators licenses, motor vehicle registrations and motor vehicle inspections. Personnel with an expired, or expiring, license, registration or safety check will be considered current and valid onboard the installation through August 15, 2020. Enforcement of all other violations of the Hawaii Motor Vehicle Code remain in full effect, and all hands are reminded to follow the posted speed limits and refrain from distracted driving onboard PMRF.

PMRF ADMIN:

- PMRF Admin is requesting limited traffic into the building to encourage social distancing. Personnel are welcome to call before conducting business.
- PMRF DEERS/ID section is currently performing time sensitive service only. Only individuals with time sensitive needs will be authorized entry. Eligible categories are: Initial CAC issuance; Lost/stolen CAC or Teslin ID cards, and CAC/Teslin Cards due to expire in the next 30 days. PMRF Admin Office highly encourages customers to schedule an appointment prior to reporting to our ID card facility or other Admin services.

CHILD DEVELOPMENT CENTERS & CYP SERVICES:

- Currently CYP (including School Age Care and CDC) is in operating level CYP-2.
- Parents are required to self-care for own children at home if Navy full-time telework agreement during COVID-19 pandemic is executed. Parent fees will be waived and space saved.
- Parents with other non-Navy full-time/temporary telework agreements, who normally work from home, or who are student spouses, are required to self-care for own children. Parent fees will be waived and space saved
- In an effort to limit caregiver and family exposure and to align with CNIC guidance, Child & Youth Programs will be restricted to the following personnel only: Single/Dual Active Duty, Single/Dual DoD CIVs, and Active Duty with a working spouse who cannot execute job functions via telework/self-care for own children.

FITNESS CENTER/POOL:

- The Fitness Center, Batting Cages and Pool facilities are closed until further notice.

RECREATION:

- The MWR Administrative Office, Liberty Center, Auto Skills Center, Movie Theater, Mana Splash Pad, Majors Bay Campground and the Community Recreation Center are closed until further notice.
- All MWR classes, events and programs are currently cancelled until further notice.

SHENANIGANS:

- In an effort to limit staff exposure, Shenanigans patronage will be restricted to CAC card holders, retirees, reservists and patrons with service connected disabilities.
- Shenanigans available for takeout only. Orders may be placed by calling 808-335-4706 or DSN 422-4706. Takeout hours are: Tuesday – Friday 11 a.m. – 1 p.m. and 5-9 p.m.; Saturday 5-9 p.m.
- Shenanigans bar is closed but is able to fill growlers.

BASE ACCOMMODATIONS:

- The Navy Getaways office will be physically closed. All Check-ins will be treated as after-hours check-ins.
- Navy Gateways is currently only accepting reservations for official travel thru May 11. We are accepting recreational lodging reservations after May 11.

HOUSING:

- The Housing Management Office will conduct all business by telephone and email.
- Unaccompanied Housing is not authorized visitors. Maintenance will be limited to urgent and emergency work orders only.

- Ohana Military Communities (HUNT PPV Family Housing) residents please visit the OMC Facebook page for regular updates (corrected link)
<https://www.facebook.com/OhanaNavyMilitaryCommunities>

MWR GUEST PASS HOLDERS:

- Base guest pass holders are restricted from accessing PMRF until further notice.

NEX:

- For those eligible to use the NEX gas station, hand sanitizers are now in place and we encourage you to use them before and after pumping gas.
- Contractors with DBIDS will not have access to the NEX until further notice. CAC holders, retirees and disabled veterans will still have access.
- Hours of operation are Monday through Friday 8 a.m. to 5 p.m.; Saturday 10 a.m. to 5 p.m.

SUBWAY:

- Monday through Friday 9 a.m. to 1 p.m., pick up only.

*Other curtailments may be necessary based on local circumstances. We will continue to communicate additional changes as they arise.