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PMRF INSTALLATION OPERATIONS & SERVICES UPDATE

RECENT CHANGES

HPCON BRAVO-Plus: As a reminder, PMRF is currently in Health Protection Condition (HPCON) Bravo-Plus. Measures include strict hygiene (no handshaking, wipe common-use items), face coverings required on DoD property (where physical distance separation cannot be maintained), maximized use of telework for eligible personnel, limit or cancel in-person meetings, leverage virtual meetings, limit gatherings to no more than 10 people with physical distancing in place; travel restrictions and limitations are in place.

SUPPLY:

- HHGs/POV: Household Goods pickup scheduling currently requires a 7-week lead-time due to Kauai having only one Transportation Service Provider Agent (Royal Hawaiian Movers) on island to service our military. Members preparing for a move should be receiving follow up emails from Supply with attachments to help the process of a move.

MWR:

- For the most up to date information on all MWR and CYP program mitigations in response to the COVID situation please visit <https://pmrf.greatlifeohawaii.com/covid-19>.

Fitness:

- Effective July 1 - Fitness Center authorized patrons will be expanded to include:
 - DoD Civilians – Monday through Friday, 10 a.m. to 1 p.m.; Weekends 9 a.m. to 5 p.m.
 - Active Duty Dependents – Monday through Friday, 10 a.m. to 1 p.m.; 5 p.m. to Close; Weekends 9:30 a.m. to 5 p.m.
- Outdoor Fitness Classes will be authorized when social distancing is possible. IE – Yoga, High Intensity Training

Mana Splash (Pool)

- Effective July 1 – Swim lessons are now open for registration with reduced class sizes. Additionally, private lessons are available for members residing within the same household.

Shenanigans

- Effective July 1 – Dine-in patrons must follow seating guidelines:
 - If all diners reside from the same household, the seating will not be limited.
 - If any diners reside from separate households, the seating will be limited to four persons.
 - Larger groups of diners from separate households may be accommodated when space is available; please coordinate with Shenanigans staff.

For the full report on our installation status and services, please continue reading.

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 Bravo-Plus. Below we offer relevant tips as well as the current status of MWR, accommodations, food service, retail, and other operations.

SUPPLY:

- HHGs/POV: Household Goods pickup scheduling currently requires a 7-week lead time due to Kauai having only one Transportation Service Provider Agent (Royal Hawaiian Movers) on island to service our military. Members preparing for a move should be receiving follow up emails from Supply with attachments to help the process of a 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.
- 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.
- Any Sailor or DOD civilian PCSing in or out and not comfortable with movers entering their home, should work with their chain of command and shipping office (PMRF Supply) to reschedule their pack-out or delivery. There are recently added procedures from USTRANSCOM to include questions to be asked of commercial moving personnel conducting packing, pick-up, or deliveries inside a resident’s home.

- DOD created a Transportation Service Provider (TSP) Certification of Health Protection Protocols document for use during all Defense Personal Property Program shipments where there will be interaction with DOD customers. The purpose of the form is to assure DOD customers that industry personnel working in their homes have been screened for illness in accordance with Centers for Disease Control (CDC) guidelines and equipped to follow basic health protection protocols.
 - TSPs are required to present the completed TSP Certification of Health Protection Protocols document to the customer BEFORE beginning any work in a residence.
- In response to COVID-19, on March 8th 2020, the Office of the Under Secretary of Defense issued a memo in response to COVID-19 authorizing the use of government funds to procure hand sanitizer and office cleaning supplies.
 - To the greatest extent possible, wall mounted or free-standing hand sanitizer units should be purchased. Hand sanitizer and office cleaning supplies must be kept in common office areas; i.e. breakrooms, kitchens, and outside of bathrooms. These items must not be stored in individual offices/cubicles.
 - The purchase of personal protective equipment (PPE) is limited to “Only those personnel identified in DoD guidance as requiring personal protective equipment (e.g., masks, gloves, etc.)” This restriction is in place to ensure availability of these items for critical service providers.
- 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.

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PMRF SECURITY:

- As a reminder to all personnel, the installation's policy for escorting guests onboard was modified due to COVID-19. The number of personnel that can be escorted by an authorized escort was reduced as part of PMRF's ongoing efforts to minimize opportunities for the transmission of the virus. A Common Access Card (CAC) holder is only authorized to escort a maximum of **three** personnel onboard. Escorts must ensure they are with their guests at all times, and are responsible for the conduct of their guests while onboard the installation.
- PMRF's Operations Gate (formerly North Gate) is closed until further notice. Please use the Main Gate for access.
- 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.

NEX:

- NEX Shop hours of operation are Monday through Friday 8 a.m. to 5 p.m.; Saturday and Sunday, 10 a.m. to 5 p.m.
- NEX Shop requires all patrons to wear masks. NEX employees will monitor entering patrons at the front door.
- Barbershop hours are:
 - Sun-Mon Closed
 - Tuesday 10:30 am- 5:00 pm
 - Wednesday 8:30 am - 3:00 pm
 - Thursday 10:30 am - 5:00 pm
 - Fri-Sat Closed
- All Barbershop patrons are required to wear masks. Due to distancing requirements, there will be a maximum occupancy of 5 guests in the barber shop. One in the barber chair, one waiting and three waiting in a separate room.
- Barbers will have required personal protective equipment including masks, gloves and single-use aprons. Barber will sanitize all contact surfaces after each cut. The Barbershop will receive a shield for the cash register area.
- The Barber Shop will be taking appointments. All walk ins will be on a sign-up sheet.
- To schedule an appointment, please call (808) 335-4450.
- 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.

MEDICAL:

- Stay home if you are feeling ill.
- Although not all inclusive, be aware of symptoms such as: Fever (measured or subjective), chills, rigors, muscle/body aches, headache, sore throat, abnormal sense of smell/taste, cough shortness of breath, or difficulty breathing.

- Contact supervisors to ensure compliance with BUMED Return To Work procedures, especially with influenza-like illness. Even if medical evaluation is not indicated (symptoms improving), supervisors need to be consulted before returning to work.

PMRF ADMIN:

- Per NAVADMIN 097/20, all Navy Real-Time Automated Personnel Identification System (RAPIDS) sites or I.D. Card issuing facilities will only accept customers who have made CAC online appointments. Priority support will be provided to those with time sensitive situations (e.g. active-duty Service Members whose CAC has been lost/stolen or is expiring within the next 60 days, ID card issuance for newly retired members, dependents with cards expiring within the next 30 days and CAC PIN resets). If our customers here on PMRF or on Kauai are unable to schedule an appointment using the RAPIDS Appointment Scheduler (<https://idco.dmdc.osd.mil/idco/#/>) they are most welcome to call (808) 335-4493. Callers will be asked screening questions before they come to obtain their I.D. cards.
- Our Admin Office will continue to provide initial issuance or re-issuance of a CAC that will be expiring within 30 days provided an appointment is made either by calling our office or using the online scheduler. Per NAVADMIN 114/20, in order to maximize force health protection and ensure continuity of operations, all Navy Real-time Automated Personnel Identification System (RAPIDS) sites will continue to provide initial issuance or re-issuance of a CAC that will be expiring within 30 days with an appointment scheduled online. CACs will not be reissued due to printed information changes (e.g. promotion, name change, or for any appearance changes due to relaxed grooming standards). Department of Defense (DoD) civilian employees will retain their CACs when transferring from one Service to another. CAC PIN resets will continue to be provided as a walk-in service.

FIRE DEPARTMENT:

- CPR/First Aid and AED Classes will resume. First and Second Wednesdays of each month. Class limited to eight people. Contact PMRF Fire Department for more details and reservations.
- The PMRF Fire Department has resumed monthly building inspections. Inspectors will call building custodians to set up these inspections and will take all necessary precautions (6' of separation and mask) while inspecting the building.

FACE COVERING POLICY:

In compliance with CNO directive:

- Effective immediately, to the extent practical, all individuals on DOD property, installations and facilities are required to wear cloth face coverings when they cannot maintain six feet of social distance. This includes all:
 - Military personnel
 - Navy civilian employees
 - Family members
 - Navy contractors
 - All other individuals on DOD property, installations and facilities.
- Exceptions to this requirement may be approved by local commanders. All personnel shall be prepared to lower face coverings as directed by security forces to verify identification.
- Face coverings may include, but are not limited to, store bought or homemade masks or bandanas. Materials that are light weave, pleated and in layers have proven most effective.
- Face coverings should cover both nose and mouth.

- Uniformity of face covering is not required. Military appearance will be relaxed in the interest of health protection.
- Face coverings will not display explicit or offensive material or messages of any kind.
- Face coverings may be relaxed while dining. Please follow instructions at dining facility.

There are many ways to make a "mask" and comply with this directive, and while there is some room for individuality and creativity until the Navy gets enough masks produced for all hands, offensive or inappropriate creations are not tolerated. Instructions on how to make your own face covering are available on the CDC website:

[HTTPS://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

MWR GUEST PASS HOLDERS:

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

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>

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