



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
850 TICONDEROGA ST STE 100  
PEARL HARBOR HI 96860-5102

JBPHHINST 5030.1  
JB00:CMC:  
8 Apr 14

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 5030.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: CHIEF HAROLD B. ESTES LEADERSHIP CENTER

Ref: (a) JBPHH INST 11010.1, Building Manager Program  
(b) CNRH INST 4101.1D, Energy Management Program

Encl: (1) Request Form

1. Purpose. To establish guidance for the use of the Chief Harold B. Estes Leadership Center, Building 1509.

2. Information. The Leadership Center will be used as a facility for Groups and organizations recognized by Joint Base Pearl Harbor-Hickam (JBPHH) (ie. Chief's Petty Officer Messes, Family Readiness Groups (FRG), Wardrooms, Ombudsman Groups, CSADD Chapters) to hold meetings; training and fellowship.

3. Responsibilities. The Joint Base Pearl Harbor-Hickam Command Master Chief (JBPHH CMC) shall:

a. Approve and manage all requests for the use of Leadership Center through request form (Enclosure 1) submitted to his office.

b. Be responsible for managing the safe and appropriate use of the Leadership Center.

c. Appoint a Building Manager in accordance with Reference (a).

d. Appoint a Building Energy Efficiency Monitor in accordance with Reference (b).

e. Appoint an Operations Manager.

(1) Operation Manager shall:

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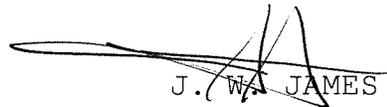
a. Issue keys to Groups and organizations after JBPHH CMC has approved Request Form (Enclosure 1).

b. Verify Leadership Center has been restored back to issued condition.

c. Coordinate with Building Manager and JBPHH CMC for maintenance and upkeep of building 1509.

4. Conditions of Use. Groups and organizations must be recognized and comply with all JBPHH policies, rules and regulations when using Leadership Center and grounds. Failure to ensure compliance by all participants and attendees in the activity may result in immediate denial of an application or revocation of an approved request. Groups and organizations must provide notice of cancellations to the JBPHH CMC at least 48 hours in advance. Any form of Child Care is not authorized in the Leadership Center. If there are any questions regarding usage and guidance, please contact the JBPHH CMC's office at (808) 473-0592.

5. Cleanliness. Groups or organizations shall leave the facility in the condition in which it was first entered. Failure to do so may result in immediate revocation of usage privileges.

  
J. W. JAMES

Distribution:

Electronic only, via

<https://g2.cniv.navy.mil/tscnrh/JOINTBASEPEARLHARBOR-HICKAMHI/JBPHH%20Instructions/Forms/Instructions.aspx>

**CHIEF HAROLD B. ESTES LEADERSHIP CENTER USAGE AGREEMENT**

PHONE: 473-0592

Sponsor: \_\_\_\_\_ Branch: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Status (check one): Active Duty \_\_\_\_ Retiree \_\_\_\_ Family Member \_\_\_\_ Reservist \_\_\_\_ DoD \_\_\_\_

Group & Command Affiliation ( CPO Mess, Association, FRG, etc.): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Duty Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Type of Function: \_\_\_\_\_ # of Guests: \_\_\_\_\_

I, \_\_\_\_\_ AGREE TO BE IN ATTENDANCE AND PERSONALLY RESPONSIBLE FOR ANY AND ALL DAMAGES THAT MAY OCCUR TO THE FACILITIES AS A RESULT OF MY ACTIONS, OR THE ACTIONS OF ANY GUEST(S), AT MY EVENT. FURTHER AGREE TO ABIDE BY THE RULES. I UNDERSTAND THAT JOINT BASE MAKES NO WARRANTY WHATSOEVER REGARDING THE CONDITION OF THE SPACE, AND I AGREE TO HOLD HARMLESS AND PERSONALLY INDEMNIFY THE U.S. NAVY AND ITS AGENTS FOR ANY INJURY, ACCIDENT, OR DAMAGE OCCURRING WHILE USING THESE FACILITIES.

Signature of Eligible Sponsor	Print Name	Date
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Signature of Authorizing Official	Date
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KEY ISSUED TO:	Signature	Print Name	Date
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Phone: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_