

Aloha,

Thank you for contacting the Klipper Golf Course, you have requested to play golf on (insert play date). In order for you to access the base you will need to follow the steps listed below;

**A.** Access DBIDS pre-enrollment at <https://dbids-global.dmdc.mil/enroll#!/> . You must list the base sponsor's contact information in DBIDS in the sponsor section and include the name, email address, and telephone number of the base sponsor. For the base access you will enter the following sponsor information:

**Sponsor Name: Jenny Singler Hahn**

**Sponsor Email: [jenny.y.singlerhahn@usmc-mccs.org](mailto:jenny.y.singlerhahn@usmc-mccs.org)**

**Sponsor Phone number: (808) 254-2107**

**Comments (Purpose of visit): MCCS- Playing golf at Klipper Golf Course**

**B.** At the completion of the pre-enrollment, you will receive an alpha-numeric pre-enrollment confirmation code which you can print, save as a PDF, and/or write it down. You must bring the pre-enrollment code with you for credential exchange. The pre-enrollment code is valid for 30 days only.

**C.** Pre-enrollment can be made on a computer, laptop, tablet, or smart phone. If you receive a certificate error message or a security warning when attempting to pre-enroll from a non DoD computer, tablet, or smartphone, please visit <https://www.dau.mil/faq/p/DoD-PKI-Certificates> and follow the step by step instructions.

You will need to either call the Klipper Pro Shop at (808) 254-2107, or hit reply all to this email to provide your Name, Date of Birth, and your alpha-numeric pre-enrollment confirmation code for processing.

When you come to the Pass House, please bring the two forms of identification you used to pre-enroll in DBIDS along with the printed alpha-numeric pre-enrollment code. Your photograph and digital fingerprints will be taken during processing. Failure to consent to the photograph or digital fingerprints will result in denial of base access.

We greatly appreciate your patience and understanding as we go through the transition to DBIDS. If you have any questions please call or email me.

Thank you,  
Jenny

*Jenny Singler Hahn*

Lead Recreation Assistant

Kaneohe Klipper Golf Course

(808) 254-2107

[jenny.y.singlerhahn@usmc-mccs.org](mailto:jenny.y.singlerhahn@usmc-mccs.org)