





# Guidance for Federal Survey Card Completion

Parent/Guardian's Last Name		First Name	M.I.	Relationship (Father/Mother/Guardian)		
Name of Employer		Address of Employer (Use street no. & street name)		City	State	Zip Code
Name of Federal Property (if applicable)		Address of Federal Property (Use street no. & street name)		City	State	Zip Code
Name of Ship (if applicable)			Hull No.	Homeport	Name of Controlling Agency	

## CHALLENGES RELATED TO CARD COMPLETION

- The survey card requires:
  -  The address of the Employer
  - AND**
  -  The address of the Federal Property
- Requires the **# & name of the street**. All addresses for buildings, units and squadrons are Box #s on MCBH.

## SOLUTION

Use the same address for Employer and Federal Property:

**COMMANDING OFFICER  
MARINE CORPS BASE HAWAII (MCBH)  
BOX 63002  
MCBH KANEOHE BAY HI 96863-3002**

For additional information, visit:

<http://www.hawaiipublicschools.org/ParentsAndStudents/MilitaryFamilies/Pages/About-Impact-Aid.aspx>

Questions:

Contact the School Liaison Office; (808) 257-2019