



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NC 28542-0004

IN REPLY REFER TO:  
5500  
CO  
25 March 10

COMMANDING OFFICER'S POLICY LETTER 002-10

From: Commanding Officer  
To: Distribution List

Subj: POLICY ON ACCESS CONTROL PROCEDURES FOR CURRENT THEATER  
OF OPERATIONS ROLE PLAYER SUPPORT PERSONNEL FOR MARINE  
CORPS BASE CAMP LEJEUNE

Ref: (a) DTM 09-012

1. Purpose. This policy letter implements access control procedures for the subject role players (RP) operating aboard Marine Corps Base, Camp Lejeune (MCB CamLej).

2. Information. Per the reference and given the current threat environment, effective immediately, MCB CamLej has refined its access control procedures for all contracted RPs seeking admittance onto the Installation. To facilitate training while ensuring the safety of personnel and assets aboard the Installation, the following security measures are established.

3. Policy

a. The RP contractor will screen potential RPs in accordance with the established RP contract, this policy letter and the Contracting Officer (CO)/Contracting Officer Representative (COR) direction. Any cost that might be incurred by the contractor, outside the scope of their contract, and resulting from the implementation of these procedures will be brought to the attention of the CO or COR, immediately, for resolution.

b. Prior to hiring RPs, the contractor will conduct a nationwide criminal history check on each potential RP and a sex offender search. Additionally, the RP contractor will administer a drug screening test for each RP. The contractor will not hire any RP if a records check reveals any derogatory information, or failure to pass a drug screening test. The contractor will coordinate with the CO or COR if questions arise concerning the definition of derogatory information.

c. Upon receiving RP names in support of scheduled training events, the COR will forward those names for additional screening by the Naval Criminal Investigative Service (NCIS).

(1) The name of any RP that fails an NCIS background check will be provided to the COR.

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(2) Any RP who receives a derogatory National Crime Information Center (NCIC) check will be prohibited from entering the Installation and participating in training.

(3) Those RPs failing the NCIC background check will be maintained on the COR's master RP list and flagged to ensure that they are not re-hired by the contractor.

d. The RP contractor will provide an NCIS screened exercise list of RPs and contractor vehicle license numbers to the Provost Marshal Office (PMO) the day prior to conducting RP activities on the Installation. The contractor will also advise the PMO, COR and the using unit of the dates and times RPs will be transiting through the designated entry gate in order to facilitate PMO screening.

e. PMO will conduct physical screening, with augmentation coordinated by MCB CamLej (S-3), at the designated entry gate prior to admittance to the Installation.

(1) Screening will consist of:

(a) Verification of valid contractor driver's licenses.

(b) Application of magnetometer/metal detection wands.

(c) Visual inspections of the contractor vehicles.

(d) Military working dog inspections of both vehicle and personal belongings.

(2) All cameras and electronic devices discovered during the physical inspection will be confiscated.

(3) All RPs will be required to produce primary and secondary means of identification. Examples of approved primary identification are:

(a) valid state driver's license,

(b) valid state identification card, or

(c) passport.

(4) Secondary identification will be the contractor-provided identification badges. Both primary identification and contractor badges will be checked against the RP names on the exercise list submitted by the contractor to the PMO.

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(5) Law enforcement officers will retain the authority to bar admittance to the Installation without explanation.

(6) Once screening is complete each contractor vehicle driver will be issued an RP pass that must be displayed in the vehicle's front windshield while the vehicle is on the Installation.

f. The using unit will maintain positive control of RPs throughout the duration of their time aboard the Installation. The using unit will provide two (2) escorts for all groups of RPs entering the Installation. Unit escorts will meet at the designated entry gate 15 minutes prior to the arrival time of the RPs.

g. Upon completion of training, when escorting the RPs off the Installation, the using unit escorts will turn over the contractor vehicle passes to the Military Police (MP)/Civilian Law Enforcement Officer (CLEO) at the departure gate. Additionally, the MP or CLEO will conduct an RP head count to ensure all RPs are accounted for prior to departing the Installation.

4. Any deviations to the above entry gate access, training site or departure procedures must be coordinated and approved by the PMO.

  
R. P. FLATAU, JR.

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