UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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1500
SES
22 JAN 2016

COMMANDING GENERAL'S POLICY LETTER 001-16

From: Commanding General
To: All Commanders, Marine Corps Installations East-Marine Corps Base, Camp Lejeune

Subj: PHYSICAL ACCESS CONTROL SYSTEM POLICY

Ref: (a) DTM 09-12, Interim Policy Guidance for DoD Physical Access Control w/Ch 5 effective 3 Mar 15

1. Purpose. To establish policy for the use of the Physical Access Control System (PACS) for Marine Corps Installations East (MCIEAST) Installations.

2. Information

a. RAPIDGATE is the only authorized PACS for all MCIEAST Installations.

b. The following Identification Cards (ID) do not require additional vetting/identity proofing: Common Access Card (CAC), Department of Defense (DoD) Issued Card DD Form 2, Federal Personal Identity Verification Credential, and Transportation Worker Identification Credential.

c. 30-day business passes are locally produced access passes designed to accommodate short to intermediate visits/vendor activities aboard MCIEAST Installations. Business/vendor activities will be issued a 30-day business pass while awaiting RAPIDGATE credentials. Upon expiration of the 30-day business pass, follow-on access requests will be granted for a period not to exceed four days. Business/vendor personnel will be encouraged to enroll in RAPIDGATE to avoid multiple four day passes to conduct business aboard an Installation.

d. The following are the only exceptions to the RAPIDGATE enrollment policy:

(1) Unaffiliated housing residents;

(2) Personal care givers;

(3) Volunteers of not for profit organizations, e.g., United Service Organizations, Red Cross volunteers, etc.

(4) Clergy members

3. Scope

a. RAPIDGATE addresses access management solutions for vendors, contractors, suppliers, delivery personnel, and all other service providers who require access to Marine Corps Installations on a regularly occurring basis and are not eligible for a CAC.

b. The Visitors Center Office or Contractor Vetting Office will issue non-Federal government and non-DoD credentials to personnel who require unescorted access to the Installation for official government business, but do not require access to government computerized systems. Non-Federal government and non-DoD issued cardholders who are provided unescorted access require identity proofing and vetting to determine eligibility for access. This also applies to individuals who elect not to enroll or who are not required to enroll in RAPIDGATE.

c. Access for First Responders, Local Government Officials, and Essential Personnel should be granted under the following conditions:

(1) First Responders

(a) On-duty, non-DoD Law Enforcement Officers not in a requested response to an active incident, shall be granted access for official business.

(b) Non-DoD First Responders operating under a mutual aid request shall be granted access in accordance with local policy.

(2) Local government officials visiting an Installation shall be granted access in accordance with local policy.

(3) Essential Personnel

(a) Installation Commanders must ensure policies are established to facilitate access in the event of an emergency.

(b) During emergencies essential personnel shall present their CAC or other authorized access control credential to gain entry to an Installation.

4. Action

a. MCIEAST Commanders

(1) Ensure Installation Provost Marshal/Police Chief comply with the contents of this Policy Letter.

(2) Ensure only authorized personnel perform access control duties to include vetting, authorizing, and/or denying access.

b. Assistant Chief of Staff, Security and Emergency Services. Oversee the implementation of PACS aboard MCIEAST Installations ensuring that Marine Corps policy as set forth in reference (a) and this policy letter is strictly adhered to.

c. Provost Marshal Office (PMO)/Marine Corps Police Department (MCPD). PMO/MCPD has the primary responsibility of enforcing the provisions of this Policy Letter including the following:

(1) Query data sources to vet the claimed identity of the individual.

(2) Ensure all visitors are sponsored in accordance with reference (a).

5. Point of Contact. Point of contact is the MCIEAST-MCB CAMLEJ AC/S, SES at (910) 451-3608.

T. D. WEIDLEY