



UNITED STATES MARINE CORPS

MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE, NORTH CAROLINA 28542-0005

5512

MANP

14 MAY 2007

COMMANDING GENERAL'S POLICY LETTER 003-07

From: Commanding General
To: Installation Commanders

Subj: CONTRACTOR BADGES/CRIMINAL RECORDS CHECKS

1. Purpose. To establish policy and procedures related to obtaining contractor badges and criminal records checks aboard Marine Corps Installations East (MCIEAST) installations.

2. Cancellation. CG's Policy ltr 001-07 of 12 Mar 07.

3. Background

a. To obtain badges for installation access, contractor and subcontractor employees will present the following documentation to the cognizant Identification (ID) Card Center:

(1) Proof of Valid Government Contract. This should be in the form of a letter from the Contracting Officer indicating location of contract work, contract period and name of prime contractor. For subcontractors provide proof of employment on a valid Government contract (e.g., a letter [on company letterhead] from the prime contractor including contract number and term).

(2) Photo ID. Valid state or federal issued picture identification card. Acceptable documents include state drivers license, DMV issued photo identification, passport or alien registration card.

(3) Proof of Employee Citizenship or Legal Alien Status. Acceptable documents include birth certificate, Social Security Cards, Immigration and Naturalization Service (INS) forms and passports.

(4) Proof of Criminal Records Check. Proof of a criminal records check from the county or state where the employee has resided for the previous two years (or length of legal residence for foreign nationals in the U.S. for less than two years). Acceptable accredited background check agencies sources for criminal records checks include: County Courthouse; Defense Security Service (www.dss.mil); and Infolink Screening Services, Inc. (www.infolinkscreening.com). Criminal records check shall be conducted annually prior to renewal of badges for reevaluation.

b. Denial of Access. Installation access will be denied if it is determined that an employee:

(1) Is on the National Terrorist Watch List.

(2) Is illegally present in the United States.

(3) Is subject to an outstanding warrant.

Subj: CONTRACTOR BADGES/CRIMINAL RECORDS CHECKS

(4) Has knowingly submitted an employment questionnaire with false or fraudulent information.

(5) Has been issued a debarment order and is currently banned from military installations.

(6) Registered sexual offenders.

(7) Convicted felons within the past 2 years.

(8) Any reason the installation commander deems reasonable for the good order and discipline.

c. Restricted Access. Contractors who have received a DUI/DWI in the last year will be allowed access to the installation, but will not be permitted to drive on the installation.

d. Appeal Process. All appeals should be directed to the installation's Command Inspector's Office for any individual that has been denied access the installation.

e. Display and Disposition of Badges. Contractor employees will prominently display their badges on their person at all times. Upon completion or termination of a contract or an individual's employment, the contractor will collect and turn in badges to the Pass and Identification Office from which it was issued. If the Contractor cannot obtain the employee's badge for whatever reason, the cognizant Pass and Identification Office will be notified within 24 hours. During the contract performance period, contractors will immediately report instances of lost or stolen badges to the issuing Pass and Identification Office.

4. Policy. All installation commanders will accept contractor badges issued from bases/stations under cognizance of MCIEAST.

5. Point of Contact. The point of contact for this policy is Mr. Bill Joseph, MCIEAST Personnel Officer, at DSN: 751-2712 or Mr. Ceklosky, Operations Chief, MCIEAST DPS, at DSN: 751-0146.



ROBERT C. DICKERSON

Copy to:
Pass and ID
Command Inspector
PMO