



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5530.2A
CIG

08 JUN 2016

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 5530.2A

From: Commanding General
To: Distribution List

Subj: DEBARMENT PROCEDURES

Ref: (a) MCO 5530.14A
(b) SECNAVINST 5510.36A
(c) 50 U.S.C. §797, War and National Defense
(d) 18 U.S.C. §1382, Crimes and Criminal Procedures
(e) SecNav Memo of 7 Oct 08
(f) OPNAVINST 1752.3

Encl: (1) Sample Action Brief
(2) Sample Regional Debarment Letter
(3) Sample MCB CAMLEJ Debarment Letter
(4) Sample Temporary Debarment Letter

1. Situation. The Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) establishes policy and procedures for the processing of Regional debarment packages, MCB CAMLEJ debarment packages, and MCB CAMLEJ temporary debarment packages for unaffiliated personnel.

2. Cancellation. MCIEAST-MCB CAMLEJO 5530.2.

3. Mission

a. A debarment status may be awarded to Service Members separated with a punitive discharge, an other than honorable discharge, or due to misconduct with a general discharge and to military dependents and civilian individuals found committing a breach of regulations aboard an installation. Additionally, civilian individuals may be debarred based on evidence obtained from civilian law enforcement agencies in anticipation of posing a threat to the safety and security of residents of the Installation. By virtue of their offices and pursuant to

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references (a) through (f), Installation Commanders have the authority to temporarily and/or permanently debar individuals from their Installation.

b. In order to increase the scope and effectiveness of debarments throughout MCIEAST, the CG maintains the responsibility to debar individuals from all Installations within the MCIEAST region. The goal is to have decentralized control with a regional effect.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All MCIEAST Installation Commanders will make determinations on debarment in accordance with references (a) through (d) and their local policies. Per references (e) and (f), Installation Commanders are directed to debar Sex Offenders from their Installations.

(2) Concept of Operations

(a) If a Commander believes the individual being debarred poses a potential threat to the peace and security of their Installation, they can request the respective Installation Commander debar the individual.

(b) Installation Commanders shall publish an order or policy to establish local debarment procedures.

(c) If an Installation Commander believes an individual poses a potential threat to the peace and security of the region, they will prepare a letter for the CG, MCIEAST-MCB CAMLEJ (Attn: CIG) within 72 hours for final disposition. The letter should include an action brief (enclosure (1)) from the Commander with background information and recommended action for CG decision. A debarment letter can be found in enclosure (2) and will be issued as applicable.

(d) MCB CAMLEJ

1. Commander's requesting individuals debarred from MCB CAMLEJ shall send their request to the CG MCIEAST-MCB CAMLEJ (Attn: CIG). The Command request shall include the subject's identity information and debarment justification to

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support the action brief, for CG decision. Enclosure (3) will be issued as applicable.

2. For unaffiliated residents of privatized military housing posing a potential threat to the peace and security of MCB CAMLEJ, the Provost Marshal Office (PMO) will separate/isolate the party(s) involved and initiate temporary debarment actions as appropriate. Enclosure (4) will be issued as outlined below. The next working day following temporary debarment, PMO will request the CG MCIEAST-MCB CAMLEJ (Attn: CIG) rescind the temporary debarment or permanently debar the subject. The PMO request will include the subject's identity information, incident report, and justification to support the action brief for the CG decision. Enclosure (3) will be issued as applicable.

b. Tasks. All subordinate commands shall review each debarment case to determine if the individual is a reasonable threat to the security of the Installation and warrants denial to MCIEAST Installations.

c. Coordinating Instructions

(1) Upon receipt of a debarment request, the CG will determine whether the individual's offense warrants debarment from MCB CAMLEJ or from all Regional Installations. The individual will be notified in writing (see Enclosure (2)) of their debarment. Should the individual be debarred regionally, copies will be sent to each Installation (Attn: CIG) for their records.

(2) MCB CAMLEJ temporary debarment procedures for unaffiliated residents of privatized military housing personnel will be initiated by the Provost Marshal (PM). The PM will contact the Staff Judge Advocate (SJA) to provide preliminary facts and circumstances causing unrest to the good order and discipline of MCB CAMLEJ. The SJA will in turn contact the CG or his designated representative for temporary debarment approval. The Command Duty Officer (CDO) will be informed and note the SJA and authorizing official's initials before signing the temporary debarment letter "by direction." Enclosure (4). PMO will pick-up the signed debarment letter and issue it to the subject before escorting the subject off MCB CAMLEJ. This temporary debarment will be reviewed on the next business day. A letter will be signed by the CG or his designated

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representative utilizing enclosure (2) or (3), and deliver it to the individual debarred.

(3) If an individual is debarred from MCIEAST Installations and desires to appeal their debarment, they must submit an appeal to the installation command originating the debarment. For regional debarments, once the initiating installation appeal has been approved, the Commander will forward the appeal to the CG MCIEAST-MCB CAMLEJ (Attn: CIG) in order for the debarment to be rescinded.

5. Administrative and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST subordinate installations and commands.

b. Signal. This Order is effective the date signed.



Y. R. ESCALANTE
Deputy Commander

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Sample Action Brief

Subject: MCIEAST DEBARMENT LETTER: MR. JOHN R. DOE

1. Problem. On 1 February 2011, Mr. John R. Doe was debarred aboard Marine Corps Air Station (MCAS), Cherry Point because he was a convicted sex offender (Tab A).

2. Discussion/Background. Mr. Doe's criminal background history revealed that on 18 February 1991, he was convicted of raping a 13 year old female (Tab B).

On 1 February 2011, the Station Inspector's office was informed that Mr. Doe was convicted of rape after he entered MCAS Cherry Point seeking employment opportunities.

Pursuant to the Secretary of the Navy Memorandum (SECNAV Memo) dated October 7, 2008, Installation Commanders are authorized and directed to prohibit sex offenders from access to Department of the Navy facilities (Tab C).

3. Proposed Action. To ensure we are abiding by the SECNAV Memo to the fullest extent and to protect personnel assigned to MCIEAST Installations, I recommend Mr. Doe be debarred throughout the MCIEAST sub-region.

4. Recommendations

CIG:	Concur _____	Non-Concur _____
SJA:	Concur _____	Non-Concur _____
SgtMaj:	Concur _____	Non-Concur _____
COS:	Concur _____	Non-Concur _____
Deputy Comdr:	Concur _____	Non-Concur _____

Enclosure (1)

Sample Regional Debarment Letter

5530
CIG
DATE

CERTIFIED MAIL - 7000 1000 0000 2000 3005
RETURN RECEIPT REQUESTED

Mr. John R. Doe
123 Easy Drive
New Bern, NC 28000

Mr. Doe:

On February 1, 2011, the Command Inspector General (CIG) office received a request from the Commanding Officer, Marine Corps Air Station, Cherry Point to have you debarred from the Marine Corps Installations East (MCIEAST) sub-region, which includes the Installations listed below, because you are a convicted sex offender. Pursuant to the Secretary of the Navy Memorandum dated October 7, 2008, registered sex offenders are prohibited from access to Department of the Navy facilities.

Based upon your conviction, I have determined that your presence aboard MCIEAST Installations is detrimental to the security, good order, and discipline of the Installations. Accordingly, you are hereby notified, effective immediately upon the receipt of this letter, that you are ordered not to reenter, or be found within the limits of, the United States military reservations at Marine Corps Base, Camp Lejeune (MCB CAMLEJ), North Carolina; Marine Corps Logistics Base, Albany, Georgia; Marine Corps Support Facility, Blount Island, Jacksonville, Florida; and the Marine Corps Air Stations New River; Cherry Point, North Carolina; and Beaufort, South Carolina.

Should any compelling reason exist which you believe would be sufficient to justify modification of this Order, you should forward such information to the Commanding General (CG), MCIEAST-MCB CAMLEJ (Attn: CIG) for consideration or contact the CIG office via telephone at (910) 451-0810.

Enclosure (2)

You are further informed that should you reenter or be found within the limits of the United States military reservations within MCIEAST in violation of this Order, you will be subject to apprehension and detention by the military for prompt delivery to appropriate civil authorities, based on violation of U.S. Code below:

"Whoever, within the jurisdiction of the United States, goes upon any military, Naval, or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulation;" or

"Whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation after having been removed there from or ordered not to reenter by any officer or person in command or charge thereof shall be fined under this title or imprisoned not more than six months, or both." (Title 18, U.S. Code 1382)

Unless you receive written notification signed by the CG to the contrary, this Order remains in effect permanently.

J. R. MARINE
Colonel, U.S. Marine Corps
Deputy Commander

Copy to: MCIEAST-MCB CAMLEJ (CIG)
CO Marine Corps Air Station Cherry Point (CIG)
CO Marine Corps Air Station New River (CIG)
CO Marine Corps Air Station Beaufort (CIG)
CO Marine Corps Logistics Base Albany (CIG)
CO Marine Corps Support Facility Blount Island (CIG)
AC/S, SES (PMO)
AC/S, G-F
SJA

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Sample MCB CAMLEJ Debarment Letter

5530

CIG

DATE

CERTIFIED MAIL - 7000 1000 0000 2000 3005
RETURN RECEIPT REQUESTED

Mr. John R. Doe
123 Easy Drive
New Bern, NC 28000

Mr. Doe:

On February 1, 2011, the Command Inspector General (CIG) office received a request from the Commanding Officer, Marine Corps Air Station, Cherry Point to have you debarred from Marine Corps Base Camp Lejeune (MCB CAMLEJ), North Carolina, because you have committed serious domestic disturbances. Pursuant to MCIEAST-MCB CAMLEJO 1752.1 dated October 17, 2013, individuals who commit serious domestic disturbances may be debarred from the Installation.

Based upon your actions, I have determined that your presence aboard MCB CAMLEJ is detrimental to the security, good order and discipline of the Installation. Accordingly, you are hereby notified, effective immediately upon the receipt of this letter, that you are ordered not to reenter, or be found within the limits of, the United States military reservation at MCB CAMLEJ, North Carolina and the Marine Corps Air Stations, New River.

Should any compelling reason exist which you believe would be sufficient to justify modification of this Order, you should forward such information to the Commanding General (CG), MCIEAST-MCB CAMLEJ (Attn: CIG) for consideration or contact the CIG office via telephone at (910) 451-0810.

You are further informed that should you reenter or be found within the limits of the United States military reservation within Marine Corps Base, Camp Lejeune in violation of this Order, you will be subject to apprehension and detention by the

Enclosure (3)

military for prompt delivery to appropriate civil authorities,
based on violation of U.S. Code below:

"Whoever, within the jurisdiction of the United States, goes upon any military, Naval, or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulation;" or

"Whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation after having been removed there from or ordered not to reenter by any officer or person in command or charge thereof shall be fined under this title or imprisoned not more than six months, or both." (Title 18, U.S. Code 1382)

Unless you receive written notification signed by the CG to the contrary, this Order remains in effect permanently.

J. R. MARINE
Colonel, U.S. Marine Corps
Deputy Commander

Copy to: MCIEAST-MCB CAMLEJ (CIG)
CO Marine Corps Air Station Cherry Point (CIG)
CO Marine Corps Air Station New River (CIG)
CO Marine Corps Air Station Beaufort (CIG)
CO Marine Corps Logistics Base Albany (CIG)
CO Marine Corps Support Facility Blount Island (CIG)
AC/S, SES (PMO)
AC/S, G-F
SJA

Sample Temporary Debarment Letter

5530

CIG

(date)

First M. Last Name

Street Mailing Address

City, State Zip Code

Title and Name of Individual :

On _____ (date), the Provost Marshal Office (PMO) separated you from your privatized military housing residence and escorted you off of this military Installation in order to ensure the security, good order, and discipline of the Installation. It has been determined that you shall be temporarily debarred from Marine Corps Base, Camp Lejeune until your case can be reviewed for further consideration.

Accordingly, you are hereby notified, effective immediately upon the receipt of this letter, that you are ordered not to reenter, or be found within the limits of the United States military reservation found at the greater Marine Corps Base, Camp Lejeune (MCB CAMLEJ), North Carolina complex, which includes Camp Lejeune, Tarawa Terrace, Stone Bay, and Camp Johnson.

The Commanding General will determine whether you warrant indefinite debarment or if this temporary debarment will be rescinded. In five business days, contact the Command Inspector General (CIG) office via telephone at (910) 451-0810 to find out if your debarment has been rescinded or has been emplaced indefinitely.

Should any compelling reason exist which you believe would be sufficient to justify modification of this Order, you should forward such information to the Commanding General (CG), Marine

Enclosure (4)

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Corps Installations East (MCIEAST)-MCB CAMLEJ (Attn: CIG) for consideration or contact the CIG office via telephone at (910) 451-0810.

You are further informed that should you reenter or be found within the limits of the United States military reservations within MCIEAST in violation of this Order, you will be subject to apprehension and detention by the military for prompt delivery to appropriate civil authorities, based on violation of U.S. Code below:

"Whoever, within the jurisdiction of the United States, goes upon any military, Naval, or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulation;" or

"Whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation after having been removed there from or ordered not to reenter by any officer or person in command or charge thereof shall be fined under this title or imprisoned not more than six months, or both." (Title 18, U.S. Code 1382)

Unless you receive written notification signed by the CG to the contrary, this Order remains in effect permanently.

F. M. LASTNAME
Command Duty Officer

Copy to: MCIEAST-MCB CAMLEJ (CIG)
CO H&S BN, MCB CAMLEJ (PMO)
AC/S, G-F
SJA

Received by: _____ at _____ on _____
(First M. Last name) (time) (date)