



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

MCIEAST-MCB CAMLEJO 5530.25A
H&S Bn
JUL 19 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5530.25A

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE ACCESS CONTROL REGULATIONS

Ref: (a) MCIEAST-MCB CAMLEJO 5530.15A
(b) DoD Manual 5200.08 Volume 3, "Physical Security Program: Access to DoD Installations" January 2, 2019
(c) DoD Instruction 1000.13 Ch 1, "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," January 23, 2014
(d) DoD Instruction 5200.01 Ch 1, "DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)," April 21, 2016
(e) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
(f) DoD Instruction 5200.08 Ch 3, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," December 10, 2005
(g) MCO 5512.11E
(h) MCO 5580.1C
(i) MCO 5580.2B Ch 2
(j) MCO 11000.22 Ch 1
(k) MCO 1740.13D
(l) MCO P1700.27B Ch 1
(m) MCIEAST-MCB CAMLEJO 5560.2 Ch 2
(n) MCIEAST-MCB CAMLEJO 4651.2
(o) MCIEAST-MCB CAMLEJO 5530.2B
(p) MCIEAST-MCB CAMLEJO 5726.1A

Encl: (1) Marine Corps Base Camp Lejeune Base Access Control Regulations
(2) Camp Lejeune Access Denial Letter
(3) Access Denial Appeal Request Form
(4) Sample Letter of Good Standing from Employee
(5) Sample Letter of Good Standing from Employer
(6) Access Denial Appeal Letter
(7) Sample Affidavit for Food Delivery
(8) Sample Affidavit for Non-Food Delivery
(9) Sample Government Sponsor Letter for Contractors
(10) Sample Delegation Letter from Prime Contractors
(11) Sample Authorized Personnel List for Prime Contractor
(12) Naval Medical Center Care and Appointment Letter (Sample)
(13) Sample Authorized Personnel List
(14) Request for Special Event Pass

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

1. Situation. The privilege of accessing Marine Corps Base Camp Lejeune (MCB CAMLEJ) is conditionally granted to those individuals or organizations that meet the minimum qualifications and conform to regulations contained in this Order and references (a) through (p). If someone breaches the terms of this Order, their privilege to access MCB CAMLEJ may be suspended or revoked for the sake of safety, security, or quality of life of others on the Installation.

2. Cancellation. MCIEAST-MCB CAMLEJO 5530.25.

3. Mission

a. This Order establishes the minimum criteria and procedures for access to MCB CAMLEJ to promote the readiness, sustainment, and quality of life of the Marines, Sailors, and their families, as well as other military forces and tenant commands' personnel. It also establishes responsibilities, regulations, and consequences for individuals who violate this Order after being properly vetted and granted access. This Order is applicable to all military and civilian personnel, family members, contractors, and any other individual or organization desiring to gain access to the Installation. For the purposes of this Order, MCB CAMLEJ as a whole also includes outlying areas including Marine Corps Air Station (MCAS) New River, Camp Johnson, Camp Geiger, Stone Bay, and housing areas supported by MCB CAMLEJ.

b. Summary of Revision. This revision contains a number of changes. The major modifications to this Order are as follows:

c. Transportation Worker Identification Credential (TWIC) has been clarified to be an acceptable identity source document however requires further identity proofing in order to remain compliant with reference (b).

d. Expedited access control procedures for public works companies during emergencies via coordination with the Public Works Division Liaison and the Security Emergency Operations Center (SEOC).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish clear criteria and procedures for obtaining access to MCB CAMLEJ while ensuring security, safety, and quality of life of all the personnel and families aboard the Installation to ensure compliance with this Order and the contents of the references.

(2) Concept of Operations. The privilege to gain access to the Installation is conditionally granted to those individuals or organizations who meet the minimum qualifications and conform to regulations. Those individuals designated and assigned to MCB CAMLEJ to conduct vetting and access control will follow directions as set forth in this Order.

b. Tasks. Refer to chapter 2 of enclosure (1).

JUL 19 2019

5. Administration and Logistics. This Order has been coordinated with and concurred by the Commanding General (CG), II Marine Expeditionary Force; Commander, U.S. Marine Corps Forces, Special Operations Command; Commanding Officer (CO), Naval Medical Center-Camp Lejeune (NMCCL); Department of Defense Education Activities (DoDEA); all general and special staff departments of MCIEAST-MCB CAMLEJ.

6. Command and Signal

a. Command. This Order is applicable to all subordinate and tenant commands aboard this Installation.

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



N. E. DAVIS
Chief of Staff

DISTRIBUTION: A/C (less MCAS CHERPT, MCAS BFT, MCLB ALBGA, and MCSF BI)

MCIEAST-MCB CAMLEJO 5530.25A
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Chapter 1

Introduction

1. General

a. This Order implements the references to promulgate regulations that address entry, exit, and removal of individuals from MCB CAMLEJ. Removal or denial actions must be reasonable, prudent, and judiciously applied.

b. Access is a privilege. Entry onto MCB CAMLEJ is a privilege, not a right. Individuals entering the Installation must have a valid reason for access. This includes, but is not limited to, uniformed military personnel, military retirees, family members, Department of Defense (DoD) civilian employees, affiliated civilian dependents, unaffiliated civilians, DoD and other authorized contractors, and other authorized patrons. Additionally, any individual wishing to enter MCB CAMLEJ must understand it is a military Installation, with one of its primary missions being safeguarding the Marines, Sailors, and civilians therein. Expediency shall never come at the cost of security.

2. Objectives. This Order is designed to enhance security and mitigate unauthorized personnel from accessing MCB CAMLEJ.

3. Concept of Operations

a. All individuals seeking access onto MCB CAMLEJ will undergo identity proofing and vetting.

b. The intent of the Defense Biometric Identification System (DBIDS) credential is the issuance of a credential that indicates the identity of the individual, and any limitations of access granted. The access card must remain in the possession of the individual, is not transferable, and must be presented upon demand to any MCB CAMLEJ security official, or whenever challenged by Installation personnel. For motorcycles, the DBIDS Temporary Pass must be prominently displayed.

c. Personnel will be denied access if they are unable to meet the identity proofing and vetting requirements of this Order.

Chapter 2

Responsibility

1. MCB CAMLEJ Identification (ID) Card Center. The ID Card Center has the primary responsibility for Defense Enrollment Eligibility Reporting System Common Access Cards (CAC). Specific responsibilities include:

a. CAC and Teslin Cards. The ID Card Center will issue CAC and Teslin Cards to DoD military personnel, dependents, retirees, appropriated and non-appropriated fund personnel, and authorized DoD contractors as authorized and prescribed in references (c) and (i).

b. ID Cards That Do Not Require Further Identity Proofing. The ID Card Center will not require further identity proofing for the following cards because these have been identity proofed by the issuing agency.

(1) DoD Issued Card DD Form 2, DD Form 1173, DD Form 1173-1, DD Form 2765, and DoD Civilian Cards (civilian retiree), issued in accordance with reference (d).

(2) Federal Personal Identity Verification (PIV) credential.

2. Provost Marshal Office (PMO). PMO has the primary responsibility of enforcing the provisions of this Order. Specific responsibilities include:

a. Ensure only personnel delegated by the Provost Marshal perform access control duties to include vetting, granting access, or denying access.

b. Conduct identity proofing and vetting of persons requiring access to MCB CAMLEJ by querying data sources to vet the claimed identity of the individual. PMO will also determine access eligibility by using biographical information. This information may include, but is not limited to the person's name, date of birth, and social security number.

c. Ensure all visitors are appropriately sponsored through the Visitor Center Office (VCO) or Contractor Vetting Office (CVO). All individuals requesting entry to MCB CAMLEJ will have a valid sponsor per reference (b).

d. Ensure delivery personnel and visitors operating non-governmental commercial vehicles undergo a vehicle inspection at the commercial vehicle entry control facility (ECF). Utilities vehicles are exempt from normal commercial vehicle inspection requirements in exigent circumstances which would otherwise degrade their ability to expeditiously repair utility failures. In such cases, a representative from Public Works will explain the exigency to a representative from G-3/5, who will inform PMO of updated requirements for commercial vehicle inspections of utility trucks.

e. Non-Federal government and non-DoD-issued cardholders who are provided unescorted access require identity proofing and vetting to determine eligibility for access. The VCO or CVO will issue a DBIDS credential to non-

Federal government and non-DoD personnel who require extended unescorted access to the Installation for official government business, but do not require access to government computerized systems.

f. Refer personnel to the Installation ID Card Center for the issuance of CAC and Teslin Cards as required. Individuals who need a CAC or Teslin card and are not escorted by a Trusted Traveler must be identity proofed and vetted prior to being granted access.

g. Do not require further vetting for the cards listed in paragraph 1a and 1b of this chapter. However, eligibility for access to the MCB CAMLEJ will be verified. All persons entering MCB CAMLEJ are subject to random re-vetting.

h. Register motor vehicles to authorized personnel as required.

i. Develop compensatory measures when the requirements of reference (b) cannot be met (e.g., peak traffic flow periods, special events).

j. Incorporate the Trusted Traveler procedure outlined in chapter 3, paragraph 1b. for use during Force Protection Conditions (FPCON) NORMAL, ALPHA, and BRAVO as local security conditions permit.

3. Communication Strategy and Operations (COMMSTRAT). COMMSTRAT will publish press releases/media advisories concerning access control policy changes through appropriate sources. They will ensure this Order is published prominently on the home webpage for MCB CAMLEJ.

4. Installation Protection (IP) and Naval Criminal Investigative Service (NCIS). MCB CAMLEJ IP Branch, Mission Assurance and/or the NCIS will provide threat assessments and updates to PMO as required.

5. MCIEAST-MCB CAMLEJ G-7. Will receive and validate written applications via enclosures (7) or (8) from entities requesting to conduct business aboard MCB CAMLEJ.

a. Ensure all approved written applications are forwarded to MCIEAST-MCB CAMLEJ Deputy Commander for concurrence/non-concurrence. All applications approved by the Deputy Commander will be issued a signed Letter of Authorization by the Deputy Commander.

b. In cases where an appropriate staff officer or cognizant activity head does not concur, applications for Letters of Authorization will be forwarded to the Deputy Commander for final determination. In cases where the Deputy Commander approves the application, G-7 will issue the Letter of Authorization. In those cases where the Deputy Commander disapproves the application, G-7 will notify the individual concerned of the denial of their request and the reason(s) thereof.

c. Ensure each individual/business issued a Letter of Authorization has been properly notified of the limitations and restrictions placed on the conduct of their particular business, and the rules of conduct as contained

in Chapter 8, paragraph 1b are adhered to. Finally, ensure the individual executes a signed statement to this effect. Retain this signed statement on file for a period of two years.

d. Serve as the DBIDS sponsor for those businesses who have been approved to conduct business aboard MCB CAMLEJ, and whose employees have been identity proofed and vetted.

6. Base Magistrate. The Base Magistrate will receive appeal packages for individuals who have been denied access to MCB CAMLEJ. The Base Magistrate will review said packages, determining from an empirical standpoint the individual involved, the infraction(s) for which they are denied access, the time lapse between the infraction(s) and application, etc., whether or not the appeal should receive a favorable endorsement. The Base Magistrate will then forward their recommendation to the Chief of Staff (COS), via the Installation Staff Judge Advocate (SJA) and Sergeant Major (SgtMaj).

7. Command Inspector General (CIG). The CIG will receive appeal packages for contractors who have been denied access to MCB CAMLEJ. The CIG will review said packages, determining from an empirical standpoint the individual involved, the infraction(s) for which they are denied access, the time lapse between the infraction(s) and application, etc., whether or not the appeal should receive a favorable endorsement. The CIG will then forward their recommendation to the COS, via the Installation SJA and SgtMaj.

8. Special Events. Certain special events may be designated as open to the public. When the requirements of this Order or the references cannot be met, compensatory measures will be developed as necessary and appropriate according to the Special Event Vulnerability Assessment (SEVA) for the particular event.

a. Visitor vehicles are authorized aboard MCB CAMLEJ during certain special events but must depart immediately upon completion of the event, and must only travel to and from the event on designated routes. All non-DoD visitors not being escorted by a Trusted Traveler will be identity proofed and vetted in accordance with the references. When identity proofing and vetting is not conducted in accordance with reference (b), a special event deviation request must be approved by the first general officer in the chain of command.

b. Unit-level special events require sponsorship from an official representative of the unit, department, and/or organization. For more information, see chapter 8.

Chapter 3

Requirements for Access Onto MCB CAMLEJ

1. Introduction. DoD issued cards, Federal PIV, Veteran's Health Identification Card (VHID), and Electronic Personnel Access Control System (ePACS) credentials are the only ID documents that allow unescorted access to MCB CAMLEJ. There are three types of access by which you may enter MCB CAMLEJ: Unescorted, Trusted Traveler, and Escorted.

a. Unescorted Access. Unescorted access requires individuals to establish their identity, be determined fit for access, and establish an acceptable purpose for presence on the Installation, except only under the following circumstances:

(1) Special Events and Emergencies. For more information on special events, see chapter 8, paragraph 8(a)(3). For more information on emergencies, see chapter 2, paragraph 6.

(2) A minor under the age of 18 who does not have an acceptable credential and is accompanied by a parent or guardian who is age 18 or older and who has been granted unescorted access. This exception is not considered a deviation.

b. Trusted Traveler Access. The Trusted Traveler procedure allows authorized individuals who have been granted unescorted access, based on low- or medium-risk verified credentials defined as a valid CAC, Uniformed Services Identification Card (USID), non-CAC local or regional DOD credential, VHID, Federal PIV, and Non-Federal PIV 1, to simultaneously vouch for co-travelers (in the same vehicle or on foot) and enable those co-travelers to obtain Trusted Traveler access. Trusted Traveler access requires individuals to have an acceptable purpose for their presence on the MCB CAMLEJ and be capable of establishing their identity and being determined fit for access upon demand by Installation security personnel. Trusted Travelers are responsible for the actions of all sponsored individuals and for meeting all established security requirements for escorts. The vehicle, driver, and occupants may be sent to the VCO or inspection site for further review.

c. Escorted Access. Individuals unable to meet the identity or fitness requirements for Trusted Traveler or unescorted access may be granted escorted access. Escorted access requires individuals to establish an acceptable purpose for their presence on the Installation.

2. Identity Proofing and Vetting. Access control standards will include identity proofing, determining the fitness of an individual requesting and/or requiring access to the DoD facilities, and vetting.

a. Federal PIV and DoD issued card holders require identity proofing and vetting prior to gaining access to MCB CAMLEJ.

(1) Individuals possessing a DoD issued CAC are vetted to DoD personnel security standards in paragraphs 2a(1)(a) and 2a(1)(b) of attachment 3 of reference (b) and will be considered identity proofed.

(2) Individuals possessing PIV credentials that conform to reference (d) are vetted and adjudicated by government security specialists on National Agency Check with Inquiries or Office of Personnel Management Tier I standards, and will be considered identity proofed.

(3) Determination of fitness and vetting for DoD-issued ID and privilege cards is not required for unescorted access. The CVO or VCO verifies the individual's direct affiliation with the DoD, or a specific DoD sponsor, and eligibility for DoD benefits and entitlements.

b. Non-Federal government and non-DoD issued card holders provided unescorted access require identity proofing and vetting to determine eligibility for access.

(1) Individuals requesting access will provide justification and/or purpose for access to DoD facilities to the VCO and/or CVO.

(2) Individuals requesting access not in possession of an approved, government issued card, will provide the documents listed in chapter 3, paragraphs 4a through 4q. An authorized PMO representative will review the documents presented for the purposes of identity proofing.

(3) The recurring requirement and frequency for additional checks of non-Federal government and non-DoD issued cardholders will be determined based upon the local security posture.

(4) PMO will query the following government authoritative data sources to vet the claimed identity, determine fitness, and deny access (if found to be on the below list) using biographical information including, but not limited to, the person's name, date of birth, and social security number:

(a) The National Crime Information Center (NCIC) Database.

(b) Terrorist Screening Database.

(c) Other sources as determined by the DoD component. These can include but are not limited to:

1. Department of Homeland Security (DHS) E-Verify;

2. DHS U.S. Visitor and Immigrant Status Indicator Technology;

3. Department of State Consular Checks (non-U.S. citizen);
and

4. The Foreign Visitor System-Confirmation Module.

(5) Access

(a) Any person in legal possession of a DoD issued CAC that requests entry onto MCB CAMLEJ and provides a bona fide reason for entry, will be granted access unless other circumstances exist that lead access control sentries to believe further identity proofing or vetting is needed. In those cases, the vehicle, driver, and occupants may be sent to a secondary inspection, the VCO, or inspection site for further review.

(b) All non-CAC/non-DoD ID visitors (not to include non-regular/non-governmental delivery personnel) will report to the VCO or CVO to be identity proofed and vetted before the issuance of a DBIDS Credential or DBIDS Temporary Pass.

(c) Non-governmental delivery personnel and non-regularly scheduled freight deliveries (e.g., freight tractor-trailers) will report to the designated commercial vehicle inspection sites located at either Piney Green Gate or Sneads Ferry Gate. Hours of operation for Piney Green Gate are Monday through Friday from 0530 to 1700, closed on Saturday and Sunday, holidays, and certain special events. If Piney Green Gate is closed, all commercial vehicles must go through Sneads Ferry Gate, unless prior coordination has been made with PMO. Vehicle inspection site personnel will validate the identity of the driver, bill of lading if appropriate, and Installation access pass (if required) to ensure the vehicle operator and all passengers are identified on the pass if the vehicle operator is not a Trusted Traveler. Non-governmental delivery companies who frequently deliver aboard MCB CAMLEJ will be vetted prior to accessing the Installation and issued a DBIDS Temporary Pass if not enrolled in DBIDS. Individuals in possession of a DBIDS Credential or a DBIDS Temporary Pass will be granted access without further identity proofing or vetting.

(d) Public-Private Venture (PPV) housing residents who do not possess an authorized CAC shall be required to sponsor their housing guests in person at the Installation VCO or CVO. All guests shall be identity proofed and vetted in accordance with this Order and other applicable directives prior to entry.

(e) Authorized caregivers of those members whom are affiliated with MCB CAMLEJ and resides off base, and who may need access to MCB CAMLEJ in order to obtain medication, etc., may present themselves at the VCO to obtain a DBIDS Temporary Pass. Caregivers, in accordance with reference (k), shall follow these instructions for access to obtain a DBIDS Temporary Pass to MCB CAMLEJ. The caregiver shall maintain a copy of the documentation provided by the CG, or designee on their person when accessing MCB CAMLEJ, and at all times while aboard MCB CAMLEJ. Caregivers are required to bring the individual for whom they are caring to the VCO once for identity proofing. For follow on visits to MCB CAMLEJ, the caregiver is not required to bring the individual, but is required to keep on their person all official documentation designating them as a caregiver.

(f) Divorced non-military affiliated parents or legal guardians of minor dependent children who need access to MCB CAMLEJ for medical care, pharmacy services, etc., may present themselves at the VCO to obtain a DBIDS Temporary Pass. They must present the child's DoD issued identification and official documentation identifying them as the legal parent or guardian of the child, or be identity proofed and vetted, and pass a background check prior to being granted access.

(6) Denial of Access. Installation access will be denied if it is determined personnel requesting access are within one of the following categories:

- (a) On a National Terrorist Watch List;
- (b) Illegally present in the U.S.;
- (c) The subject to an outstanding warrant or criminal summons;
- (d) Has knowingly submitted an employment questionnaire with false or fraudulent information;
- (e) Has been issued a debarment order and is currently banned from any military Installation;
- (f) A prisoner on a work-release program or currently on felony probation/parole;
- (g) A registered sex offender;
- (h) Membership within the previous 10 years in any organization that advocated the overthrow of the U.S. Government or affiliated with any active gang;
- (i) Is pending any felony charge;
- (j) Has been convicted of any felony within the last 10 years;
- (k) Has ever been convicted of any felony violation, or attempted violation, of the following offenses:
 - 1. Sex crime;
 - 2. Robbery;
 - 3. Arson;
 - 4. Murder;
 - 5. Drugs; or
 - 6. Weapons.

(l) Has multiple (three or more) misdemeanor criminal convictions within the previous 10 years.

(m) Any reason the CG deems reasonable for good order and discipline.

(7) Grandfather Clause. Any individual who has been issued access credentials based on previous guidance and have no pending charges or conviction since receiving such access credentials, will not be penalized.

(8) Contractors who are denied access may appeal to the CG via the MCIEAST-MCB CAMLEJ CIG to the COS, who has access denial appeal determination authority. The appeal process is as follows:

(a) CVO provides all denied individuals copies of their respective denial letters and enclosures (3) through (5).

(b) Individuals wishing to appeal denial of access must produce at least two letters, guided by enclosures (4) and (5). The employee's letter must include details regarding the charges in question, including the events surrounding the arrest or citation and the resulting outcome, punishment, and sentence. The employee letter should also include arguments for why the individual should be granted base access. The employer's letter should detail the employee's performance at the current company.

(c) Denied individuals must submit completed appeal packages, i.e., enclosures (2) and (3), employee and employer letters, copies of police reports or citations concerning infractions in question, and any additional documentation they deem pertinent for their appeal to the CVO. Appeal packages submitted without the requisite documentation, including police reports and/or citations, are unlikely to receive favorable consideration. Each denied individual is responsible for the contents of their appeal package.

(d) CVO ensures each appeal package is complete and adds a NCIC printout depicting the denied individual's criminal history to the package forwarded to the Installation Physical Security Officer (PSO).

(e) The PSO adds an access denial appeal letter, enclosure (6), to the package and forwards it to the CIG office. The access denial appeal letter will only include a summary of the criminal history for which the individual is being denied access.

(f) The CIG evaluates the appeal package and makes a recommendation to the COS. The Magistrate then forwards the package to the COS via the Installation SJA and SgtMaj for their respective reviews and recommendations.

(g) Once the COS renders a decision, a PSO Representative notifies the individual who appealed and the PSO of that decision.

(h) Upon notification of an approved appeal, the previously denied individual may, within 10 business days, return to CVO to receive credential. If more than 20 business days from the original denial date, they are required to bring a current letter from the employer confirming employment.

(i) PMO will provide a record of all previous criminal convictions to the deciding official as part of the appeal process.

(9) Individuals who are denied access and who are not contractors may appeal to the CG via the Magistrate to the COS, who has access denial appeal determination authority. The appeal process is as follows:

(a) VCO provides all denied individuals copies of their respective denial letters and enclosures (3) through (5).

(b) Denied individuals must submit completed appeal packages, i.e., enclosures (2) and (3), copies of police reports or citations concerning infractions in question and any additional documentation they deem pertinent to their appeal for the VCO. Appeal packages submitted without the requisite documentation, including police reports and/or citations, are unlikely to receive favorable consideration. Each denied individual is responsible for the contents of their appeal package.

(c) VCO ensures each appeal package is complete and adds a NCIC printout depicting the denied individual's criminal history to the package forwarded to the Installation PSO.

(d) The PSO adds an access denial appeal letter, enclosure (6), to the package and forwards it to the Magistrate's office. The access denial appeal letter will only include a summary of the criminal history for which the individual is being denied access.

(e) The Magistrate evaluates the appeal package and makes a recommendation to the COS. The Magistrate then forwards the package to the COS via the Installation SJA and SgtMaj for their respective reviews and recommendations.

(f) Once the COS renders a decision, a PSO Representative notifies the individual who appealed and the PSO of that decision.

(g) Upon notification of an approved appeal, the previously denied individual may, within 10 business days, return to VCO to receive credential.

(h) PMO will provide a record of all previous criminal convictions to the deciding official as part of the appeal process.

3. Acceptable Credentials

a. Visitors will provide a valid, original form of ID from those listed in paragraph 4 of this chapter for the purpose of identity proofing for issuance of a DBIDS Temporary Pass. Any time the credential is physically handled it will be visually inspected, front and back, for signs of alteration or counterfeit. Credentials that appear questionable (e.g., damaged laminates, evidence of tampering) or altered will not be accepted for any purpose.

b. Contractors must provide two valid, original forms of ID. At least one must be from those listed in paragraph 4 of this chapter and have a photograph for the purpose of identity proofing for issuance of DBIDS credential or a DBIDS Temporary Pass. In addition, the second form of identification may include a birth certificate or social security card.

c. Prior to acceptance, personnel processing an applicant will screen documents for evidence of tampering, counterfeiting, or other alteration. Documents that appear questionable (i.e., having damaged laminates) or otherwise altered will not be accepted. Altered documents will be held until appropriate authorities are notified and disposition procedures are conducted.

4. Acceptable Identity Source Documents. All documents must be current.

a. DoD CAC. The CAC simultaneously establishes identity, historic fitness, and purpose.

b. DoD USID. The USID establishes identity and generally establishes purpose. However, applicants are required to furnish their purpose for visiting upon request of VCO or CVO personnel.

c. Non-CAC Local or Regional Credential issued by MCB CAMLEJ or MCIEAST. These credentials simultaneously establish identity, historic fitness, and purpose.

d. REAL ID-compliant driver's license or non-driver's identification card issued by a State, territory, possession, or the District of Columbia. These credentials establish only identity.

e. Enhanced driver's license issued by state, territory, possession, or the District of Columbia. These credentials establish only identity.

f. U.S passport or Passport Card. These credentials establish only identity.

g. Foreign passport bearing an unexpired immigrant or non-immigrant visa or entry stamp. These credentials establish only identity.

h. Foreign passport with a current arrival-departure record, U.S. Customs and Border Protection Form I-94 bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status indicating that status authorizes the alien to work for the employer.

i. Employment authorization document that contains a photograph (U.S. Citizenship and Immigration Services Form I-766).

j. In the case of a non-immigrant alien authorized to work for a specific employer, a foreign passport with a Form I-94 or Form I-94A, bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

k. ID card issued by Federal, state, territory, possession, District of Columbia, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

l. School ID card with a photograph.

m. U.S. military or draft record.

n. U.S. Coast Guard Merchant Mariner Card or TWIC.

o. Native American tribal document.

p. Individuals under the age of 18 who are unable to present a document listed in paragraph 4 must be sponsored by an adult with the proper documentation listed in paragraph 4, or provide their school record/report card, daycare/nursery school record, or birth certificate.

q. Children under the age of 16 residing aboard MCB CAMLEJ may only sponsor a visitor with the approval of the children's legal guardian. For example, a 12 year old dependent child residing aboard the Installation cannot use their valid dependent DoD ID Card to sponsor their grandparent (with no other military affiliation) aboard the Installation. In this instance, the grandparent would be required to be identity proofed and vetted and obtain a DBIDS Temporary Pass.

Chapter 4

Admittance

1. Entrances and Exits

a. Personnel assigned to PMO will guard active ECFs to MCB CAMLEJ.

b. Motorists must enter and exit on designated roads unless otherwise authorized by the CG. Any deviation from authorized entrances and exits must be coordinated with PMO.

2. Admittance of Motor Vehicles (MVs)

a. Military, DoD personnel, contractors, and privatized housing residents assigned to MCB CAMLEJ are required to register their Privately Owned Vehicle(s) (POV) within 30 days of purchase, permanent change of station (PCS), or permanent change of assignment, to include other DoD components.

b. Federal, state, county, city owned, and utility vehicles will be admitted without unnecessary delay. "Utility" vehicles, in this context, are defined as those responsible for maintaining electricity, water, sewer, and natural gas infrastructure on MCB CAMLEJ. Despite the goal of preventing unnecessary delay, these vehicles are subject to search, vehicle and driver identity proofing and vetting, and other procedures necessary to maintain safety and security aboard the Installation.

c. Non-registered, off-road, recreational vehicles are defined as those vehicles that cannot be registered for use on paved roads. This definition generally includes vehicles such as three and four wheeled all-terrain vehicles (ATV), dirt or trail bikes, dune buggies, and go-carts. These vehicles are only authorized for use in designated areas.

d. Students attending an entry-level service school must have written authorization from the School Director to register a POV and will follow the guidelines in this Order.

e. This Order prohibits any individual (military, civilian, retirees, contractors, etc.) from knowingly entering any area within MCB CAMLEJ and operating a MV while the registered owner's Installation driving privileges are either suspended or revoked, unless that individual is a spouse or dependent of the registered owner.

f. Owners are prohibited from displaying on their MVs in any format any of the following: flags, signs, posters, bumper stickers, window decals, art, emblems, insignia, or other adornments of an extremist, indecent, sexist, racist, obscene, profane, or defamatory nature; or other messages that are prejudicial to good order and discipline; otherwise violate the standard of decency found in Article 134 (Indecent Language) of the Uniform Code of Military Justice; or display a clear danger to the loyalty, discipline, or morale of military personnel, or presents a potential for

disruptive conduct and interference with the mission of the command. The unauthorized display of any such flag, sign, poster, bumper sticker, window decal, art, emblem, insignia, or other adornments may be grounds for suspension or revocation of Installation driving privileges or denial of access to the Installation. The SJA for MCB CAMLEJ will review, on a case-by-case basis, any suspected violations of the above and make recommendations to the CG.

g. When in the best interest of the government, the CG will deny access to any vehicle as deemed appropriate.

3. Hours of Admittance

a. Installation access will normally be granted 24-hours a day. MVs operated by contractors or vendors will only be authorized admittance in conjunction with the operator's official business aboard MCB CAMLEJ.

b. Sponsors, spouses, or base housing residents may host guests at any hour. If sponsors, spouses, or base housing residents are not using the Trusted Traveler method of accessing the base, guests will be issued an appropriate DBIDS Temporary Pass for identification.

c. Rental cars will be admitted 24-hours a day, if the operator presents an acceptable credential for unescorted access and a copy of the rental agreement/contract. If the operator does not possess an acceptable credential, they must first obtain a DBIDS Temporary Pass from the VCO.

Chapter 5

Registration and Passes

1. Vehicle Registration

a. Registration of vehicles is required by active-duty service members, reservists on Active Duty for Operational Support orders, reserve service members in the Selected Marine Corps Reserve (SMCR) or an Individual Mobilization Augmentation (IMA) Unit, civilian employees, and any person who obtains a DBIDS credential to access the Installation. Retirees are encouraged to register their vehicles.

(1) The applicant must register their vehicle in person. Spouses may register on behalf of the sponsor. In unusual cases such as deployment or hospitalization when neither the owner nor the spouse can register in person, a parent, adult family members, a staff non-commissioned officer, officer, or civilian equivalent in the applicant's chain-of-command may represent the owner with an appropriate Power of Attorney.

(2) In all cases, the following documentation is required:

(a) Military, military family member, or civilian ID.

(b) A valid State operator's license. Temporary or provisional licenses, international driver's license, and permits do not satisfy the requirement for registration.

(c) A current State vehicle registration card. Temporary license plates and or temporary registrations do not satisfy the requirement for registration.

(d) Proof of liability insurance. The minimum insurance coverage(s) in North Carolina are as follows:

1. \$60,000 bodily injury per accident.

2. \$30,000 bodily injury per person.

3. \$25,000 property damage.

(e) Proof of completion of the MarineNet Driver Awareness Training for military members under the age of 26.

(f) Faxes, photocopies, or electronic media are prohibited for proving state registration requirements, however, are acceptable to show proof of insurance. Fleet or leased vehicle operators may be an exception to having original vehicle registration, in these circumstances a photocopy will be acceptable.

(g) Failure to register a vehicle with MCB CAMLEJ may result in penalties up to and including revocation of base driving privileges.

b. Reserve Service Members. All service members affiliated with an IMA or SMCR unit or those on orders are authorized to access MCB CAMLEJ. All reserve service members are also required to register their vehicles.

(1) To gain access a reserve DoD ID must be presented.

(2) For Individual Ready Reserve Marines, a letter from their joining command must list the beginning and end date of the orders.

2. Registration of Motorcycles. All motorcycles entering MCB CAMLEJ are required to adhere to the following:

a. Military Personnel

(1) The individual must have signed up for or completed the appropriate, approved motorcycle safety course (MSC), per reference (1).

(2) If a service member attempts to enter a MCB CAMLEJ riding an unregistered motorcycle or the individual has not signed up or completed an approved course, the individual will not be authorized to bring the motorcycle aboard the Installation.

(3) The unit Motorcycle Mentorship Program President will provide the individual with the procedures for signing up for the appropriate MSC, however, the ultimate responsibility for enrollment and compliance is with the individual Marine in accordance with this Order and reference (1).

(4) Properly licensed motorcycle operators are authorized to operate their motorcycles on the Installation for a brief period, not to exceed 30 days, while they complete the first available Basic Riders Course (BRC).

(5) Once an individual has successfully completed the BRC and has all other required documentation to register their motorcycle, they may do so.

(a) Documentation includes all required documentation to register a MV as outlined in paragraph 1a(2) of this chapter; and

(b) Current State motorcycle registration card; and

(c) Motorcycle Safety Foundation Course (MSFC) completion card or certificate.

(6) If an individual fails to complete the MSFC, they must remove their motorcycle from the Installation immediately.

(7) Exceptions to this policy are motorcycles not required to be registered by the State's Division of MVs. This includes dirt bikes, mini bikes, ATVs, and mopeds as defined by the State of North Carolina.

b. Civilians, Military Dependents, and Retirees. Although encouraged, civilians, military dependents, and retirees who operate a motorcycle on MCB CAMLEJ are not required to attend the MSFC. Documentation required to register a motorcycle aboard MCB CAMLEJ for civilians, military dependents, and retirees includes all required documentation to register MV outlined in paragraph 1a(2) and 2a(5) of this chapter with the exception of the MSFC completion card or certificate.

3. DBIDS Temporary Passes. DBIDS Temporary Passes (120 days or less) will be issued. These passes are locally produced access passes designed to accommodate short to intermediate visits or business activities aboard MCB CAMLEJ. A base sponsor is necessary for all individuals before a DBIDS Temporary Pass can be issued. Sponsors are not required to physically enter the VCO or CVO to act as a sponsor. Sponsors may send an e-mail from a government e-mail address to lejeunespecialevent@usmc.mil and, as long as the requisite information is in the body of the email, will be recognized as a valid sponsor. Any individual with a DoD-ID may serve as a sponsor, i.e., active duty military members, retirees, military dependents over the age of 18, etc. Government contractors may not act as sponsors.

a. All individuals will retain DBIDS Temporary Passes on their person.

b. The following documentation is required to obtain a DBIDS Temporary Pass for all visitors, businesses, and others as appropriate.

(1) A valid state operator's license, valid state vehicle registration card, and proof of liability insurance will be presented before a DBIDS Temporary Pass is issued.

(2) All DBIDS Temporary Passes will expire at 2359 hours on the expiration date stamped or written on the pass.

(3) An entry into the Consolidated Law Enforcement Operation Center (CLEOC) database will be made by the PMO representative to track the individual by the individual's name, company, and the state in which the vehicle is registered.

(4) Personnel not affiliated with any organization located aboard the Installation need to request authorization in writing to the CG or their designee to enter the Installation. These individuals must have a valid reason to visit the Installation and have a base sponsor. In addition, they must be identity proofed, vetted, and pass a background check conducted by the PMO. For more information, see chapter 7.

4. Special Event Passes. Special Event Passes may be issued to visitors attending special events opened to the public depending on the size of the event. This pass is valid from the point of entry directly to the location of the special event and directly to the designated exit point.

5. Restrictions. The privilege of obtaining a DBIDS Temporary Pass will be subject to the following restrictions:

a. DBIDS Temporary Passes are government property and remain so until legally surrendered or recovered by competent authority and properly disposed of. The unauthorized removal, sale, transfer to another, mutilation, forgery, or obscuring of a DBIDS Temporary Pass is prohibited.

b. The registrant must maintain the DBIDS Temporary Pass and safeguard its condition. Loss, mutilation, or defacement of a DBIDS Temporary Pass must be reported to PMO.

c. A registered owner of a MV registered aboard MCB CAMLEJ will notify the VCO within 24-hours of their transfer from, or termination of, employment. The transfer of title, sale, or significant change of vehicle appearance (e.g., painted a different color) must also be reported. Owners will ensure DBIDS Temporary Passes are removed and returned to the Installation VCO upon sale of the vehicle.

d. Operators will drive with a valid state operator's license, valid state registration card, and proof of current state liability insurance in their possession. Motorcycle operators must also carry proof of completion of a MSFC, if required, when riding aboard MCB CAMLEJ.

e. Falsifying information contained in an application to permanently register a vehicle may warrant disciplinary action or prosecution.

f. Willful defacement, destruction, or alteration of the manufacturer's serial or engine number or other distinguishing identification number of a registered vehicle is prohibited and subjects the violator to punitive action.

g. Individuals who operate a MV aboard MCB CAMLEJ and who have had their driving privileges suspended or revoked by any state must report this information to Traffic Court and PMO within 24-hours of notification of suspension or revocation. For married service members who have had their driving privileges suspended or revoked, the vehicle must be removed from the Installation until the vehicle can be registered in the name of an immediate family member who meets all qualifications to drive aboard the Installation. Service members living in the Bachelor Enlisted Quarters (BEQ) or Bachelor Officer Quarters must remove the vehicle from the Installation until their driving privileges have been legally reinstated.

h. The owner of each vehicle registered on the Installation must maintain the minimum insurance required by the state throughout the period of registration. Failure to maintain continuous liability insurance coverage may result in a fine (imposed by the state), loss of state registration, and loss of driving privileges aboard MCB CAMLEJ.

Chapter 6

Physical Security Access Control Standards

1. Access Control. Access control is designed to restrict and/or control access to MCB CAMLEJ to only those authorized personnel and their conveyances. Access control measures will be employed at the perimeter to enhance security and protection of personnel and assets. Authorized additional security measures may be based upon the security level, category of individuals requiring access, FPCONs, level of access to be granted, and higher headquarters direction. The current MCB CAMLEJ ePACS is DBIDS.

2. Minimum Standards for Controlling Physical Access. The DoD minimum standards for controlling physical access to an Installation are as follows:

a. When ePACS are not available for access control, security personnel at ECFs will conduct a physical and visual inspection of cards authorized in reference (b). This inspection includes:

(1) Visual match of the photograph on the card to the person presenting the ID.

(2) Visual comparison of the card for unique topology and security design requirements.

b. For special events, circumstances, and activities when the minimum access control standards cannot be met, a special event deviation request must be approved by the first general officer in the chain of command.

c. Other considerations for controlling access include, but are not limited to:

(1) Escort qualifications, responsibilities, and authorizations;

(2) Sponsorship qualifications, responsibilities, and authorizations;

(3) Access privileges at each FPCON;

(4) Mission-essential employee designation, if applicable;

(5) Day and time designation for access;

(6) Locations authorized for access and escorts;

(7) Non-affiliated armed personnel conducting currency escorts.

d. MCB CAMLEJ will provide reciprocal physical access for DoD issued cardholders from other MCIEAST installations authorized by reference (b). During increased FPCON levels and emergencies, reciprocal access may be limited. This reciprocal physical access does not extend to individuals with DBIDS credentials. Those individuals must visit the CVO and provide a valid reason for access to the subsequent installation.

3. PPV Housing. The CG will determine whether to grant Installation access to unaffiliated civilians and their family members for the purpose of occupying PPV housing aboard the Installation. PPV and PMO will follow guidance as set forth in reference (j).

a. PPV partners will provide sufficient information to PMO to conduct identity proofing and vetting on all non-affiliated personnel assigned to PPV housing. The identity proofing and vetting is conducted at the Visitor's Center.

b. PMO will provide direction to the PPV partner to determine whether or not the applicants and their family members meet the access control qualifications. The PPV partner has the authority to make the final determination on whether to enter into a lease agreement based on these checks; however, the CG or their designee have the authority to make the final determination on who will be granted access to the Installation. After the lease is signed, the lessee and family members will bring the valid lease to the VCO for issuing of credentials to approved family members for access control.

c. Unaffiliated civilians residing in PPV housing are subject to temporary or permanent debarment in the event of domestic violence or other criminal acts deemed inappropriate by the Installation Commander. PMO, in coordination with the Magistrate, will follow established policy to conduct the debarment.

d. In all cases of a debarment, whether temporary or permanent, PMO must be notified, an entry reflecting the debarment must be made in the CLEOC database reflecting the debarment, and the individual must be entered in the ePACS database as debarred to ensure an unauthorized attempt to re-enter the Installation is stopped. For more information see reference (n).

Chapter 7

Electronic Personnel Access Control System (ePACS) and Contractor Access

1. General. Per reference (a), DBIDS is the only ePACS authorized by Marine Corps Installations Command at perimeter ECFs. It addresses access management solutions for vendors, contractors, suppliers, delivery personnel, and all other service providers who require access to MCB CAMLEJ on a regularly reoccurring basis and are not eligible for a CAC. The CVO will issue these locally produced credentials. DBIDS is the current ePACS authorized for MCB CAMLEJ.

2. DBIDS Credentials

a. DBIDS credentials are provided at no cost to individuals who request and meet the requirements to obtain a credential. Vendors, contractors, suppliers, and delivery personnel must apply and receive a DBIDS credential if they pass background-screening requirements and are approved by the CG.

b. DBIDS credential holders who do not drive a commercial vehicle may access MCB CAMLEJ via any gate.

c. All applicants who receive a DBIDS credential are subject to a criminal background check and a vehicle inspection at any time.

d. As with obtaining DBIDS temporary passes, a base sponsor is necessary in order to obtain a DBIDS credential.

3. Access

a. DBIDS temporary passes will be issued in accordance with chapter 5 of this Order.

b. The mere issuing of a DBIDS credential or locally produced credential does not provide approval for the proposed business or activity aboard MCB CAMLEJ. Individuals or businesses must ensure they have appropriately requested and received approval to conduct the proposed business or activity. For example, not-for-profit entities must submit a written request to the CG via the SJA before holding an event aboard the Installation. This request and approval requirement is separate and apart from submitting the appropriate paperwork to gain an access credential.

4. Contractor Access Control Requirements

a. Contractors will either receive a DBIDS credential or DBIDS Temporary Pass, depending upon the length of time they require access to the Installation. A DBIDS credential is issued to individuals requiring access for 121 days or more. A DBIDS Temporary Pass is issued to individuals requiring access for 120 days or less. Contract specifications determine the length of pass.

b. Contractors will report to the CVO, building TT-13, adjacent the Wilson Boulevard Gate, to confirm their access requirements, undergo a background check, and receive their credential/pass. Normal CVO hours are Monday through Friday, 0600 to 1400. CVO is closed on Saturday and Sunday, all holidays, and certain special events.

c. Contractors must provide the following documents:

(1) Appropriate ID Documents. Contractors will provide two valid, original forms of ID for the purpose of identity proofing to receive a DBIDS credential or a DBIDS temporary pass. One form of ID must be from the list below, the second form can be from the list below, or it can be a social security card or birth certificate.

(a) U.S. passport or U.S. passport card.

(b) Permanent Resident Card, Alien Registration Receipt Card, or Green Card (Form I-551).

(c) Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.

(d) Foreign passport with a current arrival-departure record, U.S. Customs and Border Protection Form I-94 bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status indicating that status authorizes the alien to work for the employer.

(e) Employment authorization document that contains a photograph U.S. Citizenship and Immigration Services (USCIS) Form I-766.

(f) In the case of a non-immigrant alien authorized to work for a specific employer, a foreign passport with a Form I-94 or Form I-94A, bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

(g) Driver's license or ID card issued by state, possession, territory, or District of Columbia, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

(h) ID card issued by Federal, state, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

(i) School ID card with a photograph.

(j) U.S. military or draft record.

(k) U.S. Coast Guard Merchant Mariner Card or TWIC.

(1) Native American tribal document.

(2) Government Contract. Contractors must provide a copy of the prime contract with the government and all subcontracts, as applicable. For example, a subcontractor must provide a copy of their prime's contract with the government and a copy of their contract with the prime, both referencing the prime's contract number.

(3) Letter of Authorization. Contractors must provide a Letter of Authorization on company letterhead referencing the applicable contract(s) and identifying the requesting individual as an authorized employee of the awarded company along with the employee's required access days and times (i.e., Monday through Friday, 0600 to 1700, etc.).

(4) Appropriate Sponsor's Information. The DBIDS system requires a sponsor to be identified for each credential and Temporary Pass prior to issuance. The sponsor must be active military or government civilian with a CAC. Government contractors are not approved sponsors. The sponsor's Electronic Data Interchange Personal Identifier and e-mail must be supplied to register in the system. The sponsor should be from the government entity awarding the contract of supervising the work.

(5) Vehicle Registration and Insurance. Contractors driving aboard the Installation must provide an original vehicle registration document. Copies of registration are only accepted for company owned fleet vehicles. Proof of insurance is also required. A declaration page is required for insurance originating outside the state of North Carolina. Out of state insurance must meet North Carolina minimums of 30,000 dollars per person, 60,000 dollars per accident, and 25,000 dollars property damage.

d. Vehicle Inspections. All commercial vehicles must be inspected each time they enter the Installation. Drivers must have an approved access credential prior to being inspected and allowed access. Delivery drivers without an access credential can show a bill of lading in lieu of a government contract, but must provide other required documents identified above at the CVO to receive a DBIDS pass.

Chapter 8

General Access Procedures

1. General

a. Introduction. The following chapter outlines the methods by which various entities can request, and subsequently gain access, to MCB CAMLEJ. Understandably, there are an innumerable number of individual circumstances involving an entity or individual desiring to access MCB CAMLEJ, and is beyond the scope of this Order to specifically list each one. What follows are general access control procedures for certain subsets of entities and individuals.

b. Rules of Conduct

(1) Remuneration in the form of gifts of any description will not be made to or accepted by military or civilian personnel employed by the Department of the Navy or U.S. Marine Corps. Unethical practices, such as those involving rebates, or elimination of full compensation, will not be permitted.

(2) Peddling is prohibited on this Installation.

(3) Personal soliciting, which includes house-to-house, individual-to-individual, and organization-to-organization soliciting, anywhere on MCB CAMLEJ, is prohibited. Commercial agents, including those of loan, finance, insurance, and investment companies are not permitted to address or attend meetings, classes or mass formations, or any other assembly of Navy or Marine Corps personnel. It is immaterial that such assembly is for other purposes and that the agent's appearance is incidental.

(4) The customary and authorized method of solicitation for individuals and forms will be through the United States mail service. If an individual replies to such a communication, the matter then becomes a private business transaction. It shall be the responsibility of the salesperson to provide adequate proof that they have been invited to call on an individual on a particular date at a particular time.

(5) Persons authorized to conduct business on this Installation, will not:

(a) Enter or visit family housing except by request, appointment, or prearrangement.

(b) Enter any storeroom, squad room, and BEQ except in an area designated as a place of meeting, and then only after first securing permission from the appropriate area commander. Each time a person authorized to conduct business aboard MCB CAMLEJ desires to transact business in a particular area, they will first obtain clearance from the area commander concerned.

(c) Transact business when it interferes with military duty. Normally, the hours of military duty are 0800 to 1630, Monday through Friday. During these hours, appointments will not be made unless the area commander has approved the appointment in their area.

(d) Conduct any type of commercial business with basic trainees, students under instruction, or personnel in separation processing, without the prior approval of the appropriate area commander.

2. Ridesharing. For-hire drivers, including, but not limited to, taxicab drivers, Uber drivers, limousine drivers, etc., should be granted access. All local for-hire companies/drivers are required to enroll in DBIDS. Only those for-hire drivers that have been vetted and credentialed in accordance with the references will be granted access. Vetted for-hire drivers are still subject to random inspections upon entry and while aboard MCB CAMLEJ. All vetted for-hire drivers requesting entry that do not have a valid fare with vetted access, will require justification for access and be queried and validated by access control sentries before entry. Non-local for-hire drivers, not enrolled in DBIDS, will be sponsored by the individual being transported, provided that individual has an appropriate Trusted Traveler identification. Refer to reference (m).

3. General Officer Personal Guests. Personal guests of General Officers will be coordinated on a case by case basis due to the variance of the number of guests seeking entry to the Installation. Prior coordination will be conducted with the General Officer's aide, Protocol Officer, or designated representative, and the CVO.

4. Food Delivery

a. Policy

(1) All vendors desiring approval to deliver aboard MCB CAMLEJ, must make a written application to the Deputy Commander, MCIEAST-MCB CAMLEJ, via G-7. Pending approval from the Deputy Commander, Letters of Authorization will be issued by the G-7 to the vendor. A Letter of Authorization will be issued when a petitioning business has met criteria established in this Order and has presented a sworn statement containing the required information in enclosure (7). Additionally, vendors desiring approval to deliver aboard MCB CAMLEJ will attach their sanitation rating from the local health department. If vendors are approved to conduct business, they will be required to resubmit their sanitation rating subsequent to every inspection prior to their DBIDS credentials being renewed.

(2) Vendors who have received signed Letters of Authorization will bring their letters to the CVO to begin the vetting/issuance of passes process. Each employee should also have on their person the authorized personnel roster, enclosure (13).

(3) Food and product delivery companies shall not be granted access unless the driver has been properly identified, proofed, and vetted. Justification for vetted delivery driver's access shall be queried and validated by access control sentries before entry. All delivery vehicles should be inspected prior to entry and are subject to re-inspection while aboard MCB CAMLEJ. Soliciting by any food or product delivery company is strictly prohibited aboard MCB CAMLEJ. Service members standing barracks duty shall not allow these companies to enter the barracks without proper escort. The escort could be the barracks duty or the individual to which the delivery is intended.

(4) Third party food delivery services, such as "Grub Hub," will not be allowed access to MCB CAMLEJ unless they go through the proper vetting process described above.

(5) G-7 will serve as the base sponsor for food delivery companies.

b. Criteria. The following requirements must be met for approval to be granted and maintained for retention of that approval.

(1) The establishment in which the subsistence is prepared must maintain an "A" Sanitary Rating from the local health department. If an approved establishment should receive a "B" Sanitary Rating from the Public Health Inspector, a 30 day waiver of the "A" Sanitary Rating may be granted by the CG, as appropriate, upon written request. This 30 day waiver period will allow time for the establishment with a Sanitary Rating of "B" to be regraded. Waivers will not be granted for establishments with less than a "B" Sanitary Rating.

(2) Only subsistence prepared at the above establishment shall be delivered aboard MCB CAMLEJ.

(3) Vendors can only deliver to individual customers who have preplaced an order for the subsistence. Unordered mass delivery/sale is prohibited and will be cause for removal of authorization to deliver aboard MCB CAMLEJ.

(4) All subsistence shall be obtained from approved sources and handled in a manner so as to be clean, wholesome, and free of adulteration.

(5) All potentially hazardous food items, (i.e., pizza, chicken, dairy products, etc.) shall be maintained at proper holding temperatures (below 40 degrees Fahrenheit for cold food items and at least 140 degrees Fahrenheit for hot foods is required).

(6) Employees shall be clean as to their person and food handling procedures. Clean outer clothing and hair restraints are required. No person who has a contagious or infectious disease shall be allowed to work in the preparation area, delivery vehicle, or in a capacity in which there is a likelihood of disease transmission.

(7) The delivery vehicle shall be kept clean and in a sanitary condition, free of insect and rodent pests.

(8) All delivery vehicles shall be clearly marked with signs readable at a distance of 20 feet with the name of the delivering establishment. Magnetic signs are acceptable. The vehicles are subject to inspection by PMO personnel.

5. Non-Food Delivery

a. Policy

(1) All vendors desiring approval to deliver aboard MCB CAMLEJ must make a written application to the Deputy Commander, MCIEAST-MCB CAMLEJ, via G-7. Pending approval from the Deputy Commander, Letters of Authorization will be issued by G-7 to the vendor. A Letter of Authorization will be issued when a petitioning business has met criteria established in this Order and has presented a sworn statement containing the required information in enclosure (8).

(2) Vendors who have received signed Letters of Authorization will bring their letters to the CVO to begin the vetting/issuance of passes process. Each employee should also have on their person the authorized personnel roster, enclosure (13).

b. MCIEAST-MCB CAMLEJ G-7 will serve as the base sponsor for non-food delivery companies.

6. Special Events by Tenant

a. DoDEA Information

(1) Spectator Access. Three methods exist by which non-affiliated spectators can access MCB CAMLEJ to attend a sporting event: (1) travel in a vehicle with a DoD-affiliated Trusted Traveler; (2) submit the required information in advance in accordance with the pre-vetting process detailed below for a one-day visitor's pass; or, (3) arrive for vetting and receive a one-day visitor's pass on the day of the event.

(2) Event Coordination. Prior to the beginning of each sport's season, the athletic director of the school on MCB CAMLEJ will provide a schedule of all sporting events taking place aboard MCB CAMLEJ, to include time, date, and location of the event, to Security and Emergency Services (SES) Company, via a DoDEA representative. Any changes affecting the sporting events will be communicated as soon as possible. The visiting school will provide a roster of players, coaches, referees, and bus drivers from the visiting team(s), and a list of visiting spectators requesting pre-vetted access to the event as outlined in paragraph 3b(2) below, using enclosure (14). A sporting event with one to 25 people must be submitted seven days prior; 26 to 50 submit 10 days prior; 51 to 75 submit 15 days prior and 30 days prior for 76 and up. These days in advance of an event affords the VCO the requisite time needed to vet individuals in question.

Individuals who are unable to submit their information for pre-vetting within the required time listed above are at risk of not having their pre-vetting completed in time for the event, thus being relegated to the Event Day Method of entry.

(a) Trusted Traveler Method. Spectators can access MCB CAMLEJ in a vehicle with a Trusted Traveler without receiving a pass in accordance with the reference. Using this method, the spectator must be escorted by the Trusted Traveler at all times while aboard MCB CAMLEJ.

(b) Pre-Vetting Method. Spectators must submit the biographical information required in the Request For Special Event Pass form, enclosure (14), to lejeunespecialevent@usmc.mil via a DoDEA representative. SES Company will conduct background checks on the spectators listed on the Request For Special Event Pass form in accordance with the reference. A one-day visitor's pass for the day of the event will be generated for spectators meeting the access requirements in the reference. VCO will notify the DoDEA representative of individuals who do not meet requirements for access. Spectators may retrieve the pass from the Visitor's Center, Building 818, adjacent to the Holcomb Boulevard gate, on the day of the event. Spectators must produce a valid State or Federal government-issued picture ID to retrieve the pass. Spectators driving aboard MCB CAMLEJ must abide by the vehicle registration process described in paragraph four below. Spectators should allow 30 minutes to one hour for processing at the Visitor's Center.

(d) Event Day Method. Spectators can receive a one-day visitor's pass on the day of the event. Spectators will come to the Visitor's Center, Building 818, adjacent to the Holcomb Boulevard gate, to undergo a background check and confirmation of the event they are attending. Spectators must produce a valid state or Federal government-issued picture ID to retrieve the pass. Spectators driving aboard MCB CAMLEJ must abide by the vehicle registration process described in paragraph four below. Additionally, spectators arriving on the day of the event for a pass must state the event they desire to attend and the player they are there to watch. SES Company must have the visiting team's roster to facilitate this process. Spectators will not be issued a pass on the day of the event if they fail to name the event and player they are there to watch or if the spectators fail the background check as directed by the reference. Spectators should allow one to two-hours for processing at the Visitor's Center.

(e) Driving aboard the Installation. Spectators driving must show their vehicle registration card and proof of insurance at the Visitor's Center prior to being issued their pass. Vehicles insured in a state other than North Carolina must show a declarations page and meet North Carolina minimums of coverage (30,000 dollars per person/60,000 dollars per accident/25,000 dollars property damage).

(f) A DoDEA representative will serve as the base sponsor for all DoDEA functions.

(3) Required Passes. Every non-affiliated spectator is required to have a visitor's pass unless in a vehicle with and being escorted by a DoD-affiliated Trusted Traveler in accordance with the reference. Non-affiliated spectators are not allowed to sponsor other individuals in their vehicle.

(4) Authorized Areas. Unescorted non-affiliated spectators are only authorized to travel to and from the event site. Spectators shall not go to any other locations aboard the Installation. Spectators discovered in an unauthorized area may be cited for trespassing on a Federal Installation and be adjudicated on a case by case basis.

b. Unit Level Events

(1) Unit level events include, but are not limited to, family days, deployment homecomings, field meets, Military Occupational Specialty school graduations, and all other events which could potentially necessitate non-DoD affiliated individuals desiring access to the Installation.

(2) Deployment homecomings require special attention, compared to other Unit Level Events. Due to the nature and scale of this evolution, detailed coordination between Deployment Readiness Coordinators (DRC) and the VCO is key to ensure a successful homecoming. Due to the nature of flight manifests and operational security of units returning from deployment, it is unreasonable to require spectators for said evolutions to know the exact day of the unit returning home. Therefore, provided the individual(s) in question are able to be identity proofed and vetted, the VCO will issue two week DBIDS Temporary Passes to those unaffiliated family members and friends for units returning from deployment, in order to build in inherent flexibility in the process.

(3) A representative or representatives from the unit will serve as the base sponsor for unit level events.

(4) A unit level event with one to 25 people must submit seven days prior; 26 to 50 submit 10 days; 51 to 75 submit 15 days prior and 30 days prior for 76 and up. When expecting particularly large amounts people, early prior coordination between DRCs and the VCO is crucial to ensuring all non-affiliated personnel are able to gain access.

(5) All individuals will submit their information in accordance with enclosure (14) to lejeunespecialevent@usmc.mil, via a unit representative such as a DRC. VCO will notify the unit representative of individuals who do not meet requirements for access. If individuals will be arriving in a rental car, they will put "RENTAL" in the appropriate section in enclosure (14).

7. Special Guests

a. Friends of Lejeune Program (FOLP)

(1) The purpose of the FOLP is to authorize, per references (1) and (p), non-DOD affiliated community leaders, locally elected officials, and important local unelected officials (County Manager, City Manager, Chief of

Police, etc.) to access the base in order to use various Marine Corps Community Services (MCCS) facilities which include, but are not limited to, McIntyre-Parks Recreational Shooting Complex, Recreational Pistol Shooting Program located at the F-11A Range, Paradise Point Golf Course, Bonnyman Bowling Center, New River Bowling Center, and the MCB CAMLEJ Paintball Park (currently under construction).

(2) A quarterly update of the FOLP will be coordinated and conducted by MCCS and the Protocol Office. The Protocol Office will maintain the FOLP members list and will submit updates to the CVO quarterly or as directed.

(3) FOLP members needing to update or acquire their yearly DBIDS credential will enter the CVO between the hours of 0600 to 1400 Monday through Friday, excluding holidays. The building number is TT13 and is located on the left hand side of the Wilson Gate Entrance. Individuals must have the following items on hand:

(a) The previously issued Marine Corps Electronic Security System or DBIDS credential (if applying for access for the first time, disregard this step).

(b) Current valid state driver's license.

(c) Vehicle registration.

(d) Proof of insurance for vehicle, in addition to start/stop dates, and the policy number.

b. Military Affairs Committee (MAC)

(1) The purpose of the MAC is to maintain and continually improve the relationship between the military and civilian communities. It is a vital, informal venue and communications link among representatives for MCB CAMLEJ and MCAS New River.

(2) Non-DOD affiliated member of the MAC will be placed on the FOLP list and will be required to obtain a DBIDS credential for entry onto the Installation. The process identified above in paragraph 7, subsection a(3), will be used to obtain the DBIDS credential.

c. Local elected government officials visiting MCB CAMLEJ in an official capacity who have not obtained a DBIDS credential shall be granted access, provided they are escorted by a command sponsored DoD member.

8. Requested Services

a. Moving Trucks

(1) In this context, "moving trucks" are those companies who are contracted to support household good moves during PCS.

(2) The Marine (or dependent over the age of 18) will serve as the base sponsor.

b. Home Services

(1) Home services include, but are not limited to, cleaning companies, extermination companies, etc., who perform irregular business at the request of a tenant living aboard MCB CAMLEJ.

(2) The DoD affiliated individual requesting the home service will serve as the base sponsor.

c. Personal Towing

(1) Personal towing are those tows requested by individuals in cases of mechanical issues, transportation, etc., and not those tows requested by Military Police in order to enforce certain traffic violations or vehicle accident.

(2) The DoD affiliated individual requesting the tow will serve as the base sponsor.

d. Repossession of Personal Property

(1) All persons seeking to serve any kind of legal process, execute court orders, or repossess personal property, if otherwise authorized, will conduct their activities solely at the Base Civil Process Office, except as otherwise directed by the CG.

(a) Civilian law enforcement officials authorized by applicable North Carolina law will be permitted, upon proper request, to enter MCB CAMLEJ to serve civil processes for the purpose of execution and levy on personnel property.

(b) Court orders of repossession (writs of possession, and claim and delivery) will be served on the individual in the same manner as other civil processes.

(c) Military Police will accompany the sheriff when property is repossessed aboard MCB CAMLEJ.

(d) Military Police will serve as the base sponsor for repossession companies.

(2) Self-help repossession of secured property located aboard MCB CAMLEJ is strictly prohibited.

(3) Secured creditors and/or their agents may enter MCB CAMLEJ for the purpose of effecting a voluntary repossession of secured collateral only if, after default, the debtor has given the creditor written permission to communicate information regarding the debt to their persons and subject to strict compliance with the following paragraphs.

(4) Creditors who have received authorization to contact third parties in accordance with applicable state law and the preceding paragraphs and who wish to effect a voluntary repossession of secured property will notify the Chief Legal Assistance Attorney in writing, enclosing an original authorization from the debtor. The Chief Legal Assistance Attorney will in turn contact the individual in possession of the property, to inform that person of the receipt of a creditor's request.

(a) The individual whose property is subject to repossession will be offered an opportunity to consult with counsel concerning the consequences of voluntary repossession.

(b) If the individual elects to refuse voluntary repossession, or declines the offer of legal assistance, the person seeking repossession will be advised in writing that repossession will not be permitted without a court order in accordance with applicable state law.

(c) Under no circumstances will creditors or their agents enter MCB CAMLEJ for the purpose of contacting individual debtors or any third party for the purpose of collecting debts or effecting repossession.

(d) The owner of property being repossessed will be afforded the opportunity to remove personal property, not the subject of the repossession action, from the property that is being repossessed.

(e) A knowing violation of the above described repossession policy may result in appropriate administrative and/or criminal action.

9. First Responder. First responder refers to any law enforcement (LE) and/or security personnel, firefighter, emergency medical technician, and explosive ordnance disposal personnel who provide the initial, immediate response to an all-hazard incident.

a. LE. This includes Federal, state and local LE personnel.

(1) On-duty, non-DoD Officers, (LEO's) except Federal, not in a requested response to an active incident, shall be granted access and directed to the designated agency for LE investigations and/or warrant issues, or to a designated meeting place for event coordination.

(2) No non-DoD LEOs are authorized access for the purpose of investigations without prior coordination. If approved, the non-DoD LEO shall be escorted by a DoD LE official. Non-DoD LEO's will be authorized to carry their official issued firearms in the performance of their official duties aboard MCB CAMLEJ.

(3) Non-DoD first responders responding to a mutual aid request shall be granted access after verification has been made. SES shall ensure they expedite the verification process ensuring no delay in mutual aid assistance.

b. Policy for Emergency Care to Non-beneficiary Patients

(1) Access will be granted to non-beneficiary patients, approved immediate family member, and a non-family member patient transport driver in accordance with reference (a) for both the initial traumatic care visit and up to 12 months of follow-on care.

(2) Identity proofing and vetting will occur on non-beneficiary patients to determine if they can be permitted unescorted access for follow-on medical evaluation and treatment if sponsored by NMCCCL. This determination will be made as soon as practical, but not longer than 24-hours from time of submission so arrangements can be made for follow-on care, and ideally prior to the patient leaving NMCCCL.

(3) For subsequent treatment visits to NMCCCL, access will be limited to those patients, immediate family members, or a non-family patient transport driver identified by the patient and designated in writing by NMCCCL. Those so designated will be required to present a NMCCCL Care and Appointment Letter (CAL), signed by the CO NMCCCL, and obtain a DBIDS Temporary pass. The NMCCCL CAL will be considered sponsorship by NMCCCL. Patients who do not meet identity proofing and vetting will not be authorized access and therefore will not be afforded follow-up care at NMCCCL.

(4) NMCCCL will provide, within 24-hours of arrival to NMCCCL, a Patient Care Access List (PCAL) to the VCO, using the email MCIEAST.MCB-MCASNR.DBIDS@USMC.MIL. The PCAL will identify the non-beneficiary patients, immediate family members, and drivers for patients who are not able to drive to appointments for follow-up treatment and evaluation. The PCAL will include, at a minimum, names, dates of birth, social security numbers of individuals.

(5) NMCCCL will provide a CAL signed by the NMCCCL CO to the patient, any immediate family members, or non-family member patient transport drivers required for future patient care that lists the follow up appointment dates, clinic contact information, and clearly informs those listed of the criminal penalties for going anywhere aboard MCB CAMLEJ other than to and from NMCCCL.

(6) NMCCCL will send copies of both the CAL and PCAL to the VCO email address listed above.

(7) NMCCCL will provide education to non-beneficiary patients, immediate family members, and non-family member patient transport drivers about base access procedures and required documentation needed prior to patient discharge to gain access to the base for travel to and from the NMCCCL for follow-up care, amplifying the potential of criminal prosecution for access control violations, specifically trespassing.

(8) Non-beneficiary patients, immediate family members, and non-family member patient transport drivers granted access to MCB CAMLEJ per this Order are restricted to direct travel to and from the NMCCCL. Use of, or

going to any other location on MCB CAMLEJ outside the NMCCCL is not authorized, and subjects offenders to the possibility of criminal charges for trespassing if found elsewhere on the Installation.

(9) Any non-beneficiary patients, immediate family members, or non-family member designated transport drivers who does not meet access requirements will be denied access to the Installation after initial treatment.

(10) NMCCCL will provide staff to escort non-patient family members or drivers as needed to and from the NMCCCL.

(11) If a patient is unable to transport themselves for follow-on care, a non-family member patient transport driver must be designated on the CAL and PCAL. Such driver is subject to all access control requirements.

(12) For all subsequent visits to the NMCCCL, individuals will not be granted access without having gone through appropriate identity proofing and vetting, and being listed on both the NMCCCL CAL and PCAL, nor will they be allowed access on days not specified on their PCAL.

(13) If a criminal history check conducted by PMO reveals a patient fails to meet access control requirements during the initial emergency visit to NMCCCL the patient will be denied access for subsequent visits. The patient will be informed of these findings by the NMCCCL and advised of the current appeal process.

(14) If a patient fails to meet access control requirements and elects to appeal the decision, no follow-on care will be scheduled until the appeal process is complete.

(15) For all patients who do not meet access control requirements and are subsequently granted Installation access via the appeal process, a prerequisite for each entry will be an armed escort provided by the NMCCCL for such patients, and the NMCCCL agrees to provide such an escort for the duration of any follow-on care appointments.

(16) Non-beneficiary patients, immediate family members, and designated non-family member patient transport drivers will present to the VCO, Building 818, with appropriate identification with their NMCCCL CAL to receive a DBIDS Temporary Pass. After the DBIDS Temporary Pass expires, if an individual has a follow up appointment, they must revisit the VCO with the appropriate identification, and present a new NMCCCL CAL, to receive a new DBIDS Temporary Pass. Individuals will be vetted each time another four-day pass is needed, prior to being allowed access to the Installation.

(17) If NMCCCL elects to use the Trusted Traveler procedures to physically escort individual(s) not otherwise denied access during the vetting process, the Trusted Traveler will do so via a government vehicle, will be responsible for the escorted individual(s) for the duration of the visit, and must maintain visual contact with that individual(s) at all times.

(18) If a patient, family member or non-family member designated transport driver is determined not to be in compliance with current Federal, state, or local laws, policies, and/or procedures the individual may face revocation of base driving privileges.

(19) Not every scenario can be planned for. If such an occasion should arise, installation security is the priority and will be maintained. Every effort will be made to support patient care efforts while maintaining installation security.

10. Essential Personnel

a. Essential personnel are those individuals needed to ensure the Installation's mission continues and/or those needed to preserve life, and prevent destruction or serious damage to property. Essential personnel do not have to necessarily only be a part of the DoD. For example, local government workers hired to repair traffic lights or Duke Energy restoring electricity to the Installation could be considered essential, depending on the circumstances. In these cases, Public Works will liaise with the G-3/5 to determine the criticality of a needed repair.

b. Essential personnel shall be granted access to include:

(1) Ensuring policies are established to identify essential personnel in the event of an emergency.

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

(3) During emergencies essential personnel that do not possess an authorized access control credential will be granted access via the following process.

(a) Once the Public Works Division (PWD) has requested Public Works during an emergency, Public Works will provide the PWD Liaison, Commander Ross B. Campbell, at (910) 545-9191, with the full name of the technician, vehicle make, vehicle model, license plate number, as well as the gate at which the technician will be arriving.

(b) The PWD Liaison will call the SEOC at (910) 451-2557 and provide the full name of the technician, vehicle make, vehicle model, license plate number, as well as the gate at which the technician will be arriving.

(c) The PWD Liaison will then email the full name of the technician, vehicle make, vehicle model, license plate number, as well as the gate at which the technician will be arriving, to Lejeune-NewRiverSEOC@usmc.mil.

(d) The SEOC will then make the proper notifications to their personnel prior to the technician arrives. Once the technician arrives at the pre-determined gate, the technician will provide one of the appropriate ID documents listed in Chapter 7 paragraph 4.c.(1)(a), undergo a hasty vehicle inspection, and be afforded entry to MCB CAMLEJ.

(4) Those personnel requesting access during an emergency that are not essential personnel shall require authorization by the EOC prior to entry.

11. Non-Federal Entities (NFE)/Private Organization (PO)

a. All NFE/POs desiring approval to fundraise aboard MCB CAMLEJ, must make a written application to the Deputy Commander, MCIEAST-MCB CAMLEJ, via G-7. The Deputy Commander will make an initial determination as to whether the NFE/PO should be permitted to fundraise aboard MCB CAMLEJ in the manner requested by the NFE/PO.

b. Should the Deputy Commander determine willingness to permit the NFE/PO to fundraise aboard base in the manner requested, the request will be assigned to G-3/5 (Operations and Plans) for proper coordination with MCB CAMLEJ staff and tenant commands to determine feasibility of limited logistical support. Initial coordination will be made with G-7 to determine if the NFE/PO is a Combined Federal Campaign participant.

c. Once the request has been staffed for an initial estimate of supportability, the request shall be forwarded to the SJA for a legal review and advisory opinion.

d. Once the SJA has completed its legal review, G-7 will advise the Deputy Commander whether the requested fundraiser is operationally and legally supportable.

e. Once deemed operationally and legally supportable, Letters of Authorization will be issued by G-7 to the NFE/PO. A Letter of Authorization will be issued when a petitioning NFE/PO has met criteria established in this Order and has presented a sworn statement containing the required information in enclosure (14).

f. NFE/POs who have received signed Letters of Authorization will bring their letter to the CVO to begin the vetting/issuance of passes process.

Chapter 9

Definitions

Applicant. An individual requesting physical access to a facility and/or Installation.

Biographic Information. Facts of or relating to a person that asserts and/or supports the establishment of their identity. The identity of U.S. citizens is asserted by their social security number and given name. Other biographic information may include, but is not limited to identifying marks such as tattoos, birthmarks, etc.

CG. CG for the purposes of this Order refers to CG MCIEAST-MCB CAMLEJ.

Commercial Vehicle. Commercial motor vehicle means any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle;

a. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or

b. Is designed or used to transport more than eight passengers (including the driver) for compensation; or

c. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or

d. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C. Additionally, commercial vehicles may be fleet vehicles, company cars, or other vehicles used for business and which has a company logo affixed to the side of the vehicle.

Defense Biometric Identification System. The current Electronic Physical Access Control System.

DoD Issued Card. Cards (other than the DoD CAC) authorized by reference (b).

Escorted Individuals. Individuals who require access, without determination of fitness, or who must be accompanied by a sponsor with authorization to escort that individual. The escort requirement is mandated for the duration of the individual's visit.

Federal PIV. A physical artifact issued by the Federal government to an individual that contains a photograph, cryptographic keys, and a digitized fingerprint representation so that the claimed identity of the cardholder can be verified by another person (human readable and verifiable) or a computer system. This card conforms to the standards prescribed in reference (g).

Fitness. Level of character and conduct determined necessary for the basis of access control decisions and identity proofing. This includes the process of providing or reviewing Federally authorized and acceptable documentation (USCIS Form I-9) for authenticity.

Identity Proofing. The process of providing or reviewing Federally authorized acceptable documentation for authenticity.

Outstanding Warrant. An order for arrest that has not been served. A warrant may be outstanding if the person named is intentionally evading law enforcement, is unaware that an order for arrest has been issued for them, or the agency responsible for execution of the order for arrest has a backlog of warrants to serve, or a combination of these factors.

Physical Access Control. The process of physically controlling personnel and vehicular entry to Installations, facilities, and resources.

Physical Security. That part of security concerned with active and passive measures designed to prevent unauthorized access to personnel, equipment, Installations, and information, and to safeguard them against espionage, sabotage, terrorism, damage, and criminal activity. It is designed for prevention and provides the means to counter threats when preventive measures are ignored or bypassed.

PMO. The law enforcement branch of SES Company.

Reciprocal Physical Access. Mutual recognition of physical access privileges granted by the CG.

Restricted Area. An area where measures are employed to prevent or minimize incursions and/or interference, and where special security measures are employed to prevent unauthorized entry and/or movement.

SES Company. The Company in which PMO resides.

Screening. The physical process of reviewing a person's presented biographic and other ID, as appropriate, to determine their authenticity, authorization, and credential verification against a government data source.

Trusted Traveler. A procedure that allows for uniformed service members and spouses, DoD employees, and retired uniformed service members and spouses to sponsor occupants in their immediate vehicle provided the Trusted Traveler vehicle operator possesses a valid government issued ID card and has a clear NCIC check. Trusted Travelers are entirely responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by the requirements of this Order.

Unescorted Individuals. Personnel who have been identity proofed and favorably vetted in accordance with reference (b), are eligible for access aboard an Installation but are subject to any controlled or restricted area limitations.

MCIEAST-MCB CAMLEJO 5530.25A
JUL 19 2019

Vetting. An evaluation of an applicant or cardholder's character and conduct for approval, acceptance, or denial for the issuance of an access control credential or physical access.

Camp Lejeune Access Denial Letter



UNITED STATES MARINE CORPS
HEADQUARTERS AND SUPPORT BATTALION
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20087
CAMP LEJEUNE, NC 28542-0087

5500
SES

From: Contractor Vetting Officer, Security and Emergency Services Company,
Headquarters and Support Battalion, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune

To: Name of Individual

Subj: CAMP LEJEUNE ACCESS DENIAL LETTER

Ref: (a) MCIEAST-MCB CAMLEJO 5530.15A

1. Your application for access to Marine Corps Base, Camp Lejeune (MCB CAMLEJ) has been processed and is denied for the following reason(s) as per reference (a), Chapter 3, paragraph 2, b, 6 subparagraphs (**insert**):

a. Denial Offenses Listed Here - Date

2. Per the reference, you are not permitted access aboard MCB CAMLEJ due to your failure to meet the minimum requirements on your criminal history background check. Any attempt to access this Installation will be treated as an attempt to trespass on a Federal jurisdiction.

3. If you wish to appeal this decision you may do the following:

a. Draft a "Letter of Good Standing" by the employee (enclosure (4)).

b. Obtain a "Letter of Good Standing" from your employer (enclosure (5)).

c. (**Optional**) Provide copies of any certificates of completion for courses related to disqualifying offenses, such as drug or alcohol rehabilitation or anger management courses, or any other documentation you believe is pertinent to your appeal.

4. Once you have completed, return to the Contractor Vetting Office to complete the appeal request forms. Your paperwork will then be submitted for final decision.

MCIEAST-MCB CAMLEJO 5530.25A
JUL 19 2019

5. Point of contact in regards to this matter is Mr. Boisy Pardue at 910-450-5874 (office) or email boisy.pardue@usmc.mil.

C. S. HICKLING
Security Clerk
910-451-0741

Please sign to confirm receipt and understanding _____



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

5560

CIG

ENTER DATE

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Record Notice CIG 24, Office Functional Files (June 16, 2006, 71 FR 34889).
AUTHORITY: The Inspector General Act of 1978 (Public Law 95-452), as amended; DoD Directive 5108.1; 5 U.S.C. 301; DoD Directive 5145.4, Defense Legal Services Agency; and E.O. 9397 (SSN). **PRINCIPLE:** Any individual who has filed a claim, a complaint, pleading or instituted litigation against the Department of Defense, Office of the Inspector General; or any individual who is under investigation by the Department of Defense, Office of the Inspector General. **PURPOSE:** The records are used to answer, evaluate, adjudicate, defend, prosecute, or settle claims, complaints, lawsuits, or criminal and civil investigations. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C 552a(b)(3).
DISCLOSURE: Voluntary.

APPEAL TO THE COMMAND INSPECTOR GENERAL ICO:

<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
First Name		Initial	Last Name	Suffix	Rank		
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address			City	State	Zip Code		
SSN (LAST 4 ONLY)	<input type="text"/>	E-mail	<input type="text"/>				
Phone Number	<input type="text"/>	Work Number	<input type="text"/>	Extension	<input type="text"/>		
TYPE OF APPEAL							
<input type="radio"/>	DRIVING	<input type="radio"/>	PET	<input type="radio"/>	HUNTING	<input type="radio"/>	CHECK/DPP
<input type="radio"/>	MCX/COMMISSARY	<input type="radio"/>	PNG (Persona Non-Grata)	<input type="radio"/>	MCCS WAIVER		

(SELECT ONE TYPE OF APPEAL, IF OTHER WRITE OR TYPE ON LINE)

SIGNATURE (print and sign your name):

DETAILS OF APPEAL:

PLEASE INCLUDE ANY AND ALL INFORMATION PERTINENT TO YOUR CASE. INCLUDE COPIES OF ALL DOCUMENTS , TRAFFIC TICKETS AND TRAFFIC COURT PAPERWORK, HOUSING LETTERS, LETTERS FROM SUPERVISORS, ETC.... CONTINUE ON BACK IF NECESSARY

* All PNG Appeals **MUST** include a current official criminal background check.

* Mail completed form and documents to:

Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune
Attn: Command Inspector
PSC Box 20005
Camp Lejeune, NC 28542-0005

or fax to (910) 451-5472 Attn: CIG

* Any Questions, call (910) 451-1850 or 451-0810

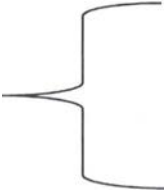
Reset Form

Print Form

Sample Letter of Good Standing From Employee

January 19, 2019

Required Information



Employee Information
John Doe
123 Drury Lane
Jacksonville, NC 28540
910-456-7890

Dear Approving Official at MCB Camp Lejeune, NC,

My name is John Doe, and I am respectfully requesting access to MCB Camp Lejeune to do work for my company, Smith Welding.

On January 1, 2014, when I was 19, I was arrested for getting into a fight with my friend outside his residence in Kinston, NC. At the time of arrest I was impaired by drugs and had paraphernalia in my possession. On June 1, 2014, the judge convicted me of felony assault and possession of drug paraphernalia. After my conviction, I was fined and ordered to attend drug and alcohol counseling, as well as anger management, which was completed on December 20, 2014. Since then I have been clean of drugs and have volunteered at my church for the past three years.

I have been an employee at Smith Welding for six months. I depend on this job to support my two kids and wife. I understand the mistakes that I made when I was younger and have worked to improve myself to be a better example to my children. I sincerely hope you can look over my past misgivings and consider me for access to the installation.

Sincerely,
John Doe
910-456-7890

*Note: Letter must include individual's contact information and company name. Explanation of conviction information/circumstances and steps individual has taken to improve themselves are also required if applicable.

*****This is a sample letter only. Including the information depicted above WILL NOT guarantee an appeal approval*****

Enclosure (4)

Sample Letter of Good Standing from Employer

COMPANY LOGO HERE

July 19, 2017

Company Information:
Smith Welding
123 Contracting Lane
Jacksonville, NC 28540
910-545-1144

Dear Approving Official at Marine Corps Base, Camp Lejeune (MCB CAMLEJ),
North Carolina,

My name is John Smith, and I am respectfully requesting my employee, John Doe, be granted access to MCB CAMLEJ to complete welding work at the Naval Medical Center.

John Doe has been a hard working employee for the past six months with our company. The employee has never caused any trouble on the job site and is consistently on time. John Doe has become a valued employee. If there are any questions please do not hesitate to contact me.

Sincerely, John Smith John Smith
President, Smith Welding
910-545-1144

*Note: Letter must include business's contact information and must be on a company letterhead. Employee's name and company's evaluation of employee must be noted in the body of the letter. Person signing letter must be a member of management. The format depicted above is just an example, other formats are acceptable.

*****This is a sample letter only. Including the information depicted above WILL NOT guarantee an appeal approval*****

MCIEAST-MCB CAMLEJO 5530.25A
JUL 19 2019

Access Denial Appeal Letter



UNITED STATES MARINE CORPS
HEADQUARTERS AND SUPPORT BATTALION
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE PSC BOX 20087
CAMP LEJEUNE NC 28542-0087

5500
SES

From: Physical Security Officer, Security and Emergency Services Company,
Headquarters and Support Battalion, Marine Corps Installations
East-Marine Corps Base, Camp Lejeune
To: Command Inspector General, Marine Corps Installations East-Marine
Corps Base, Camp Lejeune

Subj: ACCESS DENIAL APPEAL LETTER CASE OF: NAME OF INDIVIDUAL

Ref: (a) MCIEAST-MCB CAMLEJO 5530.15A

1. As directed by the reference, the subject individual is not permitted access aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ) due to failure to meet the minimum requirements on their criminal history background check.

2. The application for access to MCB CAMLEJ has been processed and is denied for the following reason(s):

a. Felony assault - 2017-02-07

3. The basis of this decision was due to criminal history report. This appeal package is being forward to the Installation Command Inspector General for recommendation and forwarding.

4. Point of Contact in regards to this matter is Mr. Boisy Pardue at 910-450-5874 (office) or e-mail boisy.pardue@usmc.mil.

B. K. PARDUE

FINAL APPEAL DECISION FROM INSTALLATION COMMAND INSPECTOR GENERAL



APPROVED



DENIED

APPROVAL OFFICIAL NAME AND SIGNATURE

Enclosure (6)

Sample Affidavit For Food Delivery

STATE OF NORTH CAROLINA)
)
COUNTY OF _____)

I, Joseph E. Doe, being duly sworn, depose and state:

(1) That I am an officer of the XYZ Products, Inc., to wit, Vice President.

(2) That I reside at Drury Lane, Jacksonville, NC.

(3) That this affidavit is made for the purpose of complying with the Base regulations for conducting business/delivering subsistence to the area known as Marine Corps Base, Camp Lejeune, NC.

(4) That the following is an Authorized Representative:

Mr. Dow H. Jones
14 Lake Drive
Wilmington, NC

(5) That XYZ Products, Inc. agrees to assume responsibility with respect to business transactions performed by Mr. Dow H. Jones in connection with and arising directly out of the state of XYZ merchandise to customers residing on Marine Corps Base, Camp Lejeune, NC.

(6) That XYZ Products, Inc. will guarantee that, where merchandise is ordered by a customer holding a written receipt issued by an Authorized Representative, the merchandise so ordered shall be delivered to the customer.

(7) That if, for any reason whatsoever, an XYZ product is not found satisfactory, it will be cheerfully exchanged or the full purchase price refunded upon its return to us or our Authorized Representative.

(8) That XYZ Products, Inc. is duly licensed in the State of North Carolina.

(9) That the establishment in which the subsistence is prepared has maintained an "A" Sanitary Rating from the local health department.

(10) That only subsistence prepared at the above establishment shall be delivered aboard Base.

(11) That vendors will only deliver to individual customers who have preplaced an order for the subsistence.

(12) That all subsistence is obtained from approved sources and handled in a manner so as to be clean, wholesome, and free of adulteration.

(13) That all potentially hazardous food items, (i.e., pizza, chicken, dairy products, etc.) is maintained at proper holding temperatures (40 degrees Fahrenheit below for cold food items and at least 140 degrees Fahrenheit for hot foods is required).

Enclosure (7)

(14) That employees shall be clean as to their person and food handling procedures.

(15) That the delivery vehicle shall be kept clean and in a sanitary condition, free of insect and rodent pests.

(16) That all delivery vehicles shall be clearly marked with signs readable at a distance of 20 feet with the name of the delivering establishment.

(17) That XYZ Products, Inc. is incorporated under the laws of North Carolina or, in the alternative, has procured a Certificate of Authority to transact business within the state as a foreign corporation from the Secretary of the State of North Carolina. (Chapter 55, North Carolina General Statutes).

JOSEPH E. DOE
Vice President

(Must be Notarized)

Acknowledgment by Individual

State of North Carolina County of _____

I, _____, Notary Public, do hereby certify that _____ (name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this _____ day of _____, 20____.

(Official Seal) Official Signature of Notary
Notary's printed or typed name Notary Public My commission
expires:_____

Sample Affidavit For Non-Food Delivery

STATE OF NORTH CAROLINA)
)
COUNTY OF _____)

I, Joseph E. Doe, being duly sworn, depose state:

(1) That I am an officer of the XYZ Products, Inc., to wit, Vice President.

(2) That I reside at 123 Drury lane, Jacksonville, NC.

(3) That this affidavit is made for the purpose of complying with the Base regulation for soliciting on the area known as Marine Corps Base, Camp Lejeune, NC.

(4) That this affidavit is for the business located at the below address:

XYZ Products, Inc.
1116 Western Boulevard
Jacksonville, NC

(5) That the following is an Authorized Representative:

Mr. Dow H. Jones
14 Lake Drive
Wilmington, NC (919) 555-1212

(6) That the following is a general list and description of items that XYZ Products, Inc. intends to sell:

(7) That XYZ Products, Inc., agrees to assume responsibility with respect to business transactions performed by Mr. Dow H. Jones in connection with and arising directly out of the sale of XYZ merchandise to customers residing on Marine Corp Base, Camp Lejeune, NC.

(8) That XYZ Products, Inc., will guarantee that, where merchandise is ordered by a customer holding written receipt issued by an Authorized Representative, the merchandise so ordered shall be delivered to the customer.

(9) If for any reason whatsoever, an XYZ product is not found satisfactory, it will be willingly exchanged or the full purchase price refunded upon its return to our Authorized Representative or us.

(10) That XYZ Products Inc., is in compliance with all applicable Federal, State (North Carolina), the State of incorporation, and local laws to be able to conduct its business in the City of Jacksonville, Onslow County, North Carolina.

(11) That XYZ Products, Inc., will not contest jurisdiction of North Carolina Courts on any claim arising out of a contract resulting from the company's commercial activities aboard Marine Corps Base, Camp Lejeune, North Carolina.

JOSEPH E. DOE
Vice President

(Must be Notarized)

Acknowledgment by Individual

State of North Carolina County of _____

I, _____, Notary Public, do hereby certify that _____ (name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this _____ day of _____, 20____.

(Official Seal) Official Signature of Notary
Notary's printed or typed name Notary Public My commission
expires:_____

Sample Government Sponsor Letter for Contractors

Date

From: Base Entity
To: Contractor Vetting Office, Provost Marshal Office, Marine Corps
Installations East-Marine Corps Base, Camp Lejeune

Subj: ACCESS TO (INSERT INSTALLATION) FOR CIVILIAN CONTRACTORS AND/OR
VEHICLE(S), CONTRACT NUMBER N#####-##-A-####

1. It is requested that (Prime Contractor Company Name) and its subcontracted companies, be provided vehicle passes and Defense Biometric Identification System credentials to facilitate access to construction projects at (insert job location). This company's personnel require access from (Insert begin date) to (Insert end date) (Day of the week to day of the week (i.e. Monday through Friday)) from (times access is required (i.e. 6:00 am to 6:00 pm)) to complete required work.

2. (Company Name) will submit an Authorized Personnel List identifying their employees requiring access. (Company Name) will submit a Letter of Delegation for any subcontracted companies. Any subcontracted companies will also submit Authorized Personnel Lists for their employees.

3. The point of contact for additional information is (insert government point of contact name, phone number, and email address).

EITHER WET SIGNATURE OR
DIGITAL SIGNATURE
NO COMPUTER FONTS ALLOWED

Signing Official Name
Job Title

*****Must include Prime Contractor name, installation(s) required, contract number, effective dates/times, and government sponsor name, email, and phone number*****

Sample Letter of Delegation from Prime Contractors

COMPANY LETTER HEAD

(Must show current date within last 30 days)

From: Prime Contractor Company Name, Company address
To: Contractor Vetting Office, Provost Marshal Office, Marine Corps
Installations East-Marine Corps Base, Camp Lejeune

Subj: LETTER OF DELEGATION FOR ACCESS TO (INSERT INSTALLATION) IN
SUPPORT OF (PRIME CONTRACTOR'S COMPANY NAME) CONTRACT N#####-##-A-####

1. (Subcontractor Company Name) requires access to the installation in support of contract N#####-##-A-####. (Prime Contractor Company Name) authorizes (Subcontractor Company Name) to access the installation on our behalf.
2. It is requested that (Subcontractor Company Name) be provided vehicle passes and Defense Biometric Identification System credentials to facilitate access to construction projects at (insert job location). This company's personnel require access from (Insert begin date) to (Insert end date) (Day of the week to day of the week (i.e. Monday through Friday)) from (times access is required (i.e. 6:00 am to 6:00pm)) to complete required work. (Subcontracted Company Name) will submit an Authorized Personnel List identifying their employees requiring access.
3. The point of contact (POC) for additional information is (insert Prime Contract Company POC name, email address, and phone number).

EITHER WET SIGNATURE OR
DIGITAL SIGNATURE
NO COMPUTER FONTS ALLOWED

Signing Official Name
Job Title
Phone Number

Must include company name and address, company POC's email and phone, supported contract number, dates and times access is required

Sample Authorized Personnel List for Prime Contractor

COMPANY LETTER HEAD

(Must show current date within last 30 days)

From: Company Name, Company address
To: Contractor Vetting Office, Provost Marshal Office, Marine Corps
Installations East-Marine Corps Base, Camp Lejeune
Subj: AUTHORIZED PERSONNEL LIST FOR ACCESS TO (INSERT INSTALLATION) IN
SUPPORT OF (PRIME CONTRACTOR'S COMPANY NAME) CONTRACT N#####-##-A-####

1. The following personnel require access to the installation in support of
contract N#####-##-A-####:

<u>Name</u>	<u>DOB/SSN</u>	<u>Dates</u>	<u>Days</u>	<u>Times</u>
John F. Smith	27 Jan 1983/123456789	13 Jan 2019-22 Oct 2019	M-F	0600-1800

****Names MUST match the name on approved government issued photo-
identification, i.e. driver's license****

(An attached sheet with all the required information is acceptable)

2. The point of contact (POC) for additional information is (insert Company
POC name, email address, and phone number).

EITHER WET SIGNATURE OR
DIGITAL SIGNATURE
NO COMPUTER FONTS ALLOWED

Signing Official Name
Job Title
Phone Number

*****Must include company name and address, company POC's email and phone,
supported contract number, dates and times access is required for each
individual, names matching photo ID, DOB and/or SSN (SSN is required to
complete vetting at the CVO)*****



DEPARTMENT OF THE NAVY
NAVAL MEDICAL CENTER CAMP LEJEUNE
100 BREWSTER BLVD
CAMP LEJEUNE, NORTH CAROLINA 28547-2638

IN REPLY REFER TO
6320
16DM/2019-000
29 Jan 19

From: Commanding Officer, Naval Medical Center Camp Lejeune
To: Mr. Donald Duck, Civilian Trauma Patient

Subj: NAVAL MEDICAL CENTER CARE AND APPOINTMENT LETTER (CAL)

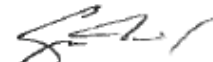
Encl: (1) Naval Medical Center Camp Lejeune Patient Information Booklet
(2) Route to Naval Medical Center from Main Gate

1. As you know, you were seen at the Emergency Department at Naval Medical Center Camp Lejeune on 15 Jan 19 and treated for traumatic injuries sustained off base. In order to ensure follow-up care, you are authorized a driver escort to assist with transportation needs. Naval Medical Center Camp Lejeune recognizes Daisy Duck as your non-medical escort. No other escort is authorized to accompany you.

2. Your first follow up appointment is scheduled for 20 Jan 19 in the Trauma Clinic Clinic to monitor your recovery and receive additional care. It is important to request a printed list of future appointments after every visit to ensure continued base access on your scheduled appointment dates.

3. The Naval Medical Center Camp Lejeune Patient Information booklet that was provided at your initial Emergency Department visit has detailed information on the requirements for obtaining base access. A copy of this letter and the printed future appointment list will serve as sponsorship by Naval Medical Center Camp Lejeune. While visiting the Naval Medical Center, you are only permitted travel to and from the Naval Medical Center via the Marine Corps Base Camp Lejeune Main Gate as identified in Enclosure (2). Failure to follow the authorized route may result in criminal charges for trespassing.

4. Questions regarding scheduled civilian trauma appointments should be directed to Ms. Tammie Styer at tammie.r.styer.civ@mail.mil or by calling (910) 450-3418 or (910) 939-9654.


J.W. TIMBY

Copy to:
MCIEAST-MCB-VCO CAMLEJ

Route to Naval Medical Center from Main Gate



Enclosure (2) to Enclosure (12)

Sample Authorized Personnel List

COMPANY LETTER HEAD

(Must show current date within last 30 days)

From: Company Name, Company address
To: Contractor Vetting Office, Provost Marshal Office, Marine Corps
Installations East-Marine Corps Base, Camp Lejeune
Subj: AUTHORIZED PERSONNEL LIST FOR ACCESS TO (INSERT INSTALLATION) IN
SUPPORT OF (INSERT COMPANY NAME)

1. The following personnel require access to the installation:

<u>Name</u>	<u>DOB/SSN</u>	<u>Dates</u>	<u>Days</u>	<u>Times</u>
John F. Smith	27 Jan 1983/123456789	13 Jan 2019-22 Oct 2019	M-F	0600-1800

Names **MUST match the name on approved government issued photo-identification, i.e. driver's license**

(An attached sheet with all the required information is acceptable)

2. The point of contact (POC) for additional information is (insert Company POC name, email address, and phone number).

EITHER WET SIGNATURE OR
DIGITAL SIGNATURE
NO COMPUTER FONTS ALLOWED

Signing Official Name
Job Title
Phone Number

Must include company name and address, company POC's email and phone, supported contract number, dates and times access is required for each individual, names matching photo ID, DOB and/or SSN (SSN is required to complete vetting at the CVO)

REQUEST FOR SPECIAL EVENT PASS

FPCON Bravo

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the systems of records notice NM05512-2, Badge and Access Control System (August 15, 2007, 72 FR 45798). **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN). **PRINCIPLE:** Individuals considered or seeking consideration for access to space under the control of the Department of the Navy/combatant command and any visitor (military, civilian, or contractor) requiring access to a controlled facility. **PURPOSE:** To control physical access to DoD, Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON or USMC has security responsibilities. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** Mandatory for access.

Date:

From:

To: Visitor Center, Marine Corps Installations East-Marine Corps Base,
Camp Lejeune

Subj: REQUEST FOR SPECIAL EVENT PASS

Sponsors Information:			
Sponsor's Name: <input type="text"/>			
Sponsor's Street Address: <input type="text"/>			
Sponsor's City: <input type="text"/>	State: <input type="text"/>	<input type="text"/>	Zip Code: <input type="text"/>
Sponsor's Phone Number: <input type="text"/>		Sponsor's Alternate Number: <input type="text"/>	

Point of Contact Information:	
Point of Contact Name: <input type="text"/>	
Point of Contact Phone Number: <input type="text"/>	Alternate Phone Number: <input type="text"/>

Event Data:			
Type of Event: <input type="text"/>			
Start Date of Event: <input type="text"/>	Time of Event: <input type="text"/>	Number of Passes: <input type="text"/>	
End Date of Event: <input type="text"/>	Event Location: <input type="text"/>		

Directions for filling out this form:	
1. Date - Enter date submitting request.	
2. From - Enter Full Name of person submitting request.	
3. Sponsor's Information - Enter sponsor's complete information. Sponsor must be a DoD ID Cardholder/CAC holder.	
4. Point of Contact Information - Enter Point of Contact information if different than sponsor. Either the sponsor or POC will be contacted when passes are ready.	
5. Event Data - Enter complete event data.	
6. Driver's Data - Enter the actual first and last name for each driver that requires a pass, these are typically persons driving a vehicle without a DoD Decal or a DoD ID Cardholder driving a rental vehicle. Nicknames are not allowed. Only driver's receive passes.	
7. Guest Data - Enter the actual first and last name for each guest, nicknames are not allowed. Guests are individuals who are passengers in a vehicle or a DoD ID Cardholder operating a vehicle with a DoD Decal.	
8. <u>If contracting an event through MCCS, please send a copy of the signed contract with this request.</u>	

REQUEST FOR SPECIAL EVENT PASS

FPCON Bravo

Driver Data:						
First Name	Last Name	Date of Birth	DL# and State of Issue	Vehicle Info: Year, Make, Model, Color, Plate Number, State of Issue	Insurance Company, Policy Number and Expiration Date	Home Address

Page 2 of 3

MCIEAST-MCB CAMLEJO 5530.25A
JUL 19 2019

REQUEST FOR SPECIAL EVENT PASS
FPCON Bravo

Passenger Data:

First Name	Last Name	Date of Birth	DL#/State ID and State of Issue	Home Address