



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

MCIEAST-MCB CAMLEJO 5530.15

G-3/5

**MAR 16 2017**

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER  
5530.15

From: Commanding General  
To: Distribution List

Subj: REGIONAL ACCESS CONTROL REGULATIONS

Ref: (a) DTM 09-12, "Interim Policy Guidance for DoD Physical Access Control" Incorporating Change 6, November 20, 2015  
(b) DoD Instruction 1000.13, "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," January 23, 2014  
(c) DoD Instruction 5200.01, "DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)," April 21, 2016  
(d) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007  
(e) DoD Instruction 5200.08, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," Incorporating Change 3, November 20, 2015  
(f) MCO 5512.11D  
(g) MCO 5580.1D  
(h) MCO 11000.22 Ch 6  
(i) MCO 1740.13C  
(j) COMMCICOM 251819Z Sep 15  
(k) DoD Instruction 1342.19, "Family Care Plans," May 7, 2010  
(l) DoD Instruction 6060.02, "Child Development Programs," August 5, 2014

Encl: (1) Regional Access Control Regulations

1. Situation. Installation Commanders conditionally grant the privilege to gain access to their respective Installation to those individuals or organizations that meet the minimum qualifications and conform to regulations contained in this Order and references (a) through (l). If someone breaches the terms of this Order, the Installation Commander may suspend or revoke the privilege to access the Installation for the sake of safety, security, or quality of life of others on the Installation.

2. Cancellation. CG Policy Letter 02-16 and CG Policy Letter 07-16.

3. Mission. This Order establishes the minimum criteria and procedures for access to Marine Corps Installations East (MCIEAST)

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Installations to promote the readiness, sustainment, and quality of life of the Marines 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 any MCIEAST Installation.

#### 4. Execution

a. Commander's Intent. Establish clear criteria and procedures for obtaining access to MCIEAST Installations while ensuring security, safety, and quality of life of all the personnel and families aboard MCIEAST Installations and to ensure compliance with this Order and the contents of the references.

b. Concept of Operations. MCIEAST Installation Commanders conditionally grant the privilege for personnel to gain access to their respective Installation to those individuals or organizations who meet the minimum qualifications and conform to regulations. Those individuals designated and assigned to the MCIEAST Installations to conduct vetting and access control will follow directions as set forth in this Order.

5. Administration and Logistics. This Order has been coordinated with and concurred by the Commanding Generals (CGs), II Marine Expeditionary Force, Commander, U.S. Marine Corps Forces Special Operations Command, and U.S. Marine Corps Logistics Command. For the purposes of this Order MCIEAST Installations refers to Marine Corps Base (MCB) Camp Lejeune, Marine Corps Air Station (MCAS) New River, MCAS Cherry Point, MCAS Beaufort, Marine Corps Logistics Base Albany, and Marine Corps Support Facility Blount Island.

#### 6. Command and Signal

a. Command. This Order is applicable to all MCIEAST Installations, subordinate and tenant commands aboard these Installations.

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



M. D. SCALISE  
Deputy Commander

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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## Chapter 1

### Introduction

#### 1. General

a. This Order implements references (a) through (l) to promulgate regulations that address entry, exit, and removal of individuals from MCIEAST Installations. Further, it delegates broad discretion to MCIEAST Installation Commanders in establishing local regulations. Removal or denial actions must be reasonable, prudent, and judiciously applied.

b. Access is a Privilege. Entry onto MCIEAST Installations is a privilege, not a right. Individuals entering MCIEAST Installations must have a valid reason for access. This includes uniformed military personnel, family members, Department of Defense (DoD) civilian employees, unaffiliated civilians, DoD and other authorized contractors, and other authorized patrons.

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

#### 3. Concept of Operations

a. All individuals seeking a locally produced access card and vehicle pass for Installation access will undergo a criminal background check.

b. The intent of the locally produced access card and vehicle pass 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 Installation security official, or whenever challenged by Installation personnel. All vehicle Temporary Passes that are issued to individuals will be prominently displayed on the inside of the window or dash of the vehicle.

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

d. Nothing in this Order is to be construed as limiting the Commanders' authority to maintain a secure Installation.

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Chapter 2

Responsibility

1. MCIEAST Commanders shall:

a. Ensure all personnel comply with the contents of this Order.

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

2. Installation Identification (ID) Card Center. The ID Card Center has the primary responsibility for Defense Enrollment Eligibility Reporting System (DEERS) 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 and retirees, Appropriated and Non-Appropriated Fund personnel, and authorized DoD contractors as authorized and prescribed in references (b) and (g).

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 (b).

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

(3) Transportation Worker Identification Credential (TWIC). However, individuals will only be granted access with a TWIC credential once a valid bill of landing is verified by the attending access control sentry.

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

a. Ensure only personnel delegated by the Provost Marshal (PM)/Police Chief (PC) perform access control duties to include vetting, authorizing access, or denying access.

b. Conduct identity proofing and vetting of persons requiring access to the Installation by querying data sources to vet the claimed identity of the individual. PMO/MCPD will also determine access

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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 the Installation will have a valid sponsor per reference (a).

d. Ensure visitors/non-governmental commercial vehicles and delivery personnel undergo a vehicle inspection at the commercial vehicle entry control point (ECP) at the respective MCIEAST Installation. Vehicle inspection site personnel will validate the identity of the driver, bill of landing 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.

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 locally produced Marine Corps Electronic Security Systems (MCESS) 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. This does not apply to individuals identified in chapter 6 of this Order.

f. PMO/MCPD will refer personnel to the Installation ID Card Center for the issuance of CAC and Teslin Cards as required.

g. Issue vehicle passes to authorized personnel as required.

h. PMO/MCPD will not require further vetting for the cards listed in paragraph 2a and 2b of this chapter. However, eligibility for access to the Installation will be verified. Installation Commanders maintain the right to randomly re-vet all personnel entering their Installation.

i. PMO/MCPD will develop compensatory measures when the requirements of reference (a) cannot be met (e.g., peak traffic flow periods, special events).

j. PMO/MCPD will develop procedures for local first responders and emergency maintenance personnel requiring access when responding in support of the Installations' Emergency Services and Public Works Department.



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k. PMO/MCPD will incorporate the following trusted traveler procedure for use during Force Protection Conditions (FPCON) NORMAL, ALPHA, and BRAVO as local security conditions permit.

(1) The trusted traveler procedure allows a uniformed service member or government employee with a valid CAC, a military retiree with a valid DoD ID Card, or an adult family member with a valid DoD ID Card, to present their ID card for verification while simultaneously sponsoring all occupants in the vehicle. All individuals over the age of 18 may be requested to produce a valid ID.

(2) Trusted travelers are responsible for the actions of all sponsored individuals and for meeting all established security requirements for escorts. Any person in legal possession of a DoD issued CAC that requests entry onto an Installation 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 the Installation VCO or inspection site for further review.

(3) Non-trusted travelers granted unescorted access to MCIEAST Installations will not be permitted to sponsor visitors.

4. Public Affairs Office (PAO). The Installations PAO will publish press releases/media advisories concerning access control policy changes through appropriate sources.

5. Installation Protection (IP). MCIEAST IP Branch, the Installations' Mission Assurance or IP Branch, and the Naval Criminal Investigative Service will provide threat assessments and updates to the Installation PMOs/MCPDs as directed by current orders and directives.

6. Special Events. The Installation Commander may approve special events that are 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 for the event. Installation Commanders must request a waiver from U.S. Marine Forces North via the chain of command when required FPCON measures cannot be met.

a. Visitor vehicles are authorized aboard an Installation during a special event but must depart immediately upon completion of the event. All non-DoD visitors not being escorted by a Trusted Traveler will be identity proofed and vetted in accordance with the references unless other security provisions are made and outlined in the waiver request.

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b. Unit-level special events require sponsorship from an official representative of the unit.

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## Chapter 3

Identity Proofing, Vetting, and Authorized Identification

1. Introduction. DoD issued cards, Federal PIV, TWIC cardholders, Personnel Access Control System (PACS) credentials or locally produced credentials are the only ID documents that allow unescorted access to the Installations.

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 MCIEAST Installations.

(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 (a) and will be considered identity proofed.

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

(3) TWIC holders' process of vetting, adjudication, and issuance is comparable to the NACI and OPM Tier I standards, and will be considered identity proofed.

(4) Vetting and adjudication for individuals receiving government ID credentials as listed in reference (a), attachment 3, paragraphs 2a(1), 2a(3), and 2a(4) occur prior to permanent card issuance. Individuals in possession of these ID cards and/or credentials will be considered vetted for unescorted access.

(5) Determination of fitness and vetting for DoD-issued ID and privilege cards is not required for unescorted access. The issuing office 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.

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

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

(4) The Installation's PMO/MCPD 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 NCIC Database.

(b) Terrorist Screening Database.

(c) Other sources as determined by the DoD component or Installation Commander. 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 an installation 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 the Installation 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 Temporary Pass.

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(c) Non-governmental delivery personnel and non-regularly scheduled freight deliveries (e.g., freight tractor-trailers), will report to the designated Installation Inspection Site. Non-governmental delivery companies who frequently deliver aboard MCIEAST Installations will be vetted prior to accessing the Installation and issued a Temporary Pass if not enrolled in RAPIDGate.

(d) Public-Private Venture (PPV) housing residents who do not possess an authorized CAC should 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) Designated caregivers, in accordance with reference (i), shall follow local instructions for access to obtain a Temporary Pass to the Installation. The caregiver shall maintain a copy of documentation provided by the Installation Commander, or designee on his/her person when accessing an MCIEAST Installation, and at all times while aboard the Installation.

(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;

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(k) Has multiple (three or more) misdemeanor criminal convictions misdemeanor criminal offenses to include, but not limited to:

1. Drug offenses;
2. Offenses of violence;
3. Weapons offenses including those where the weapon was used as either the means of the violence of threat of violence, or
4. Larceny/theft.

(l) Any reason the Installation Commander 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 recent pending charges or convictions will not be penalized as a result of this Order when they renew their access control credentials.

(8) All personnel who are denied access may appeal to the Installation Commander or appointed designee in accordance with local policy.

### 3. Acceptable Credentials

a. Visitors will provide a valid, original form of ID from those listed in paragraph 3 of this chapter for the purpose of identity proofing for issuance of a Temporary Pass.

b. Contractors will provide two valid, original forms of ID from those listed in paragraph 3 of this chapter for the purpose of identity proofing for issuance of a Temporary Pass.

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. U.S. Passport or U.S. Passport Card.

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

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- 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 a state or outlying territory of the U.S., 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.
- l. Native American tribal document.
- m. Individuals under the age of 18 who are unable to present a document listed in paragraph 3 must be sponsored by an adult with the proper documentation listed in paragraph 3.
- n. Children under the age of 16 residing aboard MCIEAST Installations may only sponsor a visitor with the approval of the children's legal guardian. For example, a twelve-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 Temporary Pass.

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## Chapter 4

Admittance1. Entrances and Exits

a. Personnel assigned to the PMO/MCPD will guard active ECPs to MCIEAST Installations.

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

2. Admittance of Motor Vehicles (MVs)

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

b. Federal, State, county, and city owned vehicles will be admitted without unnecessary delay. Despite the goal of preventing unnecessary delay, these vehicles are subject to search, vehicle and driver identity proofing and vetting as prescribed in local policy, 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 (ATVs), 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 an Installation 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,



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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 Staff Judge Advocate for each Installation will review, on a case-by-case basis, any suspected violations of the above and make recommendations to the respective Installation Commander.

g. Violators of this Order may be subject to prosecution in Federal Court in addition to administrative action by the unit Commander.

h. When in the best interest of the Government, the Installation Commander 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 MCIEAST Installations.

b. In addition to providing a valid form of identification, individuals may be requested to provide a valid State vehicle registration card, proof of valid state liability insurance, and a valid State driver's license.

c. Sponsors, spouses, or base housing residents may host guests at any hour in accordance with local policy. Guests will be issued an appropriate Temporary Pass for identification. See chapter 5 for Temporary Passes.

d. Visitors may bring their vehicles aboard an MCIEAST Installation for hosted "public" events, but must depart with their vehicles immediately upon completion of the event.

e. 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 Temporary Pass from the VCO/CVO.

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## Chapter 5

Registration and Passes

1. Vehicle Registration. This includes Temporary and Special Vehicle Passes.

a. Registration of vehicles is required by active-duty service members, reservists on extended active-duty, Reserve Service Members in the Selected Marine Corps Reserve (SMCR) or Individual Mobilization Augmentation (IMA) Unit, and civilian employees of MCIEAST Installations. Retirees are encouraged to register their vehicles aboard the Installation in which they make the most frequent visits.

(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 the appropriate Power of Attorney (POA).

(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 - per the requirements established by the State as outlined in the laws of the State in which the Installation is located.

(e) Proof of completion of the Driver Improvement Course for military members under the age of 26.

(f) If the applicant is other than the registered owner, legal owner, or spouse of the owner, a POA is required to register a vehicle. Vehicles belonging to other than immediate family members (i.e., parent, wife, or child) will not normally be registered; however, local policy may allow leeway in registering a vehicle that is not owned by the individual, but is being used for an extended period.

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(g) Faxes, photocopies, or electronic media are prohibited for proving State registration requirements, however, are acceptable to show proof of insurance.

b. Reserve Service Members. All Service Members affiliated with an IMA or SMCR unit or those on Orders are authorized to access MCIEAST Installations.

(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. Installation Commanders will establish procedures to ensure all motorcycles entering a MCIEAST Installation are properly registered by enforcing the following:

a. Military Personnel

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

(2) If a service member attempts to enter a MCIEAST Installation 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 be responsible for providing the individual with the procedures for signing up for the appropriate MSC.

(4) The Installation Commander may authorize properly licensed motorcycle operators to operate their vehicles 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,

(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.

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(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.

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

3. Temporary Passes. Temporary Passes (30 days or less) will be issued only one time for the same vehicle. These passes are locally produced access passes designed to accommodate short to intermediate visits or business activities aboard MCIEAST Installations.

a. Businesses/vendor personnel will be issued a 30-day pass while awaiting PACS credentials. Upon expiration of the first 30-day pass, follow-on access requests will be granted for a period not to exceed four days. This applies to both visitors and businesses. Business/vendor personnel are encouraged to enroll in the current PACS, as outlined in chapter 8 of this Order to avoid multiple four-day passes.

b. The Temporary Pass will be displayed in the lower left corner of the driver's side windshield. Motorcycle operators will carry the Temporary Pass on their person.

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

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

(2) All 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)/Naval Justice Information System (NJIS) database will be made by the PMO/MCPD 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 Installation Commander or his designee to enter the Installation. These individuals must have a valid reason to visit the Installation

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and a base sponsor. In addition, they must pass a background check conducted by the PMO/MCPD.

(5) Contractors and vendors will only be allowed to register no more than two vehicles.

(6) An entry into the CLEOC/NJIS database will be made by the PMO/MCPD representative to track the individual by the individual's name, company, and the state in which the vehicle is registered.

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. Requests for Special Event Passes will be made in accordance with local policy.

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

a. 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 vehicle, mutilation, forgery, or obscuring of a Temporary Pass is prohibited.

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

c. A registered owner of a MV permanently registered aboard a MCIEAST Installation, or a MV with a Temporary Pass, will notify the appropriate VCO or CVO 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 Temporary Passes are removed and returned to the Installation VCO or CVO 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 MCIEAST Installations.

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

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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 an Installation 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 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 an 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 MCIEAST Installations.

6. To maintain consistency throughout MCIEAST Installations, Installation Commanders are discouraged from using any other types or categories of access passes beyond what is identified in this chapter; however, per reference (j) Local Population Credentials (MCESS) can be issued to individuals authorized by the Installation Commander for reoccurring Installation access, but not meeting the criteria for issuance of a CAC, Teslin, PIV, PIV-I, or RAPIDGate credential. The MCESS credential is the only MCICOM approved, locally produced, long term access control credential. The issuance of a MCESS credential requires an annual revalidation, to include sponsorship verification. Examples of approved personnel eligible for a Local Population Credential include, but are not limited to, Command approved PPV housing residents and volunteers.

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## Chapter 6

Physical Security Access Control Standards

1. Access Control. Access control is designed to restrict and/or control access to an Installation to only those authorized personnel and their conveyances. Installation Commanders will employ access control measures at the perimeter to enhance security and protection of personnel and assets. They may authorize additional security measures based upon the security level, category of individuals requiring access, FPCONS, level of access to be granted, and higher headquarters direction. The current MCIEAST PACS is RAPIDGate.

2. Minimum Standards for Controlling Physical Access

a. The DoD minimum standards for controlling physical access to an Installation are as follows:

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

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

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

(2) When an Installation procures an electronic PACS credential, the requirements in reference (a) must be met.

b. For special events, circumstances, and activities mitigating measures should be implemented when the minimum standards cannot be met.

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;

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(6) Locations authorized for access; and

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

d. MCIEAST Installations will provide reciprocal physical access for DoD issued cardholders authorized by reference (a). The Installation Commander may limit reciprocal access during increased FPCON levels and emergencies.

3. Public-Private Venture (PPV) Housing. For MCIEAST Installations with PPV Housing, the Installation Commander will determine whether to grant Installation access to unaffiliated civilians and their family members for the purpose of occupying PPV housing aboard his/her Installation. PPV and PMO/MCPD will follow guidance as set forth in reference (h).

a. PPV partners will provide sufficient information to the Installation PM/PC to conduct criminal background checks on all personnel to be assigned PPV housing.

b. PMO/MCPD 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 Installation Commander has the authority to make the final determination on who will be granted access to his/her Installation. After the lease is signed, the lessee and family members will bring the valid lease to the VCO/CVO 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 act deemed inappropriate by the Installation Commander. The Installation PMO/MCPD, in coordination with the Installation Inspector General, will establish a policy to conduct the debarment.

d. In all cases of a debarment, whether temporary or permanent, the Installation PMO/MCPD must be notified, an entry reflecting the debarment must be made in the CLEOC/NJIS database reflecting the debarment, and the individual must be entered in the PACS database as debarred to ensure an unauthorized attempt to re-enter the Installation is stopped.



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## Chapter 7

Personnel Access Control System (PACS) and Contractor Access

1. General. RAPIDGate and the Biometric Automated Access Control System are the only PACS authorized by Marine Corps Installations Command (MCICOM) at perimeter ECPs. They address access management solutions for vendors, contractors, suppliers, delivery personnel, and all other service providers who require access to Marine Corps Installations on a regularly re-occurring basis and are not eligible for a CAC. The VCO, CVO, or responsible office will issue these locally produced credentials. RAPIDGate is the current PACS authorized for MCIEAST Installations.

2. RAPIDGate Credentials

a. RAPIDGate enrollment costs are endured primarily by participating commercial vendors, contractors, suppliers, and delivery personnel on a per company and per participant fee basis. Vendors, contractors, suppliers, and delivery personnel apply through RAPIDGate, pay a fee, and receive a RAPIDGate access credential once they pass background-screening requirements through RAPIDGate and are approved by the Installation Commander.

b. RAPIDGate credential holders that do not drive a "commercial vehicle" may access a MCIEAST Installation via any gate approved by local policy. Commercial vehicles must enter through those gates designated by the Installation Commander and are subject to inspection as depicted in local policy.

c. All applicants receiving a RAPIDGate credential are subject to a criminal background check and a vehicle inspection at any time.

d. The RAPIDGate Credential Issuing Facility will be designated by the Installation Commander via separate correspondence. Installation Commanders are encouraged to enroll companies of 50 or more personnel under the RAPIDGate Program by coordinating through their respective RAPIDGate Company Administrators (RCA) and coordinate offsite enrollment and issuance.

e. Children under the age of 18, who need access to a MCIEAST Installation for civilian employment, cannot apply for RAPIDGate due to RAPIDGate's age restriction for NCIC queries. These individuals must apply for a locally produced credential.

3. Access

a. Temporary Passes will be issued in accordance with chapter 5 of this Order. Business/vendor personnel are encouraged to enroll in

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RAPIDGate to avoid the requirement of obtaining multiple four-day passes to conduct business aboard an Installation.

b. The mere issuing of a RAPIDGate credential or locally produced credential does not provide approval for the proposed business or activity aboard the Installation. 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 Installation Commander via the Staff Judge Advocate 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.

c. The following are the current exceptions to the RAPIDGate enrollment policy for MCIEAST Installations:

(1) Unaffiliated housing residents.

(2) Spouses of DoD civilian employees and contractors with a child enrolled in a Child and Youth Program sponsored by the Child Development Center or Youth Pavilion as outlined in reference (1). Spouses with children enrolled in these activities will be required to be proofed and vetted each time they access the Installation. They must provide documentation of the child's enrollment before access will be granted.

(3) Per reference (k), personal caregivers are individuals who are not active duty Service Members, are at least 21 years of age, are capable of self-care and care for other dependent family members, and who agree, preferably in writing, to care for one or more family member(s) during a Service Member's absence for indefinite periods to ensure the Service Member is available for worldwide duties, or who are providing respite care reimbursable through the Exceptional Family Member Program.

(4) Medical caregivers providing services to an Exceptional Family Member Program participant must be licensed/credentialed to provide the medical service with the State of North Carolina or a national accrediting organization and must have appropriate liability insurance.

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

(6) Clergy members.

(7) County Transit personnel.

(8) School nutrition specialists/food servers.

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(9) College instructors and unaffiliated students.

(10) Drivers of free shuttle services from local dealerships/auto repair businesses for the purpose of shuttling patrons to/from billeting or place of work.

(11) Approved farmers market vendors.

(12) Drivers delivering life-sustaining medical supplies as the result of an emergency. For example, an unexpected issue with oxygen supply during non-routine working hours (nights, weekends, and holidays). Families must ensure they contact the PMO/MCPD to notify them of the expected delivery and provide the name of the company and estimated time of arrival. PMO/MCPD personnel will ensure no unnecessary delay when the delivery arrives to the Installation.

d. Access control enrollment exemption process:

(1) Each MCIEAST Installation Commander must establish a local access control enrollment exemption process similar to the one outlined below:

(a) Present sponsor letter or contract to VCO or CVO.

(b) Complete Access Control Credential Form.

(c) If request meets one of the approved categories per para 3(c), the Installation will issue a one-year MCESS Credential.

(d) If request does not meet one of the approved categories, the VCO or CVO will forward request to the appropriate authority appointed by the Installation Commander.

1. This individual will review and submit recommendation to Approval Authority.

2. If the Approval Authority decision is "yes" then the Installation will issue a one-year credential.

3. If the Approval Authority decision is "no" then the individual may enroll in RAPIDGate or the CVO will issue one 30-day pass with follow-on four-day passes.

4. Contractor Access Control Requirements

a. PACS credentials are furnished at the Installation VCO or CVO. All lost or stolen badges will be immediately reported to the PMO/MCPD. In addition, all lost or stolen RAPIDGate badges will be reported to the RCA.

b. Contractor/sub-contractor employees must have a letter to present to the VCO/CVO at the time of obtaining access control credentials or a pass. This letter must be issued by the Installation Contracting Officer indicating a contract, contract period, naming of the Prime Contractor, expiration date, and days/hours of scheduled work prior to applying for Installation access credentials.

c. The Prime Contractor must provide the VCO/CVO a roster of all personnel (to include all sub-contracted employees) who will be employed on the Installation. Prime Contractors are responsible for immediate accountability of all employees in the case of an emergency.

d. In the event that employee status is terminated for any reason or a new employee is hired, the Prime Contractor must provide an updated employee roster (to include all sub-contracted employees) to RAPIDGate and the Installation VCO or CVO within three business days. All new hires will complete all Installation access control security procedures prior to performing any work or accessing any MCIEAST Installation.

e. In the event the contracted employee's employment status is terminated for any reason, the Prime Contractor is required to retrieve any and all government issued IDs and return it to the PMO/MCPD.

f. For-Hire Drivers, including but not limited to, taxicab drivers, Uber drivers, limousine drivers, etc., should be granted access as directed by local policy. All MCIEAST Installation Commanders will require local for-hire companies/drivers to enroll in RAPIDGate. Only those for-hire drivers that have been vetted and credentialed in accordance with the references and local policy will be granted access. Vetted for-hire drivers are still subject to random inspections upon entry and while aboard MCIEAST Installations. All for-hire drivers requesting entry that do not have a valid fare with vetted access, shall enter an Installation as directed by local policy. Installation Commanders are encouraged to have them enter through the Commercial Inspection Site and subject them to a vehicle inspection. For-hire drivers operating with a valid fare with vetted access may enter through those gates designated by local policy. Non-local for-hire drivers, not enrolled in RAPIDGate, will be sponsored by the individual being transported, providing that individual has an appropriate trusted traveler identification.

g. Food and product delivery companies shall not be granted access unless the driver has been properly identity 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 MCIEAST Installations at the discretion of the Installation Commander. Soliciting by any food or product

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delivery company is strictly prohibited aboard MCIEAST Installations. 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 in which the delivery is intended.

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## Chapter 8

First Responder, Local Government, and Essential Personnel  
Access Control

1. 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.
2. Local Government. Local government officials are those persons elected or appointed who are visiting an Installation in an official capacity.
3. Essential Personnel. 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.
4. Access Control for First Responders, Local Government Officials, and Essential Personnel. Access control for first responders, local government officials, and essential personnel can cause a risk to an Installation if established procedures are not in place and adhered to as directed in reference (j). The following procedures shall be performed:

- a. First Responders

- (1) LE. This includes Federal, State and local LE personnel.

- (a) On-duty, non-DoD Officers (LEOs), 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.

- (b) 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 LEOs will be authorized to carry their official issued firearms in the performance of their official duties aboard MCIEAST Installations.

- (2) Non-DoD first responders responding to a mutual aid request by a MCIEAST Installation Commander shall be granted access after verification has been made by means designated by the respective Installation Commander. Installation security personnel shall ensure they expedite the verification process ensuring no delay in mutual aid assistance.

- b. Local Government. Local government officials visiting an Installation in an official capacity shall be granted access in accordance with local policy.

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c. Essential Personnel. Essential personnel shall be granted access in accordance with local policy to include:

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

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## 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.

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

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 (f).

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 him/her, 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,



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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.

Reciprocal Physical Access. Mutual recognition of physical access privileges granted by an Installation Commander.

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.

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 the Installation Commander.

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

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.