



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

5512  
G-3/5  
OCT 28 2019

COMMANDING GENERAL'S POLICY LETTER\_19-19

From: Commanding General  
To: Distribution

Subj: REGIONAL RECIPROCAL BACKGROUND CHECKS FOR CONTRACTORS

Ref: (a) DoD Manual 5200.08 Vol 3, "Physical Access Program: Access to DoD Installations," January 2, 2019  
(b) MCIEAST-MCB CAMLEJO 5530.15A

1. Situation. Recent events have led to an anticipated increase of contractor access to Marine Corps Installations East (MCIEAST) Installations in support of military construction and hurricane recovery projects. This Policy will reduce unnecessary delays in the contractor vetting process, while maintaining installation security in accordance with reference (a).

2. Purpose. To expedite and standardize contractor access at all MCIEAST Installations through uniformity in the implementation, issuance, and enforcement of access control credentials. Established procedures and vetting requirements to receive a Defense Biometrics Identification System (DBIDS) credential remain in effect. This Policy is specific to additional Installation access, adding base access privilege to current DBIDS credentials; and in no way modifies any other provisions set forth in the references or other policies, orders, and/or directives regarding installation access control.

3. Tasks. There are numerous scenarios in which vetting and credentialing could occur requiring access to multiple installations. Installation Commanders will make every effort to ensure installation access delays are minimized while adhering to security requirements.

a. Provided an individual arrives at an MCIEAST installation Visitor Center Office (VCO) or Contractor Vetting Office (CVO) and presents a valid contract with a valid DBIDS credential, MCIEAST Installations will accept current criminal background checks completed by any Marine Corps Installation conducted within the past 365 days. In this instance the installation VCO/CVO will add installation access to the current DBIDS credential.

b. If the criminal background check is over 365 days, not conducted by another Marine Corps Installation, or either the contract date or the expiration date of the DBIDS credential are outside of the 365 day time limit, a subsequent criminal background check must be conducted. If a favorable background is determined, an additional DBIDS credential will be issued by the respective MCIEAST Installation. In this instance the individual may be in possession of two valid DBIDS credentials for the period of time in which both

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contracts remain valid. In this instance VCO/CVO personnel should encourage contractors to return the shorter duration credentials to the respective installation and have that installation access added to the new credential.

c. In instances where a contractor is awarded multiple contracts simultaneously they should be vetted first by the Installation with the longest contract term and then subsequently present themselves to the Installation with the shorter contract. In the event the contracts have the same time limit, the contractor should be vetted initially where the first contract begins.

d. This Policy in no way effects the requirement for continued current fitness requirements which are checked each time the DBIDS credential is scanned at any Entry Control Point at all MCIEAST Installations.

e. In accordance with reference (b), any individual who fails to meet historic vetting requirements and subsequently is denied access may appeal the decision to the Installation Commander of the installation and request a waiver for which they were denied. For a list of disqualifying situations and/or criminal offenses refer to reference (b).

f. Any individual who completes the local access control appeals process and is granted access to that particular installation must have their access enrollment designated in DBIDS as completed through appeal in accordance with reference (a). These individuals will not be eligible for reciprocal background check acceptance in accordance with this Policy and reference (a). These individuals must submit for access to each MCIEAST Installation in which they are requesting access.

#### 4. Action

##### a. MCIEAST Commanders

(1) Ensure compliance with the contents of the references and this Policy Letter.

(2) Ensure only authorized personnel perform background checks and access control duties.

b. Assistant Chief of Staff, G-3/5. Provide Regional oversight of this Policy Letter and implementation aboard MCIEAST Installations.

c. Installation Provost Marshal Office (PMO)/Marine Corps Police Department (MCPD). The installation PMO/MCPD has the responsibility of implementation and enforcement of the provisions of this Policy Letter.

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5. Point of Contact. Point of contact is the MCIEAST-MCB CAMLEJ, Installation Protection Branch Head, at (910)-451-1454.



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