



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

MCIEAST-MCB CAMLEJO 5530.25B
H&S Bn
JUN 04 2020

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

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE ACCESS CONTROL REGULATIONS

Ref: (a) MCIEAST-MCB CAMLEJO 5530.15B
(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
(q) CG Policy Letter 13-19
(r) CG Policy Letter 19-19
(s) John S. McCain National Defense Authorization Act for Fiscal Year 2019 of 13 August 2018
(t) MCIEAST-MCB CAMLEJO 3302.2 (NOTAL)

Encl: (1) Marine Corps Base Camp Lejeune Access Control Regulations
(2) Camp Lejeune Access Denial Letter
(3) Department of the Navy Local Population IC Card/Base Access Pass Registration
(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) Route to Naval Hospital from Main Gate
(14) Sample Authorized Personnel List
(15) 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 (t). If someone breaches the terms of this Order, their privileges 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 5530.25A and CG's Policy Letter 15-19.

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 Camp Johnson, Stone Bay, and housing areas supported by Marine Corps Installations East (MCIEAST)-MCB CAMLEJ.

b. Summary of Revision. Primary revisions contained within this Order ensure compliance with higher orders. The definitions of "trusted traveler" and "escorted/unescorted" have been updated, installation access denial criteria and appeals process are further clarified, and commercial vehicle definitions added.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish clear criteria and procedures for persons to obtain installation access without sacrificing security of the tenant units, equipment, and facilities, and ensuring the safety and quality of life of all the personnel and families of MCB CAMLEJ. This Order will comply with references (a) through (t).

(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.

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.

A handwritten signature in black ink, appearing to read "N. E. DAVIS", with a horizontal line extending to the right.

N. E. DAVIS
Chief of Staff

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

RECORD OF CHANGES

Log completed change action as indicated.

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

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	INTRODUCTION	1-1
1.	General.	1-1
2.	Objectives	1-1
3.	Concept of Operations.	1-1
Chapter 2	RESPONSIBILITY	2-1
1.	MCIEAST-MCB CAMLEJ Identification (ID) Card Center .	2-1
2.	Provost Marshal Office (PMO)	2-1
3.	Communications Strategy and Operations (COMMSTRAT) .	2-2
4.	Installation Protection (IP) and Naval Criminal Investigative Service (NCIS)	2-2
5.	MCIEAST-MCB CAMLEJ G-7	2-2
6.	Base Magistrate.	2-2
7.	Legal Services Support Section (LSSS).	2-3
8.	Special Events	2-3
Chapter 3	REQUIREMENTS FOR ACCESS ONTO MCIEAST-MCB CAMLEJ. . .	3-1
1.	Introduction	3-1
2.	Identity Proofing and Vetting.	3-1
3.	Acceptable Credentials	3-6
4.	Acceptable Identity Source Documents	3-7
Chapter 4	ADMITTANCE	4-1
1.	Entrances and Exits.	4-1
2.	Admittance of Motor Vehicles (MV).	4-1
3.	Hours of Admittance.	4-1
Chapter 5	REGISTRATION AND PASSES.	5-1
1.	DBIDS Temporary Passes	5-1
2.	Special Event Passes	5-1
3.	Restrictions	5-1
Chapter 6	PHYSICAL SECURITY ACCESS CONTROL STANDARDS	6-1
1.	Access Control	6-1
2.	Minimum Standards for Controlling Physical Access. .	6-1
3.	PPV Housing.	6-1
Chapter 7	ELECTRONIC PERSONNEL ACCESS CONTROL SYSTEM (ePACS) AND CONTRACTOR ACCESS.	7-1
1.	General.	7-1
2.	DBIDS Credentials.	7-1
3.	Access	7-1
4.	Contractor Access Control Requirements	7-1

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 8	GENERAL ACCESS PROCEDURES.	8-1
1.	Ridesharing.	8-1
2.	General Officer Personal Guests.	8-1
3.	Food Delivery.	8-1
4.	Non-Food Delivery.	8-2
5.	Special Events by Tenant	8-3
6.	Special Guests	8-5
7.	Requested Services	8-5
8.	First Responder.	8-6
9.	Essential Personnel.	8-7
10.	Non-Federal Entities (NFE)/Private Organization (PO)	8-7
Chapter 9	DEFINITIONS.	9-1

Chapter 1

Introduction

1. General

a. This Order promulgates regulations that address entry, exit, and removal of individuals from MCB CAMLEJ, per references (a) through (t). Removal or denial actions will be reasonable, prudent, and judiciously applied.

b. Access is a privilege. Entry onto MCB CAMLEJ is a privilege, not a right. Any individual wishing to enter MCB CAMLEJ must understand it is a military Installation, one of its primary missions being to safeguard the Marines, Sailors, and civilians therein. Individuals entering the Installation must have a valid reason for access. Expediency shall never come at the cost of security. Persons subject to the access process include, but are 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.

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

3. Concept of Operations

a. All individuals seeking access onto MCB CAMLEJ must show proof of identity and be criminally vetted.

b. The MCIEAST-MCB CAMLEJ Provost Marshal Office (PMO) uses the Defense Biometric Identification System (DBIDS) and National Crime Information Center (NCIC) vetting to screen applicants and determine fitness, for those seeking installation access. DBIDS will issue a credential or temporary pass to approved persons 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 non-transferable, and must be presented, upon demand, to any MCIEAST-MCB CAMLEJ security official, Police Officer, and/or whenever challenged by Installation personnel. For motorcycles, the DBIDS Temporary Pass must be carried on their person.

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. MCIEAST-MCB CAMLEJ Identification (ID) Card Center. The ID Card Center at the Joseph Randy Riechler Reception Center has the primary responsibility for issuing Common Access Cards (CAC). Specific responsibilities include:

a. CAC and Uniformed Services Identification Card (USID). The ID Card Center will issue CAC and USID cards to DoD military personnel, family members, retirees, DoD civilian employees, DoD authorized contractors, and other authorized patrons prescribed in references (c) and (i).

b. ID Cards that Do Not Require Further Identity Proofing are Federal Personal Identity Verification (PIV), Non-Federal PIV-I, Transportation Workers Identification Card (TWIC), Real ID, Veteran Health Identification Card (VHIC), local or regional DoD issued credential, and U.S. or Foreign Passport or Passport card..

2. PMO. PMO has the primary responsibility of enforcing the provisions of this Order. Specific responsibilities include:

a. Sole authority to perform access control duties to include proofing and vetting, granting access, and/or denying access.

b. Conducting DBIDS querying of data sources to identity proof and vet persons requesting access to MCB CAMLEJ. May also determine access eligibility by using requestors' biographical information which may include, but is not limited to the person's name, date of birth, and social security number (SSN). DBIDS credentialing and card issuance are conducted at the MCIEAST-MCB CAMLEJ Visitors Center Office (VCO) and Contractor Vetting Office (CVO).

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

d. Ensuring non-governmental commercial vehicles undergo a vehicle inspection in accordance with the Integrated Action Sets identified in reference (t) at an approved commercial vehicle access control point (ACP). Utilities vehicles can enter any ACP but may be subject to vehicle inspections unless exigent circumstances which would otherwise degrade their ability to expeditiously repair utility failures. The U.S. Postal Service vehicles are exempt from commercial vehicles inspections unless the Access Control Sentry deems further inspection is warranted.

e. Will proof and vet to determine eligibility for access of non-Federal government and non-DoD-issued cardholders who require unescorted access. The VCO or CVO will issue approved DBIDS credentials for these personnel requiring extended unescorted access to the Installation for official government business but do not require access to government computerized systems. Piney Green ACP can issue temporary DBIDS credentials or temporary pass up to 60 days for delivery drivers.

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

g. Incorporate the Trusted Traveler procedure described in this order for use during Force Protection Conditions (FPCON) NORMAL, ALPHA, and BRAVO as local security conditions permit.

h. CVO/VCO personnel should verify employment eligibility of non-U.S. citizens attempting to obtain a DBIDS credential or DBIDS temporary pass for the sole purpose of performing work aboard the installation.

3. Communication Strategy and Operations (COMMSTRAT). COMMSTRAT will publish press releases/media advisories concerning access control policy changes through appropriate sources.

4. Installation Protection (IP) and Naval Criminal Investigative Service (NCIS). MCIEAST-MCB CAMLEJ IP Branch, or the NCIS will provide threat assessments and updates to PMO to support installation security measures.

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 the MCIEAST-MCB CAMLEJ for concurrence. All applications approved by the Deputy Commander will be issued a signed Letter of Authorization (LOA). This approval authority was delegated to the AC/S G-7.

b. Applications involving non-concurrence by appropriate staff officer(s) or cognizant activity head(s) will be forwarded to the Deputy Commander for final determination. In cases where the Deputy Commander approves the application, G-7 will issue the LOA. In those cases where the Deputy Commander disapproves the application, G-7 will notify the applicant of the denial of their request and the reason(s) thereof.

c. Ensure each individual/business issued an LOA has been properly notified of the limitations and restrictions placed on the conduct of their particular business, and the rules of conduct as described in this Order are adhered to. Finally, ensure the individual/business signs a statement understanding these limitations, restrictions, and rules and 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 from individuals denied access to MCB CAMLEJ. The Base Magistrate will review each appeal from an empirical standpoint regarding the individual involved, the reason(s) denied access, the time lapse between the stated reasons(s) and application, etc., and determine whether or not the appeal should receive a favorable endorsement. The Base Magistrate will then forward a recommendation to the MCIEAST-MCB CAMLEJ Chief of Staff (COS), via the Staff Judge Advocate (SJA) and Sergeant Major (SgtMaj).

7. Legal Services Support Section (LSSS). The LSSS will receive appeal packages for contractors denied access to MCB CAMLEJ. The LSSS will review each appeal from an empirical standpoint regarding the individual involved, the reason(s) denied access, the time lapse between the stated reasons(s) and application, etc., and determine whether or not the appeal should receive a favorable endorsement. The LSSS will then forward a recommendation to the COS, via the Installation SJA and SgtMaj.

8. Special Events. Periodically, certain special events aboard the installation may be open to the public to participate. During an event's planning process, a Special Event Risk Assessment will be conducted to assess vulnerabilities. When the requirements cannot be met, adaptable and compensatory measures will be developed and temporarily implemented to ensure base security and safety.

a. Visitor vehicles are authorized aboard MCB CAMLEJ during certain special events, only traveling to and from the event on designated routes and must depart immediately upon completion of the event. All non-DoD visitors not being escorted by a Trusted Traveler will be subjected to DBIDS credentialing in accordance with the references. Under unique circumstances when identity proofing and vetting cannot be conducted in accordance with reference (b), a special event waiver request must be approved by the Plans, Policy, and Operations (PPO) Security Division via the chain of command with a minimum of 120 days prior to the special event.

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 MCIEAST-MCB CAMLEJ

1. Introduction. DoD issued cards, TWIC, PIV-I, Federal PIV card, REAL ID, VHIC, and electronic Physical 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 an individual may enter MCB CAMLEJ: Unescorted, Trusted Traveler, and Escorted.

a. Unescorted Access. Unescorted access requires individuals to be properly credentialed. This process entails providing proof of their identity, be determined fit for access through proper vetting, and having an acceptable purpose for access to the Installation. Considered a deviation.

b. Trusted Traveler Access. Trusted Traveler access allows for the following:

(1) Authorized individuals who have been granted unescorted access, who possess a valid CAC, or a USID, and is over age 16, to simultaneously vouch for co-travelers (in the same vehicle or on foot) and enable those co-travelers to obtain trusted traveler access.

(2) All personnel acting in a Trusted Traveler capacity are responsible for the conduct of each sponsored guest and must ensure each guest remains with the Trusted Traveler for the duration of the guests' visit. A violation, attempted violation, or solicitation of another to violate the Trusted Traveler Program requirements, including sponsorship of guests failing to meet installation access requirements may subject all involved to adverse administrative and/or punitive action.

(3) The number of co-travelers may not exceed five individuals per trusted traveler unless specifically authorized by the Installation Commander.

(4) Individuals using a non-CAC local or regional DoD credential (DBIDS), Federal PIV, and Non-Federal PIV I, or any other form of ID not listed above do not qualify as Trusted Travelers in accordance with this Order. Non-Trusted Travelers granted unescorted access to MCIEAST Installations will not be permitted to sponsor guests. Any individual accompanying a non-trusted traveler must establish an acceptable purpose to enter the installation, have their identity verified, and establish historic and current fitness prior to being granted access.

(5) The trusted traveler program is permitted for site access only during the hours of 0530 to 2000. Between the hours of 2000 to 0530 all occupants, over the age of 18, must present an acceptable credential to ACP personnel. The Installation Commander is authorized to suspend trusted traveler programs at any time based on local conditions.

c. Escorted Access. Persons unable to meet the requirements for unescorted access may be granted escorted access. Escorts must: be provided by the organization or otherwise associated with the visit; must remain within reasonable visual contact of the individual; must report any conduct by the escorted person that causes risk to safety, security, or efficiency; must be U.S. citizens; have a DoD affiliation; and themselves be granted unescorted access in accordance with reference (b).

2. Identity Proofing and Vetting. Access control standards will include identity proofing, establishing historical and current fitness, and acceptable purpose for entry.

a. Federal PIV and DoD issued card holders require only screening for current fitness prior to gaining access to MCIEAST-MCB Installations.

(1) Individuals possessing a Foreign Affiliate CAC (with blue stripe) will be required to visit the VCO to be given specific access permissions by a Security Official for the installation and each subsequent installation. The Foreign Affiliate CAC will be enrolled in DBIDS, and the individual may subsequently present the CAC at an access control point for continued access.

(2) Determination of fitness and vetting for DoD-issued ID and privilege cards is required for unescorted access by these card holders. The CVO or VCO verifies the individual's direct affiliation with the DoD or acceptable purpose.

b. Non-Federal government and non-DoD issued card holders seeking unescorted access require identity proofing, determination of fitness, and acceptable purpose to be granted access. .

(1) Individuals requesting unescorted access but not in possession of an approved government issued card will provide the documents listed in this Order. An authorized PMO representative will review the documents presented for the purposes of identity proofing, determination of fitness, and acceptable purpose.

(2) The recurring requirement and frequency for historic fitness. This will be conducted annually or more frequent depending on security posture.

(3) PMO utilizes the following government authoritative data sources to vet a requestors 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 SSN:

(a) The NCIC Database.

(b) The Interstate Identification Index (III).

(c) Terrorist Screening Database.

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

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

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

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

4. The Foreign Visitor System-Confirmation Module.

(4) 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 once current fitness is established. However, certain circumstances may exist that lead access control sentries to believe further identity proofing or vetting of a person 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) Non-governmental delivery personnel and non-regularly scheduled freight deliveries (e.g., freight tractor-trailers) will report to the designated Commercial Vehicle Inspection (CVI) sites located at either Piney Green Gate, Sneads Ferry Gate, or any other PMO pre-coordinated ACP. Specific hours of operations can be found on the MCIEAST-MCB CAMLEJ, Base Access Web page. Piney Green Gate is the main commercial vehicle access point. During Piney Green Gate non-operational hours, commercial vehicles can access other ACPs with proper credentials and authorization(s) to enter base. Vehicle inspection personnel will ensure that all individuals attempting to access the installation have the proper documentation in accordance with this Order.

(c) 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.

(d) Authorized caregivers of Service Members/veterans affiliated with MCIEAST-MCB CAMLEJ and residing off base may need access to MCB CAMLEJ in order to obtain medication, etc. Those caregivers must visit the MCIEAST-MCB CAMLEJ VCO to obtain a DBIDS card or DBIDS Temporary Pass and following the instructions in accordance with reference (k). They are required to bring the individual for whom they are caring and/or Veteran Affairs letter naming them as caregiver to the VCO, once, for identity proofing. The caregiver shall maintain a copy of the documentation provided by the CG and all official documentation designating them as a caregiver on their person at all times while aboard MCB CAMLEJ.

(e) 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 obtain a DBIDS Temporary Pass from the VCO. They must present the child's DoD issued ID and official documentation identifying them as the legal parent or guardian of the child, have their identity established and fitness determined prior to being granted access. Parents or legal guardians that fail to meet fitness requirements for unescorted access are required to coordinate an escort.

(5) Denial of Access. Persons requesting access to Marine Corps sites will be denied access if:

(a) Military or civilian police or VCO/CVO personnel are unable to verify the individual's claimed identity based on reasonable belief the person submitted fraudulent identity information in the attempt to gain access.

(b) The individual has a conviction for espionage, sabotage, sedition, treason, terrorism, armed robbery, or murder.

(c) The individual has a felony conviction for a firearms or explosives violation, regardless of the date of conviction.

(d) The individual has been convicted of crimes encompassing sexual assault or rape.

(e) The individual has been convicted of crime encompassing child molestation, or the possession or production of child pornography.

(f) The individual has been convicted of trafficking in persons.

(g) The individual is a registered sex offender.

(h) The individual has been convicted of drug possession with intent to sell or distribute.

(i) The individual has an active arrest warrant from Federal, state, local, or other civil law enforcement (LE) authorities, regardless of offense or violation.

(j) The individual has a felony conviction within the last 10 years, regardless of the offense or violation.

(k) The individual's name appears on any Federal or state agency watch list for criminal behavior or terrorist activity.

(l) The individual is debarred entry or access to a Marine Corps site, other DoD installations or facilities, or other Federal site or facility.

(m) The individual engaged in acts or activities designed to overthrow the U.S. Government by force.

(n) The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

(o) The individual is identified in the NCIC known or suspected terrorist (KST) file, or the Terrorist Screening Data Base (TSDB) report as known to be, or suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity. If an individual is identified on the NCIC KST files or TSDB, PMO/Marine Corps Police Department (MCPD) or other designated site security personnel

will immediately call the NCIS Multiple Threat Alert Center (MTAC) for further coordination. The MTAC will coordinate with the Department of Justice or Federal Bureau of Investigation and provide handling instructions to PMO/MCPD or other designated site security personnel.

(p) Illegally present in the U.S.;

(q) Has knowingly submitted an employment questionnaire with false or fraudulent information;

(r) A prisoner on a work-release program or currently on felony probation/parole;

(s) Is pending any felony charge;

(t) Has been convicted of three or more misdemeanor violations, or attempted violations, within the previous 10 years of the following offenses:

1. Sex crimes;
2. Assaults;
3. Larcenies;
4. Drugs; or
5. Weapons.

(u) The individual has criminal arrest information that the site commander determines the person presents a threat to the good order, discipline, or health and safety on the Marine Corps site.

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

(6) 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.

(7) Contractors who are denied access may appeal to the Installation CG via the MCIEAST-MCB CAMLEJ LSSS. Individuals who are denied access and who are not contractors may appeal to the Installation CG via the Magistrate. Appeals are forward to the COS who has appeal determination authority. The appeal process is as follows:

(a) CVO/VCO provides all denied contractors/individuals copies of their respective denial letters and enclosures (2) through (5).

(b) Individuals/Contractors wishing to appeal denial of access must produce at least two letters, guided by enclosures (4) or (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. Individuals wishing to appeal does not have to submit employer/company letter.

(c) Denied individuals/Contractors must submit completed appeal packages, i.e., enclosures (2) through (5), 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 respective LSSS office or Base Magistrate 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 LSSS/Magistrate evaluates the appeal package and makes a recommendation, 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/VCO to receive credential. If more than 30 business days from the original denial date, Contractors 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.

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 without acceptable identification must provide two valid and original forms of ID for issuance of DBIDS credential or a DBIDS Temporary Pass. At least one must be from the list in paragraph 4 of this chapter and have a photograph for the purpose of identity proofing. In addition, the second form of ID may include a birth certificate or social security card.

c. Prior to acceptance, personnel processing an applicant will inspect 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. Proof of insurance is the only document accepted by electronic device.

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. .

c. Non-CAC Local or Regional Credential issued by MCB CAMLEJ or MCIEAST. These credentials simultaneously establish identity, historic fitness, and purpose for the installation in which they were issued.

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

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

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

g. Foreign passport bearing an unexpired immigrant or non-immigrant visa or entry stamp. These credentials establish only proof of 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. VHIC. The VHIC simultaneously establishes identity and purpose. Any individual accompanying the VHIC holder must be vetted for determination of fitness and issued a DBIDS credential.

j. Non-Federal PIV-interoperable (PIV-I) card. The PIV-I establishes only identity.

k. The TWIC establishes only identity.

l. 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 credential.

Chapter 4

Admittance

1. Entrances and Exits

a. Personnel assigned to PMO will guard active Access Control Points 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 must 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. They are authorized to enter any ACP to expedite their ability to provide services.

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, 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. 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 and DBIDS credentialing.

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 ID.

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. DBIDS Temporary Passes. DBIDS Temporary Passes (60 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, CVO or Piney Green Gate to act as a sponsor but may send an e-mail from a government e-mail address to mcieast.mcb-mcasnr.dbids@usmc.mil; the requisite information (sponsors' EDIPI, full name of sponsored person(s), destination, number of days to be sponsored) must be in the body of the email to 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. VHIC card holders may act as sponsors. 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 to any person operating a vehicle aboard the installation.

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

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

e. Personnel not affiliated with any organization located aboard the Installation must request, in writing, authorization by 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 (DBIDS paper pass without photo) 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. Individuals will be issued preprinted passes for their event (sporting events, homecoming, graduation etc.).

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. 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. An owner of a MV registered aboard MCB CAMLEJ will notify the PMO Administration within 24-hours of their transfer 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 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 Motorcycle Safety Foundation Course, 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 ID number of a registered vehicle is prohibited and subjects the violator to punitive action.

g. Individuals who operate an 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. Married Service Members who have their driving privileges suspended or revoked must remove the vehicle from the Installation until it can be registered in the name of an immediate family member meeting 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 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 ACP's 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 waiver request must be approved by PPO Security Division via chain of command with a minimum of 120 prior to the special event..

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 references (b) and (r). 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/purpose 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 VCO.

b. PMO will provide direction to the PPV partner to determine if the applicants and their family members meet the access control qualifications. The PPV partner has the authority to make the final determination 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 approve 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 Base 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 prevented. 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 ACP's. 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/VCO will issue these locally produced credentials.

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 card or DBIDS Temporary Pass, depending upon the length of time they require access to the Installation. A DBIDS card is issued to individuals requiring access for 61 days or more. A DBIDS Temporary Paper Pass is issued to individuals requiring access for 60 days or less. Contract specifications determine the length of pass.

b. Contractors will report to the CVO to confirm their access requirements, undergo a background check, and receive their card/pass.

(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) LOA. Contractors must provide an LOA 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) Prime contractor personnel conducting long-term projects aboard a site may be authorized escort privileges by the Installation Commander.

(a) Escort guidelines shall be outlined in the official Government contract. Escort privileges will be restricted to business purposes (i.e., delivery of material (concrete/asphalt, etc.) and during normal business hours only, unless specifically outlined in the contract terms or authorized by the site commander. Escort privileges granted to contractor personnel shall be limited to non-local, nonrecurring material deliveries and out of state material deliveries.

(b) Contractors granted escort privileges shall have "Authorized Escort Privileges" indicated on their DBIDS credential. In the absence of ePACS/DBIDS credentials, contractor personnel shall have escort privileges authorized in writing, which must remain with the individual.

(5) Appropriate Sponsor's Information. The DBIDS system requires a sponsor to be identified for each credential and Temporary Pass prior to issuance.

(6) 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. Commercial vehicles may be subjected to inspections. Drivers must have an approved access credential prior to being inspected and allowed access. If the driver is being escorted, a form of identification is required. Delivery drivers without an access credential can show a Bill of Lading in lieu of a government contract, but must provide required documents at the CVO or Piney Green CVI (during normal working hours) to receive a DBIDS pass.

Chapter 8

General Access Procedures

1. Ridesharing. For-hire drivers, including taxicab drivers, Uber drivers, limousine drivers, etc., will be granted access if they have the proper DBIDS credentials. 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, must be sponsored by the individual being transported, provided that individual has an appropriate Trusted Traveler ID. Refer to reference (m).

2. 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.

3. 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, LOAs will be issued by the G-7 to the vendor. An LOA 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). 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 a signed LOA 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 (14).

(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 receiving the delivery.

(4) Third party food delivery services, such as "Grub Hub," will not be allowed access to MCB CAMLEJ without first being vetted per the 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 an establishment with an "A" Sanitary Rating shall be delivered aboard MCB CAMLEJ. The subsistence shall be handled in a manner so as to be clean, wholesome, and free of adulteration.

(3) 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.

(4) Vendors may 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.

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

(7) 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.

4. 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, an LOA will be issued by G-7 to the vendor when a petitioning business has met criteria established in this Order and has presented a sworn statement containing the required information in enclosure (9).

(2) Vendors who have received signed LOAs 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 (14).

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

5. Special Events by Tenant

a. DoDEA Information

(1) Spectator Access. Three methods exist by which non-affiliated spectators can access MCIEAST-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 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 described in this Order coupled with enclosure (15). This will streamline the vetting process and eliminate VCO wait times. A sporting event of up to 25 people must be submitted seven days prior; 26 to 50 submitted 10 days prior; 51 to 75 submitted 15 days prior, and submitted 30 days prior for more than 75 people. Submission days to the VCO correlate to the requisite time needed to properly vet individuals attending the event. Individuals unable to meet the submission timeline risk not having their pre-vetting completed in time for the event. Their only recourse is being vetted the day of the event (Event Day Method described below) and will likely incur a wait time.

(a) Trusted Traveler Method. Spectators can access MCB CAMLEJ in a vehicle with a Trusted Traveler without receiving a pass. 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. Spectators should allow up to one hour for processing at the Visitor's Center.

(c) 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. 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 up to two-hours for processing at the Visitor's Center.

(d) Driving aboard the Installation. Spectators driving must show their vehicle registration card and proof of current state liability insurance at the Visitor's Center prior to being issued their pass.

(e) 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 a DoD-affiliated Trusted Traveler. 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. These spectators shall not go to any other locations aboard the Installation. If discovered in an unauthorized area they 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 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. The nature and scale of this evolution require 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 expect 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 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 up to 25 people expecting to attend must submit rosters seven days prior to the event; 26 to 50 people submitted 10 days prior; 51 to 75 people submitted 15 days prior, and 30 days prior for more than 75 people. When expecting particularly large amounts people, prior coordination between DRCs and the VCO is crucial to minimize access delays.

(5) All individuals will submit their information in accordance with enclosure (15) 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 (15).

6. Special Guests

a. Friends of Lejeune Program (FOLP)

(1) The purpose of the FOLP is to authorize, per references (l) 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, McIntyre-Parks Recreational Shooting Complex, Recreational Pistol Shooting Program located at the F-11A Range, Paradise Point Golf Course, Bonnyman Bowling Center, and the New River Bowling Center.

(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 or VCO between the hours of 0600 to 1400 Monday through Friday, excluding holidays. Individuals must have the following items on hand:

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

(b) Must provide one valid form of ID.

(c) Vehicle registration.

(d) Proof of insurance for vehicle meeting North Carolina minimum coverage.

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 Marine Corps Air Station 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 described in this Order will be used to obtain the DBIDS credential.

c. Local elected government officials visiting MCB CAMLEJ in an official capacity without a DBIDS credential shall be granted access provided they are escorted by a command sponsoring DoD member.

d. None of the individuals in para a, b, c above qualify to be trusted traveler or escort.

7. Requested Services

a. Moving Trucks

(1) In this context, "moving trucks" are companies 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 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 service(s) requested by individuals in cases of mechanical issues, transportation, etc., and not those similar service(s) 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.

8. First Responder. First responder refers to any 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, (Law Enforcement Officer (LEO)) 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 Company shall expedite the verification process ensuring no delay in mutual aid assistance.

b. Policy for Emergency Care to Non-beneficiary Patients. 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.

9. Essential Personnel

a. Essential personnel are individuals needed to ensure the Installation's mission continues and/or needed to preserve life, and prevent destruction or serious damage to property. Hence, essential personnel are not necessarily DoD personnel only. For example, local government workers hired to repair base traffic lights or Duke Energy restoring electricity to the Installation could be considered essential, depending on the circumstances. In these cases, Public Works Division (PWD) will liaise with the G-3/5 to determine the criticality of a needed repair. Regardless of DoD are non-DoD, it is important to anticipate and establish policies to identify essential personnel to facilitate timely emergency preparations and responses.

b. For unimpeded base access during emergencies, essential personnel:

(1) Shall present their CAC or other authorized access control credential to gain access to an Installation.

(2) Without an authorized access control credential will be granted access via the following process:

(a) Once the PWD has requested utilities/facilities support during an emergency, Public Works will provide the PWD Liaison Commander 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 Security and Emergency Operations Center (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 arrival to the base. Once the technician arrives at the pre-determined gate, the technician will provide one of the appropriate ID documents listed in chapter 7 paragraph 4c(1)(a), undergo a hasty vehicle inspection, and be afforded entry to MCB CAMLEJ.

(3) Personnel requesting base access during an emergency that are not essential personnel shall require authorization by the Emergency Operations Center prior to entry.

10. Non-Federal Entities (NFEs). Periodically, non-Federal individuals and organizations residing outside of Service Members and their families a form of assistance to staging base fundraising events. Often they require a degree of limited logistical support drawn from installation elements. An NFE is generally a non-Federal person or organization, established, operated, and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government to include elements of state, interstate, Indian tribal, and local Government. NFEs requesting approval for MCB CAMLEJ access must make a detailed written application to the Deputy Commander, MCIEAST-MCB CAMLEJ, via the Assistant Chief of Staff (AC/S) G-7.

a. The request will be assigned to the AC/S G-3/5 (Operations and Plans) for proper coordination with MCIEAST-MCB CAMLEJ staff and appropriate tenant commands to determine feasibility of limited logistical support. Initial coordination will include a determination by the G-7 if the NFE is a Combined Federal Campaign participant.

b. Once the request has been staffed and obtained SJA legal review, the AC/S G-3/5 will forward the request to the AC/S G-7 recommending approval/disapproval. If recommending approval, the AC/S G-3/5 will determine conditions of the approval and assign appropriate staff tasks to assist in satisfying these conditions.

c. Once coordination/staffing is complete, the AC/S G-7 will advise the Deputy Commander whether the request is operationally and legally supportable. If deemed operationally and legally supportable, and the Deputy Commander approves the request, a LOA will be issued by the AC/S G-7 to the requesting NFE.

d. NFEs who have received signed LOA will bring their letter to the CVO to begin vetting/issuance of passes process.

Chapter 9

Definitions

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

2. 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 SSN and given name. Other biographic information may include, but is not limited to identifying marks such as tattoos, birthmarks, etc.

3. Commanding General (CG). CG for the purposes of this Order refers to CG MCIEAST-MCB CAMLEJ.

4. Commercial Vehicle.

a. Any vehicle that meets one or more of the below criteria and is used for the purpose of commerce:

(1) Has three or more axles.

(2) Tow truck.

(3) Box truck.

(4) Any vehicle with a large enclosed storage capacity or capability to transport large quantities of materials (i.e.: cargo van without windows, trucks with enclosed camper shells, etc.).

(5) Is towing an enclosed trailer.

(6) Is transporting or designed to transport any hazardous material.

(7) Is designed to transport greater than 16 passengers including the driver.

5. DBIDS. The current ePACS.

6. DoD Issued Card. Cards issued by DoD authorized by reference (b).

7. Escorted Individuals. Individuals who are unable to meet the installation access requirements; who require access may be escorted. An escorted Individual must be appropriately accompanied at all times to ensure that the escorted individual does not cause unacceptable risk to the safety, security, or efficiency of an installation or its occupants.

8. 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).

9. 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.
10. Identity Proofing. The process of providing or reviewing Federally authorized acceptable documentation for authenticity.
11. Outstanding Warrant. An order for arrest that has not been served. A warrant may be outstanding if the person named is intentionally evading LE, 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.
12. Physical Access Control. The process of physically controlling personnel and vehicular entry to Installations, facilities, and resources.
13. 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.
14. PMO. Provost Marshal Office.
15. Reciprocal Physical Access. Mutual recognition of physical access privileges granted by the CG.
16. 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.
17. SES Company. Security Emergency Service Company.
18. 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.
19. Trusted Traveler. A type of access where an individual is granted entry to the installation based on another authorized person's verification of their identity, fitness, and purpose.
20. 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.
21. 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
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

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 5530.15B

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 2b(6) subparagraphs (**insert**):

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 (5)).
- b. Obtain a "Letter of Good Standing" from your employer (enclosure (6)).
- 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.

5. Point of contact in regards to this matter is xxxxxxxxxxxx at 910-450-5874 (office) or email: xxxxxxxxxxxxxxxxxxxxxxxx.

I. M. MARINE

Please sign to confirm receipt and understanding _____

DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION					
PRIVACY ACT STATEMENT:					
<p>AUTHORITY: 10 U.S.C. 113, Secretary of Defense; DoD Directive 1000.25, DoD Personnel Identity Protection (PIP) Program; DoD Instruction 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB); DoD 5200.08-R, Physical Security Program; DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense (Exception to policy memos); Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control; DTM 14-005, DoD Identity Management Capability Enterprise Services Application (IMESA) Access to FBI National Crime Information Center (NCIC) Files; and E.O. 9397 (SSN), as amended; OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; SORN NM05512-2 Badge and Access Control System Records and DMDC 16, Identity Management Engine for Security and Analysis (IMESA); http://opcid.defense.gov/Privacy/SORN/index</p> <p>PURPOSE(S): To control physical access to Department of Defense (DoD), Department of the Navy (DCN) or U.S. Marine Corps installations/units controlled information, installations, facilities, or areas over which DoD, DCN, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied governmental security areas of responsibility and information; to issue badges, replace lost badges, and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.</p> <p>ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.</p> <p>DISCLOSURE: Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.</p>					
IDENTITY PROOFING AND APPLICANT INFORMATION					
1. LAST NAME:		2. FIRST NAME:		3. MIDDLE NAME:	
				4. NAME SUFFIX: Jr. Sr. I II III IV	
5. HISPANIC OR LATINO (Check one): YES NO		6. RACE (Check one or more): WHITE AFRICAN AMERICAN OR BLACK ASIAN AMERICAN INDIAN OR ALASKIAN NATIVE NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER			
7. GENDER (Check one): MALE FEMALE		8. DATE OF BIRTH:	9. CITY OF BIRTH:	10. STATE OF BIRTH:	11. BIRTH COUNTRY:
12. US CITIZEN (Check): YES NO		13. DUAL CITIZENSHIP: YES NO CITIZENSHIP IF OTHER THAN US (Country):			
<p>U.S. Citizen Minimum Documentation Required: By Birth - Social Security No and/or State ID/Drivers License. Naturalized - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security No and/or State ID/Drivers License. Derived - Parent's certification number, Social Security No and/or State ID/Drivers License.</p> <p>Alien Minimum Documentation Required: Registration Number, Expiration date, Date of entry, Port of entry.</p>					
14. IDENTITY SOURCE DOCUMENTS PRESENTED:		15. DOCUMENT NUMBER:	16. ISSUED BY STATE/COURT:	17. ISSUED BY COUNTRY:	18. ISSUED:
<input type="checkbox"/> Social Security No.				United States	
<input type="checkbox"/> State ID/Drivers License				United States	
<input type="checkbox"/> Passport No.					
<input type="checkbox"/> Certification Number and Petition Number					
<input type="checkbox"/> Derived - Parent's Certification Number:				United States	
<input type="checkbox"/> Alien Registration No.				United States	
			Date of Entry:	Port of Entry:	
OTHER APPROVED IDENTITY SOURCE DOCUMENTS:					
<input type="checkbox"/>					
<input type="checkbox"/>					
20. WEIGHT (Pounds):		21. HEIGHT (Inches):		22. HAIR COLOR (Check one):	
				Blond Brown Black Gray Red White Silver Auburn Bald	
23. EYE COLOR (Check one):					
Brown Green Blue Hazel Black Gray Violet Unknown					
24. HOME ADDRESS (Include city, state, zip code):					HOME PHONE (Include Area Code):
25. BASE SPONSOR'S NAME:					SPONSOR PHONE (Include Area Code):

EMPLOYMENT ACTIVITY INFORMATON			
26. EMPLOYER NAME AND ADDRESS (include city/state/zip code):		EMPLOYER PHONE (include Area Code):	
27. SUPERVISOR NAME AND ADDRESS (include city/state/zip code):		SUPERVISOR PHONE (include Area Code):	
28. Check the applicable box for WORK HOURS box or check the OTHER box and enter the work hours, then check the applicable for WORK DAYS:			
WORK HOURS: <input type="checkbox"/> 0600-1800 <input type="checkbox"/> 0800-1700 <input type="checkbox"/> OTHER _____		WORK DAYS: <input type="checkbox"/> SN <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> ST	
PRIOR FELONY CONVICTIONS			
29. Have you ever been convicted of a Felony? <input type="checkbox"/> YES <input type="checkbox"/> NO _____/initial			
REQUIREMENT TO RETURN LOCAL POPULATION ID CARD			
30. I understand that I am required to return my Local Population Identification Card to the Base Pass Office when it expires or if my employment is terminated for any reason. _____/initial			
AUTHORIZATION AND RELEASE AND CERTIFICATION			
31. I hereby authorize the DOD/DON and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS).			
I have been notified of DON right to perform minimal vetting and fitness determination as a condition of access to DON installation/facilities. I understand that I may request a record identifier; the source of the record and that I may obtain records from the State Law Enforcement Office as may be available to me under the law. I also understand that this information will be treated as privileged and confidential information.			
I release any individual, including records custodians, any component of the U.S. Government or the Individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance, or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.			
FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS.			
BEFORE SIGNING THIS FORM, REVIEW IT CAREFULLY TO MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND CORRECTLY.			
I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE AND CORECT			
DATE _____		SIGNATURE _____	
FINAL DETERMINATION ON YOUR ACCESS: The Base Commanding Officer has final authority for determination on granting physical access to DON controlled installations/facilities under his/her jurisdiction.			
BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDNTY PROOFING and NCIC CHECK			
32. INFORMATION VERIFIED BY:	33. ENTERED IN C/S SYSTEM BY:	34. PASS ISSUE DATE:	35. PASS EXPIRATION DATE:
36. NCIC CHECK PERFORMED BY:	37. RESULTS OF NCIC CHECK:		38. RESULTS OF LOCAL RECORDS CHECK:
	<input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER		<input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER
	RECORD NUMBER: _____		RECORD NUMBER: _____
Office of Under Secretary of Defense Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control," December 8, 2009. DTM 09-012 requires that DoD installation government representatives query the National Crime Information Center (NCIC) and Terrorist Screening Database to vet the claimed identity and to determine the fitness of non-federal government and non-DoD-issued card holders (i.e. visitors) who are requesting unescorted access to a DoD installation. The minimum criteria to determine the fitness of a visitor is: 1) not on a terrorist watch list; 2) not on an DoD installation debarment list; and 3) not on a FBI National Criminal Information Center (NCIC) felony wants and warrants list. Additionally, SECNAV Memo, Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy, of 7 Oct 08 and OPNAVINST 1752.3 established the Navy's policy on sex offenders, requiring Region Commanders (REGCOMs) and Installation Commanding Officers (COs) to prohibit sex offender access to DoN facilities and Navy owned, leased or PPV housing. This form describes the authority and purpose to collect and share the required information; and identifies the applicant/visitor and sponsor; and authorizes the DoD to perform the minimum vetting and fitness determination criteria. A favorable response on the vetting and fitness determination is required to receive access to DOD-controlled installation/facilities.			

Sample Letter of Good Standing from Employee

January 19, 2020

Required Information

Employee Information
John Doe

123 Drury Lane
Jacksonville, NC 28540
910-456-7890

Dear Approving Official at Marine Corps Base Camp Lejeune, North Carolina,

My name is John Doe, and I am respectfully requesting access to Marine Corps Base 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*****

MCIEAST-MCB CAMLEJO 5530.25B
JUN 04 2020

Sample Letter of Good Standing from Employer

COMPANY LOGO HERE

July 19, 2019

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
President, Smith Welding

*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*****

Enclosure (5)

MCIEAST-MCB CAMLEJO 5530.25B
JUN 04 2020



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 5530.15B

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 Physical Security Officer at 910-450-5874 (office) or e-mail.

//S//

FINAL APPEAL DECISION FROM INSTALLATION COMMAND INSPECTOR GENERAL

APPROVED DENIED

APPROVAL OFFICIAL NAME AND SIGNATURE

Enclosure (6)

(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: _____

(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 <u>NO</u> 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, date of birth 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



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)

2. 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, date of birth 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:	State	<input type="text"/>	Zip Code
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. <i>If contracting an event through MCCS, please send a copy of the signed contract with this request.</i>

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