



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
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AIR STATION ORDER 5530.2C

From: Commanding Officer, Marine Corps Air Station New River  
To: Distribution List

Subj: ACCESS CONTROL REGULATIONS

Ref: (a) DoDM 5200.08 Volume 3 of 2 January 2019  
(b) DoDI 1000.13 Ch1 of 14 December 2017  
(c) DoDI 5200.01, Volume 3 Ch2 of 19 March 2013  
(d) DoD 5400.11-R of 14 May 2007  
(e) DoDI 5525.12 of 13 February 2014  
(f) Federal Information Processing Standards Publication  
55-3 of 28 December 1994  
(g) MCO 5580.1C  
(h) MCO 11000.22 w/CH1  
(i) MARADMIN 392/15 of 7 August 2015  
(j) MCIEAST-MCB CAMLEJO 4651.2  
(k) PMSO 48-17 of 28 June 2017  
(l) DoDI 2000.16 Volume 1 of 2 October 2006  
(m) NAVMC 3500.103 of 27 October 2010  
(n) DoDI 6055.17 of 13 February 2017  
(o) ASO 3440.1A  
(p) MCO 1740.13D  
(q) MCO 5580.2B w/CH2  
(r) MOU between MCAS New River and Onslow County Sheriff's  
Office for Legal Process Administration Aboard MCAS  
New River of 15 May 2001  
(s) MOU between MCAS New River and the Jacksonville Police  
Department for Legal Process Administration Aboard  
MCAS New River of 14 December 2015  
(t) MCO 5530.14A  
(u) COMMCICOM 251819Z SEP 15  
(v) MARADMIN 245/16 of 9 May 2016  
(w) Title 18 U.S.C. § 795/796  
(x) MCIEAST-MCB CAMLEJO 5530.15A  
(y) Title 18 U.S.C. § 926B/926C  
(z) MCIEAST-MCB CAMLEJO 5560.2 w/CH2  
(aa) ASO 3302.2

Encl: (1) Access Control Regulations  
(2) Request for Access to Military Installation Letter

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1. Situation. As the United States Armed Forces continues to operate in the joint environment, the requirement for cross coordination amongst the different services continues to grow, and with it, the requirement for travel to different bases and installations by joint personnel. Due to the different requirements for installation access by the Armed Service Branches, the Commanding Officer (CO), Marine Corps Air Station (MCAS) New River, conditionally grants installation access to those Department of Defense (DoD) and non-DoD individuals, contractors, or organizations that have a justified reason for access and who meet the minimum qualifications contained in this Order and in accordance with (IAW) the references.

2. Cancellation. ASO 5530.2B.

3. Mission

a. MCAS New River establishes criteria and procedures for installation access in order to promote the security, safety, and quality of life for all military and civilian personnel living and working aboard the Air Station.

b. Summary of Revision. This Order has been revised and should be thoroughly reviewed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish clear criteria and procedures for obtaining access to MCAS New River. Ensure installation security, personal safety, and quality of life for military members, civilians, and families are not sacrificed for the mission aboard the Air Station unless authorized by the CO, MCAS New River.

(2) Concept of Operations. The CO, MCAS New River conditionally grants the privilege of access to individuals or organizations who meet and conform to the minimum qualifications contained in this Order.

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b. Tasks(1) Station S-1

(a) The Station S-1 Office has the primary responsibility for the Defense Enrollment Eligibility Reporting System (DEERS). Specific DEERS Identification (ID) responsibilities include:

1. Common Access Card (CAC) and Teslin Card. The installation DEERS ID Office, located in building AS-122, issues CACs or appropriate Teslin Cards to DoD military and civilian personnel, contractors, Appropriated Fund (APF) employees, and eligible non-APF IAW references (b) and (h).

2. Identity Proofed ID Cards. Additional vetting for DoD issued cards supplied IAW reference (b) and Federal Personal Identity Verification (PIV) credentials have been identity proofed by the issuing agency and in general, the MCAS New River DEERS Office or the Pass and Registration Center (PRC) will not require further identity proofing. All credentials are subject to revalidation to include identity proofing and vetting when issues arise.

(b) Responsible for the Real Time Automated Personnel ID System, CAC, and shall adhere to all responsibilities identified in enclosure (1).

(2) Security and Emergency Services (SES) Company, Headquarters and Support Battalion (HQSPBN), Marine Corps Installations East (MCIEAST)-Marine Corps Base, Camp Lejeune (MCB CAMLEJ). Has the primary responsibility of enforcing the provisions of this Order, to include:

(a) Only qualified and trained personnel, delegated by the Provost Marshal (PM), can perform access control duties to include vetting, granting, or denying access.

(b) Use biographical information to query approved data sources to validate the claimed identity and historic fitness of the individual. This biographical information may include, but is not limited to, the person's name, date of birth, and Social Security Number (SSN).

(c) Register vehicles of authorized personnel as required.

(d) Ensure all visitors and contractors are sponsored, per reference (a), through the MCAS New River PRC, building AS-187 or the Contractor Vetting Office (CVO), building TT-13, MCB CAMLEJ.

(e) Use the MCAS New River Sponsor Verification Form (SVF) or approved emails, to validate visitor sponsor's request. See Chapter 1 for further details.

(f) Ensure visitors, non-governmental delivery personnel, and all commercial vehicles, to include non-DoD utility companies, that have been issued a Defense Biometric Identification System (DBIDS) access pass undergo random vehicle inspections at the installation inspection site. Inspection site personnel shall validate the DBIDS pass to ensure the vehicle operators and all passengers in the vehicle are listed on the pass. Bills of Lading and/or delivery notices shall be checked on all delivery vehicles. Exemptions to this policy during emergencies will be directed by the CO or the MCAS New River Emergency Operations Center (EOC).

(g) Drivers for non-government fuel delivery vendors, delivering Jet Propellant-5 (JP-5) aviation fuel to the Station Fuels Division, can be vetted and issued a DBIDS credential at the PRC, as long as the driver has all of the required IDs and documents for access.

(h) Hand written passes will only be authorized for short durations and only if the DBIDS system is down and a DBIDS credential or DBIDS paper pass cannot be issued. Personnel shall be identity proofed and vetted prior to issuance of any access credential or pass.

(i) Non-federal government and non-DoD issued cardholders who are provided unescorted access shall undergo identity proofing and vetting to determine eligibility for access.

1. The installation PRC is for MCAS New River or Camp Geiger visitors or those contractors who have valid contracts for MCAS New River or Camp Geiger.

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2. The MCB CAMLEJ CVO is for all other contractors requesting access to MCB CAMLEJ.

(j) Refer personnel who require the issuance of a CAC or Teslin to the MCAS New River DEERS Office.

(k) Additional vetting for the cards listed in paragraph 4b(1)(a)2 will not normally be required; however, eligibility for access to the installation will be verified. All credentials are subject to revalidation to include identity proofing and vetting when issues arise or in the conduct of additional security requirements such as Random Antiterrorism Measures (RAMs) or CO Vehicle Inspections (COVI).

(l) Develop compensatory measures when the requirements of reference (a) cannot be met such as peak traffic flow periods and special events. These measures shall be approved by the CO, MCAS New River.

(m) Develop procedures for local first responders requiring physical access IAW reference (a) and Chapter 5.

(n) Incorporate the Trusted Traveler Program and procedures, outlined in Chapter 2, for use during Force Protection Conditions (FPCON) Normal, Alpha, and Bravo. The Trusted Traveler Program shall end during FPCON Charlie and 100 percent ID checks shall take effect.

(o) Ensure personnel standing duty, aboard the installation, are familiar with all responsibilities and directives contained in this Order.

(3) Station Inspector

(a) Process access denial appeals, received from the Physical Security (PS) Office (PSO) and obtain appeal decision from the installation CO. Provide approval and/or non-approval to the PSO, for further processing.

(b) Process food and other local delivery access requests. Provide decisions to the requesting vendor and to the CVO, MCB CAMLEJ. No food vendor shall be approved with a sanitation rating below Grade A. Sanitation grades can be viewed at: <http://www.onslowcountync.gov/668/Environmental-Health-Division>.

(4) Communication Strategy and Operations, MCIEAST-MCB CAMLEJ. Publish all press releases and media advisories concerning access to MCAS New River, to include special events, and adhere to all responsibilities identified in enclosure (1).

(5) Mission Assurance (MA). In coordination with the Naval Criminal Investigative Service, provide intelligence updates and vulnerability assessments to SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ to support access control procedures, as needed, and adhere to all tasks in this Order.

c. Coordinating Instructions

(1) All personnel and units tasked in this Order shall follow the guidance provided when granting anyone access to MCAS New River.

(2) The CO, MCAS New River provides reciprocal physical access to the installation, for DoD-issued CAC holders authorized by reference (a), only after acceptable justification is given for access. This privilege may be rescinded at any time by the CO, MCAS New River.

(3) The CO, MCAS New River may approve special events that are open to the public. Chapter 4 of this Order provides amplifying details of special event requests, access, and security requirements.

(4) If the terms of this Order are breached, the CO, MCAS New River may suspend or revoke the privilege to access the installation.

(5) This Order is a punitive lawful general order. Any violation, attempted violation, or solicitation of another to violate the provisions set forth is punishable under the Uniform Code of Military Justice (UCMJ) for uniformed service members, is the basis for disciplinary action with respect to civilian employees, and subjects all violators to criminal prosecution under applicable state or federal law.

5. Administration and Logistics. This Order has been coordinated with and concurred by MCIEAST-MCB CAMLEJ, II Marine Expeditionary Force, United States Marine Corps Special Operations Command, Naval Medical Center CAMLEJ, Joint Maritime

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Training Center, United States Coast Guard, Marine Corps Combat Service Support Schools, and the School of Infantry-East (SOI-E).

6. Command and Signal

a. Command. This Order is applicable to MCAS New River, subordinate and tenant commands, all military, civilian, family members, contract personnel, and any individual or organization desiring to obtain access to the installation.

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

  
C. V. EBITZ

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LOCATOR SHEET

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Log completed change action as indicated.

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

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Chapter 1

General

1. This Order implements references (a) through (aa) which require the CO, MCAS New River to promulgate regulations addressing entry, exit, and removal of individuals from the installation and facilities. The references delegate broad discretion to the CO, MCAS New River in determining these regulations; however, removal or denial actions must be reasonable, prudent, and judiciously applied.
2. Entry onto the Air Station is a privilege, not a right. Individuals entering the installation must have a bona fide reason for doing so. This includes DoD uniformed and retired military personnel, family members, civilian employees, contract employees, and the general public. All individuals seeking access to MCAS New River shall be identity proofed and vetted.
3. Plan ahead, access expediency shall never come at the expense of security. Following the instructions, in this Order, will aid in the compliance of requirements and shorten the time in access processing.
4. MCAS New River utilizes DBIDS and the authorized Electronic Personnel Access Control System (ePACS) to produce an installation access credential for visitors and contractors. This credential will consist of a DBIDS hard ID card or a DBIDS paper pass. The DBIDS credential will indicate the identity of the individual, time, date, duration, and limitations of access granted. The access credential must remain in the possession of the individual, is not transferable, and must be presented upon request to any security official or installation personnel in performance of security in depth procedures, such as RAMs.
5. When ePACS is inoperable, sentries shall conduct physical and visual inspection of the cards authorized in reference (a), to ensure the card matches the person and is not altered.
6. For the purpose of acceptable credentials, MCAS New River is considered an installation with ePACS enabled with Identity Matching Engine for Security and Analysis functionality. Approved credentials and requirements are listed in Chapter 2.

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7. As outlined in reference (v), DoD personnel that reside or work aboard MCAS New River are no longer required to obtain a DoD decal; however, personnel are still required to register their vehicles at the PRC.

8. Active duty, retired military, and family members visiting the installation are not required to obtain a visitors pass or register their vehicles at the PRC.

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

10. Personnel who are denied access may appeal the decision by following the instructions in Chapter 2. Appeal packages and needed documents will be provided by the Application Visibility and Control (AVC) or the CVO.

11. All personnel who work or have an authorized need to sponsor a guest and/or visitor aboard MCAS New River or Camp Geiger and have a .MIL email account can sponsor guests and/or visitors by:

a. Downloading the SVF, located on the MCAS New River SharePoint site, filling in all required information, and emailing the completed SVF to [mcieast.mcb-mcasnr.dbids@usmc.mil](mailto:mcieast.mcb-mcasnr.dbids@usmc.mil). Do not send or use Personal Identifiable Information (PII) on the SVF or email.

b. Emailing [mcieast.mcb-mcasnr.dbids@usmc.mil](mailto:mcieast.mcb-mcasnr.dbids@usmc.mil) directly without using the SVF. Do not send or use PII on the SVF or email. Include the following information:

(1) Sponsor

(a) Last name.

(b) First name.

(c) Electronic Data Interchange Personal Identifier (EDIPI).

(d) Unit.

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(e) Contact phone number.

(2) Guest and/or visitor. Information is required for each sponsored guest/visitor.

(a) Last name.

(b) First name.

(c) Time and date of arrival.

(d) Destination.

(e) Time and date of departure.

c. Sponsors can also sponsor their guest/visitor in person, at the PRC.

(1) The PRC personnel will conduct the appropriate identity proofing and vetting upon verification of sponsorship via the SVF or received .MIL email.

(2) The sponsor's name on the SVF must match the name associated with the .MIL email the SVF was sent from. The .MIL sender shall be the sponsor. Personnel cannot send a sponsor request from a .MIL email requesting another name be used for sponsorship.

(3) Personnel without a .MIL email account will be required to sponsor their guest/visitor in person at the PRC.

d. Telephone calls to sponsor a guest/visitor is not authorized.

## Chapter 2

### Types of Access, Authorized Identification Cards, and Access Denial Appeal Process

1. Types of Access. DoD issued cards, Federal PIV, cardholders, and ePACS credentials are the only ID documents allowing unescorted access to MCAS New River. There are three types of access by which a person may enter MCAS New River: unescorted, trusted traveler, and escorted.

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

(1) Refer to Chapter 4 for special events.

(2) Refer to Chapter 5 for emergencies.

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

b. Trusted Traveler Access. MCAS New River trusted traveler procedures allow authorized individuals who have been granted unescorted access and possess a verified credential defined as a valid CAC, Uniformed Services ID (USID) card, non-CAC local or regional DoD credential, Virtual Host ID, federal PIV, and non-federal PIV 1 to simultaneously vouch for co-travelers (in the same vehicle or on foot) and enable those co-travelers to obtain trusted traveler access. Trusted traveler access requires individuals to have an acceptable purpose for their presence on MCAS New River, be capable of establishing their identity, and being determined fit for access upon demand by security personnel. Trusted travelers are responsible for the actions of all sponsored individuals and for meeting all established security requirements for escorts. Trusted travelers must remain with all personnel approved access in this category. The vehicle, driver, and occupants may be sent to the AVC or inspection site for further review.

c. Escorted Access. Individuals unable to meet the identity or fitness requirements for the trusted traveler or unescorted access may be granted escorted access. Escorted access requires individuals to establish an acceptable purpose

for their presence on the installation. Escorts must remain with all personnel approved access in this category.

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

a. Federal PIV and DoD issued card holders require identity proofing and vetting prior to gaining access to MCAS New River.

(1) Individuals possessing a DoD issued CAC are vetted to DoD personnel security standards, of reference (a), and will be considered identity proofed.

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

(3) Transportation Worker ID Card (TWIC) holders will be considered identity proofed but not vetted. Once the TWIC card has been properly vetted, it may be used as an access control credential, while associated with a valid contract or Bill of Lading.

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

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

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

(2) Individuals requesting access not in possession of an approved, government issued card, will provide the documents listed in paragraph 7 of this Chapter. An authorized SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ representative will review the documents presented for the purpose of identity proofing.

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

(4) If found to be on the below list, SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ will query the following government authoritative data sources to vet the claimed identity, determine fitness, and deny access using biographical information including, but not limited to, the person's name, date of birth, and SSN:

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

(b) Terrorist screening database.

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

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

2. DHS United States (U.S.) visitor and immigrant status indicator technology.

3. Department of State Consular checks for non-U.S. citizen(s).

4. The Foreign Visitor System confirmation module.

### 3. Access

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

b. All non-CAC/non-DoD ID visitors, not to include non-regular/non-governmental delivery personnel, will report to the PRC or CVO to be identity proofed and vetted before the issuance of a DBIDS credential or DBIDS temporary pass.

c. Non-governmental delivery personnel and non-regularly scheduled freight deliveries will report to the designated commercial vehicle inspection site.

(1) Vehicle inspection site personnel will validate the identity of the driver, conduct vetting requirements, check the Bill of Lading or delivery notice if appropriate, and validate installation access passes, if required, to ensure the vehicle operator and all passengers are identified on the pass if the vehicle operator is not a trusted traveler.

(2) Non-governmental delivery companies who frequently deliver aboard MCAS New River will be vetted prior to accessing the installation and issued a DBIDS temporary pass if not enrolled in DBIDS.

(3) Individuals in possession of a DBIDS credential or a DBIDS temporary pass will be granted access without further identity proofing or vetting.

d. Drivers of non-government fuel delivery vendors, delivering JP-5 aviation fuel to the Station Fuels Division, can be vetted and issued a DBIDS credential, at the PRC, as long as the driver has all required IDs and documents for access.

e. Public Private Venture housing residents who do not possess an authorized CAC shall sponsor their housing guests in person at the PRC. All guests shall be identity proofed and vetted IAW this Order and other applicable directives prior to entry.

f. Designated caregivers, IAW reference (p), shall follow the instructions provided in enclosure (2), for access to the installation. The caregiver shall maintain a copy of the signed authorization letter and the access control credential on their person when accessing and while aboard the installation. For access to MCAS New River, enclosure (2) must be provided to the PRC to obtain a DBIDS access control credential.

g. Divorced non-military affiliated parents or legal guardians of minor dependent children who need access to MCAS New River medical care, pharmacy services, or other services, may present themselves at the PRC to obtain a DBIDS temporary pass. The child's DoD issued ID and official documentation identifying them as the legal parent or guardian of the child must be presented to be identity proofed and vetted. A background check prior to being granted access must be passed.

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

- a. On a national terrorist watch list.
- b. Illegally present in the U.S.
- c. Subject to an outstanding warrant or criminal summons.
- d. Has knowingly submitted an employment questionnaire with false or fraudulent information.
- e. Has been issued a debarment order and is currently banned from any military installation.
- f. A prisoner on a work-release program or currently on felony probation and/or parole.
- g. A registered sex offender.
- h. Membership within the previous 10 years in any organization that advocated the overthrow of the U.S. government or affiliated with any active gang.
- i. Is pending any felony charge.
- j. Has been convicted of any felony within the last 10 years.
- k. Has ever been convicted of any felony violation, or attempted violation, of the following offenses: sex crime, robbery, arson, murder, drugs, or weapons.
- l. Has multiple, three or more, misdemeanor criminal convictions within the previous 10 years.
- m. Reason the Commander deems reasonable for good order and discipline.

5. 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.

- a. Contractors who are denied access may appeal to the CO, MCAS New River, via the Command Inspector's Office, who has access denial appeal determination authority. The appeal process is as follows:

(1) PRC or CVO provides all denied individuals copies of their respective denial letters and the appropriate appeal package with needed documents.

(2) Individuals wishing to appeal denial of access must produce at least two letters, as outlined in the appeal package.

(a) The employee's letter must include details regarding the charges in question, including the events surrounding the arrest or citation, the resulting outcome, punishment, sentence, and reasons for why the individual should be granted base access.

(b) The employer's letter should detail the employee's performance at the current company.

b. Denied individuals must submit completed appeal packages, employee and employer letters, copies of police reports or citations concerning infractions in question, and any additional documentation deemed pertinent for their appeal to the PRC or 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 his/her appeal package.

c. PRC or 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 PSO.

d. The PSO adds an access denial appeal letter, to the package and forwards it to the Command Inspector's Office. The access denial appeal letter will only include a summary of the criminal history for which the individual is being denied access.

e. The Command Inspector's Office evaluates the appeal package and makes a recommendation to the CO, MCAS New River. Additional information can be obtained from the Installation Staff Judge Advocate (SJA), when needed.

f. Once the CO, MCAS New River renders a decision, a PSO representative notifies the individual who appealed and the PSO of the decision.

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

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AVC or CVO to receive their credential. If more than 20 business days from the original approval date, he/she is required to bring a current letter from the employer confirming employment.

h. SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ will provide a record of all previous criminal convictions to the deciding official as part of the appeal process.

i. Individuals who are denied access and who are not contractors may appeal to the CO via the Command Inspector's Office, who has access denial appeal determination authority. The appeal process is as follows:

(1) PRC provides all denied individuals copies of their respective denial letters and appeal package.

(2) Denied individuals must submit completed appeal packages, copies of police reports or citations concerning infractions in question, and any additional documentation they deem pertinent to their appeal for the PRC. 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 his/her appeal package.

(3) PRC ensures each appeal package is complete and adds a NCIC printout depicting the denied individual's criminal history to forward to the PSO.

(4) The PSO adds an access denial appeal letter to the package and forwards it to the Command Inspector's Office. The access denial appeal letter will only include a summary of the criminal history for which the individual is being denied access.

(5) The Command Inspector evaluates the appeal package and makes a recommendation to the CO, MCAS New River. Additional information can be obtained from the Installation SJA, when needed.

(6) Once the CO, MCAS New River renders a decision, a PSO representative notifies the individual who appealed and the PSO of the decision.

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

(8) SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ will provide a record of all previous criminal convictions to the deciding official as part of the appeal process.

6. Acceptable Credentials

a. Visitors will provide a valid, original form of ID from those listed in paragraph 7 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, have damaged laminate, show evidence of tampering, or altered will not be accepted for any purpose.

b. Contractors must provide two valid, original forms of ID. At least one must be from those listed in paragraph 7 of this Chapter and have a photograph for the purpose of identity proofing for issuance of DBIDS credential or a DBIDS temporary pass. In addition, the second form of ID may include a birth certificate or social security card.

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

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

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

b. The USID establishes identity and generally establishes purpose; however, applicants are required to furnish their purpose for visiting through AVC or CVO personnel.

c. Non-CAC Local or Regional Credential issued by MCAS New River or MCIEAST simultaneously establish identity, historic fitness, and purpose.

d. REAL ID compliant driver's license or non-driver's ID card issued by a state, territory, possession, or DC establish only identity.

e. Enhanced driver's license issued by state, territory, possession, or DC establish only identity.

- f. U.S. passport or passport card establish only identity.
- g. Foreign passport bearing an unexpired immigrant or non-immigrant visa or entry stamp establish only identity.
- h. Foreign passport with a current arrival-departure record and a 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 the status authorizes the foreigner to work for the employer.
- i. Employment authorization, U.S. Citizenship and Immigration Services (USCIS) Form I-766, with a photograph.
- j. In the case of a non-immigrant alien authorized to work for a specific employer, a foreign passport with a Form I-94 or Form I-94A, bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status, as long as the endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- k. ID card issued by federal, state, territory, possession, DC, or local government agencies containing a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.
- l. School ID card with a photograph.
- m. U.S. military or draft record.
- n. U.S. Coast Guard (USCG) Merchant Mariner card or TWIC.
- o. Native American tribal document.
- p. Individuals under the age of 18 who are unable to present a document listed in paragraph 7 must be sponsored by an adult with the proper documentation listed in paragraph 7, or provide their school record and/or report card, daycare or nursery school record, or birth certificate.
- q. Children under the age of 16 residing aboard MCAS New River may only sponsor a visitor with the approval of the children's parent or 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, unless the grandparent has verifiable consent from the child's parent or legal guardian.

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In this instance, the grandparent would be required to be identity proofed and vetted and obtain a DBIDS temporary pass.

## Chapter 3

### Access Control Standards and Procedures

1. Access Control. Access control is designed to restrict and/or control access to the installation to only authorized personnel and their conveyances. Access control measures shall be employed at the perimeter to enhance security and protection of personnel and assets. The CO, MCAS New River may authorize additional security requirements based upon the security level, category of individuals requiring access, FPCONS, and level of access to be granted. The current authorized MCAS New River ePACS is DBIDS.

#### 2. DBIDS Credentials

a. DBIDS will be provided at no cost to individuals who request and meet the requirements to obtain a credential. Vendors, contractors, suppliers, and delivery personnel will apply IAW this Order and receive a DBIDS credential once they pass the background and screening requirements and are approved by the CO, MCAS New River.

b. All applicants receiving a DBIDS credential are subject to identity proofing, vetting, and vehicle inspections at any time.

c. DBIDS credential holders that do not drive a commercial vehicle may access MCAS New River via any authorized gate, when open. All commercial vehicles shall enter through the commercial vehicle inspection site located at the Main Gate on Curtis Road. The Installation CO may change this policy under special circumstances; such as, heavy construction traffic, deliveries, and/or emergencies.

d. All individuals requesting access shall have a sponsor and provide justification and/or purpose for access to MCAS New River and shall be validated by access control officials.

e. Sentries shall validate the reason a DBIDS credential holder is requesting access after 2200 even if the card reads green on the handheld.

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f. The CO, MCAS New River will determine the recurring requirement and frequency for additional checks of all access control credentials based upon local security, established RAMs, and COVIs.

g. Further information regarding the DBIDS access control process can be obtained by calling: (910) 451-0743.

h. The MCAS New River PRC will process all taxicab, Transportation Network Companies such as Uber, Lyft, Sidecar, and for-hire-driver applications and inspections, and issue DBIDS access credentials IAW reference (j).

(1) Regardless of DBIDS issuance, all taxicabs or for-hire-drivers requesting entry that do not have a valid fare with vetted access, shall enter the installation through the commercial vehicle inspection site and be subject to inspection.

(2) Taxicabs with a valid fare, with vetted access, will enter through the Main Gate on Curtis Road and have their fare logged.

### 3. Contractor Access Requirements

a. Contractors will either receive a DBIDS credential or DBIDS Temporary Pass, depending upon the length of time they require access to the installation. A DBIDS credential is issued to individuals requiring access for 121 days or more. A DBIDS temporary pass is issued to individuals requiring access for 120 days or less. Contract specifications determine the length of pass. A DBIDS credential does not grant access to the MCAS New River flight line, only installation access. Flight line access requires further vetting by the MCAS New River PSO. Contractors having a valid contract only at MCAS New River or Camp Geiger will be processed at the PRC. Normal PRC hours of operation are Monday through Friday from 0700 to 1500. PRC is closed on Saturday, Sunday, all federal holidays, and certain special events.

b. All other contractors will report to the MCB Camp Lejeune CVO to confirm their access requirements, undergo a background check, and receive their credential/pass. Normal CVO hours of operation are Monday through Friday, from 0600 to 1400. CVO is closed on Saturday and Sunday, all federal holidays, and certain special events.

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c. The prime contractor is required to retrieve any and all government issued IDs and return them to the PRC or CVO upon an employee's termination.

d. All newly hired employees will complete all installation access control security procedures prior to accessing or performing any work on MCAS New River or Camp Geiger.

e. Contractors will provide two valid, original forms of ID for the purpose of identity proofing to receive a DBIDS credential or a DBIDS temporary pass. One form of ID must be from the list below and the second form can be from the list below or it can be a social security card or birth certificate. Contractors must provide the following appropriate ID documents:

- (1) U.S. passport or U.S. passport card.
- (2) Permanent Resident Card, Alien Registration Receipt Card, or Green Card (Form I-551).
- (3) Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa.
- (4) 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.
- (5) Employment authorization document that contains a photograph USCIS Form I-766.
- (6) In the case of a non-immigrant alien authorized to work for a specific employer, a foreign passport with a Form I-94 or Form I-94A, bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- (7) Driver's license or ID card issued by state, possession, territory, or DC containing a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.
- (8) ID card issued by federal, state, or local government agencies containing a photograph and biographic

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information such as name, date of birth, gender, height, eye color, and address.

(9) School ID card with a photograph.

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

(11) USCG Merchant Mariner Card or TWIC.

(12) Native American tribal document.

f. 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 contract with the government and a copy of their contract with the prime, both referencing the prime contract number.

g. Contractors must provide a letter of authorization on company letterhead referencing the applicable contract(s) and identifying the requesting individual as an authorized employee of the awarded company along with the employee's required access days and times.

h. DBIDS requires a sponsor to be identified for each credential and a temporary pass prior to issuance. The sponsor must be active military or government civilian with a CAC. Government contractors are not approved sponsors. The sponsor's EDIPI and e-mail must be supplied to register in the system. The sponsor should be from the government entity awarding the contract of supervising the work.

i. 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 for property damage.

#### 4. Miscellaneous Access Control Information

a. Food delivery and product delivery companies, requesting access to MCAS New River, shall submit a letter to the Command Inspector's Office. The letter shall include the company name, business license number, number of times per week the company accesses the installation, and proof of food sanitation rating for food delivery companies. No company below a Sanitation Grade A (90 percent to 100 percent) will be approved for access

IAW reference (aa). Upon approval, authorized companies will submit a roster of delivery drivers who require access to the MCB CAMLEJ CVO for identity proofing and vetting. Justification for vetted delivery driver's access shall be queried and validated by access control officials before entry. All delivery vehicles shall be inspected prior to entry and are subject to re-inspection while aboard the installation. No food or package delivery company is authorized to solicit at any time or enter into any facility for the purpose of soliciting. Barracks duties shall not allow these companies to enter the barracks without escort.

b. Any person in legal possession of a DoD issued CAC, that does not work or live aboard MCAS New River, requesting entry onto the installation and provides a bona fide reason for entry, may be granted access, unless other circumstances exist leading access control officials to believe further identity proofing or vetting is needed. In those cases, the vehicle, driver, and occupants may be sent to the PRC or inspection site for further review.

c. Waterfall housing residents, who do not possess an authorized CAC, shall sponsor their housing guests in person at the PRC. All guests shall be identity proofed and vetted IAW this Order prior to entry.

d. Designated caregivers, IAW reference (p), shall follow the instructions provided in enclosure (2), for access to the installation. The caregiver shall maintain a copy of the signed authorization letter and the access control credential on their person when accessing and while aboard the installation.

#### 5. Admittance of Motor Vehicles (MVs)

a. Any person who works or lives aboard MCAS New River or Camp Geiger shall register their vehicle at the PRC within 30 days of purchase, permanent change of station, or permanent change of assignment, to include other DoD components.

b. Federal, state, county, and city owned vehicles will be admitted without unnecessary delay. Despite the goal of preventing unnecessary delays, these vehicles are subject to search, vehicle and driver identity proofing and vetting as prescribed in local policy, and other procedures necessary to maintain safety and security aboard the installation.

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

d. This Order and reference (z) prohibits any military, civilian, retiree, contractor, or other persons from knowingly entering any area within the installation and operating a MV while the registered owner's installation driving privileges are either suspended or revoked, unless the individual is a spouse or dependent of the registered owner.

e. Owners are prohibited from displaying any of the following on their MVs: flags, signs, posters, bumper stickers, window decals, art, emblems, insignia, or other adornments of an extremist, indecent, sexist, racist, obscene, profane, or defamatory nature; other messages that are prejudicial to good order and discipline or otherwise violate the standard of decency found in Article 134 of the UCMJ, display a clear danger to the loyalty, discipline, or morale of military personnel, or presents a potential for disruptive conduct and interference with the mission of the command. The unauthorized display of any such flag, sign, poster, bumper sticker, window decal, art, emblem, insignia, or other adornments may be grounds for suspension or revocation of installation driving privileges or denial of access to the installation. The MCAS New River SJA Office will review, on a case-by-case basis, any suspected violations of the above and make recommendations to the Installation Commander.

f. When in the best interest of the installation, the Commander may deny access to any vehicle as deemed appropriate.

g. The use of videoing equipment while aboard MCAS New River, whether mounted on MVs, aircraft, or handheld is prohibited, unless authorized by the CO, MCAS New River IAW reference (w). Security personnel observing displayed video equipment shall have the operator remove the equipment and inform the operator of the prohibition without authorization. Refusal to remove or turn off the equipment will result in access denial.

h. Motorists shall enter and exit on designated roads unless otherwise authorized by the CO, MCAS New River. Any

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deviation from authorized entrances and exits must be coordinated with SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ.

6. 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 and authorized DBIDS times to access MCAS New River or Camp Geiger.

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

c. Visitors may bring their vehicles aboard MCAS New River for hosted public events but must depart, with their vehicles, immediately upon completion of the event and shall take the most direct route off the installation.

d. 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, when requested. If the operator does not possess an acceptable credential they must first obtain a temporary pass from the AVC.

e. Reference (z) provides additional MV admittance information to include documentation and insurance requirements.

## Chapter 4

### Special Event Access Control and Special Event Risk Assessment

1. Special Event. A Special Event Risk Assessment (SERA) and a Special Event Antiterrorism Plan (SEAT) shall always be conducted whenever the general public or unvetted civilians are allowed to enter the installation to perform in or attend a special event by means of an open gate policy. Special events that warrant an open gate policy include air shows, open houses, concerts, or when normal response protocols require law enforcement and fire and emergency services apparatus to physically be at or solely dedicated to the event. When identity proofing and vetting is not conducted IAW references (a), (l), and (m), a PS Deviation Waiver (PSDW) request must be approved by the first Commanding General (CG) in the chain of command.

2. Identity Proofing and Vetting. The access control standards set forth in this Order shall be met; however, when an event is designated a special event by the CO, MCAS New River normal vetting and identity proofing can be omitted if they hinder the safe flow of traffic through Entry Control Points (ECPs). In such cases a SERA shall be conducted and a PSDW must be submitted and approved by the MCIEAST CG.

### 3. Special Event Tasking

#### a. Station S-3

(1) Ensure MA and Emergency Management conduct the required SERA. The SERA worksheet format may change due to security requirements.

(2) Provide security recommendations that mitigate vulnerabilities and risk noted in the SERA.

(3) Coordinate fire and medical mitigation requirements with SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ Fire and Emergency Services Department for the development of a comprehensive event protection plan.

(4) Coordinate security with SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ.

(5) Once the event protection plan is approved by the CO, MCAS New River, disseminate the plan to first responders and personnel affiliated with security, fire, and medical support.

b. Station Directorates and Tenant Commands

(1) Send notifications of special events to Station S-3 no later than (NLT) 60 days prior to the scheduled event date due to manpower, fiscal, and logistical considerations.

(2) Provide notifications of events involving visits by distinguished guests, dignitaries, and high risk personnel to Station S-3. Many of these types of visits involve extensive external security coordination and dedicated security personnel. The installation may need to provide supplemental personnel, emplace additional security measures, and/or enhance the current security posture.

(3) All SERAs and SEATs for tenant events, which are conducted at station managed venues/sites, must be completed by the Station S-3. Tenant commands may conduct internal security and antiterrorism planning of events at tenant organic facilities; however, all access control procedures outlined in this Order must be met; all guests shall be properly identity proofed and vetted unless continuously escorted by a trusted traveler. These plans shall be forwarded to the Station S-3 for awareness.

(4) Special events in which an open gate policy is requested shall not be advertised until the CO, MCAS New River approves the event and corresponding protection measures. Any PSDW requests must be returned from the MCIEAST CG with an approval to not perform the required measures being requested waived.

(5) Non-DoD guests shall not be allowed unescorted access to areas aboard MCAS New River other than the specified special event location(s).

(6) No POVs shall be allowed on the flightline unless approved by the CO, MCAS New River.

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(7) Visitor vehicles are authorized aboard the installation during authorized special events but must depart immediately upon completion of the event and must take the most direct route off the installation.

c. Coordinating Instructions for Other Events

(1) Military Ceremonies, Routine Community Events, and Command Approved Events

(a) All special events requests to include military ceremonies, routine community events, and command approved events will be forwarded to Station S-3 NLT ten working days in advance, to be approved by the CO, MCAS New River.

(b) The Station S-3 and SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ liaison shall be provided a guest list of all attendees at least five business days prior to the event, which shall be posted at the main gate, back gate, and search site. All visitors must be identity proofed and vetted prior to entering the installation unless a PSDW has been submitted and approved by the MCIEAST CG.

(c) If a military member or dependent, 18 years of age or older, inside the vehicle, with a valid Armed Forces Identification (AFID) card, and a verbal statement they are going to the event may go directly to the event without going to the search site unless the search is part of a command authorized RAM, COVI, or otherwise warranted by the sentry. Only the vehicle occupied by a trusted traveler is authorized to proceed without identity proofing and vetting.

(d) If a vehicle arrives at the installation main ECPs with no military member or person with an AFID card or CAC present they will be directed to the PRC for proper identity proofing and vetting. The driver and all passengers will be verified on the event roster and obtain a DBIDS credential/pass. All visitors shall be noted on the DBIDS credential/pass. The vehicle will be directed to the search site where all occupants shall be checked against the names on the pass and the vehicle searched prior to entry.

(e) If any vehicles have any discrepancies, the personnel in the vehicle will be detained and the watch commander or area supervisor will take appropriate action.

(f) If access to the flightline is required, the unit will have a representative meet flightline security, at the ECP, at the designated time in order for the gate to be opened. At the conclusion of the event, the sponsoring unit will contact the MCAS New River desk sergeant and flightline security will respond to secure the ECP.

(2) Homecoming. Unit level special events require sponsorship from an official representative of the unit. When units return from deployment, family members and friends generally attend to celebrate their return. In addition to items (a) through (f) above; two unit representatives will be at the ECP, one to check oncoming guests based on the alpha roster, answer questions that visitors have, and give directions to the event and the other shall be armed and stand as an overwatch.

(3) SOI-E, Marine Combat Training (MCT) Family Day and Graduation

(a) Passes may be issued for a period of 48-hours for visitors, family members, and friends attending SOI-E/MCT graduations and family days.

(b) All visitors are required to report to the PRC, to be identity proofed and vetted for a DBIDS credential/pass. Visitors need to plan ahead for possible delays during access processing.

(c) All SOI-E/MCT graduate visitors must be verified. An SOI-E/MCT designated representative is responsible for ensuring the MCAS New River PRC is notified of the graduation attendees. An Excel spreadsheet, containing the names of the graduating Marines, and a list of visitors planning to attend shall be attached to the e-mail to SVF or hand delivered. In the event a guest arrives that is not on the list, the graduate's name shall be verified and a pass shall be issued.

(d) Visitors shall then be directed to the vehicle inspection site for pass validation and vehicle inspection.

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4. Special Passes. The CO, MCAS New River may authorize special passes for some installation events. Procedures are as follows:

a. Once the CO, MCAS New River approves an event for special passes, a guest roster indicating which guests do not have access credentials shall be sent to the Station S-3. Those guests without authorized access credentials shall be identity proofed and vetted or a PSDW must be submitted and approved by the MCIEAST CG.

b. The special passes will be developed or approved by the Station S-3 and assigned to a specific guest.

c. The pass assignment roster shall be given to the Operations Chief and the SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ liaison.

d. SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ shall ensure the roster is posted at the ECPs and sentries are aware of the special event pass.

e. As guests arrive to the ECP, the name of the person presenting the pass and all passengers shall be validated to the approved guest/pass assignment roster.

f. Once the name and pass has been validated, the guests may proceed to the scheduled event.

g. All vehicles are subject to further inspection if circumstances warrant or as part of the command RAM or COVI.

h. Only passes issued by the MCAS New River PRC or Station S-3 shall be used for special event access, unless otherwise approved by the CO, MCAS New River.

Chapter 5

First Responder, Local Government, Essential Personnel, and  
Current or Retired Law Enforcement Access Control

1. Access Control for First Responders, Local Government Officials, and Essential Personnel. Access control for first responders, local government officials, and essential personnel can cause a risk to the installation if established procedures are not in place, as directed in reference (a). The following procedures shall be performed:

2. First Responders

a. On-Duty, Non-DoD Law Enforcement (LE) Officers (LEOs)  
(Except Federal)

(1) On-duty, non-DoD LEOs, not in a requested response to an active incident, shall be granted access and directed to the SJA office for LE investigations and/or regarding the service of legal process, arrest of criminal suspects, and the interviewing of witnesses. Normal civil processing occurs Thursday at 0900 IAW references (r) and (s).

(2) No non-DoD LEOs are authorized access for the purpose of investigations without prior coordination from the SJA office, which includes after hours requests as explained in references (r) and (s). If approved, the non-DoD LEO shall be escorted by a DoD LE official.

(3) Non-DoD LEOs will be authorized to carry their official issued firearm in the performance of their official duties aboard MCAS New River.

b. Off-Duty, Non-DoD LEOs (Except Federal). Off-duty, non-DoD LEOs shall be granted access by following the sponsored visitor's process and will be allowed to have their firearm IAW reference (y); however, no weapon shall be concealed or open carried while aboard the installation. All weapons must be locked in an appropriate gun type box, which is secured to the vehicle.

c. Non-DoD First Responders. Non-DoD first responders, in response to a mutual aid request by MCAS New River or MCB

CAMLEJ, shall be granted access after verification has been made with the MCB CAMLEJ 911 Emergency Consolidated Dispatch Center or the New River EOC when activated.

d. Off-Duty, Non-DoD First Responders. Off-duty, non-DoD first responders requesting access shall be granted access by following the sponsored visitor's process.

3. Local Government. Local government officials visiting the installation, in an official capacity, shall be granted access and directed to the location of the visit.

4. Essential Personnel

a. Directorates are responsible to identify essential personnel to be allowed access during an emergency.

b. Station S-1 shall update the roster quarterly or earlier if changes occur and provide the roster to Station S-3.

c. During emergencies, essential personnel shall present their CAC or other authorized access control credential to gain access to the installation.

d. SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ shall verify card holders utilizing the essential personnel roster prior to permitting access. The essential personnel roster shall be posted at the installation ECPs. Those personnel requesting access during an emergency not on the essential personnel roster shall require authorization by the EOC prior to entry.

5. Retired LE Visitors. Officially retired LEOs, in possession of Retired LE Credentials and appropriate weapons qualification card/form, shall be allowed to have firearms IAW reference (w); however, no weapon shall be concealed or open carried while aboard the installation. All weapons must be locked in an appropriate gun type box which is secured to the vehicle.

## Chapter 6

### Definitions

Access Control. Refer to physical access control.

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

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

DBIDS. A PACS providing real-time authentication against verified databases. It provides installations with a secure solution to register, manage, and control personnel at pertinent levels of physical access.

DoD Issued Card. Any DoD issued cards are authorized by references (a) and (b).

Escorted Individual. Individual who must be accompanied by a sponsor with authorization to escort said individual for the duration of their visit. No escorted visitor shall be left unattended by the authorized sponsor.

Essential Personnel. Individuals needed to ensure the installation's mission continues and/or those needed to preserve life or the destruction or serious damage to property. Essential personnel are defined as personnel deemed necessary for ensuring that a military mission identified as being essential is performed.

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

First Responder. Refers to LE and/or security personnel, firefighters, emergency medical technicians, and explosive ordnance disposal personnel who provide the initial and immediate response to an all hazard incident.

Fitness. Level of character and conduct determined necessary for the basis of access control decisions and identity proofing.

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

Local Government Officials. Elected or appointed persons visiting the installation in an official capacity.

NCIC. A computerized database of documented criminal justice information available to virtually every LE agency nationwide, 24 hours-a-day/365 days a year.

Outstanding Warrant. An outstanding arrest warrant is an arrest warrant that has not been served. A warrant may be outstanding if the person named in the warrant is intentionally evading LE, unaware a warrant has been issued for him/her, the agency responsible for executing the warrant has a backlog of warrants to serve, or a combination of these factors.

Physical Access Control. The process of physically controlling personnel and vehicular entry to installations, facilities, and resources. Access will be either unescorted or escorted.

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

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

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

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are designated and authorized by the Installation Commander, Activity Commander and/or Director, are properly posted, and employ multiple physical security measures.

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

Special Event. For the purpose of this Order, special events are defined as an activity, often unique or symbolic, characterized by a large concentration of personnel, and/or a gathering where distinguished visitors are involved, IAW references (a), (l), and (m).

Sponsor. A sponsor for MCAS New River installation access is any uniformed service member and adult dependents, DoD employees and contractors who possess a CAC, retired service members, and adult dependents. Escorted and unescorted access requirements still pertain.

Trusted Traveler. A procedure that allows for uniformed service members and adult dependents, DoD employees, and retired uniformed service members and adult dependents to vouch for occupants in their immediate vehicle. The trusted traveler or sponsoring individual is entirely responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by requirements of the Installation CO.

Unescorted Individuals. Personnel who have been identity proofed and favorably vetted IAW reference (a) and are eligible for unescorted access aboard the installation, but are subject to any controlled or restricted area limitations and inspections, as appropriate.

Unvetted Individuals. An unvetted civilian is a visitor to the installation who does not receive sponsorship and/or a background check prior to being granted access.

Vehicle Registration. Contractors, vendors, visitors, and students must meet all of the requirements for a temporary pass. Individuals must possess authorized paperwork to be granted access to the installation that indicates the beginning and

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ending dates of the contract or college class, place, and purpose. The individual's pass will expire on the date the contract or college class ends. All temporary passes will be stamped with the expiration date of the pass and the VEH REGS stamp in red ink only.

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.

Waterfall Housing Resident. Military housing residents other than active duty military.

Weapons Storage. A period longer than 12 hours.

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COMMAND LETTERHEAD

5000-90  
Office Code  
Date

From: Commanding Officer, UNIT NAME  
To: Commanding Officer, Security and Emergency Services Company,  
Headquarters and Support Battalion, Marine Corps Installations  
East-Marine Corps Base, Camp Lejeune

Subj: REQUEST FOR ACCESS TO MILITARY INSTALLATION

Ref: (a) MCO 5512.11E  
(b) MCO 1740.13D  
(c) DoDM 5200.08 Volume 3 of 2 January 2019  
(d) ASO 5530.2C

1. RANK FNAME MI. LNAME is scheduled to deploy from DATE to DATE. In accordance with references (a) and (b), he/she has designated CAREGIVER FULL NAME as a caregiver for his/her dependent children while deployed.

2. References (c) and (d) require all personnel accessing a military installation to be vetted by competent authority. Potential caregivers must request and receive approval for installation access prior to receiving authorization to perform their duties as a caregiver. Request the appropriate background check via the National Crime Information Center on the caregiver identified above.

3. The service member must provide the following information to facilitate the background check: caregiver full name, caregiver full address, caregiver date of birth, caregiver social security number, and caregiver phone number. Failure to provide required information will result in installation access denial.

4. Point of contact at this unit is RANK NAME, PHONE NUMBER.

I. N. CHARGE  
By direction

---

From: Commanding Officer, Security and Emergency Services Company,  
Headquarters and Support Battalion, Marine Corps Installations  
East-Marine Corps Base, Camp Lejeune  
To: Commanding Officer, UNIT NAME

1. A background check has been conducted on the caregiver identified above. He/She is:

(circle one) APPROVED / DISAPPROVED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SEAL/STAMP

I. M. COMMANDER

Enclosure (2)

**INSTRUCTIONS FOR CAREGIVER BASE ACCESS AND AGENT AUTHORITY**

1. Marine provides unit Family Care Plan Manager (FCPM) with signed Family Care Plan and copy of Power of Attorney.
2. Unit Commander generates letter to the Commanding Officer, SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ requesting vetting of identified caregiver/s.
3. Marine delivers the aforementioned letter to building AS-187, MCAS New River and provides the representative with the caregiver personal information (full name, full address, date of birth, SSN, and phone number). The point of contact (POC) number is (910)449-4207.
4. Temporary Pass personnel will contact SES Company, HQSPTBN, MCIEAST-MCB CAMLEJ via phone to conduct the background check.
5. Temporary Pass personnel will sign the request letter, affix appropriate seal or stamp, and return it to the Marine.
6. Marine returns to unit FCPM and delivers the completed form.
7. Unit FCPM or designee drafts the non-dependent agent/caregiver form and gives it to the Marine.
8. Marine delivers the agent/caregiver letter, along with the approved access control letter to Station S-1, building AS-211, third floor. POC number is (910)449-5469.
9. Station S-1 will review the documentation, validate the requirement, and sign the agent/caregiver letter. Station S-1 will provide a copy of the agent/caregiver letter to Marine Corps Community Services (MCCS), Lejeune-New River and the Commissary. The original signed letter will be returned to the Marine.
10. Marine returns to unit FCPM to provide a copy of the signed agent/caregiver letter for inclusion in the Family Care Plan. The Marine will provide the original letter to the designated caregiver.
11. On or about the time the Marine deploys, the caregiver should take the agent/caregiver and access control letters, valid driver's license, vehicle registration, and proof of insurance to building AS-187.
12. The Temporary Pass Office will issue a Long Term Temporary Pass not to exceed the estimated end date of the deployment.
13. In the event a deployment is extended or the Marine is delayed beyond the expiration of the agent/caregiver letter, the caregiver should contact the Station S-1 at (910)449-5469 to request an extension to installation access, MCCS, Lejeune-New River facilities, and the Commissary.

ASO 5530.2C  
NOV 14 2019



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
PSC BOX 21001  
JACKSONVILLE, NC 28545-1001

5000-90  
CO

From: Commanding Officer, Marine Corps Air Station New River  
To: Mrs. Ima N. Caregiver, 100 Street Address City, State, Zip  
Subj: AUTHORIZATION FOR MARINE CORPS/NAVY EXCHANGE AND COMMISSARY  
STORE PRIVILEGES  
Ref: (a) BUPERSINST 1750.10D  
(b) MCO 5512.11E

1. As substantiated by the references, you are given the authority to act as an "Agent" for Name, Address, SSN whose signature follows:

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2. You are authorized to purchase items for the individual named above and for no other persons. You are required to provide satisfactory identification whenever presenting this letter to the military commissary store or exchange facility. The Officer in Charge of these facilities will brief you on the special procedures to be followed when making purchases.

3. The Commanding Officer reserves the right to withdraw exchange and commissary privileges from anyone who is found to have made purchases for the benefit of another who is not entitled to the privileges.

4. The authorization will remain in effect for one year from the date of this letter unless sooner revoked or suspended. In the event that the sponsor's hardship continues to exist, the sponsor may apply for an extension of this privilege.

5. Whenever multiple Commissary and Exchange facilities exist in the local area, this letter of authorization may be recognized by all of those facilities.

I. M. REPRESENTATIVE  
By direction

Telephone # sponsor:  
Telephone # agent:

Copy to:  
DECA Officer  
Exchange Officer  
Director, MCCS, Lejeune-New River