



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

ASO 5530.4B

SMO

AUG 23 2023

AIR STATION ORDER 5530.4B

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

Subj: DEBARMENT PROCEDURES

Ref: (a) MCIEAST-MCB CAMLEJO 5530.2C, Debarment Procedures  
(b) MCIEAST-MCB CAMLEJO 5530.15B, Regional Access Control Regulations  
(c) ASO 5530.2D, Access Control Regulations  
(d) 18 U.S.C. §1382, Crimes and Criminal Procedures

Encl: (1) Example Debarment Request Letter  
(2) Example MCAS New River Debarment Order and Notification Letter  
(3) Example Temporary Debarment Letter

1. Situation. The Commanding Officer (CO), Marine Corps Air Station (MCAS) New River is responsible for maintaining a safe and secure Installation, which is responsive to operational requirements and protective of the personnel and property employed or residing aboard the Installation. On occasion, individuals exhibit behavior which threatens the operational environment, and these threats must be promptly debarred in accordance with the references.

2. Cancellation. ASO 5530.4A.

3. Mission

a. The mission is to establish, promulgate, and execute debarment procedures which maintain a safe and secure Installation where Service Members, civilians, and contractors are able to conduct operations, safely reside, and otherwise utilize the resources and amenities available aboard MCAS New River.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

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(a) The intent is to identify and debar individuals who threaten the safety or security of personnel or property aboard MCAS New River.

(b) The end state is a safe Installation capable of observing, reporting, and debarring threats to the safety or security of personnel or property aboard MCAS New River.

(2) Concept of Operations

(a) The method is to identify potential human threats through observation, law enforcement, entry gate operations, bad conduct discharges, administrative separations due to misconduct, and civilian employee terminations. Once threats are identified, the observer, usually the Provost Marshal Office (PMO), tenant, or subordinate command will recommend debarment of the threat in accordance with the procedures established in the references and this Order.

(b) Upon observing threatening behavior or becoming aware of circumstances which could lead to threatening behavior, law enforcement, tenant, and subordinate commands will forward the debarment request letter, enclosure (1), to the Installation Security Manager's organizational email at nr.securitymanager@usmc.mil. Each request will include the subject's full name, address, DoD identification number, and debarment justification for the Installation CO's consideration. If the debarment is approved, the individual will receive a notification of debarment via mail, per enclosure (2).

b. Coordinating Instructions. Debarments are entered into the Defense Biometric Identification System (DBIDS). A debarment entry in DBIDS may result in denied entry to all DoD installations.

(1) Administrative Separations. Tenant and subordinate commands will forward debarment request letters for Service Members separated for misconduct when the misconduct or circumstances surrounding the separation could pose a threat to personnel or property aboard the Installation. In addition to enclosure (1), tenant and subordinate commands will include the separation authority letter in the package submitted to the Installation Security Manager.

(2) Courts-martial. Courts-martial resulting in an adjudged punitive discharge require no further action from tenant and subordinate commands.

(3) Temporary Debarments. If an individual poses a potential threat to the peace, safety, or security of the Installation, PMO will

initiate the temporary debarment process as appropriate and should consult with the Installation Staff Judge Advocate in cases of uncertainty. PMO will contact the Installation Security Manager for creation and routing of a temporary debarment package for the Installation CO's consideration. During normal working hours, the Installation Security Manager may deliver any resulting debarment letter to the subject(s). In after-hours situations, the MCAS New River Command Duty Officer (CDO) will sign the temporary debarment letter, enclosure (3). All temporary debarments will be logged in the CDO Logbook. PMO will issue the signed temporary debarment letter to the subject prior to escorting them off the Installation. Temporary debarments will only be initiated for offenses that occur on MCAS New River. The CDO will email a copy of the temporary debarment to the Installation Security Manager for further review by the Installation CO. The Installation CO may rescind a temporary debarment or permanently debar the subject. Additional correspondence will be issued to the subject, as appropriate.

#### (4) Civilian Debarments

(a) All military family members, contractors, and other guests aboard MCAS New River including juveniles are subject to the authority of the MCAS New River Installation CO. Civilians may be debarred when the Installation CO finds their conduct to be a threat to the peace, safety, or security of the Installation.

(b) Tenant and subordinate commands or PMO will submit enclosure (1) to the Installation Security Manager for civilians who pose a threat to the peace, safety, or security of the Installation. All reasonably available evidence will be considered by the Installation CO, including initial incident reports, Criminal Investigation Division reports, Naval Criminal Investigative Service reports, administrative investigation, etc. In cases involving the family members of Service Members assigned aboard MCAS New River, any written matters submitted by the sponsor's command will also be considered.

(5) Housing. Only the individual posing a threat is debarred not his or her family members. Authorized residence status may be voided in privatized housing pursuant to reference (a). Service Members occupying privatized housing are responsible for the conduct of their family members and civilian guests while aboard the Installation. Residing in base housing is a privilege. Moves related to lease termination and possible eviction shall be at no cost to the government. Eligibility of school-aged family members to attend schools aboard the Station may also be affected.

(6) Appeals. An individual desiring to appeal a debarment must submit an appeal to the Installation CO. The point of contact

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for debarment revocation requests is the Installation Security Manager.

(7) Entitlements. Debarred individuals may request a reasonable accommodation to the debarment which provides access to services they are entitled to receive by statute or regulation.

5. Administration and Logistics. The point of contact for this Order is the Installation Security Manager at 910-449-4790 or nr.securitymanager@usmc.mil.

6. Command and Signal

a. Command. This Order is applicable to MCAS New River and its subordinate and tenant commands.

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



G. W. BURNETT

DISTRIBUTION: B

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Example Debarment Request Letter

UNIT LETTERHEAD

5530  
CO

From: Commanding Officer, Command  
To: Commanding Officer, Marine Corps Air Station New River (Attn:  
Security Manager)

Subj: REQUEST FOR STATION DEBARMENT IN CASE OF I. M. TROUBLE  
0000000000/0000 USMC

Ref: (a) ASO 5530.4B

Encl: (1) Separation Authority Letter  
(2) Statements

1. Recommend debarment of the subject from MCAS New River. The individual's information follows:

a. Full name and aliases.

b. DoD ID number and other personally identifiable information.

2. Provide a detailed description of the offenses and the reason for the request with the enclosures submitted as additional information, as applicable.

3. The point of contact for this matter is...

I. M. COMMANDING

Enclosure (1)

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## Example MCAS New River Debarment Order and Notification Letter



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

5530  
SMO

CERTIFIED MAIL - XXXX XXXX XXXX XXXX XXXX; RETURNED RECEIPT REQUESTED

Mr. I. M. Trouble  
123 Marine Corps Air Station  
Jacksonville, NC 28545

Mr. Trouble:

In January 2023 you were arrested by the Provost Marshal's Office for shoplifting at the Marine Corps Exchange aboard the Station.

Based upon your conduct, your presence aboard Marine Corps Air Station (MCAS) New River is detrimental to the security, good order, and discipline of the Installation. Accordingly, you are hereby notified, effective immediately upon receipt of this letter, that you are ordered not to reenter or be found within the limits of the United States military reservation at MCAS New River, North Carolina.

Should any compelling reason exist which you believe would be sufficient to justify modification of this Order, you should forward such information or contact the Security Management Office at [nr.securitymanager@usmc.mil](mailto:nr.securitymanager@usmc.mil) or (910) 449-4790/5735 for reconsideration.

You are further informed that should you reenter or be found within the limits of the United States military reservation within MCAS New River in violation of this Order, you will be subject to apprehension and detention by the military for prompt delivery to appropriate civil authorities, based on the violation of 18 U.S.C. §1382:

"Whoever, within the jurisdiction of the United States, goes upon any military, Naval, or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulation;" or

"Whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation after having been removed there from or ordered not to reenter by any officer or person in command or charge thereof shall be fined under this title or imprisoned not more than six months, or both."

Unless you receive written notification signed by the Commanding Officer, MCAS New River to the contrary, this Order remains in effect permanently.

I. M. SECURITY  
By direction

Enclosure (2)

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Example Temporary Debarment Letter



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

5530  
CDO

\_\_\_\_\_  
First M. Last Name

\_\_\_\_\_  
Street Mailing Address

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_  
Title and Name of Individual

On \_\_\_\_\_ (date), the Provost Marshal's Office (PMO) escorted you off Marine Corps Air Station (MCAS) New River to ensure the security, safety, good order, and discipline of the Installation. It has been determined that you shall be temporarily debarred from MCAS New River until your case can be reviewed for further consideration.

Accordingly, you are hereby notified, effective immediately upon the receipt of this letter, that you are ordered not to reenter, or be found within the limits of the United States military reservation found at MCAS New River.

The Commanding Officer (CO), MCAS New River will determine whether you warrant indefinite debarment or if this temporary debarment will be rescinded. In five business days, contact the Security Management Office (SMO) via telephone at (910) 449-4790/5735 or email at [nr.securitymanager@usmc.mil](mailto:nr.securitymanager@usmc.mil) to find out if your debarment has been rescinded or has been emplaced indefinitely.

Should any compelling reason exist which you believe would be sufficient to justify modification of this Order, you should forward such information to the SMO for consideration.

You are further informed that should you reenter or be found within the limits of the United States military reservation within MCAS New River in violation of this Order, you will be subject to apprehension and detention by the military for prompt delivery to appropriate civil authorities, based on violation of U.S. Code below:

Enclosure (3)

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"Whoever, within the jurisdiction of the United States, goes upon any military, Naval, or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulation;" or

"Whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation after having been removed there from or ordered not to reenter by any officer or person in command or charge thereof shall be fined under this title or imprisoned not more than six months, or both." (18 U.S.C. §1382)

Unless you receive written notification signed by the CO to the contrary, this Order remains in effect permanently.

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Command Duty Officer

Copy to:

PMO

SMO

SJA

RECEIVED BY: \_\_\_\_\_ AT \_\_\_\_\_ ON \_\_\_\_\_  
(FIRST M. LAST NAME) (TIME) (DATE)