



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

MCIEAST-MCB CAMLEJO 5530.15A
G-3/5

AUG 30 2018

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

From: Commanding General
To: Distribution List

Subj: REGIONAL ACCESS CONTROL REGULATIONS

Ref: (a) DTM 09-12, "Interim Policy Guidance for DoD Physical Access Control" Incorporating Change 8, July 19, 2017
(b) DoD Instruction 1000.13, "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," January 23, 2014
(c) DoD Instruction 5200.01, "DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)," April 21, 2016
(d) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
(e) DoD Instruction 5200.08, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," Incorporating Change 3, November 20, 2015
(f) MCO 5512.11D
(g) MCO 5580.1D
(h) MCO 11000.22 Ch 6
(i) MCO 1740.13C
(j) MARADMIN 533-08
(k) COMMCICOM 291359Z May 18
(l) DoD Instruction 1342.19, "Family Care Plans," May 7, 2010
(m) DoD Instruction 6060.02, "Child Development Programs," August 5, 2014
(n) Commander's MCIEAST-MCB Policy Letter 05-17

Encl: (1) Regional Access Control Regulations

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

2. Cancellation. MCIEAST-MCB CAMLEJO 5530.15.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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3. Mission

a. This Order establishes the minimum criteria and procedures for access to Marine Corps Installations East (MCIEAST) Installations to promote the readiness, sustainment, and quality of life of the Marines and their families, as well as other military forces and tenant commands personnel. It also establishes responsibilities, regulations, and consequences for individuals who violate this Order. This Order is applicable to all military and civilian personnel, family members, contractors, and any other individual or organization desiring to gain access to any MCIEAST Installation. Individuals who violate the provisions of this Order are subject to administrative action or criminal prosecution.

b. Summary of Revision. This Order is being revised as a result of the new enterprise solution for access control. RAPIDGate will be replaced by the Defense Biometric Identification System (DBIDS). This Order should be reviewed in its entirety.

4. Execution

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

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

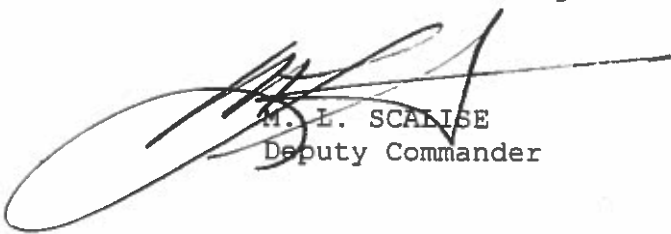
5. Administration and Logistics. This Order has been coordinated with and concurred by the Commanding Generals (CGs), II Marine Expeditionary Force, Commander, U.S. Marine Corps Forces Special Operations Command, and U.S. Marine Corps Logistics Command. For the purposes of this Order, MCIEAST Installations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

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6. Command and Signal

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

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



M. L. SCALISE
Deputy Commander

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RECORD OF CHANGES

Log completed change action as indicated.

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

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Chapter 1

Introduction1. General

a. This Order implements references (a) through (n) to promulgate regulations that address entry, exit, and removal of individuals from MCIEAST Installations with regards to access control and identity proofing and vetting. Further, it delegates broad discretion to MCIEAST Installation Commanders in establishing local regulations.

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

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

3. Concept of Operations

a. All individuals seeking a locally produced Physical Access Control System (PACS) access control credential and/or temporary vehicle pass for Installation access will undergo a criminal background check.

b. The intent of the PACS credential and vehicle pass is the issuance of a credential that indicates the identity of the individual, and any limitations of access granted. The PACS credential must remain in the possession of the individual, is not transferable, and must be presented upon demand to any Installation security official, or whenever challenged by Installation personnel. All temporary vehicle passes that are issued to individuals will be prominently displayed on the inside of the window or dash of the vehicle at all times while aboard an MCIEAST Installation. The PACS credential is the property of the U.S. Government and must be surrendered to the Installation when no longer required for access.

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

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

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e. This Order is a punitive lawful general order. Any violation, attempted violation, or solicitation of another to violate the provisions set forth in Chapter 2, paragraph 4 and Chapter 5, paragraphs 5e and 5f of this Order 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.

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Chapter 2

Responsibility

1. MCIEAST Commanders shall:

- a. Ensure all personnel comply with the contents of this Order.
- b. Ensure only authorized personnel perform access control duties to include vetting, authorizing access, and/or denying access.

2. Installation Identification (ID) Card Center. The ID Card Center has the primary responsibility for Defense Enrollment Eligibility Reporting System (DEERS) Common Access Cards (CAC). Specific responsibilities include:

- a. CAC and Teslin Cards. The ID Card Center will issue CAC and Teslin Cards to DoD military personnel, dependents and retirees, Appropriated and Non-Appropriated Fund personnel, and authorized DoD contractors as authorized and prescribed in references (b) and (g).

- b. ID Cards that do not Require Further Identity Proofing. The ID Card Center will not require further identity proofing for the following cards because these have been identity proofed by the issuing agency.

- (1) DoD Issued Card DD Form 2, DD Form 1173, DD Form 1173-1, DD Form 2765, and DoD Civilian Cards (civilian retiree), issued in accordance with reference (b).

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

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

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

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

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b. Identity proofing and vetting of persons requiring access to the Installation must be conducted by querying data sources to vet the claimed identity of the individual. PMO/MCPD will also determine access eligibility by using biographical information. This information may include, but is not limited to, the person's name, date of birth, and social security number.

c. All visitors must be appropriately sponsored through the Visitor Center Office (VCO) or Contractor Vetting Office (CVO). All visitors requesting entry to the Installation will have a valid sponsor and shall provide justification and/or purpose for accessing the installation, per reference (a).

d. Visitors/non-governmental commercial vehicles and delivery personnel must undergo a vehicle inspection at the entry control point (ECP) at the respective MCIEAST Installation. Vehicle inspection site personnel will validate the identity of the driver, bill of lading (if appropriate), and Installation access pass (if required) to ensure the vehicle operator and all passengers are identified on the pass. For the definition of a commercial vehicle refer to chapter 9 of this Order.

e. Non-Federal government and non-DoD-issued cardholders who are provided unescorted access must undergo identity proofing and vetting to determine eligibility for access. The VCO or CVO will issue a DBIDS credential to non-Federal government and non-DoD personnel who require extended (over 60 days) unescorted access to the Installation for official government business, but do not require access to government computerized systems. Further, the VCO or CVO will issue a temporary pass (60 days or less) to non-Federal government and non-DoD personnel who require unescorted access to the Installation for official government business, but do not require access to government computerized systems.

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

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

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

i. PMO/MCPD will develop procedures for local first responders and emergency maintenance personnel requiring access when responding

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in support of the Installations' Emergency Services and Public Works Department.

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

(1) The Trusted Traveler procedure allows a uniformed service member or government employee with a valid CAC, a military retiree with a valid DoD ID Card, or an adult family member (over age 16) with a valid DoD ID Card, to present their ID card for verification while simultaneously sponsoring all occupants in the vehicle. Individuals who are ineligible for installation access based on the requirements of chapter 3, paragraph 2b(6)(a)(1) of this Order shall not be sponsored by a Trusted Traveler. Despite sponsorship, all individuals over the age of 18 may be required to produce a valid ID.

(2) Trusted Travelers must continuously escort their guests while those guests remain aboard an installation since the guests are not properly vetted for unescorted installation access.

(3) Non-Trusted Travelers granted unescorted access to MCIEAST Installations will not be permitted to sponsor guests. All occupants over 18 years of age in a non-Trusted Traveler vehicle will be validated to ensure proper vetting has been conducted prior to entry.

4. All Personnel Acting in a Trusted Traveler Capacity. Each Trusted Traveler who escorts guests aboard an installation is responsible for the conduct of each sponsored guest and must ensure each guest remains with the Trusted Traveler for the duration of the guests' installation visit. A violation, attempted violation, or solicitation of another to violate the Trusted Traveler Program requirements, including sponsorship of guests known to not meet installation access requirements under chapter 3, paragraph 2b(6)(a)(1) of this Order, may subject all involved to adverse administrative and/or punitive action.

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

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

7. Special Events. The Installation Commander may approve special events that are open to the public. When the requirements of this Order or the references cannot be met, compensatory measures will be developed as necessary and appropriate according to the Special Event

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Vulnerability Assessment for the event. Installation Commanders must request a waiver from U.S. Marine Forces North via the chain of command when required FPCON measures cannot be met.

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

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

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Chapter 3

Identity Proofing, Vetting, and Authorized Identification

1. Introduction. DoD issued cards, Federal PIV, TWIC cardholders, PACS credentials are the only ID documents that allow unescorted access to the Installations. All individuals regardless of the credential they possess must provide a bonifide reason for entering the installation.

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

a. Federal PIV and DoD issued card holders require identity proofing and vetting prior to gaining access to MCIEAST Installations.

(1) Individuals possessing a DoD issued CAC are vetted to DoD personnel security standards in paragraphs 2a(1)(a) and 2a(1)(b) of attachment 3 of reference (a) and will be considered identity proofed.

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

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

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

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

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

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

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

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

(4) The Installation's PMO/MCPD will query the following government authoritative data sources to vet the claimed identity, determine fitness, and deny access (if found to be on the below list) using biographical information including, but not limited to, the person's name, date of birth, and social security number:

(a) The NCIC Database;

(b) Terrorist Screening Database;

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

1. Department of Homeland Security (DHS) E-Verify;
2. DHS U.S. Visitor and Immigrant Status Indicator Technology;
3. Department of State Consular Checks (non-U.S. citizen); and
4. The Foreign Visitor System-Confirmation Module.

(5) Access

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

(b) All non-CAC/non-DoD ID issued visitors (not to include non-regular/non-governmental delivery personnel) will report to the VCO or CVO to be identity proofed and vetted before the issuance of a DBIDS credential or DBIDS Temporary Pass.

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(c) Non-governmental delivery personnel and non-regularly scheduled freight deliveries (e.g., freight tractor-trailers), will report to the designated Installation Inspection Site. Non-governmental delivery companies who frequently deliver aboard MCIEAST Installations may be vetted prior to accessing the Installation and issued a DBIDS credential or DBIDS Temporary Pass. The issuance of a credential or temporary pass does not negate the requirement for a vehicle inspection each time the individual accesses the installation.

(d) Public-Private Venture (PPV) housing residents who do not possess an authorized CAC are required to sponsor their housing guests in person at the Installation VCO or CVO. All guests shall be identity proofed and vetted in accordance with this Order and other applicable directives prior to entry.

(e) Designated caregivers, in accordance with reference (i), shall follow local instructions for access to obtain a DBIDS credential or DBIDS Temporary Pass to the Installation. The caregiver shall maintain a copy of documentation provided by the Installation Commander, or designee on his/her person when accessing an MCIEAST Installation, and at all times while aboard the Installation.

(f) Divorced non-military affiliated parents or legal guardians, of minor dependent children that need access to a MCIEAST Installation for medical care, pharmacy services, etc., may present themselves at the Installation VCO to obtain a DBIDS Temporary Pass. They must present the child's DoD issued identification and official documentation identifying them as the legal parent or guardian of the child, be identity proofed and vetted, and pass a background check prior to being granted access.

(6) Denial of Access. At the discretion of the Installation Commander, access to the installation will be denied if it is determined personnel requesting access are within one of the following categories:

- (a) On a National Terrorist Watch List;
- (b) Illegally present in the U.S.;
- (c) The subject to an outstanding warrant or criminal summons;
- (d) Has knowingly submitted an employment questionnaire with false or fraudulent information;
- (e) Has been issued a debarment order and is currently banned from any military Installation;

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

(g) A registered sex offender;

(h) Membership within the previous 10 years in any organization that advocated the overthrow of the U.S. Government or affiliated with any active gang;

(i) Is pending any felony charge;

(j) Has been convicted of any felony within the last 10 years;

(k) Has ever been convicted of any felony violation, or attempted violation, of the following offenses:

1. Sex crime;

2. Robbery;

3. Arson;

4. Murder;

5. Drugs; or

6. Weapons.

(l) Has multiple (three or more) misdemeanor criminal convictions within the previous 10 years.

(m) Any reason the Installation Commander deems reasonable for good order and discipline.

(7) Grandfather Clause. Any individual who has been issued access credentials based on previous guidance and have no recent pending charges or convictions will not be penalized as a result of this Order when they renew their access control credentials.

(8) All personnel who are denied access may appeal to the Installation Commander or appointed designee in accordance with local policy. PMOs/MCPDs will provide a record of all previous criminal convictions to the deciding official as part of the appeal process.

3. Acceptable Credentials

a. Visitors must provide a valid, original form of ID from those listed in paragraph 4 of this chapter and have a photograph for the

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purpose of identity proofing for issuance of a DBIDS credential or DBIDS Temporary Pass.

b. Contractors must provide two valid, original forms of ID. At least one must be from those listed in paragraph 4 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 identification 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 (i.e., having damaged laminates) or otherwise altered will not be accepted. Altered documents will be held until appropriate authorities are notified and disposition procedures are conducted.

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

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

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

c. Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.

d. Foreign passport with a current arrival-departure record, U.S. Customs and Border Protection Form I-94 bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status indicating that status authorizes the alien to work for the employer.

e. Employment authorization document that contains a photograph (U.S. Citizenship and Immigration Services (USCIS) Form I-766).

f. In the case of a non-immigrant alien authorized to work for a specific employer, a foreign passport with a Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's non-immigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

g. Driver's license or ID card issued by a state or outlying territory of the U.S., provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address. All driver's license must be compliant with the REAL ID Act of 2005.

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h. ID card issued by Federal, state, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

i. School ID card with a photograph.

j. U.S. military or draft record.

k. U.S. Coast Guard Merchant Mariner Card or TWIC.

l. Native American tribal document.

m. Individuals under the age of 18 who are unable to present a document listed in paragraph 3 above must be sponsored by an adult with the proper documentation listed in paragraph 3.

n. Children under the age of 16 residing aboard MCIEAST Installations may only sponsor a visitor with the approval of the children's legal guardian. For example, a twelve-year-old dependent child residing aboard the Installation cannot use their valid dependent DoD ID Card to sponsor his/her grandparent (having no other military affiliation) aboard the Installation. In this instance, that grandparent must be identity proofed, vetted, and obtain a DBIDS Temporary Pass prior to accessing the installation.

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Chapter 4

Admittance

1. Entrances and Exits

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

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

2. Admittance of Motor Vehicles (MVs)

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

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

c. Non-registered off-road recreational vehicles are defined as those vehicles that cannot be registered for use on paved roads. This definition generally includes vehicles such as three and four wheeled all-terrain vehicles (ATVs), dirt or trail bikes, dune buggies, and go-carts. These vehicles are only authorized for use in designated areas.

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

e. This Order prohibits any individual (military, civilian, retirees, contractors, etc.) from knowingly entering any area within an Installation and operating a MV while the registered owner's Installation driving privileges are either suspended or revoked, unless that individual is a spouse or dependent of the registered owner.

f. Owners are prohibited from displaying on their MVs in any format any of the following: flags, signs, posters, bumper stickers,

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

i. In accordance with reference (n), and in the interest of national defense it is unlawful to take, capture, or transmit unauthorized photographs, videos, or images, or render sketches, drawings, maps, or geographical representations of any United States military installation or facility, or do the same of equipment without first obtaining the permission of the Installation Commander.

h. When in the best interest of the government, the Installation Commander will deny access to any vehicle as deemed appropriate.

3. Hours of Admittance

a. Installation access will normally be granted 24 hours a day. MVs operated by contractors or vendors will only be authorized admittance in conjunction with the operator's official business aboard MCIEAST Installations.

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

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

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

e. Rental cars will be admitted 24 hours a day if the operator presents an acceptable credential for unescorted access and a copy of the rental agreement/contract. An operator without an acceptable

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credential must first be identity proofed, vetted and obtain a DBIDS
Temporary Pass from the VCO/CVO.

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Chapter 5

Registration and Passes1. Vehicle Registration. This includes Temporary and Special Vehicle Passes.

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

(1) The applicant must register their vehicle in person. Spouses may register on behalf of the sponsor. In unusual cases, such as deployment or hospitalization when neither the owner nor the spouse can register in person, a parent, adult family members, a staff non-commissioned officer, officer, or civilian equivalent in the applicant's chain-of-command may represent the owner with an appropriate Power of Attorney (POA).

(2) In all cases, the following documentation is required:

(a) Military, military family member, or civilian ID.

(b) A valid State operator's license. Temporary or provisional licenses, International Driver's License, and permits do not satisfy the requirement for registration.

(c) A current State vehicle registration card. Temporary license plates and or temporary registrations do not satisfy the requirement for registration.

(d) Proof of liability insurance meeting the coverage amount requirements established in the laws of the State in which the Installation is located.

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

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

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(g) Faxes, photocopies, or electronic media are insufficient to prove compliance with State registration requirements; however, they are acceptable to show proof of insurance.

b. Reserve Service Members. All reserve component service members affiliated with an IMA, SMCR unit, or on Orders are authorized to access MCIEAST Installations.

(1) To gain access, a reserve DoD ID must be presented.

(2) For Individual Ready Reserve Marines, a letter from their joining command must list the beginning and end date of the orders.

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

a. Military Personnel

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

(2) A service member attempting to enter a MCIEAST Installation on an unregistered motorcycle or without having signed up for or completed an approved course, is not authorized to bring the motorcycle aboard the Installation.

(3) Unit Motorcycle Mentorship Program Presidents are responsible for providing their personnel with the procedures for signing up for the appropriate MSC.

(4) The Installation Commander may authorize properly licensed motorcycle operators to ride on their Installation for a brief period, not to exceed 30 days, while the individual is waiting to complete the first available Basic Riders Course (BRC).

(5) Once the BRC is completed and all other required documentation for motorcycle registration is produced, the motorcycle operator then may register the vehicle.

(a) Documentation includes all required documentation to register a MV as outlined in paragraph 1a(2) of this chapter;

(b) Current State motorcycle registration card; and

(c) Motorcycle Safety Foundation Course (MSFC) completion card or certificate.

(6) Individuals who fail to complete the MSFC must remove their motorcycle from the Installation immediately.

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(7) Motorcycles that are not required to be registered by the State's Division of MVs are exempt from this policy. This includes dirt bikes, mini bikes, ATVs, and mopeds as defined by the state.

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

3. Temporary Passes. DBIDS Temporary Passes (60 days or less) may be issued to accommodate short to intermediate visits or business activities aboard MCIEAST Installations.

a. The DBIDS Temporary Pass will be displayed in the lower left corner of the driver's side windshield. Motorcycle operators will carry the DBIDS Temporary Pass on their person. Individuals operating a motor vehicle shall maintain the DBIDS Temporary Pass on their person anytime they are not in the vehicle.

b. The following documentation is required for all visitors, businesses, and others, as appropriate, to obtain a DBIDS Temporary Pass: valid State operator's license, valid State vehicle registration card, proof of liability insurance.

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

d. Consolidated Law Enforcement Operation Center (CLEOC)/Naval Justice Information System (NJIS) database entry will be made by the PMO/MCPD representative to track the individual by the individual's name, company, and the State in which the vehicle is registered.

e. Personnel not affiliated with an organization located aboard the Installation must request authorization in writing to the Installation Commander or his designee to enter the Installation. A valid reason to visit the Installation, a base sponsor, and successful background check. In addition, they must pass a background check conducted by the PMO/MCPD is required for entry.

f. Contractors and vendors shall register no more than two vehicles personal vehicles.

4. Special Event Passes. For Special Events, Installation Commanders are encouraged to have guests pre-enroll in DBIDS and obtain a DBIDS Temporary Pass upon arrival to the Installation. However, where this practice is impractical, Installation Commanders may produce a local

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Special Event Pass to authorize movement from the point of entry directly to the location of the special event and directly to the designated exit point. Requests for Special Event Passes will be made in accordance with local policy.

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

a. DBIDS Temporary Passes are and remain government property until legally surrendered or recovered and properly disposed of by competent authority. The unauthorized removal, sale, transfer to another vehicle, 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 the Installation PMO/MCPD.

c. A registered owner of a MV permanently registered aboard a MCIEAST Installation, or a MV with a DBIDS Temporary Pass, will notify the appropriate VCO or CVO within 24-hours of their transfer from, or termination of, employment. The transfer of title, sale, or significant change of vehicle appearance (e.g., painted a different color) must also be reported. Owners will ensure DBIDS Temporary Passes are removed and returned to the Installation VCO or CVO upon sale of the vehicle.

d. Operators will drive with a valid State operator's license, valid State registration card, and proof of current State liability insurance in their possession. Motorcycle operators must also carry proof of completion of a MSFC, if required, when riding aboard MCIEAST Installations.

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

f. Willful defacement, destruction, or alteration of the manufacturer's serial or engine number or other distinguishing identification number of a registered vehicle is prohibited and subjects the violator to punitive action.

g. Individuals who operate a MV aboard an Installation must report the suspension or revocation of their driving privileges by any state to Traffic Court and PMO/MCPD within 24-hours of notification of suspension or revocation. Married couples who reside aboard an MCIEAST Installation and who both have had their driving privileges suspended or revoked coordinate removal of their MVs from the Installation until they can be registered in the name of an immediate family member meeting all qualifications to drive aboard the

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Installation. Service members living in Bachelor Enlisted Quarters or Bachelor Officer Quarters must remove their vehicle from the Installation until their driving privileges are legally restored.

h. The owner of each vehicle registered on an Installation must maintain the minimum insurance required by the State in which the installation is located throughout the period of registration. Failure to maintain adequate and continuous liability insurance coverage may result in a fine by the state, loss of state registration, and loss of Installation driving privileges.

6. To maintain consistency throughout MCIEAST Installations, Installation Commanders will not use any other types or categories of access passes beyond those identified in this chapter.

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Chapter 6

Physical Security Access Control Standards

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

2. Minimum Standards for Controlling Physical Access

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

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

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

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

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

c. When preparing a local installation access control policy, other considerations for controlling access should 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

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

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

e. In the event an individual is debarred from any military installation, access to MCIEAST Installations will be denied.

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

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

b. PMO/MCPD will provide direction to the PPV partner to determine whether or not the applicants and their family members meet the access control qualifications. The PPV partner has authority to make the final determination on whether to enter into a lease agreement based on these checks. However, the Installation Commander has authority to make the final determination on who is granted access to his/her Installation. After a lease is signed, the lessee and family members must bring it to the VCO/CVO for issuing of a DBIDS credential for approved family members.

c. Unaffiliated civilians residing in PPV housing are subject to temporary or permanent debarment in the event of domestic violence, other crimes, or actions deemed inappropriate by the Installation Commander. The Installation PMO/MCPD, in coordination with the Installation Magistrate and SJA, will establish a policy to conduct debarments.

d. In all debarment cases, whether temporary or permanent, the Installation PMO/MCPD must be notified and entries reflecting the debarment must be made in the CLEOC/NJIS and PACS databases to ensure an unauthorized attempts to re-enter the Installation are unsuccessful.

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Chapter 7

Personnel Access Control System (PACS) and Contractor Access

1. General. DBIDS, the Marine Corps' enterprise PACS solution, is a DoD owned and operated system developed by the Defense Manpower Data Center as a force protection capability designed to manage personnel, property, and installation access for the DoD. DBIDS is the only PACS authorized by Marine Corps Installations Command (MCICOM) at perimeter ECPs. DBIDS is an access management solutions for vendors, contractors, suppliers, delivery personnel, and all other service providers who require access to Marine Corps Installations on a regularly re-occurring basis and are not eligible for a CAC. The VCO, CVO, or responsible office will issue these locally produced DBIDS credentials. The Marine Corps Electronic Security System credential is no longer approved by MCICOM.

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 in accordance with local policy and receive a DBIDS credential if they pass background-screening requirements and are approved by the Installation Commander.

b. DBIDS credential holders who do not drive a "commercial vehicle" may access a MCIEAST Installation via any gate approved by local policy. Commercial vehicles must enter through those gates designated by the Installation Commander, where the vehicles are subject to inspection under local policy.

c. All applicants who receive a DBIDS credential are subject to a criminal background check and a vehicle inspection at any time.

3. Access

a. In accordance with chapter 8 of this Order, local first responders in the performance of official duties are the only exception to the DBIDS enrollment policy. All other individuals requesting access to an MCIEAST Installation for a period in excess of 60 days without an otherwise approved access control credential must enroll in DBIDS.

b. Receiving a DBIDS credential does not constitute approval of proposed business or activities aboard the Installation. Individuals or businesses must appropriately request and receive approval to conduct their proposed business or activity aboard a MCIEAST Installation. For example, not-for-profit entities must submit a written request via the SJA and receive an Installation Commander's

specific approval 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. DBIDS credentials are furnished at the Installation VCO or CVO. All lost or stolen badges will be immediately reported to the PMO/MCPD.

b. Contractor/sub-contractor employees must present a letter from the Installation Contracting Officer to the VCO/CVO in order to obtain a DBIDS credential or temporary pass. The letter must indicate the relevant contract, contract period, Prime Contractor, expiration date, and days/hours of scheduled work.

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

d. The Prime Contractor must provide an updated employee roster (including all sub-contracted employees) to the Installation VCO/CVO with three business days if an employee is terminated for any reason or a new employee is hired. All new hires will complete all Installation access control security procedures prior to performing any work or accessing any MCIEAST Installation.

e. The Prime Contractor must retrieve all government issued IDs previously issued to a terminated employee and return them to the PMO/MCPD when a contracted employee is terminated for any reason.

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

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g. Food and product delivery companies shall not be granted access unless the driver has been properly identity proofed and vetted. Justification for vetted delivery drivers' access shall be queried and validated by access control sentries before entry. All delivery vehicles should be inspected prior to entry and are subject to re-inspection while aboard MCIEAST Installations at the discretion of the Installation Commander. Solicitation by food or product delivery companies is strictly prohibited aboard all MCIEAST Installations. Service members standing barracks duty shall not allow these companies to enter the barracks without proper escort. The escort could be the barracks duty or the individual for whom the delivery is intended.

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Chapter 8

First Responder, Local Government, and Essential Personnel
Access Control

1. First Responder. First responder refers to any law enforcement (LE) and/or security personnel, firefighter, emergency medical technician, and explosive ordnance disposal personnel who provide the initial, immediate response to an all-hazard incident.
2. Local Government. Local government officials are those persons elected or appointed who are visiting an Installation in an official capacity.
3. Essential Personnel. Essential personnel are those individuals needed to ensure the Installation's mission continues and/or those needed to preserve life, and prevent destruction or serious damage to property.
4. Access Control for First Responders, Local Government Officials, and Essential Personnel. Access control for first responders, local government officials, and essential personnel can cause a risk to an Installation if established procedures are not in place and adhered to as directed in reference (j). The following procedures shall be performed:

- a. First Responders

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

- (a) On-duty, non-DoD Officers (LEOs), except Federal, not in a requested response to an active incident, shall be granted access and directed to the designated agency for LE investigations and/or warrant issues, or to a designated meeting place for event coordination.

- (b) No non-DoD LEOs are authorized access for the purpose of investigations without prior coordination. If approved, the non-DoD LEO shall be escorted by a DoD LE official. Non-DoD LEOs will be authorized to carry their official issued firearms in the performance of their official duties aboard MCIEAST Installations.

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

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

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accordance with local policy. However, such officials should obtain a DBIDS credential to avoid any potential delays at ECPs.

c. Essential Personnel. Essential personnel shall be granted access in accordance with local policy, in which Installation Commanders must ensure:

(1) Essential personnel are clearly identified in the event of an emergency.

(2) Essential personnel present CAC or other authorized access control credentials to gain access to an Installation during emergencies.

(3) Access by non-essential personnel during an emergency requires authorization by the EOC prior to entry.

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Chapter 9

Definitions

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

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

Commercial Vehicle. Any vehicle used for business or commercial purposes or, the purpose of compensation or profit or, designed, used, or maintained primarily for the transportation of goods or materials rather than people or, for the furtherance of any commercial enterprise, or for transporting hazardous materials which is required to be placarded.

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

Escorted Individuals. Individuals who require access, without determination of fitness, or who must be accompanied by a sponsor with authorization to escort that individual. The escort requirement is mandated for the duration of the individual's visit.

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

Fitness. Level of character and conduct determined necessary for the basis of access control decisions and identity proofing. This includes the process of providing or reviewing federally authorized and acceptable documentation (USCIS Form I-9) for authenticity.

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

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

Physical Access Control. The process of physically controlling personnel and vehicular entry to Installations, facilities, and resources.

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

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

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

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

Trusted Traveler. A procedure that allows for uniformed service members and spouses, DoD employees, and retired uniformed service members and spouses to sponsor occupants in their immediate vehicle provided the Trusted Traveler vehicle operator possesses a valid government issued ID card and has a clear NCIC check. Trusted Travelers are entirely responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by the requirements of the Installation Commander.

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

Vetting. An evaluation of an applicant or cardholder's character and conduct for approval, acceptance, or denial for the issuance of an access control credential or physical access.