



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
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AirStaO 5500.14B

SES

22 MAY 2008

AIR STATION ORDER 5500.14B

From: Commanding Officer, Marine Corps Air Station Cherry Point
To: Distribution List

Subj: DOCUMENTATION REQUIRED TO REQUEST ACCESS TO MARINE CORPS
AIR STATION (MCAS), CHERRY POINT BY COMMERCIAL AND
CONTRACTOR EMPLOYEES

Ref: (a) DoD 5200.8
(b) MCO 5510.15A
(c) CG MCIEAST POLICY LETTER 003-07 Dated 14 May 2007

Encl: (1) Documentation Required to Grant Access to Commercial
and Contract Employees

1. Situation. World events continue to highlight the need for improved security practices. For many years, commercial and contractor employees were permitted aboard the Air Station without criminal records checks, appropriate identification documents, and proof of citizenship/immigration status. Access was granted on the basis of employment by a firm authorized to conduct business aboard MCAS Cherry Point and in compliance with local motor vehicle regulations. The previous Order required local records checks which have proven to be less than accurate in identifying criminal activity of some employees.

2. Cancellation. AirStaO 5500.14A.

3. Mission. A minor change in the procedures for granting access to commercial and contractor employees is warranted. This Order delineates the documentation required to grant access to commercial and contractor employees. It serves as a foundational document for several other processes related to commercial and contractor employees including the contracting process, the contractor identification card process, and the business permit process.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Reasonably necessary and lawful measures are essential to maintaining law and order and to protect installation personnel and property, per the references. Verifying the identity, criminal history, and immigration status of commercial and contractor employees is a necessary component of an effective security program. This practice contributes to the protection of installation personnel, government property, and of the commercial and contract employees and provides access control consistency among MCIEAST Installations per reference (c).

(2) Concept of Operations

(a) Commercial and contractor employees are individuals who are granted access to the Air Station to perform contracted services for the Government or to provide services for personnel working or residing aboard the Air Station.

(b) Enclosure (1) lists the required documentation for commercial and contractor employees to request access to the Air Station.

(c) Costs associated with producing the required documentation shall be the responsibility of the employer or employee.

(d) Access will no longer be granted solely based upon information provided by the employer. Individual employees shall present the documentation required in person.

(e) The requirement for documentation shall be incorporated into all contracts written by the Air Station. External contracting activities that write contracts for services aboard MCAS Cherry Point shall be notified of the requirements established within this Order by their customers aboard the Air Station. All criminal history checks must be completed not more than 30 days prior to start of contract.

5. Administration and Logistics. The CG, 2d MAW; CO, FRC East; CO, Naval Health Clinic, Cherry Point; and CO, CLC-21 concur with the contents of this Order as far as it pertains to members of their command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

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


R. C. MANN
By direction

DISTRIBUTION: A

DOCUMENTATION REQUIRED TO GRANT ACCESS
TO COMMERCIAL AND CONTRACT EMPLOYEES

1. Commercial and contract employees may be issued access to MCAS Cherry Point on an individual basis.
2. Commercial and contract employees must possess a picture identification card from a state or federal agency.
3. Commercial and contract employees must provide full name, social security number, date of birth, and mailing address.
4. Commercial and contract employees must provide a complete 50 state criminal records check on an annual basis. This records check may be obtained from any of the following internet investigative services: Kroll (former Infolink Screening Services), Castle Branch, Accurate Background Investigations, Inc., or any other investigative services company that provides records checks of all 50 states. These services also validate social security card numbers. All criminal history checks must be completed no more than 30 days prior to start date of contract. (Note: These internet screening services are listed as possible sources for obtaining a criminal background check. The United States government and the United States Marine Corps do not endorse nor are they affiliated with any of these services.)
5. Commercial and contract employees must provide proof of citizenship/immigration status. Acceptable documents include birth certificates, Immigration and Naturalization Service (INS) forms, and passports.
6. Commercial and contract employees must provide proof of employment and a list of all their employees requiring access.
7. Commercial and contract employees must provide an approved contract and sponsorship letter from the MCAS Cherry Point employer/contracting officer identifying the following:
 - a. The name of the company/business awarded the contract.
 - b. Contract number (if applicable).
 - c. Contract expiration/termination date.

- d. Flight line access with specific location (if required).
8. Installation Access will be denied if it is determined that an individual:
- a. Is on the National Terrorist Watch List.
 - b. Is illegally present in the United States.
 - c. Any reason the Installation Commander deems reasonable for the good order and discipline.
 - d. Is subject to an outstanding warrant.
 - e. Has knowingly submitted an employment questionnaire with false or fraudulent information.
 - f. Has been issued a debarment order and is currently banned from military installations.
 - g. Is a registered sex offender.
 - h. Has been convicted of a felony or a drug crime within the past five years.
 - i. Individuals who have received a DUI/DWI in the last year will be allowed access to the installation, but will not be permitted to drive on the installation.
9. Commercial and contract employees will be issued a contractor's badge good for one year. Commercial and contract employees are required to resubmit a complete 50 state criminal records check in order to renew their contractor badge.
10. All appeals shall be directed to the Installation Commander (Attn: Inspector's Office) for any individual that has been denied access to the installation.