



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5560.6A
SES

DEC 3 2015

AIR STATION ORDER 5560.6A

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

Subj: INSTALLATION ACCESS

Ref: (a) DTM 09-012, "Interim Policy Guidance for DoD Physical Access Control"
(b) ASO 5530.2D
(c) ASO 1740.1D
(d) ASO 3302.2

Encl: (1) Installation Access Procedures and Guidelines
(2) Denial of Access Waiver

1. Situation. Safety and security of personnel and assets aboard Marine Corps Air Station (MCAS) Cherry Point is a primary concern of the Installation Commander. As such, this Order prescribes necessary policy, procedures, and standards to ensure the good order and discipline of the Installation.

2. Cancellation. ASO 5560.6.

3. Mission. To establish policy, responsibilities, and procedures for access aboard MCAS Cherry Point.

4. Execution. Personnel at all echelons must direct their attention to the overall security of MCAS Cherry Point. All personnel should be made aware of, and shall comply with, the contents of this Order.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCAS Cherry Point welcomes all visitors that are properly vetted. Vetting should be efficient, but must also be thorough to ensure the safety and security of all personnel.

(2) Concept of Operations. The Provost Marshal is delegated the authority to enforce all regulations aboard the Installation. It is the duty of all Service members, family members, and civilians to report observed violations of this regulation to the Cherry Point Police, who are the agents through whom the Installation Commander exercises security enforcement aboard the Installation. Accordingly, Cherry Point Police are authorized to stop any vehicle or person on the Installation upon competent orders or reasonable belief that unauthorized access has been attempted or obtained. Any person who willfully fails or refuses to comply with the lawful order or direction of the Cherry Point Police may be subject to arrest and/or apprehension.

b. Coordinating Instructions. See enclosure (1).

5. Administration and Logistics

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

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a. Questions pertaining to the content of this Order should be directed to the Security and Emergency Services Directorate, MCAS Cherry Point.

b. All forms associated with this Order may be obtained from Naval Forms Online at: <https://navalforms.documentservices.dla.mil/web/public/home>.

6. Command and Signal

a. Command. This Order is applicable to all personnel aboard MCAS Cherry Point, Marine Corps Outlying Field Atlantic, Marine Corps Outlying Field Oak Grove, and Marine Corps Auxiliary Landing Field Bogue.

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



TRAVIS L. POWERS
Acting

DISTRIBUTION: A

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LOCATOR SHEET

Subj: INSTALLATION ACCESS

LOCATION: _____
(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of person Incorporating Change

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Chapter 1

Access

1. Unescorted. Per the references, individuals that are in possession and produce any valid form of identification are authorized entry and unescorted access to the Installation, with the exception of the Flight Line.

2. Flight Line. Per reference (b), access to the Flight Line restricted area is limited to designated authorized personnel. Individuals requiring access to the Flight Line must complete the steps below in order to receive appropriate credentials:

a. Individuals must be designated in writing by a competent authority as needing access to the Flight Line in the performance of their duties. Competent authority includes the Installation Commander, supported Commanding Officers aboard the Installation, and the Resident Officer in Charge of Construction (ROICC).

b. Military or DoD civilians in possession of a DoD Common Access Card (CAC) must report to the Pass and Identification Office with an authorization letter from their Commanding Officer to have Flight Line Restricted Area access added to their CAC.

c. Civilian contractors must report to the Pass and Identification Office with an authorization letter from the ROICC authorizing Flight Line Restricted Area access and complete the required vetting process. Once the vetting process has been completed and approved, the civilian contractor will receive a MCAS Chery Point Contractor Identification Card that indicates Flight Line access or have access encoded into the Rapid Gate credential already in their possession.

3. Visitors and Guests

a. Admission of Civilians aboard the Installation. All civilians shall be subject to military control while aboard this Installation and can be prosecuted in a Federal Court for offenses committed while on Federal property. Civilian visitors, while aboard the Installation, will be required to observe proper standards of personal conduct at all times. Improper conduct could result in the visitor's removal from the Installation. Military personnel and their family members are responsible for the guests they host while aboard the Installation, and must assure that they are escorted, visit only unrestricted areas and buildings, and conduct themselves in an orderly and lawful manner.

b. Escorted Sponsorship. Military members, authorized military dependents, and Federal employees are permitted to sponsor civilians aboard the Installation using the trusted passenger policy. When authorized individuals transport a visitor in a vehicle aboard the Installation, and when they remain in constant contact with their visitors at all times, a visitor pass from the Pass and Identification Office is not required. This authorization is only for visits not to exceed 24 hours in duration. **SPONSORS MAY ONLY USE THE TRUSTED PASSENGER POLICY FOR UP TO TWO GUESTS AT ANY TIME.**

c. Guests of Family Housing Residents. All housing residents may sponsor their guests for overnight stays greater than 24 hours. Sponsors who have guests whose visit will exceed seven days in length must receive authorization from Atlantic Marine Corps Communities (AMCC) by making a request through their

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local Family Housing Office. Visitor passes for overnight guests in family housing areas can be obtained at the Pass and Identification Office upon arrival of the guests or in advance by emailing the Pass and Identification office OMB inbox at CHPT_PASS-ID_OMB@usmc.mil from any .mil or .navy email account. Requests must include the following information.

- (1) Sponsor's Rank, Name, Unit, Date of Birth, and EDIPI.
- (2) Guest's/Visitor's Name and Date of Birth.
- (3) Dates of visit.
- (4) Approval letter from AMCC for stays longer than seven days in duration.

d. Visitors and Guests with Vehicles. Authorized guests arriving in privately owned vehicles must obtain a temporary pass in order to operate the vehicle aboard the Installation. Sponsors must either accompany their guest to the Pass and Identification Office or may sponsor in advance by emailing the Pass and Identification office OMB inbox at CHPT_PASS-ID_OMB@usmc.mil from any .mil or .navy email account providing the information below:

- (1) Sponsor's Rank, Name, Unit, Date of Birth, and EDIPI.
- (2) Guest's/Visitor's Name and Date of Birth.
- (3) Dates of visit.
- (4) Purpose of visit.

Guests must present the following information to obtain a temporary vehicle pass:

- (1) Valid Driver's License.
- (2) Valid Vehicle Registration.
- (3) Valid Proof of Insurance.
- (4) Current Rental Car Agreement, if applicable.

4. Civilian Law Enforcement Officers. Properly identified law enforcement officers requesting access in the performance of their official duties shall be granted access to the Installation. They will be directed to the Provost Marshal's Office, the Legal Services Support Team, or the Naval Criminal Investigative Service, whichever is appropriate for their business. A vehicle pass is not required.

5. Federal Officials. Federal Officials in clearly marked U.S. Government vehicles with appropriate government identification will be granted access to the Installation. A vehicle pass is not required.

6. News Media Representatives. Accredited news media representatives requesting access aboard the Installation in order to photograph and/or report news for feature events must contact the Joint Public Affairs Office (JPAO) in advance for permission. When news media arrive on the approved date, they will

be asked to remain at the Pass and Identification Office and they will not be permitted access aboard the Installation without an escort from the JPAO.

7. Taxicabs. Cab company owners desiring to conduct business aboard the Installation must first obtain a Business Permit. Occupants in a taxicab shall be properly identified prior to being allowed access aboard the Installation. The locations listed below are the only approved "cab stands" or waiting stations for cabs without fares:

- a. Near the main entrance of Building #3918 (MCX).
- b. Near the main entrance of Building #3542 (Roadhouse).
- c. Near the main entrance of Building #293 (7-Day Troop Store).

8. Private Clubs and Organizations. MCCS sponsors many clubs and private organizations authorized to conduct functions aboard the Installation. These clubs/organizations are authorized to have one-third of their total membership comprised of civilians. Civilians who wish to become members of MCCS sponsored clubs and organizations must obtain a letter from the MCCS club or organization indicating they are a membership applicant. The applicant must provide this letter to the Pass and Identification Office and complete a Background Investigation package in order to be properly vetted. Applicants in the process of completing a Background Investigation package may receive a temporary pass for access to and from the organization when sponsored by a current member for up to one 30-day period. Once an applicant has been approved, they will be issued a vehicle pass for a period not to exceed one year or the expiration of their membership, whichever occurs first. At the expiration of the membership, the applicant must be re-vetted.

9. Former Spouse/Guardian. If a former spouse of a service member or guardian of a military family member is granted custody of a military child who holds a valid Uniformed Services Privilege and Identification Card, they will be granted access and issued a temporary vehicle pass. Vehicle passes will be issued for the period of the intended visit and shall not exceed five days. The child need not be present with the former spouse/guardians, however, they must present the child's Identification Card and state the official business that is to be conducted.

10. Special Events

a. "Open Gate" Events. The Installation Commander may declare an "open gate" for large scale special events such as the bi-annual Air Show and MCCS sponsored music concerts. In these cases, civilian personnel without military affiliation will be admitted to the Installation without the use of a visitors pass. Visitors of "open gate" events should expect random and unexpected security measures by the Provost Marshal's Office during these events. Attending visitors will remain under military or sponsor's control while aboard the Installation and can be prosecuted in a Federal Court for offenses committed while on Federal property. Special event attendees will be required to observe proper standards of personal conduct at all times, and improper conduct may result in removal from the Installation.

b. Weddings, Reunions, Dinners, Sporting Events, etc. Requests to host a special event aboard the Installation must be coordinated through the Provost Marshal's Office and the JPAO. The required steps for hosting a special event

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are listed below:

(1) Obtain approval in writing from the JPAO 90 days in advance of the planned special event.

(2) Deliver a copy of the approval letter from the JPAO and a list of all planned attendees that includes their full name and dates of birth to the Pass and Identification Office at least 30 days prior to the planned special event.

(3) The Provost Marshal's Office will vet all requested attendees within four days of receipt of the letter and list, and will notify the requester of any attendees whose access has been denied.

(4) The Pass and Identification Office will complete the visitor vehicle passes for all approved attendees, and will issue them on the day of the event.

c. Special Events Vulnerability Assessment. Per reference (d), all open gate events and any other hosted special events with an expected attendance of 300 or more DoD personnel must have a Special Events Vulnerability Assessment (SEVA) completed through Mission Assurance of the Installation Operations Directorate.

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Chapter 2

Access Credentials

The accepted forms of credentials are listed below and indicate the level of access each credential provides:

1. DoD Common Access Card (CAC). Per reference (a), persons possessing a DoD CAC are vetted to DoD personnel security standards and are granted unescorted access to the Installation.
2. Uniformed Services Privilege and Identification Card. Persons' possessing a DoD issued Identification and Privilege Card (including military family members), are considered sponsored aboard the Installation by the associated service member and are granted unescorted access to all unrestricted areas.
3. Uniformed Services Retiree Identification Card. Military Retirees are considered vetted through honorable service and are granted unescorted access to all unrestricted areas.
4. MCAS Cherry Point Contractor Identification Card. The Pass and Identification Office will issue Contractor Identification Cards to individual employees of companies authorized to conduct contractor and commercial services aboard the Installation. Once in possession of a Contractor Identification Card, the holder is granted unescorted access to all unrestricted areas aboard the Installation. Prior to being issued a Contractor Identification Card, the vetting steps below must be completed:
 - a. Provide proof of employment by the company authorized to conduct contracting or commercial services aboard the Installation.
 - b. Complete a Background Investigation package at least five days prior to the requested access start date.
 - c. Provide proof of U.S. citizenship or immigration status (i.e., Birth Certificate, Passport, DD-214, or INS card).
 - d. Provide a Social Security Card or Verification Letter from the Social Security Administration.
 - e. Upon favorable vetting results, Contractor Identification Cards will be issued for a period not to exceed one year or at the end of the employer's contract, whichever occurs first.
5. MCAS Cherry Point Business Permit Identification Card. The Pass and Identification Office will issue Business Permit Identification Cards to individuals who have been approved by the Station Inspector's Office to conduct business with military and civilian personnel aboard the Installation. Individuals in possession of a Business Permit Identification Card will have unescorted access to unrestricted areas of the Installation, unless otherwise granted by the Station Inspector on behalf of the Installation Commander. Individuals requesting to conduct business aboard the Installation must complete the steps below prior to being issued a Business Permit Identification Card:
 - a. Complete a Business Permit Application (Form: MCASCHERPT/INSP/5512/2) at the Pass and Identification Office in accordance with reference (c). This

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application form can be downloaded at Naval Forms online or:

<http://www.cherrypoint.marines.mil/Resources/StationInspector.aspx>

b. Furnish a completed Business Permit Application to the Pass and Identification Office and complete a Background Investigation package at least five days prior to the requested access start date.

c. Provide proof of U.S. citizenship or immigration status (i.e., Birth Certificate, Passport, DD-214, or INS card).

d. Provide a Social Security Card or Verification Letter from the Social Security Administration.

e. Business Permit Identification Cards will be issued upon approval by the Station Inspector and a favorable vetting result for a period not to exceed one year or at the end of the approved permit, whichever occurs first.

6. AMCC Resident Identification Card. The Pass and Identification Office will issue AMCC Resident Identification Cards to non-military affiliated individuals who are authorized residents in AMCC family housing. Individuals in possession of an AMCC Resident Identification Card are authorized unescorted access to, from, and in their assigned housing areas only. Prior to signing a lease or occupying a residence aboard the Installation, the steps below must be completed:

a. Provide proof from AMCC of intent to sign a lease to reside within an AMCC managed housing area or permission to occupy a residence with an individual already on a lease from AMCC.

b. Complete a Background Investigation package at least five days prior to the requested lease or occupancy start date.

c. Provide proof of U.S. citizenship or immigration status (i.e., Birth Certificate, Passport, DD-214, or INS card).

d. Provide a Social Security Card or Verification Letter from the Social Security Administration.

e. AMCC Resident Identification Cards will be issued upon favorable vetting results for a period not to exceed one year or the end of the lease, whichever occurs first.

7. Armed Forces Exchange Identification and Privilege Card (DD Form 2574). The Armed Forces Exchange Identification and Privilege card is issued to authorized patrons of exchanges who do not otherwise possess an Armed Services Identification Card (i.e., MCCA family members). MCCA Human Resources will issue Armed Forces Identification and Privilege Cards to authorized individuals who complete the process below:

a. Provide Proof of Eligibility from MCCA indicating employment or the relationship to a sponsor.

b. Complete a Background Investigation package through the Provost Marshal's Office (Building #294), if over the age of 18.

c. If under the age of 18, a Background Investigation is not required, however the minor must be accompanied by a sponsor at all times.

d. Bring the completed Background Investigation package to the MCCS Human Resources Office.

e. The Armed Forces Exchange Identification and Privilege Card will be issued upon favorable vetting results for a period not to exceed one year. At the completion of one year, the holder must be re-vetted for future access. Individuals in possession of an Armed Forces Exchange Identification and Privilege Card are granted unescorted access to and from authorized Exchange and MCCS facilities only.

8. Rapid Gate. The Rapid Gate credential is the only long-term credential that can be issued in excess of one year and to authorized contractors whose employers are enrolled and participating in the Rapid Gate Program. The Pass and Identification Office will issue Rapid Gate credentials to authorized contractors who complete the process below:

a. Obtain a company registration code from their employer.

b. Complete the Rapid Gate registration process using the Rapid Gate Kiosk machine located at the Pass and Identification Office. (Company provided registration code is needed for this step).

c. Complete an Authorization of Release of Information Form, and return it to the Contracting and Badging Office. This authorization form is required to allow the Installation to communicate with Rapid Gate in regards to your access to the Installation. Rapid Gate credentials will not be issued without this authorization on file with the Pass and Identification Office.

d. The Pass and Identification Office will notify the agent once the credential is available for pick up.

e. Rapid Gate credentials are issued to cover the entire employer contract timeframe and are automatically renewed through Rapid Gate. Revoked or expired credentials shall be confiscated by Military Police on the first instance they are used after the revocation/expiration date.

f. Rapid Gate credentials must be returned to the Pass and Identification Office immediately upon expiration or revocation.

Chapter 3

Access Denial and Appeal Process

1. Vetting Process. The Installation Commander reserves the right to deny access to any person or conveyance when it is in the best interest of the government to do so. A denial for access may be based upon, but not limited to, an applicant's criminal history, poor driving record, or a combination of both, which shows a clear pattern of disregard for the law. Applicants may also be denied if they demonstrate an increased risk to the safety and security of the Installation.

2. Criminal Activity. The below list of criminal activities within an applicant's record are considered not in the best interest of the Marine Corps and will be grounds for automatic denial of access aboard the Installation.

- a. Conviction of any felony offense.
- b. Conviction of any misdemeanor offense, which was the result of a plea bargain of a felony offense.
- c. Conviction of any offense involving a weapon.
- d. Conviction of any drug offense involving manufacturing or trafficking.
- e. More than one misdemeanor conviction of drug related offenses over the applicant's lifetime or one misdemeanor drug related offense within the last five years.
- f. Conviction of any assault charge.
- g. Conviction of any offense involving theft or larceny.
- h. Conviction of any offense of domestic violence.
- i. Conviction of any offense related to the abuse/neglect of a child.
- j. Conviction of any sexual in nature related offense or registration as a sex offender.
- k. Commission of any grievous criminal offense/misconduct while aboard any Federal installation, including blatant disregard for rules and regulations of the Installation, but excluding minor traffic offenses.
- l. Other than Honorable, Bad Conduct, and Dishonorable discharges from the U.S. Military.
- m. Those identified as undocumented citizens.
- n. Those on the National Terrorist Watch List.
- o. Any individual who attempts to hide or purposely fails to disclose all past criminal history during the vetting process.
- p. Any individual that the Provost Marshal's Office determines to present a risk to the security and safety of the Installation and whose access is deemed

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not in the best interest of the Marine Corps.

q. Any individual who has been debarred from the Installation by the Installation Commander or is currently listed as debarred from any other Federal installation.

r. Any individual with an outstanding warrant for their arrest or apprehension.

s. Any individual with a pending criminal court case that, if convicted, would result in access denial in accordance with the criteria listed above.

3. Appealing a Denial for Access. Applicants who have been denied access aboard the Installation in accordance with this Order, will receive written notice (see enclosure (2)). Applicants may appeal this decision to the Installation Commander (via the Station Inspector's Office). Appeals are submitted by the following process:

a. Return the notice (enclosure (2)) to the Contractor Vetting and Badging Office, along with a typed or written statement addressed to the Station Inspector that specifically states the reason for your denial and your justification for an approved appeal. The Contractor Vetting and Badging Office will deliver your request and all initial vetting paperwork to the Station Inspector's Office.

b. Rapid Gate applicants who are denied access will process their appeal through the Rapid Gate System and do not need to complete steps one and two.

c. Once a determination has been made on an appeal, the applicant will be notified directly by the Station Inspector's Office.

MCAS CHERRY POINT ACCESS VALIDATION FLOW CHART

	STEPS ← CRITICAL →	RAPIDgate Enrollment w/ Background Check	MCAS CP Background Check Package	Authorization Letter (Station Inspector/ Manpower)	MCIC Background Check	AMCC Lease Agreement	ROICC Contract & Sponsorship Letter	Access Code/PIN	Bill of Lading	Sponsor/ Escort	Beneficiary ID Card	DOD Decal (Active, Retired or Civilian)	DOD Decal (Contractor)	Vehicle Paper Pass
Atlantic Marine Corps Communities (AMCC) Resident ID			✓		✓	✓							✓	✓
Guest of the Commanding Officer & Friends of Cherry Point					✓									✓
PIV-1 First Responder Authentication Credential (FRAC)					✓									✓
PIV-1 Airport Credential Interoperability Solution (ACIS) ID Card					✓									✓
Flight Line Access (DoD)								✓						
Flight Line Access (Contractor)		✓	✓		✓		✓	✓					✓	✓
Marine Corps Community Services (MCCS) Activities					✓									✓
Defense Commissary Agency (DECA) Baggers					✓								✓	
News Media					✓					✓				

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MCAS CHERRY POINT ACCESS VALIDATION FLOW CHART

	RAPIDGate Enrollment w/ Background Check	MCAS CP Background Check Package	Authorization Letter (Station Inspector/ Manpower)	NCIC Background Check	AMCC Lease Agreement	ROICC Contract & Sponsorship Letter	Access Code/PIN	Bill of Lading	Sponsor/ Escort	Beneficiary ID Card	DoD Decal (Active, Retired or Civilian)	DoD Decal (Contractor)	Vehicle Paper Pass
Agent / Guardian Letter Recipients		✓	✓						✓	✓			✓
Non-Affiliated (Guests & Visitors)				✓					✓				✓

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UNITED STATES MARINE CORPS
SECURITY & EMERGENCY SERVICES DIRECTORATE
POSTAL SERVICE CENTER BOX 80350
CHERRY POINT, NORTH CAROLINA 28533-0050

5512
PMO

From: Provost Marshal, Marine Corps Air Station, Cherry Point

To: _____

Subj: DENIAL OF ACCESS TO MARINE CORPS AIR STATION (MCAS) CHERRY POINT

Ref: (a) ASO 5560.6A

1. Per the reference, your application for access to MCAS Cherry Point has been processed and denied for the following reason(s):

- (a) _____
- (b) _____
- (c) _____

2. You may appeal this decision by returning this letter to the Pass and Identification Office Supervisor, along with a typed or written statement addressed to the Station Inspector's Office, specifically addressing the reason(s) for denial (stated above), and justification for an approved appeal.

(Signature/Title)

(Date)

FINAL APPEAL DECISION FROM STATION INSPECTOR'S OFFICE

APPROVED

DENIED

(Signature of Official)

(Date)

(Printed Name of Official)

(FORM 805512 2) BADGE AND ACCESS CONTROL SYSTEM OF RECORDS
AUTHORITY: 10 U.S.C. 5011, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5510 14C, Navy Physical Security; Marine Corps Order 5520 14, Marine Corps Physical Security Program Manual; and E.O. 11977(SEC), as amended. PURPOSE: To control physical access to Department of Defense (DoD), Department of the Navy (DoN) or U.S. Marine Corps installations/units by identifying or verifying individuals for the purpose of protecting U.S. coalition/allied government/national security areas of responsibility. ROUTINE USE: The 'DoD' Blanket Routine Uses that appear at the beginning of the Navy's compilation of systems of records notices apply to this system. DISCLOSURE: Voluntary; however, failure to provide the requested information may result in the denial of physical access to DoD, DoN, or USMC installations/units.