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AIR STATION ORDER 5560.6C

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

Subj: INSTALLATION ACCESS

Ref: (a) DoDM 5200.08 Vol 3, "Physical Security Program: Access to DoD Installations," of 2 January 2019  
(b) MCIEAST-MCB CAMLEJO 5530.25B  
(c) CG MCIEAST-MCB Policy Letter 13-19  
(d) ASO 5530.2E  
(e) ASO 3302.2  
(f) DTM 09-012, "Interim Policy Guidance for DoD Physical Access Control"

Encl: (1) Installation Access Procedures and Guidelines  
(2) Background Investigation Package  
(3) Appeal Process Instructions  
(4) Blank Access Denial Letter

1. Situation. Safety and security of personnel and assets aboard Marine Corps Air Station Cherry Point (MCAS CHERPT) 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 5560.6B.

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

4. Execution. Personnel at all echelons must direct their attention to the overall security of MCAS CHERPT. 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 CHERPT 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

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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

a. Questions pertaining to the content of this Order should be directed to the Provost Marshal's Office (PMO), MCAS CHERPT.

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 CHERPT, Marine Corps Outlying Field (MCOF) Atlantic, MCOF Oak Grove, and Marine Corps Auxiliary Landing Field Bogue.

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



B. C. BURKS

DISTRIBUTION: A

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## Chapter 1

Access

1. Unescorted. Per the references, individuals that are in possession and produce any valid DoD ID card 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 (FLRA) is limited to designated authorized personnel only. Individuals requiring access to the FLRA must complete the steps below in order to receive appropriate access credentials:

a. Individuals must be designated in writing by a competent authority as needing access to the FLRA in the performance of their duties. Competent authority includes the Installation Commander, Commanding Officers aboard the Installation, Command Access Control Officers, and the Resident Officer in Charge of Construction (ROICC) when contract work inside the FLRA has been authorized.

b. Military and DoD civilians in possession of a DoD Common Access Card (CAC) requiring access into the FLRA must report to the Physical Security Office with a Letter of Authorization from their Commanding Officer or Access Control Officer to have FLRA access added to their CAC.

c. Contractors must report to the Pass and Identification Office with a Letter of Authorization from the ROICC authorizing FLRA access and complete the required vetting process. Once the vetting process has been completed and approved, the contractor will receive a MCAS CHERPT Contractor Defense Biometric Identification System (DBIDS) card with FLRA access encoded into the credential.

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.

b. Trusted Traveler Access. Trusted Traveler access allows for the following:

(1) Authorized individuals who have been granted unescorted access, who possess a valid Common Access Card (CAC), or a Uniformed Services Identification Card (USID), and is over age 16, to simultaneously vouch for co-travelers (in the same vehicle or on foot)

and enable those co-travelers to obtain trusted traveler access.

(2) All personnel acting in a Trusted Traveler capacity are responsible for the conduct of each sponsored guest and must ensure each guest remains with the Trusted Traveler for the duration of the guest's visit. A violation, attempted violation, or solicitation of another to violate the Trusted Traveler Program requirements, including sponsorship of guests failing to meet installation access requirements may subject all involved to adverse administrative and/or punitive action.

(3) The number of co-travelers may not exceed five individuals per trusted traveler unless specifically authorized by the Installation Commander.

(4) Individuals using a non-CAC local or regional DoD credential (DBIDS), Federal PIV, and Non-Federal PIV I, or any other form of identification do not qualify as Trusted Travelers in accordance with this Order. Non-Trusted Travelers granted unescorted access to the Air Station are not permitted to sponsor guests. Any individual accompanying a non-trusted traveler must establish a valid purpose to enter the Installation, have their identity verified, and establish historic and current fitness prior to being granted access.

(5) The trusted traveler program is permitted for Installation access only during the hours of 0530 to 2000. Between the hours of 2000 to 0530 all occupants, over the age of 18, must present an acceptable credential to access control point (ACP) personnel. The Commanding Officer may suspend trusted traveler programs at any time based on local conditions.

c. Escorted Sponsorship. Service members, authorized military family members, and Federal employees are permitted to simultaneously sponsor up-to five occupants in their vehicle using the trusted traveler policy after presenting a valid DoD ID card. This authorization is only for visits not to exceed 24 hours in duration. Trusted traveler sponsors are entirely responsible for the actions of all occupants in their vehicle while aboard the Air Station. All occupants over the age of 18 may be requested to produce a valid form of ID.

d. Guests of Family Housing Residents. 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 local Family Housing Office. Visitor passes for overnight guests in family housing areas can be obtained at the Pass and Identification (Pass & ID) Office upon arrival of the guests or in advance by emailing the Pass & ID 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.

e. Visitors and Guests. Authorized guests arriving in privately owned vehicles must obtain a temporary pass from Pass & ID in order to operate the vehicle aboard the Air Station. Sponsors must either accompany their guest to Pass & ID 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.

(5) Guests must present the following documents in order to obtain a temporary vehicle pass:

(a) Valid Driver's License.

(b) Valid Vehicle Registration.

(c) Valid Proof of Insurance.

(d) Current Rental Car Agreement, if applicable.

4. Civilian Law Enforcement Officers (LEOs), First Responders, Local Government Officials, and Essential Personnel. Access control for first responders, local government officials, and essential personnel can pose a risk to the Air Station if established procedures are not in place and adhered to. In accordance with reference (a), MCAS CHERT has establish access control procedures for First Responders in the performance of duties, local Government officials on official business, and other essential personnel responding to those situations where life and safety require external support from an outside agency.

a. Civilian Law Enforcement Officers (LEOs) and First Responders. Properly identified non-DoD Federal, State, and LEOs requesting access in the performance of their official duties shall be granted access to the Air Station. They will be directed to the Provost Marshal's Office (PMO), the Law Center, or the Naval Criminal Investigative Service (NCIS), whichever is appropriate for their official visit. A

vehicle pass is not required.

(1) No non-DoD LEOs are authorized access for the purpose of investigations without prior coordination. If approved, the non-DoD LEO will be escorted by PMO or NCIS as appropriate. Non-DoD LEOs will be authorized to carry their official issued firearms in the performance of their official duties aboard the Air Station.

(2) Non-DoD first responders responding to a mutual aid request aboard the Air Station shall be granted access after verification has been made by means designated by the Installation commander. PMO gate sentries shall ensure they expedite the verification process to minimize delay in mutual aid assistance.

b. Local Government Officials. Local government officials are those persons elected or appointed who are visiting the Air Station in an official capacity. They shall be granted access in their official capacity and should obtain a DBIDS credential to avoid any potential delays when requesting access.

c. Essential Personnel. Essential personnel shall be granted access when clearly identified as essential personnel and after they present a CAC or other authorized access control credentials to gain access to the Installation during emergencies. Access by non-essential personnel during an emergency will require authorization by the MCAS CHERPT Emergency Operation Center (EOC) prior to entry.

5. News Media Representatives. Accredited news media representatives requesting access aboard the Air Station in order to photograph and/or report news for future events must contact Communications Strategy (COMMSTRAT) in advance for permission. When news media arrive on the approved date, they will be asked to remain at Pass & ID while waiting for a COMMSTRAT escort.

6. For-Hire Drivers. For-Hire drivers, including taxicab, Uber, Lyft, and limousine drivers are required to enroll in DBIDS. Only for-hire drivers that are vetted and credentialed in accordance with the references and this Order will be granted access. Vetted for-hire drivers remain subject to random inspections upon entry/ exit and while aboard the Air Station.

a. For-hire drivers not enrolled in DBIDS but are hired off-station by access eligible person will be sponsored by the individual being transported and are authorized to take their fare directly to their requested destination. These persons must remain with their vehicle at all times and must exit the Air Station immediately upon discharging their fare(s).

b. For-hire drivers not enrolled in DBIDS may enter the Air Station if they are picking up a pre-arranged fare but may not "cruise" or otherwise solicit fares.



c. For-hire drivers holding valid DBIDS credentials are authorized to conduct business aboard the Air Station and may solicit fares by parking at the approved "cab stands" or waiting stations at:

- (1) Near the main entrance to Building #3918 (MCX).
- (2) Near the main entrance of Building #1281 (Public House).
- (3) Near the main entrance to Building #293 (Troop 7-Day Store).

d. Occupants in ride-share vehicles shall be properly identified prior to being allowed access aboard the Air Station. Gate sentries will scan the drivers and passengers ID cards with a DBIDS scanner to biometrically document their entry into the Air Station.

7. Food and Product Delivery Companies. 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 gate sentries before entry. All delivery vehicles will be inspected prior to entry and are subject to re-inspection while aboard the Air Station. Solicitation by food or product delivery companies is strictly prohibited aboard the Air Station.

8. Private Clubs and Organizations. MCCS sponsors many clubs and private organizations authorized to conduct functions aboard the Air Station. 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 Pass & ID and complete a Background Investigation Package (enclosure (2)) in order to be properly vetted. Applicants who complete a Background Investigation Package and are awaiting vetting may receive a temporary pass for access to and from the organization when sponsored by a current member for one 30-day period. Once an applicant has been vetted and approved, the applicant 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 re-apply for access and 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 but shall not exceed five days. The child need not be present with the former spouse/guardian, however, they must present the child's Identification Card and state the official business that is to be conducted.

## 10. Special Events

a. "Open-to-the-Public" Events. The Installation Commander may declare an "open-to-the-public" event for large scale special events such as the bi-annual Air Show and other MCCS sponsored events such as music concerts and festivals. In these cases, non-DoD affiliated civilian personnel will be admitted aboard the Air Station without the use of a visitors pass. Special event attendees should expect random and unexpected security measures by Cherry Point Police during these events. Attending visitors will remain under military or sponsor 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 Air Station.

b. Weddings, Reunions, Dinners, Sporting Events, Etc. Requests to host a special event aboard the Installation must be coordinated through Pass & ID and COMMSTRAT. The required steps for hosting a special event are listed below:

(1) Request and obtain approval for the event in writing from COMMSTRAT at least 90 days in advance of the planned special event.

(2) Deliver a copy of the approval letter from COMMSTRAT and a list of planned attendees to Pass & ID at least 15 days prior to the planned special event. Lists of attendees must include their full name and dates of birth.

(3) Pass & ID will vet all listed attendees within four days of receipt of the letter and list and will notify the event sponsor of any attendees whose access has been denied.

(4) Pass & ID will issue special event visitor vehicle passes for all approved attendees and will issue them on the day of the event.

c. Special Events Vulnerability Assessment. Per reference (a), 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 the MCAS CHERPT Mission Assurance Directorate.

11. Restrictions. The privilege of obtaining a visitor or temporary pass is subject to the following restrictions:

a. Visitor and temporary vehicle passes are government property. The unauthorized removal, sale, transfer to another vehicle, mutilation, forgery, or obscuring of a visitor or temporary vehicle pass is prohibited.

b. The registrant must maintain the visitor or temporary pass and safeguard its condition. Loss, mutilation, or defacement of a visitor or temporary vehicle pass must be reported to Cherry Point Police.

c. A registered owner of a motor vehicle registered aboard the Air Station or a motor vehicle displaying a visitor or temporary vehicle pass, will notify Pass & ID 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 visitor and temporary vehicle passes are removed and returned to Pass & ID 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 visitor or temporary vehicle 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 motor vehicle aboard the Air Station must report the suspension or revocation of their driving privileges by any state to the PMO Traffic Court Clerk within 24-hours of notification of suspension or revocation. Married couples who reside aboard the Air Station and who both have had their driving privileges suspended or revoked must coordinate removal of their motor vehicles from the Air Station until they can be registered in the name of an immediate family member meeting all qualifications to drive aboard the Air Station. 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 aboard the Air Station must maintain the minimum insurance required by the state of North Carolina throughout the period of registration. Failure to maintain adequate and continuous liability insurance coverage may result in a fine by the state of North Carolina, loss of state registration, and loss of Installation driving privileges.

## Chapter 2

Defense Biometric Identification System (DBIDS) Credentials

1. Document Screening. Prior to acceptance, Provost Marshal's Office (PMO) personnel processing an applicant for access 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.

2. Acceptable Identity Source Documents. All documents must be original and current. The accepted forms of credentials for access to the Installation are listed below and indicate the level of access each credential provides:

a. Department of Defense (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. The CAC simultaneously establishes identity, historic fitness, and purpose.

b. 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.

c. Uniformed Services Retiree Identification Card. Military retirees are considered vetted through honorable service and are granted unescorted access to all unrestricted areas.

d. Next Generation Uniformed Services ID (USID) Card. Issued to military retirees and military family members to access service benefits and privileges. The USID establishes identity and generally establishes purpose.

e. Non-CAC LRC (DBIDS credential) issued by the Installation Commander. These credentials simultaneously establish identity, historic fitness, and purpose for access to the Air Station. These credentials are only valid for access to MCAS Cherry Point (MCAS CHERPT) and not for access to other DoD Installations.

f. REAL ID-compliant driver's license or REAL ID-compliant non-driver's identification card issued by a state, territory, possession, or the District of Columbia. These credentials establish only identity.

g. Enhanced driver's license issued by a state, territory, possession, or the District of Columbia. These credentials establish only identity.

h. U.S. Passport or Passport Card. These credentials establish only identity.

i. Foreign passport bearing an unexpired immigrant or nonimmigrant visa or entry stamp. These credentials establish only identity.

j. Any other U.S. Federal, state, territory, possession, or District of Columbia Government-issued credential bearing a photograph, including credentials from other paragraphs in this section, deemed acceptable by the DoD Component head and consistent with applicable laws.

k. Federal PIV Card. The PIV simultaneously establishes identity and historic fitness.

l. Veteran's Health Identification Card (VHIC). The VHIC simultaneously establishes identity and purpose. Any individual accompanying the VHIC holder must be vetted for determination of fitness and issued a DBIDS temporary pass.

m. Non-Federal PIV-interoperable (PIV-I) Card. The PIV-I establishes only identity.

n. The Transportation Worker Identification Credential (TWIC). The TWIC establishes only identity.

o. The Pass and Identification (Pass & ID) Office will also accept an original or certified true copy of a birth certificate bearing a raised seal and social security card in conjunction with a non-Real ID compliant driver's license or state issued identification card. In the event this combination identity documents are used, all three must contain the same name or the individual must provide legal documentation such as a court order, marriage certificate, or divorce decree.

p. Individuals under the age of 18 who are unable to present a document listed above must be sponsored by an adult with the proper identification as outlined in Chapter 1 of this Order.

q. Children under the age of 16 residing aboard MCAS CHERPT may only sponsor a visitor with the approval of the children's parent or legal guardian. For example, a 12 year old family member residing aboard the Installation cannot use his or her valid family member DoD ID Card to vouch for a grandparent (having no other military affiliation) aboard the Air Station. In this instance, the grandparent must be identity proofed, vetted, and obtain a DBIDS

temporary pass for unescorted access prior to accessing the Installation.

3. Defense Biometric Identification System (DBIDS). DBIDS is an integrated Identity Management and Force Protection system developed and operated by the Department of Defense. DBIDS provides MCAS CHERPT with a secure solution to register, manage and control personnel at pertinent levels of physical access.

a. The DBIDS credential is the only long-term credential authorized for issue in excess of one year to authorized non-DoD affiliated personnel. The Pass & ID Office will issue DBIDS credentials to authorized non-DoD affiliated personnel who complete the process below:

(1) Complete the DBIDS registration process at the Pass & ID Office.

(2) 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 DBIDS in regards to the individual's access application. DBIDS credentials will not be issued without an authorization on file with the Pass & ID Office.

b. DBIDS credentials must be returned to the Pass & ID Office immediately upon expiration or revocation.

c. Expired or revoked DBIDS credentials shall be confiscated by MCAS CHERPT Police on the first instance they are used after the expiration/revocation date.

4. Contractor DBIDS Credentials. The Pass & ID Office will issue a Contractor DBIDS credential to individual employees of companies authorized to perform contractor work and commercial services aboard the Installation. Once in possession of a Contractor DBIDS credential, the holder is granted unescorted access to unrestricted areas aboard the Installation.

a. The below listed process must be completed in order to receive a Contractor DBIDS credential:

(1) Provide proof of employment by the company or business authorized to conduct the contracted work or commercial services aboard the Installation.

(2) 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 Pass & ID Office to communicate with DBIDS in-regards-to the applicant's access to the Installation. DBIDS credentials will not be issued without an authorization on file with the Pass & ID Office.

(3) Complete a Background Investigation Package at least five days prior to the requested access start date.

(4) Provide proof of U.S. citizenship or immigration status (i.e., Birth Certificate, Passport, DD-214, or Immigration and Naturalization Service (INS) card).

(5) Provide a Social Security Card or Verification Letter from the Social Security Administration.

b. Upon favorable vetting results, a Contractor DBIDS credential will be issued for a period not to exceed one year, or at the end of the individual's contract, whichever occurs first.

5. Business DBIDS Credentials. The Pass & ID Office will issue Business DBIDS credentials to individuals who have been approved by the Staff Judge Advocate's Office (SJA) to conduct business with military and civilian personnel aboard the Installation. Individuals in possession of a Business DBIDS credential will have unescorted access to unrestricted areas of the Installation in the performance of their authorized business, unless otherwise granted by the SJA on behalf of the Installation Commander.

a. Individuals requesting to conduct business aboard the Installation must complete the below process prior to being issued a Business DBIDS credential:

(1) Complete a Business Permit Application (Form: MCASCHERPT/INSP/5512/2) at the Pass and Identification Office in accordance with reference (c). This application form can be downloaded at Naval Forms online or: <https://www.cherrypoint.marines.mil/Staff/CP-Legal-Service-Support-Team/Staff-Judge-Advocate/>

(2) Furnish a completed Business Permit Application to the Pass & ID Office and complete a Background Investigation package at least five days prior to the requested access start date.

(3) Provide proof of U.S. citizenship or immigration status (i.e., Birth Certificate, Passport, DD Form 214 (Certificate of Release or Discharge from Active Duty), Form I-551 (Permanent Resident Card/ Green Card or Form I-766 (Employment Authorization Document)).

(4) Provide a Social Security Card or Verification Letter from the Social Security Administration.

b. Business Permit Identification Cards will be issued upon approval by the SJA 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. DBIDS Pre-Enrollment. Pre-enrollment in DBIDS, although not mandatory, is highly recommended due to the significant time saving

associated with manual input needed for each credential. Self-enrollment can be accomplished at the following website:  
<https://dbids-global.dmdc.mil/preenrollui/#/landing-page>.

7. Atlantic Marine Corps Communities (AMCC) Resident DBIDS Credentials. The Pass & ID Office will issue AMCC Resident DBIDS credentials to non-DoD affiliated individuals who have been authorized residence in AMCC family housing. Individuals in possession of an AMCC Resident DBIDS credential are authorized unescorted access to, from, and in their assigned housing areas only.

a. Prior to signing a lease or occupying a residence aboard the Air Station, individuals must complete the below process in order to qualify for and receive an AMCC Resident DBIDS credential:

(1) 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.

(2) Complete a Background Investigation Package at least five days prior to the requested lease or occupancy start date.

(3) Provide proof of U.S. citizenship or immigration status (i.e., Birth Certificate, Passport, DD Form 214 (Certificate of Release or Discharge from Active Duty), Form I-551 (Permanent Resident Card/ Green Card or Form I-766 (Employment Authorization Document)).

(4) Provide a Social Security Card or Verification Letter from the Social Security Administration.

b. AMCC housing resident DBIDS credentials will be issued upon favorable vetting results for a period not to exceed one year, or the end of the lease, whichever occurs first.

c. Non-DoD affiliated AMCC housing residents are subject to temporary or permanent debarment in the event of domestic violence or other criminal act deemed inappropriate by the Commanding Officer.

8. 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).

a. The Marine Corps Community Services (MCCA) Human Resources Office will issue an Armed Forces Exchange Identification and Privilege Card to authorized individuals after the individual has completed the below steps:

(1) Provide Proof of Eligibility from MCCA indicating employment or relationship to a sponsor.



(2) Complete a Background Investigation Package, through the Provost Marshal's Office, if over the age of 18. If under the age of 18, a Background Investigation Package is not required, however, the minor must be accompanied by a sponsor at all times.

(3) Return the completed Background Investigation Package to the MCCS Human Resources Office. Upon favorable vetting results, MCCS will issue the Armed Forces Exchange Identification and Privilege Card.

b. Once an Armed Forces Exchange Identification and Privilege Card is issued by MCCS, the individual must report to the Pass & ID Office. The Pass & ID Office will issue a DBIDS credential for a period not to exceed one year. At the completion of one year, ID card holder must re-apply for access and be re-vetted for further access. The DBIDS credential will grant unescorted access to the Marine Corps Exchange (MCX) and MCCS retail facilities ONLY.

9. Veterans Health Identification Card (VHIC) and Primary Family Caregivers Eligibility Letter. Service-connected Veterans, Purple Heart recipients, former prisoners of war (POW), and individuals approved and designated as the primary family caregiver of eligible Veterans under the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers (PCAFC) can use commissaries, exchanges, and MCCS retail facilities.

a. Eligible veterans in possession of a VHIC issued by the Veterans Administration (VA) Health Care System are authorized in-person installation and privilege access to commissary, MCX, and MCCS retail facilities. Veterans who are not enrolled in or are not eligible to enroll in VA health care, or who are enrolled in VA health care, but do not possess a VHIC are not authorized access to DoD or Coast Guard installations for in-person commissary, MCX, and MCCS retail privileges. The card must display the Veteran's eligibility status (i.e., PURPLE HEART, FORMER POW or SERVICE CONNECTED).

b. Eligible caregivers must present a Primary Family Caregivers Eligibility letter issued by the VA's Office of Community Care for access.

c. Upon the first visit to MCAS CHERPT, eligible Veterans and caregivers must stop at the Pass & ID Office and enroll for recurring access, which would allow them to proceed to the gate for entry upon subsequent visits without having to stop again at the Pass & ID Office.

d. Pass & ID will issue a DBIDS credential to eligible caregivers for a period not to exceed one year. The DBIDS access credential will grant unescorted access to the commissary, exchange, and MCCS retail facilities.

10. Exceptional Family Member Program (EFMP) Caregivers. MCO 1754.4B defines the EFMP as a mandatory enrollment program for those authorized family members that require special medical and/or educational services based upon a diagnosed mild to severe physical, psychological or educational need.

a. Caregivers providing special medical and/or educational services to an EFMP participant will be granted access to the Air Station, provided the caregiver is licensed or credentialed by the State of North Carolina or a national accrediting organization to provide the special medical and/or educational service.

b. Sponsors of EFMP family members may sponsor caregivers by contacting the Pass & ID Office ahead of the caregiver's visit to avoid undue delay in installation access.

c. Caregivers employed by non-DoD affiliated agencies that provide care and services under the North Carolina Department of Health and Human Services (NCDHHS), Family Caregiver Support Program will be issued a DBIDS vehicle pass valid for up-to 60 days, provided they present proof of employment by NCDHHS and sponsorship by the EFMP family member sponsor.

11. Personal Caregivers. DoDI 1342.19 (Personal Care Plans) defines a personal caregiver as an individual who is not an active duty service members, is at least 21 years of age, is capable of self-care and care of children or other military family members, and who agrees, preferably in writing, to care for one or more family members during a service member's absence for indefinite periods to ensure the service member is available for worldwide duties.

a. Personal caregivers will be granted access to installation facilities on behalf of service members to assist them in caring for their military family members during periods of absence of the service member, so that the caregiver is able to meet the conditions of the family care plan.

b. Installation access will be granted based on family care plan forms, agent letters, letters of authorization, or power(s) of attorney as may be necessary to provide authorized entitlements to the service member's family, regardless of the issuing branch of service or reserve component category.

12. Retired Civilian Employees. The MCAS CHERPT Commanding Officer has granted retired civilian General Schedule (GS) and Non-Appropriated Funds (NAF) employees continued access to the Installation for the purpose of using the Marine Corps Exchange (MCX) and MCCS retail facilities. Retired civilian employees may request a 12-month DBIDS credential after presenting a REAL ID Act-compliant ID card or driver's license and a retirement document, such as a Standard Form 50 (Notification of Personnel Action) or other official DoD agency civilian employee retirement document.

## Chapter 3

Access Denial and Appeal Process

1. Access Denial. 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. Persons requesting access to MCAS Cherry Point (MCAS CHERPT) will be denied access based on the following:

a. 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:

(1) Conviction for espionage, sabotage, sedition, treason, terrorism, armed robbery, or murder.

(2) Felony conviction for a firearms or explosives violation, regardless of the date of conviction.

(3) Conviction of crimes encompassing sexual assault or rape.

(4) Conviction of crime encompassing child molestation, or the possession or production of child pornography.

(5) Conviction of trafficking in persons.

(6) Conviction of drug possession with intent to sell or distribute.

(7) Convicted of three or more misdemeanor violations, or attempted violations, within the previous 10 years of the following offenses:

(a) Sex crime.

(b) Assaults.

(c) Larcenies.

(d) Drugs.

(e) Weapons.

b. The individual is a registered sex offender.

c. The individual has an active arrest warrant from Federal, state, local, or other civil law enforcement authorities, regardless of offense or violation.

d. The individual has a felony conviction within the last 10 years, regardless of the offense or violation.

e. The individual's name appears on any Federal or state agency watch list for criminal behavior or terrorist activity.

f. The individual is debarred entry or access to a Marine Corps site, other DoD installations or facilities, or other Federal site or facility.

g. The individual engaged in acts or activities designed to overthrow the U.S. Government by force.

h. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

i. The individual is identified in the National Crime Information Center (NCIC) known suspected terrorist (KST) file, or the Terrorist Screening Database (TSDB) report as known to be, or suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity. If an individual is identified on the NCIC KST files or TSDB, the Provost Marshal's Office (PMO) will immediately call the NCIS Multiple Threat Alert Center (MTAC) for further coordination. The MTAC will coordinate with the Department of Justice (DOJ) or Federal Bureau of Investigation (FBI) and provide handling instructions to PMO, the Criminal Investigation Division (CID) or NCIS.

j. The individual is illegally present in the U.S.

k. The individual has knowingly submitted an employment questionnaire with false or fraudulent information.

l. The individual is a prisoner on a work-release program or currently on felony probation or parole.

m. The individual is pending any felony charge.

n. The individual has criminal arrest information that the site commander determines the person presents a threat to the good order, discipline, or health and safety on the Marine Corps site.

o. For any reason the Installation Commander deems reasonable to maintain good order and discipline.

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

3. Appealing a Denial for Access. Personnel who are denied access will receive a written notice of denial for access and will be issued the Background Investigation Package and Appeals Process Instructions (enclosures (2) and (3)). Appeal packages may be submitted to the Installation Commander via the Staff Judge Advocate's (SJA) Office for consideration. The Pass & Identification (Pass & ID) Office will provide a record of all previous criminal convictions to the SJA as part of the appeal process. Adjudication criteria and appeal process can be found at the Pass & ID Office website at <https://www.cherrypoint.marines.mil/Offices/Pass-ID/>. Appeal packages will be submitted by the following process:

a. Complete and return the Background Investigation Package (enclosure (2)) to Pass & ID Office, along with a typed or written statement addressed to Staff Judge Advocate that specifically addresses the reason for the denial and justification for an approved appeal.

b. The Pass & ID Office ensures the appeal package is complete and adds a printout depicting the denied individual's criminal history to the package.

c. The Pass & ID Office delivers the appeal package and all initial vetting documents to the Staff Judge Advocate's (SJA) Office for determination.

d. The SJA evaluates the appeal package and renders a decision. A SJA representative will notify the individual of that decision.

e. Upon notification of an approved appeal, the previously denied individual may, within 10 business days, return to the Pass & ID Office to receive an access credential. If more than 30 business days from the original denial date, contractors are required to bring a current letter from the employer confirming employment.

## Chapter 4

Standards of Admittance1. Entrances and Exits

a. Only personnel assigned to the Provost Marshal's Office (PMO) will guard active Access Control Points (ACPs) to MCAS Cherry Point (MCAS CHERPT).

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

2. Admittance of Motor Vehicles (MVs)

a. To the greatest extent possible, 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 the references and this Order, and other procedures necessary to maintain safety and security aboard the Air Station.

b. This Order prohibits any individual (military, civilian, retiree, contractor, etc.) from knowingly entering any area within the Air Station and operating a MV while the registered owner's state or Air Station driving privileges are either suspended or revoked unless that individual is the spouse or licensed child of the registered owner.

c. MV 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 Air Station driving privileges or denial of access to the Installation. The Air Station Staff Judge Advocate (SJA) will review, on a case-by-case basis, any suspected violations of the above and make recommendations to the Installation Commander.

d. 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 contractor or vendor official business aboard the Air Station.

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. Military sponsors, spouses, and Atlantic Marine Corps Communities (AMCC) housing residents may host guests at any hour in accordance with Chapter 1 of this Order.

d. Visitors may bring their vehicles aboard the Air Station for hosted "open-to-the-public" events but must depart with their vehicles immediately upon completion of the event.

e. Rental cars will be admitted 24-hours a day providing all access control requirements are met for unescorted access and a copy of the rental agreement/contract is provided to the Pass & ID Office or the ACP gate sentry. An operator without an acceptable credential must first have their identity established, fitness determined, and have an acceptable purpose for entry. If determined qualified for entry, a DBIDS Temporary Pass may be issued.

## Chapter 5

Commercial Vehicle Inspections and Photography

1. Commercial Vehicle Inspections. Non-governmental commercial vehicles and delivery personnel must undergo a vehicle inspection by Cherry Point Police at Access Control Point (ACPs) in accordance with the references and this Order. Gate Sentries will validate the identity of the driver, bill of lading (if appropriate), and Installation access pass (if required) to ensure all persons meet access control requirements. At a minimum, for the purposes of this Order, a commercial vehicle is defined as any vehicle that meets one or more of the below criteria AND is used for the purpose of commerce:

- a. Has three or more axles.
- b. A box truck.
- c. Any vehicle with a large enclosed storage capacity or capability to transport large quantities of materials (i.e.: cargo van without windows, trucks with enclosed camper shells, etc.).
- d. Is towing an enclosed trailer.
- e. Is transporting or designed to transport any hazardous material.

2. Photography/Videography. In accordance with reference (c), 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. This includes, but is not limited to, dash-mounted cameras, "Go-Pro" style cameras, and similar recording devices.



## Chapter 6

Definitions1. Definitions

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

b. 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.

c. Escorted Access. A type of access where an individual must be appropriately accompanied at all times to ensure that the escorted individual does not cause unacceptable risk to the safety, security, or efficiency of an Installation or its occupants. Escorted access applies to official government business and is time constrained by the duration of authorized business that meets requirements for establishing acceptable purpose. Escorted access designation may be provided to persons who have established an acceptable purpose for their presence at the site.

d. Fitness. A determination based on historic and current information that an individual is likely not a risk to the safety, security, and efficiency of an Installation or its occupants.

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

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

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

h. 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.

i. Purpose. An individual's reason for seeking access to an

Installation.

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

k. 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.

l. 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.

m. Trusted Traveler. Trusted Traveler access allows authorized individuals who have been granted unescorted access, who possess a valid CAC, or a USID, and is over the age of 16, to simultaneously vouch for co-travelers (in the same vehicle or on foot). Trusted Travelers are entirely responsible for the actions of their guests and for meeting all local security requirements.

n. Unescorted Access. A type of access where an individual is able to travel unaccompanied on an Installation but are subject to any controlled or restricted area limitations.

o. 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.

MCAS CHERRY POINT

ACCESS REQUEST

## BACKGROUND INVESTIGATION PACKAGE

**Package must include:**

Privacy Act Data Cover Sheet.

Copy of Denial of Access Letter.

Request for Local records Check (LRC).

Authorization for Release of Information.

Background Investigation Questionnaire.



# Privacy Act Data Cover Sheet

To be used on  
all documents  
containing personal  
information

## DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. **DO NOT** drop off with a third-party.

The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in **CIVIL** and **CRIMINAL** penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s).

# Privacy Act Data Cover Sheet



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT NC 28533-0003

5560  
PMO

From: Supervisory Security Assistant, Pass & Identification Office  
To: PMO Police Records Manager  
Via: (1) PMO Administration  
(2) Criminal Investigation Division

Subj: REQUEST FOR LOCAL RECORDS CHECK (LRC)

Ref: (a) ASO 5560.6C

Encl: (1) Background Investigation Questionnaire  
(2) Authorization to Release of Information

1. Per the reference, the following information is provided for a LRC on the below listed individual:

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_

Company or Sponsor's Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Contact Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail (Optional) \_\_\_\_\_

Signature: \_\_\_\_\_

**PMO / CID USE ONLY**

Records Check conducted on: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_  
Full Name Date/Time

Results: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ APPROVED ☐ DENIED

PMO Official Stamp Here

\_\_\_\_\_  
APPROVING OFFICIAL'S SIGNATURE

(BORN 1905512-2 Badge and Access Control System Records)  
AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and P.O. 9397 (SSN), as amended. PURPOSE: To control physical access to 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: Disclosure is voluntary; however, failure to provide the requested information may result in the denial of physical access to DoD, DoN, or DMC installations/units.

Enclosure (2)

**AUTHORIZATION FOR RELEASE OF INFORMATION****PRIVACY ACT STATEMENT****(SORN NM05512-2 Badge and Access Control System Records)**

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended.

**PURPOSE:** To control physical access to DoD, Department of the Navy (DoN) or U.S. Marine Corps Installation/ 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:** Disclosure is voluntary; however, failure to provide the requested information may result in the denial of physical access to DoD, DoN, or USMC installations/units.

**CAREFULLY READ THIS AUTHORIZATION TO RELEASE INFORMATION ABOUT YOU, THEN SIGN AND DATE IT IN INK.**

I **Authorize** any investigator, special agent, or other duly accredited representative of OPM, the federal Bureau of Investigation, the Department of Defense, the Department of State, and any other authorized Federal agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for requesting access to the facilities aboard Marine Corps Air Station Cherry Point N.C.

I **Authorize** custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary.

I **Understand** that, for some sources of information, a separate specific release will be needed, and I may be contacted for such a release at a later date.

I **Understand** that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes provided above, and it may be disclosed by the Government only as authorized by law.

**Photocopies of this authorization that show my signature are NOT VALID**

<b>Signature (sign in ink)</b>	<b>Full Name (First, Middle, Last)</b>	<b>Date Signed (mm/dd/yy)</b>
<b>Other Names Used</b>	<b>Date of Birth</b>	<b>Social Security Number</b>
<b>Current Street Address</b>	<b>City, State, Zip Code</b>	<b>Contact Phone Number</b>

MCAS CHERRY POINT, NCBACKGROUND INVESTIGATION QUESTIONNAIRE

PRINT CLEARLY IN BLACK INK.						
Name (Last, First, Middle, Jr. or Sr.)				Social Security Number		
Current Address (Number, Street),)				City,	State	Zip Code
Date From			Date To			
Alias/AKA's If yes, also list the dates used						
Home Telephone		Cell Telephone		Email Address		
( )		( )				
-		-				
Sex:	Race	Height	Weight	Hair	Eyes	Date of Birth
<input type="checkbox"/> Male <input type="checkbox"/> Female						
Place of Birth:		State	Country	Driver's License Number		
City				State	Number	

PREVIOUS ADDRESSES						
(List all previous addresses for the past five years, start with the last address and work backward in time.)						
Street	City	County	State	Zip Code	Date From	Date To
MILITARY STATUS						
Have you ever served in the U.S. Armed Forces? Army, Navy, Air Force, Marines, Coast Guard, National Guard, or any reserve unit? YES <input type="checkbox"/> NO <input type="checkbox"/>						
If YES, provide information below.						
Date From	Date To	Military Branch	Rank	Discharge Type		
If you have been discharged from any Military Service with less than an Honorable Discharge, explain below. (for example - general discharge under honorable conditions):						

(GORN NND5512-2 Badge and Access Control System Records)  
 AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5042, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SBN), as amended. PURPOSE: To control physical access to 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: Disclosure is voluntary; however, failure to provide the requested information may result in the denial of physical access to DoD, DoN, or USMC installations/units.

Enclosure (2)

**CRIMINAL HISTORY**

Excluding minor tickets for traffic and parking violations, have you ever been detained, arrested, cited, convicted, charged or placed in pre-trial diversion, or been a suspect for any offense or violation of any statute, ordinance, law or regulation by any civil or military authority in this country or any other country since reaching the age of 18?

YES ☐ NO ☐ If YES, fill out below

**INTENTIONALLY FAILING TO DISCLOSE ALL CRIMINAL HISTORY COULD RESULT IN THE AUTOMATIC DENIAL OF ACCESS TO MCAS CHERRY POINT**

Date	Charges	Misdemeanor or Felony	Disposition	City	State

Are you currently on Probation or Parole? YES ☐ NO ☐ If YES, where and for what? List parole/probation start date and end date.

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE NOT WILLFULLY OR INTENTIONALLY WITHHELD ANY INFORMATION.

Print Full Name

Signature and Date

(FORM NMG5512-2 Badge and Access Control System Records)  
AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPM/INST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended. PURPOSE: To control physical access to 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: Disclosure is voluntary; however, failure to provide the requested information may result in the denial of physical access to DoD, DoN, or USMC installations/units.

Enclosure (2)



**APPEAL PROCESS INSTRUCTIONS**

All requests for appeals must be submitted in writing by following these instructions (**no exceptions**):

1. Provide a written letter requesting installation or renewed access, explaining your work requirements, location, and name of the company you work for.
2. Provide a written letter or endorsement from immediate supervisor of the company you work on the company's letterhead that includes the date and immediate supervisor's signature. It must also contain the following information:
  - a. Name of your immediate supervisor.
  - b. How long you have worked for the company.
  - c. The hours you expect to work aboard the Air Station.
  - d. Any amplifying information to help your case.
3. Provide a recent **50 State Background Check**. **www.sentrylink.com** is a good source for this requirement. Do not submit a background check for only North Carolina.
4. Provide a copy of proof of citizenship (Birth Certificate or Passport) and a copy of another pictured ID.
5. Provide a copy of your valid driver's license if you are requesting driving privileges.
6. If there are things listed on your background check that are blank or undefined for the violation or disposition, you must ask the corresponding courthouse in the city/county where the incident or incidents took place and submit a copy with your appeal package to assist the Staff Judge Advocate (SJA) in adjudicating your appeal.
7. Mail your appeal to the following address:

Commanding Officer (Attn: Pass & ID)  
PSC Box 8003  
Cherry Point, NC 28533-0003
8. You are advised that should you enter or be found within the limits of the United States military installation MCAS Cherry Point while awaiting a decision of your appeal, you will be subject to apprehension and detention by the military for prompt delivery to appropriate civil authorities, based on violation of U.S. Code below:

a. Title 18, U. S. Code 1382. Section 1382. Entering Military, Naval or Coast Guard Property. Whoever, within the jurisdiction of the United States, goes upon any Military, Naval or Coast Guard Reservation, Post, Fort, Arsenal, Yard, Station, or Installation, for any purpose prohibited by law or lawful regulation, or; whoever, reenters or is found within any such Reservation, Post, Fort, Arsenal, Yard, Station, or Installation, after having been removed there from or ordered not to reenter by an officer or person in command or charge thereof, shall be fined not more than \$5,000.00 or imprisoned not more than six months or both.

b. Unless you receive written notification signed by the Commanding Officer to the contrary, your denial to access MCAS Cherry Point remains in effect until the circumstances preventing your entry are removed or no longer valid as verified by a current 50-state background check.

9. Call the Pass & ID Office at (252) 466-5921 with any questions.



## Sample MCAS Cherry Point Access Denial Letter

**UNITED STATES MARINE CORPS**

PROVOST MARSHALL OFFICE  
 POSTAL SERVICE CENTER BOX 8035  
 MARINE CORPS AIR STATION  
 CHERRY POINT NC 28533

5560

PMO

From: Supervisory Security Clerk, Provost Marshal's Office, Marine Corps  
 Air Station, Cherry Point

To: (Name of individual denied access)

Subj: ACCESS DENIAL IN CASE OF: FIRST NAME. MI. LAST NAME

Ref: (a) ASO 5560.6c

1. Your application for access to Marine Corps Air Station, Cherry Point (MCAS CHERPT) has been processed and is denied for the following reason(s):

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. Per Chapter 3 of the reference, you are not permitted access aboard MCAS CHERPT due to your failure to meet the minimum requirements on your criminal history background check. Any attempt to access this Installation will be treated as an attempt to trespass on a Federal jurisdiction.

3. You may appeal this decision by completing and submitting an appeal package to the MCAS CHERPT Staff Judge Advocate (SJA), along with a typed or written statement specifically addressing the reason for denial stated above and justification for an approved appeal. Please include with your appeal package any documentation from a court showing the disposition of any of the criminal cases listed above.

4. Once you have completed the appeal package, return it to the Pass & ID Office. Your paperwork will then be submitted to the MCAS CHERPT SJA for final decision.

5. Point of contact in regards to this matter is the Pass & ID Supervisory Security Clerk at (252) 466-4685 or email: chpt\_pass-id\_omb@usmc.mil.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature of Acknowledgement

\_\_\_\_\_  
 Date/Time

Enclosure (4)