



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

IN REPLY, REFER TO:
ASO 5530.1B
CIG

7 OCT 2022

AIR STATION ORDER 5530.1B

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

Subj: DEBARMENT PROCEDURES

Ref: (a) MCIE-MCB CAMLEJO 5530.2C
(b) ASO 5370.2G
(c) ASO 5560.6A

Encl: (1) Sample MCAS Cherry Point Debarment Letter
(2) Sample Request for Debarment
(3) Sample Temporary Debarment Letter

1. Situation. The Commanding Officer (CO), Marine Corps Air Station, Cherry Point (MCAS CHERPT) establishes policy and procedures for the debarment of individuals in violation of the rules and regulations of MCAS CHERPT and surrounding areas under the CO's cognizance. For purposes of this order, surrounding areas include, but are not limited to: all military family housing areas assigned to the Air Station and accessible from outside the gates and any of the outlying fields under the cognizance of the CO, MCAS CHERPT. These areas include: Auxiliary Landing Field-Bogue, Bogue, North Carolina; Outlying Landing Field-Atlantic, Atlantic, North Carolina; and Outlying Landing Field-Oak Grove, Pollocksville, North Carolina.

2. Cancellation. ASO 5530.1A.

3. Mission

a. The CO reserves the right to allow access to the installation for all personnel. By virtue of the office, and pursuant to references (a) through (c), an installation Commander has the authority to temporarily or permanently debar individuals from the installation in order to maintain the good order and discipline for its' service members, residents, employees and guests. Service members separated punitively or administratively, as well as military family members, employees, civilians or contractors who present a threat to the peace, safety or security aboard the installation may be debarred. Additionally, civilians may be debarred based on evidence obtained from civilian law enforcement agencies demonstrating a potential threat to the peace, safety, and security of the installation.

b. The CO may request the Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune (CG, MCIEAST-MCB CAMLEJ) regionally debar an individual who represents a threat to the greater MCIEAST-MCB CAMLEJ region.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Command Inspector General (CIG) will make determinations on debarment in accordance with references (a) through (c) and local policies. Per reference (a), installation Commanders are directed to debar Registered Sex Offenders from their installation

(2) Concept of Operations

(a) Service members punitively discharged or administratively separated for misconduct will be processed for debarment from MCAS CHERPT and all surrounding areas under the CO's cognizance, utilizing enclosure (1).

(b) Family members, juveniles and civilians (employees, terminated or unaffiliated) who are the subject of misconduct may be processed for debarment, in accordance with references (a) through (c).

(c) If a Unit Commander or Director/Department Head believes an individual (former service member, guest, unaffiliated civilian, etc.) presents a threat to the peace, safety or security of the installation, they may request the debarment of the individual, utilizing enclosure (2).

(d) A temporary debarment may be issued by the Provost Marshal's Office (PMO) when the situation dictates. Unaffiliated civilians who are the subject of misconduct and detained after business hours may be temporarily debarred from the installation until a final determination is made by the CIG. PMO will issue official debarment correspondence to the subject individual(s) in accordance with enclosure (3).

b. Tasks

(1) Unit Commanders, Directors/Department Heads

(a) Forward appropriate discharge paperwork on all service members being processed for administrative separation or punitive discharge to the installation CIG's office.

(b) Ensure service members to be debarred report to the installation CIG's office prior to discharge for debarment order processing.

(c) Provide final mailing address to CIG's office for mailing of debarment correspondence upon request.

(d) Forward debarment requests for civilian personnel to the MCAS CHERPT CIG's office, via the Chain of Command.

(2) Command Inspector General

(a) Process all debarment requests in accordance with this Order.

(b) Coordinate debarment actions with tenant commands and the Regional Personnel Administrative Center (RPAC), to insure individuals are debarred properly and in a timely manner.

(c) Coordinate all regional debarment requests to the CG, MCIEAST-MCB CAMLEJ.

(d) Process all temporary debarments from the PMO in accordance with this Order.

(e) Coordinate all debarment actions and notifications with appropriate installation staff.

(f) Advise the CO on all debarment matters affecting the Command.

(3) Regional Personnel Administrative Center. Ensure the CIG's office is included in the check-out process for service members receiving an administrative separation or punitive discharge

(4) Provost Marshal's Office

(a) Process unaffiliated civilians for temporary debarment in accordance with this Order.

(b) Advise and forward temporary debarment paperwork to the CIG's office as soon as practical, for appropriate review and follow-on action.

(c) In accordance with MARADMIN 613-18, insert any relevant information affiliated with a debarred individual into the Marine Corps Suspicious Activity Information Portal (MCSAIP).

(d) When applicable to a debarred individual, advise the command of any potential force protection threats or concerns as it relates to the Workplace Violence Prevention Program.

(e) Ensure all appropriate installation credentials, to include flight line and building access badges, are collected as necessary.

(f) Process all debarments in the Consolidated Law Enforcement Operations Center (CLEOC) and Defense Biometric Identification System (DBIDS), upon receipt of debarment paperwork from the CIG's office.

(5) Security Manager

(a) Update security clearance and/or access information for debarred individuals within the Joint Personnel Adjudication System (JPAS).

(b) Ensure access to controlled/restricted/secured areas are revoked for all debarred personnel, as applicable.

(c) Coordinate with Command legal advisors for delivery of discharge/employee termination paperwork to the installation CIG's office as applicable.

c. Coordinating Instructions and Appeals

(1) All punitive discharges and administrative separations for misconduct will be processed for debarment at the installation level. Deviations from this process will be entertained on a case-by-case basis. Service personnel separated for misconduct with a General (Under Honorable Conditions) characterization of service may be debarred from the installation and all surrounding areas under the CO's cognizance, depending on the nature of misconduct. Service members eligible for transitional medical care at time of discharge/debarment will be addressed on a case-by-case basis.

(2) Regional debarment requests will be forwarded to the CG, MCIEAST-MCB CAMLEJ, per reference (a).

(3) Commanders, Directors or Department Heads may submit a request for debarment to the CO, MCAS CHERPT, via their chain of command, for any person believed to pose a threat to the peace,

safety or security of the Installation (e.g. contractors, civilians, former employee(s), or former service member(s) loitering in living/working spaces creating a nuisance), utilizing enclosure (2).

(4) Debarment appeals will be made to the Commanding Officer, MCAS CHERPT via a written request. Requests will be sent to the following:

Commanding Officer (Attn: CIG)
PSC BOX 8003
Cherry Point, NC 28533-0003

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all MCAS CHERPT subordinate and tenant commands.

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



B. C. BURKS

DISTRIBUTION: A

Sample MCAS Cherry Point Debarment Letter



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

5530.1B
CIG

PFC John Doe
100 No Where Lane
Any Place, NC 28560

PFC Doe:

You were the subject of an Administrative Separation from the United States Marine Corps, by reason of Commission of a Serious Offense, per paragraph 6210.6 of the Marine Corps Separations Manual, with an Other than Honorable Conditions characterization of service. Due to the serious nature of your discharge, and effective the date of your discharge, you are hereby **debarred** from entering Marine Corps Air Station Cherry Point (MCAS CHERPT), North Carolina. This debarment includes the Air Station, all military housing areas assigned to the Air Station, and all outlying fields under the cognizance of the Commanding Officer (CO), MCAS CHERPT, North Carolina, including but not limited to: Outlying Landing Field-Oak Grove, Pollocksville, North Carolina; Outlying Landing Field-Atlantic, Atlantic, North Carolina; and Marine Corps Auxiliary Landing Field-Bogue, Bogue, North Carolina. Enclosure (1) to this letter is the order forbidding your entry to the above locations and is effective immediately.

Should you believe your debarment is unfair or unwarranted, you may submit a written appeal showing cause why this action should not take effect. Enclosure (2) to this letter is a Return of Service, which may be utilized to indicate whether or not you desire to submit a written appeal. Upon receipt of your written appeal, your request will be forwarded to me for final decision. If you should have any questions or concerns, contact the Command Inspector General's (CIG) office at (252) 466-3449 or cherryointig@usmc.mil. Forward your written appeal by mail to:

Commanding Officer (Attn: CIG)
PSC Box 8003
Cherry Point, NC 28533-0003

You are advised that a military installation commander has explicit statutory authority to take such steps, as are reasonably necessary, to maintain law and order aboard the installation. That authority includes the removal from, and denial of access to, the installation of those individuals who threaten the good order of day to day operations and/or individuals whose conduct becomes disruptive to the orderly administration of installation activities. This authority includes former and retired service members that might otherwise rate benefits aboard the installation.

You are advised the Commanding General, Marine Corps Installations East-Marine Corp Base Camp Lejeune (CG, MCIEAST-MCB CAMLEJ) will receive a copy of this letter and substantiating evidence for this debarment. By virtue of their office, the CG has the authority to debar you from all installations under the cognizance of the CG, MCIEAST-MCB CAMLEJ as they deem appropriate, to include: Marine

Enclosure (1)

Corps Base Camp Lejeune, NC; Marine Corps Air Station Beaufort, SC; Marine Corps Air Station Cherry Point, NC; Marine Corps Air Station New River, NC; Marine Corps Logistics Base Albany, GA; Marine Corps Support Facility Blount Island, FL and Marine Corps Recruit Depot Parris Island, SC. Should they decide to take further debarment action in this case, you will be notified via separate correspondence. It will be my recommendation you be debarred from all installations under the purview of the CG, MCIEAST-MCB CAMLEJ.

I. M. INSPECTOR
Command Inspector General

Encls:

- (1) Debarment Order
- (2) Return of Service

Enclosure (1)

UNITED STATES MARINE CORPS
Marine Corps Air Station
PSC Box 8003
Cherry Point, North Carolina 28533-0003

RE:) ORDER REMOVING FROM AND FORBIDDING
PFC John Doe) ENTRY TO MARINE CORPS AIR STATION
100 No Where Lane) CHERRY POINT, NORTH CAROLINA AND ALL
Any Place, NC 28560) OUTLYING FIELDS AND MILITARY FAMILY
) HOUSING AREAS UNDER THE COGNIZANCE
) OF THE COMMANDING OFFICER, MARINE
) CORPS AIR STATION CHERRY POINT, NORTH
) CAROLINA.

PFC Doe:

For good cause found, you are prohibited from entering Marine Corps Air Station Cherry Point, North Carolina, and all military housing areas assigned to the Air Station and accessible from outside the gates of the Air Station. You are further ordered not to enter any of the outlying fields under the cognizance of the Commanding Officer, Marine Corps Air Station Cherry Point, North Carolina, including but not limited to: Outlying Landing Field-Oak Grove, Pollocksville, North Carolina; Outlying Landing Field-Atlantic, Atlantic, North Carolina; and Marine Corps Auxiliary Landing Field-Bogue, Bogue, North Carolina.

You are further notified that any entry or attempted entry of the confines of the installation, without the requisite written authority from me or my successors, constitutes a violation of Title 18, U. S. Code, Section 1382, which is printed below for your information. Such violation of federal law will be prosecuted in the U. S. District Court.

Title 18 - U. S. Code

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.

I. M. INSPECTOR
Command Inspector General

Copy to:
CG, MCIEAST
CO, H&HS
PMO
NCIS
SJA
SAUSA
SEC MNGR
MCCS

Enclosure (1)
Enclosure (1)

RETURN OF SERVICE

I, _____, hereby acknowledge that I have read the Notice and Order of Debarment as set forth in the attached documents, that I understand the contents, and that I have retained the original Notice and Order of Debarment.

Please indicate your intentions below and return within 10 days.

_____ I do desire to provide a written appeal.

_____ I do not desire to provide a written appeal.

(Signature)

(Date)

Enclosure (2)
Enclosure (1)

SAMPLE REQUEST FOR DEBARMENT



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

5530.1B
PMO

Director, Facilities, – or –

From: Commanding Officer, Marine Aviation Logistics Squadron 14
To: Commanding Officer, Marine Corps Air Station Cherry Point (Attn: CIG)
Via: Commanding Officer, Marine Aircraft Group 14

Subj: COMMAND DEBARMENT REQUEST ICO LANCE CORPORAL LNAME, FNAME MI.
EDIPI: XXXXXXXXXXXX/PMOS

1. It is requested that RANK NAME be debarred from the installation from the date of this letter for the reasons of: RANK NAME received an administrative separation for misconduct, and despite the separation being characterized as General Under Honorable Conditions, the reason for separation was due to Drug Abuse. This discharge is serious in nature and their presence aboard the installation represents a threat to the good order and discipline of our command, and the whole of MCAS Cherry Point.

- or -

Mr. Troublemaker has confronted fellow employees, made rash statements of paying back coworkers that are out to get them, and otherwise threatened coworkers to the point of being a detraction to the safety and security of the workplace. Mr. Troublemaker has been terminated from employment due to their lack of judgement and threatening behavior, however, they are a retired service member and still have access to the installation. It is my strongest recommendation Mr. Troublemaker be debarred from MCAS Cherry Point immediately.

2. The point of contact at this command is RANK/TITLE NAME, and may be contacted at (252) 466-XXXX, DSN phone 582-XXXX, or email name@usmc.mil.

I. M. COMMANDER/DIRECTOR

Enclosure (2)



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

5330.1B
PMO

First, Mi. Last Name

Street Mailing Address

City, State Zip Code

Title and Name of Individual

On _____ (date), the Provost Marshal's Office (PMO) apprehended you aboard MCAS, Cherry Point for (state misconduct here) _____. Subsequently, you were processed for (the misconduct) _____ and escorted off this military installation in order to ensure the safety, security, good order, and discipline of the Air Station. It has been determined that you shall be temporarily debarred from Marine Corps Air Station Cherry Point until your case can be reviewed for further consideration.

Accordingly, you are hereby notified, effective immediately upon the receipt of this letter, that you are ordered not to reenter, or be found within the limits of the United States military installation MCAS Cherry Point, which includes all military family housing areas assigned to the Air Station, areas accessible from outside the gates of the Air Station and all outlying fields under the cognizance of the Commanding Officer, Marine Corps Air Station, Cherry Point. These areas include: Auxiliary Landing Field-Bogue, Bogue, NC; Outlying Landing Field-Atlantic, Atlantic, NC; and Outlying Landing Field-Oak Grove, Pollocksville, NC.

The Commanding Officer will determine whether you warrant indefinite debarment or if this temporary debarment will be rescinded. In five business days, you may contact the Command Inspector General's Office (CIG) at (252) 466-3449 to inquire about the status of your debarment.

Should any compelling reason exist which you believe would be sufficient to justify modification of this Order, you may contact the CIG's office at (252) 466-3449 or cherrypointig@usmc.mil, and forward such information to:

Commanding Officer (Attn: CIG)
PSC Box 8003
Cherry Point, NC 28533-0003

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

Title 18, U. S. Code 1382
Section 1382. Entering Military, Naval or Coast Guard Property.

Enclosure (3)

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.

Unless you receive written notification signed by the Commanding Officer to the contrary, this Order remains in effect indefinitely.

A. B. Carter
Provost Marshal

Copy To:
CIG
PMO
SJA

Received by: _____ at _____ on _____
(First M. Last name) (time) (date)