



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

ASO 5500.14C

SES

12 FEB 2013

AIR STATION ORDER 5500.14C W/INTERIM CHANGE OF 11 Jun 13

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

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

Ref: (a) DoDI 5200.8-R
(b) MCO 5530.14A

Encl: (1) Documentation Required to Grant Access to Commercial
and Contract Employees
(2) Authorization for Release of Information Form
(3) Request for Local Records Check (LRC) Form

1. Situation. Recent world events have highlighted the need for improved security practices. For many years commercial and contractor employees have been permitted aboard the Air Station without criminal records checks, appropriate identification documents, and proof of citizenship/immigration status. Access was granted on the basis of employment by a firm authorized to conduct business aboard MCAS Cherry Point and compliance with local motor vehicle regulations.

2. Cancellation. AirStaO 5500.14B.

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

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

12 FEB 2013

4. Executiona. Commander's Intent and Concept of Operations

(1) Commander's Intent. Reasonably necessary and lawful measures are essential to maintain law and order and to protecting installation personnel and property, per the references. Verifying the identity, criminal history, and immigration status of commercial and contractor employees is a necessary component of an effective security program. This practice contributes to the protection of both installation personnel and property, and also the commercial and contract employees.

(2) Concept of Operations

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

(b) Enclosure (1) lists the required documentation commercial and contractor employees are required to provide when requesting access to the Air Station. Costs associated with producing the required documentation shall be the responsibility of the employer or employee.

(c) Enclosures (2) and (3) are to be completed by the applicant and returned to Pass & ID (Bldg 251) either in person or using the U.S. Postal system or other mail service provider.

(d) Access will no longer be granted solely based upon information provided by the employer. Individual employees shall present the documentation required in person at least two working days prior to the issuance of an access badge. Contractors who live/work more than 50 miles from MCAS Cherry Point may submit the original documentation to the MCAS Cherry Point Pass and ID Office via U.S. Postal Service mail or other mail service provider.

(e) The requirement for documentation shall be incorporated into all contracts written by the Air Station. External contracting activities that write contracts for services aboard MCAS Cherry Point shall be notified by their customers aboard the Air Station of the requirements established by this Order. SEE INTERIM POLICY CHANGE ON NEXT PAGE.

11 JUN 2013

5. Administration and Logistics. The Commanding General, 2d Marine Aircraft Wing and the Commanding Officers of Fleet Readiness Center East, the MCAS Cherry Point Naval Health Clinic,

Subj: INTERIM POLICY CHANGE TO AIR STATION ORDER (ASO) 5500.14C

(f) All executive-level Commercial/Contract supervisors who have a current vetted Local Records Check (LRC) on file and possesses a current Contractor's Badge issued from MCAS Cherry Point may sponsor current company representative/employee(s) from their respective contracted company. While serving as a sponsor, the vetted executive-level Commercial/Contract supervisor assumes escort responsibilities for their company visitor.

(g) The executive-level Commercial/Contract supervisor (escort) and sponsored individual(s) (visitor(s)) must be in a decal vehicle listed in the Provost Marshal Office (PMO) database under the escort's name or the escort's company name.

(h) The executive-level Commercial/Contract supervisor will submit a visit request at least 48 hours prior to their arrival via email at the Pass and ID OMB inbox at the website: 'CHPT_PASS-ID_OMB@usmc.mil'. Each request must include the following information:

1. Full Name of the Company Representative/
Employee Requiring a Site Visit.
2. Last Four Digits of the Social Security Number
of the Company Representative/Employee Requiring a Site Visit.
3. Requested Date(S) of Visit(S).

Once vetted and approved, the Pass and ID Supervisor will send a confirmation email to the executive-level Commercial/Contract supervisor. The confirmation email will serve as authorization to access MCAS Cherry Point for the duration of the visit(s), not to exceed 5 days per month.

(i) Upon arrival at the Main Gate, the escorted company representative (visitor) will provide the sentry a valid driver's license and a copy of the confirmation email. Once the visitor's proof of identity has been validated the sentry will allow the company representative escorted base access.

(j) Unescorted company representatives (visitors) requiring a vehicle pass will need to obtain a vehicle pass at Pass and ID, Building 251, located next to the Cherry Point Main Gate. An email confirmation from the Commercial/Contract supervisor will serve as proof of sponsorship and official business; the visitor will need to provide a valid permanent state registration, valid state driver's license, and valid proof of vehicle liability insurance that meets minimum required North Carolina liability insurance limits.

Enclosure (1)

Subj: INTERIM POLICY CHANGE TO AIR STATION ORDER (ASO) 5500.14C

(k) The sponsoring executive-level Commercial/Contract supervisor is responsible for ensuring that their sponsored visitor(s) adheres to all appropriate orders while conducting business aboard MCAS Cherry Point. Any violations of orders by visitor(s) will result in immediate dismissal from MCAS Cherry Point and denial of future access for both the visitor and sponsoring executive-level Commercial/Contract supervisor.

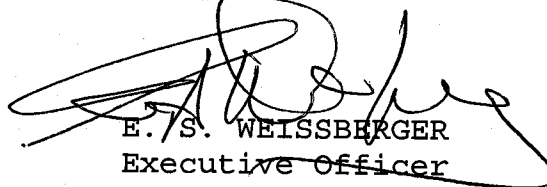
(l) This Interim Policy Change is specifically for non-recurring visitor access, intended for visits up to 5 days per month. Any contractor visitor(s) needing access for more than 5 days per month are required to request a Distinguished Visitors (DV) pass from the Station Protocol Officer at 252-466-2848.

And Combat Service Support Detachment-21 concur with the contents of this Order insofar as it pertains to members of their respective commands.

6. Command and Signal

(a) Signal. This Order is effective the date signed.

(b) Command. This Order is applicable to all commands, activities, and tenants of MCAS Cherry Point.



E.S. WEISSBERGER
Executive Officer

DISTRIBUTION: A



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

IN REPLY REFER TO:

5500

OPS

11 JUN 2013

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Pass and ID Personnel, Marine Corps Air Station, Cherry Point
Via: Provost Marshal, Marine Corps Air Station, Cherry Point
Subj: INTERIM POLICY CHANGE TO AIR STATION ORDER (ASO) 5500.14C
Ref: (a) ASO 5500.14C
Encl: (1) Interim Policy Change Pages

1. The reference is "Documentation Required to Request Access to Marine Corps Air Station (MCAS), Cherry Point by Commercial and Contractor Employees." An interim policy change to the reference will be implemented immediately upon receipt of this letter. Formal staffing of a change to the reference will follow.

2. Insert the enclosure into paragraph 4a(2) of the reference under "Concept of Operations."

3. Additional questions about the enclosure should be referred to the Provost Marshal's Office at 252-466-7223.

4. File this Interim Policy Change immediately behind the signature page of the reference.

5. For questions concerning this Interim Policy Change, contact Lieutenant Colonel Blalock at brian.blalock@usmc.mil, DSN 582-2849 or commercial 252-466-2849.

B. R. BLALOCK
By direction

DISTRIBUTION: A

Copy to:
File
OPS

12 FEB 2013

DOCUMENTATION REQUIRED TO GRANT ACCESS
TO COMMERCIAL AND CONTRACT EMPLOYEES

1. Commercial and contract employees will be issued access to MCAS Cherry Point on an individual basis.

2. Commercial and contract employees must:

a. Possess a picture identification card from a state or federal agency.

b. Provide full name, social security number, date of birth, and mailing address.

c. Provide proof of citizenship/immigration status. Acceptable documents include birth certificates, Immigration and Naturalization Service (INS) forms, and passports.

d. Provide proof of employment.

e. Provide a letter from employer/sponsor regarding the term of the project.

* The Commanding Officer, MCAS Cherry Point or his designee may refuse a commercial or contract employee's access to MCAS Cherry Point in accordance with the references for Local Records Checks (LRC) with negative responses.

ENCLOSURE (1)

AUTHORIZATION FOR RELEASE OF INFORMATION

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 the 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 sourced of information is for officials 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.

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

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.



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
SECURITY & EMERGENCY SERVICES DIRECTORATE
POSTAL SERVICE CENTER BOX 8035
CHERRY POINT, NORTH CAROLINA 28533-0035

ASO 5510.14C
12 FEB 2013

IN REPLY REFER TO:
5512
PMO

(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 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.

From: Pass & Identification Office
To: PMO Records Manager

Via: (1) PMO Admin
(2) Criminal Investigation Division Office

Subj: REQUEST FOR LOCAL RECORDS CHECK FOR THE BELOW NAMED INDIVIDUAL

Encl: (1) Individual 50 State Criminal History Report
(2) Authorization to Release of Information

1. The following information is provided for pending access aboard MCAS, Cherry Point, NC

FULL NAME: _____

FULL SSN: _____

COMPANY / SPONSOR'S NAME: _____

DATE OF BIRTH: _____

CURRENT ADDRESS: _____

CONTACT PHONE NUMBER: _____

SIGNATURE: _____

PMO / CID USE ONLY

TLO VERIFIED (DATE / TIME / INITIALS) _____

INDIVIDUAL CONTACTED (DATE / TIME / INITIALS): _____

☐ APPROVED ☐ DENIED

APPROVAL OFFICIAL SIGNATURE

MCASCHERPT/PMO/5500/8 (11/12)

PREVIOUS EDITIONS ARE OBSOLETE

ENCLOSURE (3)
ADOBE 9.0