



UNITED STATES MARINE CORPS

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

ASO 5530.1C
OSJA

AIR STATION ORDER 5530.1C

MAY 07 2024

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

Subj: DEBARMENT PROCEDURES

Ref: (a) MCIEAST-MCB CAMLEJO 5530.2C
(b) ASO 5370.2H
(c) ASO 5560.6C

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 the purpose 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 5530.1B.

3. Mission

a. The CO, MCAS CHERPT 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, and security of 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) to regionally debar an individual who represents a threat to the greater MCIEAST region.

4. Execution

a. Commander's Intent and Concept of Operations

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

(1) Commander's Intent. The Staff Judge Advocate (SJA) 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 of the individual, utilizing enclosure (2).

(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 SJA. 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 SJA's office.

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

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

(d) Forward debarment requests for civilian personnel to the Installation SJA's office via the chain of command.

(2) Staff Judge Advocate

(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 ensure 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) RPAC. Ensure the SJA'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 SJA'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 SJA's office.

(g) Provide recommendations to appeal authority on debarment appeals.

(5) Security Manager

(a) Update security clearance and/or access information for debarred individuals within the Defense Information System for Security (DISS).

(b) Ensure access to controlled/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 SJA's office as applicable.

(d) Provide recommendations to appeal authority on debarment appeals.

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 Executive Officer, MCAS CHERPT via a written request. At a minimum, appeals must contain the following documents and information:

(a) A written letter explaining the circumstances that led to the debarment along with a detailed explanation justifying why the debarment should be rescinded. The letter must contain sufficient new information upon which the appeal authority can base a decision.

(b) A recent 50 state background check. Refer to www.sentrylink.com as a possible source for this requirement. Do not submit a background check for only North Carolina. If there is information in your background check that is blank or undefined for the violation or disposition, you must ask the corresponding courthouse in the city/county where the incident/s occurred and submit a copy of supporting documentation with your appeal package.

(c) A copy of proof of citizenship (birth certificate or passport) and a copy of another picture ID.

(5) Appeal requests will be sent to the following:

Executive Officer (Attn: SJA)
PSC Box 8003
Cherry Point, NC 28533-0003

5. Administration and Logistics. Questions pertaining to the content of this order should be directed to the Office of the Staff Judge Advocate, MCAS CHERPT at (252) 466-6458.

6. Command and Signal

a. Command. This Order is applicable to all Marine Corps Air Station Cherry Point 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
OFFICE OF THE STAFF JUDGE ADVOCATE
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT NC 28533-0003

5530
SJA
DD Mmm YY

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 this incident, you are hereby **debarred** from entering Marine Corps Air Station Cherry Point, North Carolina. This debarment includes all military family housing areas assigned to the Air Station and 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, North Carolina. These areas include but are not limited to: Outlying Landing Field-Oak Grove, Pollocksville, North Carolina; Outlying Landing Field-Atlantic, Atlantic, North Carolina; BT-11, Piney Island, 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 you desire to submit a written appeal. Forward your written appeal to: Executive Officer (Attn: SJA), PSC Box 8003, Cherry Point, NC 28533-0003 within 10 calendar days from receipt of this letter. You may also forward your appeal to osja.station.chpt.omb@usmc.mil. Upon receipt of your written appeal, your request will be forwarded to me for final decision.

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 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.

Enclosure (1)

You are being advised that the Commanding General (CG), Marine Corps Installations East (MCIEAST) will receive a copy of this letter and substantiating evidence for this debarment. By virtue of his office, the CG has the authority to debar you from all installations within MCI-EAST as (he or she) deems appropriate. Should (he or she) decide to take action in this case, you will be notified via separate correspondence. It will be my recommendation to the CG, MCI-EAST that you be debarred from all MCI-EAST installations.

S. J. ADVOCATE
By direction

Encls:

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

Enclosure (1)

UNITED STATES MARINE CORPS
Marine Corps Air Station
PSC Box 8003
Cherry Point, NC 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 UNDER THE COGNIZANCE OF THE
) COMMANDING OFFICER, MCAS CHERRY POINT

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. These areas include but are not limited to: Outlying Landing Field-Oak Grove, Pollocksville, North Carolina; Outlying Landing Field-Atlantic, Atlantic, North Carolina; BT-11, Piney Island, 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.

S. J. ADVOCATE

By direction

Copy to:
PMO
NCIS
SAUSA
SEC MNGR

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)

Sample Request for Debarment



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

From: Commanding Officer, Marine Aviation Logistics Squadron 14
To: Commanding Officer, Marine Corps Air Station Cherry Point
(Attn: SJA)
Via: Commanding Officer, Marine Aircraft Group 14
Subj: COMMAND DEBARMENT REQUEST ICO MR./LANCE CORPORAL FNAME MI, LNAME EDIPI
XXXXXXXXXX/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)



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

5530
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; BT-11, Piney Island, 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 Staff Judge Advocate's Office (SJA) at (252) 466-6458 or osja.station.chpt.omb@usmc.mil 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 SJA's office at (252) 466-6458 or osja.station.chpt.omb@usmc.mil and forward such information to:

Commanding Officer (Attn: SJA)
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:

Enclosure (3)

Title 18, U.S. Code 1382

Section 1382. Entering Military, Naval or Coast Guard Property

Whoever, within 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 therefrom or ordered not to reenter by an officer or person in command or charge thereof-

Shall be fined under this title 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.

P. V. MARSHAL
Provost Marshal

Copy To:
PMO
SJA
SEC MNGR

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