



UNITED STATES MARINE CORPS
MARINE CORPS BASE QUANTICO
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
MCBO 5530.1
B 033
11 Mar 11

MARINE CORPS BASE ORDER 5530.1

From: Commander
To: Distribution List

Subj: ACCESS CONTROL POLICY

Ref: (a) MARADMIN 533/08 Installation Access Control
(b) DTM 09-012 Interim Policy Guidance for DoD Physical Access Control
(c) MCO 5510.15A Security of Marine Corps Installations and Resources
(d) MCBO 4200.3 Contractor Screening Policy

Encl: (1) Identity Proofing Requirements
(2) Personnel Vetting and Prohibited Access

1. Situation. An effective access control policy is necessary to ensure the safety and security of Marine Corps Base, Quantico (MCBQ) personnel and property.

a. Closed Installation. MCBQ is a military installation with limited access for authorized purposes only. MCBQ is not a public forum, and all protest and partisan political activities, of any kind, are not permitted aboard MCBQ property. Authorized purposes may include performance of official duties; performance of approved contractor and employment activities aboard MCBQ; authorized dependant and guest access to family housing areas, medical facilities, and Department of Defense Schools; authorized patronage of Marine Corps Community Services (MCCS) activities; the National Museum of the Marine Corps (NMMC) and Marine Corps Heritage Center activities; and authorized participation in private organizations and conservation activities registered aboard MCBQ.

b. Town of Quantico. Although located on MCBQ, Fuller Road, between Jefferson Davis Highway (Route 1) and Potomac

Avenue, is accessible to the public to transit to and from the Town of Quantico. Individuals who do not meet the access requirements of this order may use this public transit route for the sole purpose of traveling to and from the Town of Quantico. This limited public use does not allow any detour, deviation, or access to any other part of MCBQ, nor does it provide authority for any uses other than transit. Individuals who present appropriate identification may access the Town of Quantico via Fuller Road between Jefferson Davis Highway (Route 1) and Potomac Avenue. There is no right of public access via the Ponderosa or Onville Gates. This limited public use does not authorize any detour, deviation, or access to any other part of MCBQ, nor does it provide authority for any uses other than transit.

c. Marine Corps Heritage Center (MCHC). The 135-acre MCHC is MCBQ property. MCBQ may establish access control points, as needed to ensure compliance with this Order.

2. Mission. MCBQ will establish a comprehensive access control policy in order to ensure the safety and security of installation personnel and property.

3. Execution

a. Commander's Intent. The purpose of this order is to establish effective and efficient access control policy. MCBQ must ensure that all personnel who are granted access to the installation are properly identified and vetted in accordance with the references prior to gaining access.

b. Concept of Operations. In accordance with the references, all individuals who access MCBQ property are subject to MCBQ access control measures, including MCBQ identity proofing, vetting, vehicular searches, personnel searches, and internal security regulations. In addition to this order, MCBQ may issue supplemental regulations to cover particular categories of individuals who desire access to MCBQ property.

c. Tasks. Security Battalion shall establish entry control point (gate) procedures to prevent unauthorized entry/access by personnel and vehicles. Enforce all applicable internal security regulations consistent with this order.

d. Coordinating Instructions

(1) All personnel and vehicles entering the MCBQ are subject to search.

(2) Commercial vehicles will be directed to the Commercial Vehicle Inspection (CVI) Lot. All commercial vehicles will be inspected, and all occupants will be required to present a valid form of personal identification and identify an authorized purpose and destination in order to access MCBQ. Drivers may be required to present a valid driver's license, registration, and proof of insurance. During hours when the CVI Lot is closed, commercial vehicles will be screened at the entry control point.

4. Administration and Logistics. Waiver Requests. The Commander, MCBQ or designee, may issue a waiver to allow access to an individual who fails the MCBQ vetting process or is prohibited from MCBQ access under this policy. Individuals may submit a written request for a waiver to the Commander, MCBQ. Waiver requests for contractor employees will be submitted to the Commander, MCBQ in accordance with reference (d).

5. Command and Signal

a. Command. This access policy applies to all MCBQ tenant commands, organizations, and activities. This access policy applies to all Military members, dependents, government employees, contractors, and private individuals who access MCBQ property.

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

/s/
D. J. CHOIKE

Identity Proofing Requirements

1. Individuals requesting access to MCBQ must present appropriate identification. While identification alone will not guarantee MCBQ access, the following credentials are approved to identify personnel seeking access to MCBQ:

- a. DoD issued Common Access Card (CAC);
- b. DoD Uniformed Services Identification and Privileges Card;
- c. U.S. Passport;
- d. U.S. Government issued, authenticated, Federal Personal Identity Verification (PIV) Credentials;
- e. Transportation Workers Identification Credentials (TWIC);
- f. Federal, State or local Law Enforcement Credentials
- g. Driver's license issued by a State or outlying U.S. territory, provided it contains a photograph and biographical information such as name, date of birth, gender, height, eye color, and address.
- h. Identification card issued by Federal, state or local government agencies, provided it contains a photograph and biographical information such as name, date of birth, gender, height, eye color, and address.
- i. School identification card with a photograph.
- j. Permanent resident card or Alien Registration card (Form I-551).
- k. Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable immigrant visa.
- l. Foreign passport with a current Arrival-Departure Record (Form I-94) bearing the same names as the passport and containing an endorsement of the alien's nonresident status and work authorization for employer with authorized purpose aboard MCBQ.

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m. Employment Authorization Document (EAD) issued by the U.S. Immigration and Naturalization Service (INS) with a photograph (Form I-766).

2. Personnel who possess the credentials (a)-(f) may be granted access without further vetting. Personnel who possess credentials (g)-(m) shall be vetted before access is granted (See Enclosure 2).

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Personnel Vetting and Prohibited Access

1. Following proper identification, unscreened personnel must be vetted prior to gaining access.
2. Absent a valid and current waiver by the MCBQ Commander, individuals will generally be denied access to MCBQ property, if the individual is:
 - a. on a National Terrorist Watch List;
 - b. in the United States illegally;
 - c. subject of an outstanding warrant;
 - d. subject of a current debarment order from any military installation;
 - e. a prisoner on work-release or parole;
 - f. a registered sex offender; or
 - g. convicted of a felony within the previous two (2) years.

ENCLOSURE (2)