UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:
MCINCR-MCBQO 5820.1 Ch 1
B 053
NOV 30 2015

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE QUANTICO ORDER 5820.1 Ch 1

From: Commander, Marine Corps Installations National Capital Region - Marine Corps Base Quantico
To: Distribution List

Subj: DEBARMENT PROCEDURES

Ref: (a) MCBO 5820.1

1. Situation. To ensure changes are made to the subject Order.

2. Mission. To publish corrections to reference (a).

3. Execution. To direct Change 1 to reference (a).

a. Replace reference (c) with updated order, MCBO P11101.1B.

b. In enclosure (1), page 2, paragraph 2 change all instances of "government quarters" to read "privatized housing".

4. Administration and Logistics. None.

5. Command and Signal.

a. Command. This Order is applicable to all military and civilian personnel.

b. Signal. Effective date signed.

V. M. N. HARRIS
By direction

DISTRIBUTION: A

UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVE
QUANTICO, VIRGINIA 22134 5001

IN REPLY REFER TO
MCBO 5820.1
B 051
12 NOV 2014

MARINE CORPS BASE ORDER 5820.1

From: Commander
To: Distribution List

Subj: DEBARMENT PROCEDURES

Ref: (a) MCO 5530.14A
(b) Title 50, USC, Chap 23, Sect 797 (Internal Security Act of 1950) (NOTAL)
(c) Title 18, USC, Sect 1382 (NOTAL)
(d) MCBO P11101.1A
(e) Title 18, USC, Sect 3559(NOTAL)
(f) MCBO 10570.2D

Encl: (1) Guidelines for Disposition of Reports of Misconduct
(2) Sample Letter of Notification of Decision Advisory Panel Action
(3) Sample Letter of Debarment for Issue to Civilians
(4) Sample Letter of Immediate Debarment for Issue to Civilians
(5) Sample Letter of Debarment for Issue to Recently Discharged Personnel

1. Situation. Reference (a), The Physical Security Program Manual, outlines the broad discretion vested in the commander of a military installation to exclude certain persons from the installation. That authority permits excluding civilians, including family members of service members, whose presence on the installation threatens the peace, safety, or security of the installation. Such exclusion must be reasonable and not arbitrary or discriminatory.

2. Cancellation. MCBO 5800.5A.

3. Mission. To provide guidance to commanders and staff aboard Marine Corps Base, Quantico (MCBQ), regarding the standards and procedures for issuing letters of debarment to individuals that may access this installation. Regulatory and statutory authority for debarment and other forms of administrative action is vested in the Commander MCBQ by the references.

4. Execution

a. Commander's Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release: Distribution unlimited.

(1) Commander's Intent

(a) The Commander MCBQ requires all personnel aboard this installation, regardless of status, to adhere to established rules, regulations, and state and Federal law. Individuals who violate such requirements or threaten the peace, safety, or security of this installation will be dealt with expeditiously and in consonance with the violation committed.

(b) References (a) through (d) provide the Commander MCBQ with a range of actions to take with respect to civilians who violate regulations or commit criminal offenses aboard this installation. These options include, but are not limited to, prosecution in United States District Court, permanent debarment from the Base, which could result in dispossession of privatized housing, restriction of Base privileges, restriction from certain areas and facilities, probation, or other similar administrative actions. Enclosure (1) will be used to aid in the decision to debar individuals that have engaged in misconduct that threatens the peace, safety, or security of the installation.

(c) Civilians who have demonstrated undesirable conduct may pose a threat to the peace, safety, or security of the installation. When commanders or the Provost Marshal believe that a civilian poses such a threat, a report stating why an individual should be issued a debarment letter will be forwarded to the Decision Advisory Panel (DAP) via the Command Inspector General (CIG) and/or the Staff Judge Advocate (SJA). The CIG will notify the offender(s) via letter that they are under consideration for debarment by the DAP. Enclosure (2) will be used to make notification.

(d) Marines who are separated punitively, or Marines who are administratively separated under other than honorable conditions, may reasonably represent a threat to the peace, safety, or security of the installation. Service members being discharged who have demonstrated unacceptable conduct will be recommended to the Commander MCBQ for debarment via the MCBQ SJA.

(2) Concept of Operations

(a) With the exception of emergency situations involving serious misconduct or where a bona fide imminent threat of injury exists, all requests for the debarment of civilians will be reviewed by the DAP.

(b) The military chain of command will resolve instances of misconduct committed by military personnel. All persons separated punitively or administratively (under other than honorable conditions) will be recommended for debarment by their commanding officer to the Commander MCBQ via the MCBQ SJA.

(c) Pursuant to reference (c), military family members, whether residing in privatized housing or otherwise present aboard this installation, are subject to the authority of the Commander MCBQ, as are contractors and casual visitors, including juveniles on the Base as guests. Civilians, including juveniles, may be issued a letter of debarment when the DAP determines their conduct is a threat to the peace, safety, or security of the installation. Access to MCBQ, typically will be restricted or denied according to the following guidelines:

1. Warning letters may be issued by the CIG, MCBQ, to civilians and family members of military personnel for minor violations of Base regulations or state or Federal law.

2. Debarment letters may be issued by the Chairperson, DAP, by direction of the Commander, MCBQ, to:

a. Family members of military personnel, for serious violations of Base regulations or state or Federal law and for second or subsequent minor violations of the same; and

b. Civilians who are not family members of military personnel and who are not Department of Defense (DoD) employees for any violation of Base regulations or state or Federal law that results in issuance of DD Form 1805, United States District Court Violation Notice, or prosecution in Federal District Court.

(d) Enclosure (1) contains guidelines outlining possible disposition of various types of misconduct. Enclosure (1) is not all-inclusive and does not impede the Commander MCBQ, or his designees from taking other action or no action under the Commander's discretionary powers. Reference (e) provides classification of offenses based on severity of the crime and the length of punishment. The classification of offenses will also be used to aid in determining the length an individual will be debarred.

(e) Only the individual committing misconduct or violating regulations will be debarred; other family members will not. However, under some circumstances misconduct may trigger dispossession of privatized housing under reference (d), an action which affects all residents of the quarters. Service

members occupying privatized housing are responsible for the conduct of their family members and civilian guests while aboard the installation. Residing in privatized housing is a privilege, not a right. Moves related to forced dispossession may be at no cost to the Government. Eligibility of school-age family members to attend Base schools may also be affected.

(f) In accordance with reference (f), violations pertaining to the pet policy may lead to the debarment of animals and their owners. Specifically, any animal that is determined by procedures set out within reference (f) to be a dangerous or a vicious animal is prohibited and will be debarred from the Base. This includes full or mixed breeds of Pit Bulls and/or Rottweilers, canine/wolf hybrids, any wild animal or any dog crossed with a wild animal (e.g., wolf).

(g) Debarment takes effect immediately upon notification unless a later effective date is stated in the notification letter signed by the Commander MCBQ or Chairperson, DAP.

(h) Debarred individuals retain the right to travel on Fuller Road from Gate #1 to the Town of Quantico without deviation. Those debarred from the Base who rate appropriate privileges may be authorized access to medical and dental facilities.

b. Reporting/Investigating Procedures

(1) Instances of on-base misconduct involving civilians shall be reported to the Provost Marshal without delay. Reports shall be as detailed as possible to enable the Provost Marshal to determine the circumstances of the incident, the identity of the participants, the extent of damages, where relevant, and any other facts required for appropriate disposition of the case.

(2) The Provost Marshal shall investigate the alleged misconduct, if appropriate, or refer the matter to the Naval Criminal Investigative Service (NCIS) if NCIS has jurisdiction over the matter. In appropriate cases, coordination may be made with local civilian law enforcement agencies.

(3) Upon completion of the investigation, in addition to any other required distribution, copies of reports shall be distributed to:

(a) The Staff Judge Advocate (B 052) for review and coordination regarding the initiation of criminal prosecution, or civilian personnel action, if appropriate. Initial

notification of misconduct may be made by blotter entries, followed by detailed reports.

(b) The CIG (B 051) for review and initiation of administrative action, if appropriate.

c. Tenant Commanders and Activity Heads

(1) Report instances of civilian misconduct to the Provost Marshal as stated in this Order.

(2) Upon approval by the Commander MCBQ of a recommendation for debarment, deliver the debarment letter to the service member in conjunction with discharge, advise the service member their appeal rights and deadline to submit an appeal, ensure the individual acknowledges receipt of the letter, and forward the acknowledged copy to the CIG.

(3) Provide a recommendation to the DAP via CIG or SJA whenever debarment is contemplated for the family member of one of their service members.

(4) Provide an endorsement if a service member appeals their debarment.

d. Command Inspector General

(1) Acting on behalf of the Commander MCB, impose any administrative action (other than civilian personnel action) due to civilian misconduct, to include issuing debarment letters by direction of the Commander. This also includes issuing warning letters to civilians whose misconduct does not rise to the level requiring debarment.

(2) Review reports of investigations of civilian misconduct occurring aboard MCBQ, take appropriate administrative action as provided for in enclosure (1) including drafting debarment letters. Enclosure (3) provides a sample debarment letter for civilians.

(3) Ensure all individuals, upon whom administrative action is pending, receive timely notification and all administrative due process privileges as provided for in this Order.

(4) Notify the sponsor's command immediately when debarment or dispossession of quarters is contemplated in cases involving family members.

(5) Receive and process all appeals submitted by civilians, or on behalf of juveniles, as a result of prior debarment determinations per the provisions of this Order.

(6) Deliver, at a conference with the juvenile and their sponsor, when practicable, signed letters of administrative action against juveniles who reside in privatized housing.

(7) Maintain records on administrative action taken against civilians and ensure appropriate agencies are notified of the action taken.

(8) Serve as Chairperson, Decision Advisory Panel and sit as a member of the Appeal Advisory Panel.

(9) Upon receiving a report of serious misconduct committed by civilians/juveniles, is authorized to debar an individual until such time as the normal decision process is complete. This authority is limited to emergency cases where the peace, safety, or security of the installation is disrupted or there is a bona fide, imminent threat of injury to an individual if the civilian/juvenile is not immediately removed from the Base. The DAP will review all temporary debarments within one month of notifying the individual that he/she is temporarily debarred. Enclosure (4) provides a sample debarment letter for civilians being considered for debarment under this paragraph.

e. Base Provost Marshal

(1) Investigate instances of civilian misconduct and distribute the reports of such investigations per regulations and as stated in this Order.

(2) Sit as a member of the Decision Advisory Panel and the Appeal Advisory Panel.

f. Staff Judge Advocate

(1) Make recommendations of debarment at the time of discharge to the Commander MCBQ for individuals who are being separated under other than honorable conditions or have received an adjudged punitive discharge. There is no requirement to delay this recommendation pending a criminal court action since the standard of proof is different. The Commander MCBQ, or designee, need only to determine that the individual is a reasonable threat to the peace, safety, or security of the installation based on a preponderance of evidence. Enclosure (5) is a sample debarment letter for military personnel discharged in accordance with this paragraph.

(2) Review completed reports of civilian misconduct occurring aboard this installation and initiate coordination for prosecution or personnel action in appropriate cases.

(3) Sit as a member of the Decision Advisory Panel and the Appeal Advisory Panel.

(4) Provide the CIG with a copy of all debarments for individuals who are being separated under other than honorable conditions or have received an adjudged punitive discharge.

g. Chief of Staff (COS)

(1) Serve as Chairperson, Appeal Advisory Panel.

(2) Reconsider the issuance of debarment letters when appeals are submitted by service members or civilians within 10 calendar days.

(3) As the Chairperson, Appeal Advisory Panel, acting on behalf of the Commander MCB, issue responses to appeals of debarment by direction of the Commander.

h. Decision Advisory Panel

(1) Chaired by the CIG, it will consist of a Provost Marshal representative, a Staff Judge Advocate representative, and in all cases involving family members of enlisted personnel, the MCBQ Sergeant Major.

(2) Advise and make recommendations as to what action, if any, should be taken against an individual being considered for debarment.

(3) Consider all reasonably available evidence before making any recommendation. This includes the initial offense report along with more detailed reports such as Criminal Investigation Division reports, NCIS reports, administrative investigations, etc. Any written materials timely offered by the individual, either in extenuation or mitigation should be considered. In the case of a family member of a service member assigned aboard MCBQ, any written matters submitted by the sponsor's command will also be considered.

(4) Recommend a suspended debarment in which case the individual will be allowed to maintain privileges aboard MCBQ in a probationary status. If the individual is involved in another misconduct incident during the period of suspension, the Commander, or his designee, may immediately vacate the suspended

debarment without another hearing or he may elect to convene the Decision Advisory Panel to hear the case again before making his decision.

i. Appeal Advisory Panel

(1) Chaired by the Chief of Staff, MCBQ, it will consist of the CIG, Provost Marshal, Staff Judge Advocate, and in all cases involving family members of enlisted personnel, the MCBQ Sergeant Major.

(2) Consider the original debarment package and any written materials timely submitted by the individuals in support of their appeals. If the appellant is a military family member, written material submitted by the sponsor's command will also be considered.

(3) Permit a personal appearance by the debarred individual provided such appearance can be made in a timely manner.

(4) Advise and make recommendations as to whether a debarment declaration should be removed or maintained.

(5) Recommend a suspended debarment in which case the individual will be allowed to maintain privileges aboard MCBQ in a probationary status. If the individual is involved in another misconduct incident during the period of suspension, the Commander, or his designee, may immediately vacate the suspended debarment without another hearing or he may elect to convene the Decision Advisory Panel to hear the case again before making his decision.

5. Administration and Logistics

a. Administration

(1) Removal from Debarment Status

(a) The authority to bar an individual from the Base is discretionary and rests solely in the sound judgment of the installation commander or his designee. When any individual so barred from entry aboard the Base ceases to be a threat, or corrected the deficiency that caused the debarment, the debarment may be removed by the Commander MCBQ, or his designee.

(b) Requests for removal from debarment status, or limited re-instatement, may be made in writing, after one year, to the Commander MCBQ (Attn: CIG B 051) stating the reasons why the debarment should be lifted/modified.

(c) Upon completion of the prescribed period of debarment with no further violation of laws or regulations an individual may no longer be debarred from the installation.

(d) Subsequent offenses may increase a period of debarment and thereby preclude removal from debarment status.

(2) Records

(a) All records relating to civilian and juvenile misconduct are considered sensitive and shall be maintained by the CIG and Base Provost Marshal in restricted access containers separate from general correspondence files. The CIG and Provost Marshal shall ensure the privacy of these files is maintained and disclosure to third parties is strictly controlled.

(b) Access to civilian and juvenile files shall be limited to those individuals who have an official need to know such information. Additionally, the individual upon whom the files relate, may, under certain circumstances, authorize the limited release of such files to third parties. The Privacy Act or Freedom of Information Act governs access to such files by the offender or third-party requester.

(c) All files relating to juveniles and not including a declaration of debarment shall be destroyed two years after the last recorded incident.

(d) Debarment files shall be maintained by the CIG in both electronic and paper form.

1. Paper files will be more inclusive and maintained for a period of two years after the expiration of the prescribed period of debarment.

2. Electronic files will be maintained in the form of a database and contain at a minimum personal identifiers, period of debarment, and a brief summary of the circumstances resulting in debarment. All database entries will be maintained indefinitely.

(3) Appeals. Civilian personnel, against whom administrative action is taken, including debarment, may request reconsideration of the decision to the COS MCBQ. Service members, who have been debarred, may request reconsideration of the decision to the Commander MCBQ. All appeals must be forwarded in writing to the CIG within 10 calendar days of notification of the action. Individuals desiring a personal

appearance to discuss their appeals shall include that desire in their written request for appeal.

b. Logistics

(1) Mail Procedures. Notices of debarment and DAP results will be sent via the U.S. Postal Service Certified Mail Return Receipt mail program.

(2) Reasonable Accommodations. Reasonable accommodations for access and suitable spaces for DAP and AAP hearings will be coordinated upon request.

6. Command and Signal

a. Command. This Order is applicable to all individuals accessing Marine Corps Base Quantico.

b. Signal. Effective on the date signed.

A. D. BROUGHTON
Chief of Staff

DISTRIBUTION: A

GUIDELINES FOR DISPOSITION OF REPORTS OF MISCONDUCT

1. These guidelines list potential actions and the conduct which normally triggers sanctions at each level. It is an informal guide and each incident of misconduct should be considered on the seriousness of its own facts. More or less severe action may be taken based upon the circumstances of an individual's misconduct and more than one action may result from a single offense.

a. **Indefinite Debarment**. Conduct which normally results in an indefinite debarment includes but is not limited to commission of a Capital offense and felony offenses as described in reference (e), carrying a minimum prison term of ten years or equivalent state offense. Some common examples of such crimes include but are not limited to:

(1) Murder;

(2) Treason or espionage;

(3) Any sex crime requiring mandatory registration in a National or State Sex Offender Database;

(4) Crimes involving distribution of a controlled substance;

(5) Crimes involving possession of a controlled substance with the intent to distribute;

(6) Any felony level offense involving the use of a firearm in the commission of the crime;

(7) Assault of a Federal Officer or Employee, using a deadly or dangerous weapon, while engaged in the performance of official duties.

b. **≤ 5 Years Debarment**. Conduct which normally results in a period of debarment of no less than five years includes but is not limited to the Commission of a felony offense as described in reference (e) carrying a minimum prison term of more than one year but less than ten years, or equivalent state offense. Some common examples of such crimes include but are not limited to:

(1) Felony level property crimes such as grand theft, larceny, and burglary;

GUIDELINES FOR DISPOSITION OF REPORTS OF MISCONDUCT

(2) Assault of a Federal Officer or Employee while engaged in the performance of official duties;

(3) Committing an act of fraud or embezzlement against the U.S. Government.

c. **1 to 5 Years Debarment**. Conduct which normally results in a period of debarment of no less than one year includes but is not limited to the commission of a misdemeanor offense as described in reference (e) carrying a maximum prison term of one year, or equivalent state offense. Some common examples of such crimes include but are not limited to:

(1) Driving under the influence (first offense);

(2) Simple assault;

(3) Carrying a concealed weapon;

(4) Trespassing;

(5) Possession of a personal use amount of marijuana;

(6) Petit larceny or shoplifting;

(7) Resisting arrest or obstructing justice.

2. **Dispossession of Privatized Housing**. Conduct which normally results in debarment causing dispossession of privatized housing: Repeated violation of housing or other regulations; a pattern of an inability to live peaceably with neighbors; waste or mismanagement of government provided utilities; willful destruction of property including assigned government quarters; child or spouse abuse/neglect; commission of a felony or any offense involving drug activity or weapons in or involving government quarters. Personnel who lose eligibility to live in privatized housing when their family member(s) have been debarred may be dispossessed.

3. **Suspension or Restriction of Privileges**. Conduct which normally results in suspension of privileges or restriction to specified areas and/or a period of probation: Shoplifting or theft from any activity/location aboard this Base (regardless of value of property taken); abuse of privileges; sponsorship of an individual not otherwise entitled to use facilities where such individual violates regulations or commits criminal misconduct

aboard this Base; repeat of minor offenses where warning letter has previously been issued without results. **Suspension of privileges is limited to authorized DoD card holders. Civilian personnel not otherwise authorized routine access to the installation will be considered for debarment.**

4. **Warnings**

a. Conduct which normally results in a Warning Letter: Commission of minor offenses, as defined in this Order; unresolved neighborhood disputes; minor domestic disputes; failure to exercise control or supervision over minor children; minor affrays; violation of housing regulations; violation of motor vehicle traffic regulations when action in addition to that of the Traffic Court Officer or action taken in United States District Court is appropriate; minor violation of Base hunting regulations.

b. Conduct which normally results in an oral admonition: Particularly minor offenses, especially when juveniles are involved.

5. **Referral to Federal authorities**. Any violation of Federal or state law, especially serious offenses of trespassing after previous debarment, will be referred to the Special Assistant, United States Attorney for action.

SAMPLE LETTER OF NOTIFICATION OF DECISION ACTION PANEL ACTION

UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO
5820
B 051
DATE

John A. Civilian
1234 Bethel Church Drive
Woodbridge, Virginia 22192

Dear Mr. Civilian:

On (date of incident), while aboard Marine Corps Base Quantico, you were detained by the military police for (list misconduct that occurred). As a result of this incident, the Command Inspector General is referring your case to the Decision Advisory Panel for consideration of debarment. This hearing is strictly administrative in nature and does not affect whatever judicial proceedings you may have related to this matter.

In accordance with MCBO 5820.1, the Decision Advisory Panel will meet to consider whether or not a recommendation should be made to the Commander to debar you from Marine Corps Base, Quantico. If the Commander so orders, you will not be allowed to enter this installation.

The hearing is scheduled for (time and date of hearing), in the Inspector General's Conference Room, Suite 121, of Lejeune Hall (Building 3250). Attendance is not mandatory, but if you wish to present any information to the Decision Advisory Panel for consideration, you may appear or submit a written statement to the following address:

Commander (B 051)
Marine Corps Base
3250 Catlin Avenue, Suite 116
Quantico, VA 22134

If you plan to attend the hearing, or if you have any questions, please contact (office point of contact) at (703) 784-2277.

Sincerely,

SAMPLE LETTER OF NOTIFICATION OF DECISION ACTION PANEL ACTION

I. M. Inspector
Colonel, U.S. Marine Corps
Command Inspector General
By direction of
the Commanding Officer

SAMPLE LETTER OF DEBARMENT FOR ISSUE TO CIVILIANS

UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO
5820
B 051
DATE

John A. Civilian
1234 Bethel Church Drive
Woodbridge, Virginia 22192

Dear Mr. Civilian:

On (set forth the date and reasons why the action is being taken with specific reference to the act or acts that have cause a determination that the persona non grata letter is required). Such conduct will not be tolerated. Consequently, and per Title, 18 United States Code, Section 1382 (1948), you are hereby notified that, effective immediately upon receipt of this letter, you are ordered not to reenter or be found within the limits of Marine Corps Base, Quantico, Virginia, except as authorized by MCBO 5820.1. This order of debarment will remain in effect (time period set forth by Installation Commander or his designated representative).

Should you reenter or be found within the limits of this installation, except as authorized by MCBO 5820.1, in violation of this order, you will be detained, delivered to appropriate civilian authorities, and promptly prosecuted.

You may appeal this order of debarment in writing within 10 days of your receipt of this notice. While your appeal is being considered, this order of debarment shall be effective and enforced.

After one year, if you believe any compelling reason exists sufficient to justify a modification or termination of this order, you may submit a request to the following address for consideration:

Commander (B 051)
3250 Catlin Avenue, Suite 116
Marine Corps Base
Quantico, VA 22134

SAMPLE LETTER OF DEBARMENT FOR ISSUE TO CIVILIANS

Sincerely,

I. M. Inspector
Colonel, U.S. Marine Corps
Command Inspector General
By direction of
the Commanding Officer

Copy to: PMO

SAMPLE LETTER OF IMMEDIATE DEBARMENT FOR ISSUE TO CIVILIANS

UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO
5820
B 051
DATE

John A. Civilian
1234 Bethel Church Drive
Woodbridge, Virginia 22192

Dear Mr. Civilian:

On (set forth the date and reasons why the action is being taken with specific reference to the act or acts that have cause a determination that the persona non grata letter is required). Due to the serious nature of your actions and in accordance with Title, 18 United States Code, Section 1382 (1948), you are hereby notified that, effective immediately upon receipt of this letter, you are ordered not to reenter or be found within the limits of Marine Corps Base, Quantico, Virginia, except as authorized by MCBO 5820.1. This emergency order of immediate debarment will remain in effect until (time period set forth by Installation Commander or his designated representative to convene a Decision Advisory Panel).

Should you reenter or be found within the limits of this installation, except as authorized by MCBO 5820.1, in violation of this order, you will be detained, delivered to appropriate civilian authorities, and promptly prosecuted.

You may submit matters to be considered by the Decision Advisory Panel in writing, or you may appear in person before the Decision Advisory Panel. You must contact this office via telephone at (703) 784-2277 or at the following address prior to entering the limits of this installation:

Commander (B 051)
3250 Catlin Avenue, Suite 116
Marine Corps Base
Quantico, VA 22134

SAMPLE LETTER OF IMMEDIATE DEBARMENT FOR ISSUE TO CIVILIANS

Sincerely,

I. M. Inspector
Colonel, U.S. Marine Corps
Command Inspector General
By direction of
the Commanding Officer

Copy to: PMO

SAMPLE LETTER OF DEBARMENT FOR ISSUE TO RECENTLY DISCHARGED PERSONNEL

UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO
5820
B 052
DATE

From: Commander, Marine Corps Base, Quantico
To:

Subj: DEBARMENT

1. You are being punitively/administratively separated under other than honorable conditions due to **(set forth the reasons why the action is being taken with specific reference to the act or acts that have caused a determination that the persona non grata letter is required)**, and having thereby demonstrated conduct of a nature such that your future presence aboard this installation would threaten the peace, safety, and security of the installation, you are hereby notified that, effective upon your separation from the United States Marine Corps, you are ordered not to reenter, or be found within the limits of, the Marine Corps Base Quantico, Virginia, except as authorized by MCBO 5820.1.

2. The following information has been extracted from Title 18, United States Code, Section 1382 (1948). It is being provided so that you might be aware of the seriousness of the consequences should you violate the restriction levied upon your further entry to this installation:

"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 therefrom or ordered not to reenter by any officer or person in command or charge thereof;

Shall be fined not more than $500 or imprisoned not more than six months, or both."

SAMPLE LETTER OF DEBARMENT FOR ISSUE TO RECENTLY DISCHARGED PERSONNEL

3. Should any compelling reason exist which you believe would be sufficient to justify a modification or termination of this order, you may submit such a request to the Commander MCBQ, after one year for consideration at the following address.

Commander (B 051)
3250 Catlin Avenue, Suite 116
Marine Corps Base
Quantico, VA 22134

4. You are further informed that should you reenter or be found within the limits Marine Corps Base, Quantico, Virginia, in violation of this order, you will be subject to detention by the military for prompt delivery to appropriate civil authorities, and promptly prosecuted.

5. You may appeal this order of debarment in writing within 10 days of your receipt of this notice. While I am considering your appeal, this order of debarment shall be effective and enforced.

I. M. COLONEL

Copy to: CO, (ORG)
PMO
CIG
NISRA CHRO
Dir, MCCS

RECEIPT ENDORSEMENT

I hereby acknowledge receipt of this letter.

_____
Signature of Addressee

Date:_____ Time:_____

_____ _____
Witness Witness