



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

MCINCR-MCBQO 5530.2A

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MAY 03 2023

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 5530.2A

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

To: Distribution List

Subj: PERIMETER ACCESS CONTROL

Ref: (a) MCO 5530.13
(b) MCINCR-MCBQO 5501

Encl: (1) Authorized Identity Documents
(2) Fitness for Access Criteria
(3) DBIDS Enrollment Categories
(4) DBIDS Registration Process
(5) Access Procedures for the Town of Quantico
(6) Special Event Access Control Procedures
(7) Access Procedures for FBI-DEA Facilities
(8) Foreign National/Military Access
(9) Foreign National Visitor Access Request Template
(10) Graveside Services, and Burials
(11) MCBQ Contract Addendum for Access Control
(12) Commercial Vehicle Access
(13) Access Control Waiver
(14) VRE Statement of Understanding

1. Situation

a. Controlling access to Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) is essential to ensure the safety and security of installation personnel and assets. Access to MCINCR-MCBQ is a privilege and is only granted to those persons that have an acceptable purpose to enter; present an approved, valid credential; and meet specific fitness for access criteria. This order identifies MCINCR-MCBQ access control procedures and is applicable to all persons that access the installation. This order applies to perimeter access only and does not include additional requirements for access to restricted areas located on the installation. Commanding Officer, Marine Corps Air Facility (MCAF) Quantico may designate additional, more restrictive access procedures based on mission and tenant command requirements. Additionally, both the Federal Bureau of Investigation (FBI)/Drug Enforcement Administration (DEA) compound and Russell-Knox complex have their own

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visitor control center and specific access requirements and procedures that are not identified in this order.

b. As the result of an Access Control Operational Planning Team (OPT) conducted by MCINCR-MCBQ staff and tenant commands, access control procedures were developed to better address the unique security challenges associated with MCINCR-MCBQ. This order provides access control procedures that are based on reference (a), but are specific to MCINCR-MCBQ. Access procedures not specifically identified in this order shall be in association with reference (a) and (b).

2. Cancellation. MCINCR-MCBQO 5530.2 and MCINCR-MCBQ Interim Access Control Policy of 19 Mar 2020.

3. Mission. MCINCR-MCBQ executes procedures to control Base access in order to comply with Department of Defense and Service requirements and to minimize risk to installation personnel and assets.

4. Execution

a. Commander's Intent

(1) Purpose. To establish effective and efficient access control procedures that support Base operations, tenant command missions, and residents/business owners of the Town of Quantico in order to minimize risk and prevent unauthorized access to the installation.

(2) Method. MCINCR-MCBQ will utilize access procedures that comply with the intent of Marine Corps and DoD policy; maximize the use of electronic physical access control systems (ePACS); include provisions for Town of Quantico residents and visitors; and consider FBI/DEA requirements, foreign national access, and special events and ceremonies (Training & Education Command graduations, Marine Corps Marathon events, Department of Defense Education Activity events, funerals, etc.).

(3) Endstate. MCINCR-MCBQ access control policies and procedures enhance installation security while providing an efficient process to allow authorized persons access to the installation.

b. Concept of Operations

(1) MCINCR-MCBQ access control procedures ensure that persons allowed access to the installation have an acceptable and validated purpose, proof of identity, and meet fitness criteria.

(a) Purpose for access must be validated by an authorized sponsor or with an access credential that allows automatic access.

(b) Authorized source documents to prove identity are listed in enclosure (1).

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(c) Fitness for access criteria (current and historical) are identified in enclosure (2).

(2) Visitors. Visitors are defined as persons who do not possess an approved DoD or Federal PIV ID card, and are requesting access to the installation. Visitors are designated as unescorted, trusted traveler, or escorted.

(a) Unescorted. Unescorted designation applies to persons who have established their identity, received a favorable fitness determination, have an acceptable purpose for access, and are in possession of an approved DoD or Federal PIV ID card.

(b) Trusted Traveler. The trusted traveler program allows authorized individuals who have been granted unescorted access to the installation to vouch for co-travelers in the same vehicle, and enable those co-travelers to obtain base access without going to the VCC.

1. The trusted traveler designee is responsible for the actions of all co-travelers while they are on-base.

2. The trusted traveler designee must have sufficient knowledge of the co-travelers to legitimately vouch for their identity, fitness, and purpose.

3. The trusted traveler (designee) designation is only authorized for persons granted continued unescorted access who have been identity proofed, received a favorable fitness determination, have a valid purpose for access, and possess an approved DoD or Federal privilege card.

4. The following are not permitted to escort visitors under the trusted traveler program:

a. Persons in possession of a DBIDS credential (exemptions for FBI/DEA and Town of Quantico residents as identified in this Order).

b. Foreign nationals, to include those with a (blue stripe) CAC.

c. Lyft, Uber and other taxi/ride share drivers cannot access the Base as trusted travelers.

d. Per reference (a) the trusted traveler program shall be discontinued during FPCON and HPCON Charlie and Delta.

5. The number of co-travelers may not exceed five individuals per trusted travelers. Requests for an increased number of co-travelers can be submitted to the MCINCR-MCBQ G-3/IPB.

6. When the visitor control center is closed, trusted travelers are authorized to escort co-travelers in a separate vehicle

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(limit one additional vehicle per trusted traveler). The trusted traveler is responsible for all co-travelers and must maintain continuous sight of the other vehicle.

(c) Escorted. Escorted access may be provided to persons who have established an acceptable purpose for their presence on the installation but are unable to meet identity or fitness requirements.

1. Approved escorts must have unescorted access and remain with the escorted persons at all times.

2. IAW reference (a), personnel assigned escort duties are limited to escorting 5 visitors. Requests for an increased number of escorted visitors can be submitted to the MCINCR-MCBQ G-3/IPB.

3. Escorts must be U.S. citizens, have a DoD or FBI/DEA affiliation, and have unescorted access to the installation. See enclosure (5) about exceptions for Town of Quantico and enclosure (8) about exceptions for Foreign National/Military.

4. Escorts are accountable for the conduct of the individuals they are escorting and shall immediately report any conduct or malicious actions by an escorted individual that causes risk to the safety, security, or efficiency of the installation.

5. When the visitor control center is closed, escorts are authorized to escort visitors from a separate vehicle (limit one additional vehicle per escort). The escort is responsible for the visitors at all times and must maintain continuous sight of the escorted vehicle.

(3) Defense Biometric Identification System (DBIDS)

(a) MCINCR-MCBQ will comply with DoD and Marine Corps access control vetting requirements by mandating the use of DBIDS scanners at the gates and requiring all persons desiring unescorted access to MCINCR-MCBQ to register in DBIDS. DBIDS categories are identified in enclosure (3). The DBIDS registration/vetting process is identified in enclosure (4).

(b) Upon successful completion of the DBIDS registration/vetting process, visitors will be issued a DBIDS token or pass, or have MCINCR-MCBQ DBIDS permissions associated to an existing, approved access token or driver's license. These credentials can then be scanned at a gate to authorize physical access to the Base.

(c) Because the VCC is not open 24/7 and the vetting process can be time consuming, visitors requesting unescorted access must plan ahead and may need to register well in advance of their visit. Tenant commands and sponsors of visitors should include VCC times and requirement for registration on any invites or event

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planning information. Visitor passes can be obtained up to 14 days in advance of a planned visit.

(4) Town of Quantico. Though there is a right-of-way from U.S. Rt 1 to the Town of Quantico (along Fuller Rd) for use by town residents and visitors, it does not diminish the Commander's responsibility to provide for the safety and security of the installation. Therefore, Town of Quantico access procedures, identified in enclosure (5), were developed to provide property owners with access to their homes/property while minimizing risk to MCINCR-MCBQ.

(5) Command Sponsored Special Events. Special Events include graduations (Officer Candidate School (OCS), The Basic School (TBS), Marine Corps University (MCU), Expeditionary Warfare School (EWS), Command & Staff College (C&S), Weapons Training Battalion (WTBN), Marine Corps Embassy Security Group (MCESG), Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), and DoD Education Activities (DoDEA); command ceremonies and functions (changes of command, retirements, promotions, etc.); DoDEA sporting events; MCM events; etc.). Many special events include unaffiliated attendees that do not have installation access privileges.

(a) For the majority of special events, unaffiliated persons must go to the VCC and get a visitor pass or be escorted by an authorized person.

(b) Commands sponsoring special events should plan for guests to get visitor passes in advance and/or arrange escorts (to include using busses, vans, etc. from off-Base locations).

(c) When coordinated with PMO in advance (by the event sponsor), special event attendees are authorized to go to the VCC up to two weeks prior to the event to obtain a visitor pass.

(d) Command sponsored special events involving 50 or more unaffiliated attendees, may be authorized to use special access procedures. Special access procedures are not authorized for personal events.

1. The command sponsoring the event must submit a request NLT 30 days in advance to MCINCR-MCBQ AC/S G-3 identifying the need for special event access control procedures.

2. If special event access control procedures are approved, the command sponsoring the event must comply with the requirements identified in enclosure (6).

(6) FBI/DEA Access. Because of the large and permanent presence of the FBI and DEA on MCINCR-MCBQ, the access procedures identified in enclosure (7) were developed for the unique requirements of those agencies.

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(7) Foreign National/Foreign Military Access. Access control procedures for foreign national/foreign military visitors is identified in enclosure (8).

(8) Access for Emergency Response and Law Enforcement

(a) Emergency Response. Emergency response vehicles and personnel (Police, Fire, EMS, etc.) from adjacent jurisdictions responding to mutual-aid calls on MCINCR-MCBQ will be allowed access without going through the visitor control process. The MCINCR-MCBQ dispatch center will notify gate personnel when mutual aid responders are expected.

(b) Law Enforcement

(1) Federal, state, and local law enforcement personnel with law enforcement credentials and badge are authorized access to the installation to perform law enforcement operations without having to go through the visitor center process or enroll in DBIDS (traveling to work at FBI, DEA, etc. is considered an authorized law enforcement operation).

(2) Gate personnel shall physically verify the authenticity of the law enforcement credential/badge and confirm the purpose for access.

(3) Law enforcement personnel granted access to the installation are allowed escort privileges for persons traveling in their vehicle and one additional vehicle.

(9) Chapel Events (funerals/weddings)

(a) Funerals. Compliance with normal visitor center procedures or special access procedures is not always practical due to the short notification timeframe, unknown guest list, and number of visitors.

1. Upon notification that a funeral will be conducted at the Base Chapel, the chaplain shall immediately notify G-3 and PMO (with date, time, and estimated number of attendees).

2. G-3/IPB and PMO will coordinate with the chaplain and funeral director to identify specific access procedures for funeral home vehicles and for funeral attendees based on number of visitors and date/time of the funeral service.

3. If special access procedures are approved, funeral attendees are authorized to access without the VCC process. PMO will conduct RAMs at the gates and increase police patrols and presence on main-side during the funeral.

(b) Weddings. Because weddings are generally planned well in advance, the sponsor of the event is responsible to ensure that

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unaffiliated attendees (those without DoD access tokens), arrive early and get processed at the VCC.

1. For those arriving when the VCC is not open, the sponsor must develop a plan to escort them to the event.

2. The sponsor must provide the guest list to the VCC prior to the arrival of the first guest at the VCC.

(10) Graveside Services. Numerous private/family cemeteries are located on MCINCR-MCBQ. When graveside funeral services and burials are conducted at one of these cemeteries, access procedures identified in enclosure (10) may be authorized.

(11) Taxis, Ride Share (Uber, Lyft) and Food Delivery

(a) Drivers must be registered in DBIDS or have another approved access token (CAC/Teslin).

(b) Drivers without DBIDS or other access token will not be allowed to access the installation. The passenger/fare will have to be dropped off at the gate. Food deliveries or other packages can NOT be dropped off at the gate or with PMO personnel.

(c) Drivers may NOT access as trusted travelers (escorted by their fare).

(d) DBIDS passes will be electronically limited to 90 days. Upon showing proof (at the VCC) that the driver is still employed by the taxi, ride share, or food delivery company, the pass may be extended for 90 additional days.

(e) The VCC will print on driver DBIDS cards "For Ride-Share/Food Delivery Access Only." Gate personnel shall require Ride-Share/Food Delivery drivers to show cellphone APP that indicates fare or delivery on MCINCR-MCBQ.

(12) Marine Corps Community Service Events. MCCS is the sponsor for open-to-the-public events that take place at TCAQ and other MCCS venues. The access control contract addendum identified in enclosure (11) must be included as part of all contracts for the use of those MCCS facilities.

(13) DoDEA Sporting Events. Visitors participating in or observing school sporting events taking place on MCINCR-MCBQ are required to comply with access control procedures, to include registering in DBIDS at the VCC and obtaining an access pass.

(a) For events taking place when the VCC is closed, DoDEA may request to utilize the special access procedures identified in enclosure (6).

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(b) Coaches and students arriving on the team bus are exempt from the VCC process provided that a manifest is provided from DoDEA to PMO in advance. The roster must identify the names of everyone on the bus and the date/time and gate when the bus is expected to arrive. The roster must be submitted no later than the day prior to the event.

(c) DoDEA may submit a roster of spectators to PMO. The roster will include expected date and time of arrival. The roster must be submitted NLT the day prior to the event.

1. If the VCC is open at the time of the event, the spectators will go to the VCC and get a visitor pass.

2. If the VCC is closed, they will proceed directly to Gate 1 (main gate).

a. If less than 10 vehicles are expected, PMO will verify their purpose (using the guest list provided by DoDEA) and conduct a wants/warrants check at the gate.

b. If more than 10 vehicles are expected, DoDEA will provide a DOD/government employee at the gate to check arriving persons against the list of authorized persons.

(14) Marine Corps Marathon (MCM) Events. Visitors participating in MCM races and events on MCINCR-MCBQ shall comply with all Base access procedures. Participants can arrive up to 14 days in advance to obtain a DBIDS pass or gain access as trusted travelers/escorted access.

(15) Commercial Vehicles

(a) Commercial vehicles are defined as vehicles that are larger than a cargo van/pickup truck as identified in enclosure (12).

(b) Commercial vehicles are required to be processed at the Commercial Vehicle Inspection (CVI) lot prior to being granted access to the installation. When the CVI lot is closed, commercial vehicles will be processed at the gates.

(16) Veterans

(a) U.S. military veterans and caregivers authorized by the Veterans Administration (VA) to utilize the Exchange, Commissary and specified MWR facilities aboard the installation must have a VA Health Identification Card (VHIC) or a VA Health Eligibility Form H623A and a Real ID compliant identification/driver's license.

(b) After registering in DBIDS at the VCC, permissions to access MCINCR-MCBQ can be associated to the VHIC or Real ID compliant identification card.

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(c) State issued veterans identification cards are not approved as access tokens/credentials.

(17) Redress for persons denied access. Enclosure (13) identifies the process for requesting a waiver for individuals that do not meet access standards. The process is posted at the visitor control center and on the Base access website.

c. Tasks

(1) Chief of Staff. Serve as the decision authority for access control waivers.

(2) Assistant Chief of Staff, G-3

(a) review and revise this order as needed to ensure Base access control policies comply with changes/updates to DoD and Marine Corps policy.

(b) Process access control waiver requests.

(3) Assistant Chief of Staff, G-F

(a) Upon issuing a burial permit for a cemetery located on MCINCR-MCBQ, notify PMO and G-3/Range Management Branch (RMB) of the date and location of burial/graveside service.

(b) Ensure funeral directors or individuals that are issued burial permits for a cemetery located on MCINCR-MCBQ are also provided with PMO and RMB contact information and informed that they must coordinate directly with them prior to being granted Base access.

(4) Commanding Officer, Security Battalion

(a) Enforce the access control provisions identified in this order.

(b) Maintain responsibility for the MCINCR-MCBQ DBIDS program, to include equipment, training, and consumables.

(c) Ensure the installation visitor control center is staffed and equipped to operate during designated hours.

(d) Coordinate with FBI/DEA and RKB to ensure DBIDS procedures for those facilities are synchronized with MCINCR-MCBQ procedures to allow seamless processing of visitors, contractors, etc.

(e) Post the waiver request procedures identified in enclosure (13) in the VCC.

(f) Upon notification from G-F that a burial permit has been issued for a cemetery located on MCINCR-MCBQ, coordinate with the funeral director to allow the funeral procession to access IAW the procedures identified in enclosure (10).

(5) Director, Marine Corps Community Services (MCCS)

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(a) Assign an MCCS employee to act as the sponsor and point of contact for unaffiliated persons utilizing contracted MCCS facilities.

(b) Ensure the access control contract addendum identified in enclosure (11) is included as part of all contracts for MCCS facilities and that customers are made aware of the requirement to provide a signed copy of the addendum to VCC personnel to any event passes being issued.

(6) Commanders/Directors of Tenant Commands and Activities

(a) Serve as the DBIDS sponsor for any special events that include unaffiliated attendees.

(b) Maximize the use of escorts/trusted traveler during events involving unaffiliated visitors in order to reduce the requirement to send visitors to the VCC.

(c) When planning events involving unaffiliated visitors, ensure invitations, letters of instruction, etc. include information about the need to preregister in DBIDS and to go to the VCC before access will be allowed.

(d) For large events with 50 or more unaffiliated visitors, or events occurring during hours when the VCC is closed, submit a request to the MCINCR-MCBQ G-3 NLT 30 days prior to the event, requesting use of special access procedures.

d. Coordinating Instructions

(1) The VCC is located in the vicinity of the Russell-Knox Building. The address is 27031X Telegraph Rd., Stafford, VA.

(2) VCC operating hours are 0600-1500, Mon-Fri (closed on Sunday and Federal holidays) and 0730-1130 on Sat. Hours may change without prior notification, though changes will be posted on the Base web and social media sites.

(3) VCC phone numbers: 703-784-3023 or 3024.

(4) MCINCR-MCBQ DBIDS email: Quantico_DBIDS@usmc.mil.

5. Administration and Logistics

a. Additional information about MCINCR-MCBQ access control procedures, waivers, pre-registration, and frequently asked questions can be found at <https://www.quantico.marines.mil/Info/Base-Access/>.

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b. DBIDS Consumable Supplies

(1) DBIDS supplies will be obtained by SecBn in sufficient quantities to support operations at the VCC, Bldg 2043, RKB, and FBI/DEA.

(2) Funding for DBIDS consumables will be supported by the MCINCR-MCBQ G-8.

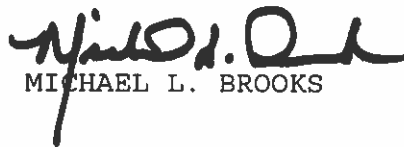
6. Command and Signal

a. Command. This order is applicable to Marine Corps Base Quantico, subordinate organizations, and tenant commands and activities.

b. Signal

(1) The MCINCR-MCBQ AC/S G-3 is the approval authority for requests for special access procedures. Requests can be forwarded to MCINCR_MA@usmc.mil.

(2) The Commanding Officer of SecBn is authorized to adjust procedures and make day-to-day decisions on access situations that arise, provided the intent of the Installation Commander and this order are maintained.



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Authorized Access Credentials and Source Identity Documents

1. IAW reference (a), persons requesting access to MCINCR-MCBQ shall be in possession of a valid CAC or other authorized access credentials or provide authorized source identity document/s. Source identity documents are used to verify identity (person is who they claim to be).

a. Documents must be an original issue.

b. Documents marked "Not Valid for Federal Purposes", "Federal Limits May Apply", or any similar phrase are not acceptable.

c. Purpose for access must be provided and approved at the time the individual presents an acceptable and valid source identity credential.

d. Credentials that appear questionable (e.g., damaged laminates, evidence of tampering) or altered shall not be accepted for any purpose.

2. Acceptable Credentials/Documents

a. DoD Common Access Card (CAC). Simultaneously establishes identity, historic fitness, and purpose.

b. Uniformed Service Identification (USID) Card. The DoD USID, also known as the Teslin Card, establishes identity and generally establishes purpose.

c. DBIDS Card/pass. Credentials issued by the visitor control center which simultaneously establish identity, historic fitness, and purpose, as personnel must establish identity and historic fitness, for card issuance.

d. REAL ID-compliant driver's license or identification card. Issued by a state, territory, possession, or the District of Columbia and only establishes identity.

e. Enhanced driver's license (EDL). Issued by a state, territory, possession, or the District of Columbia and only establishes identity.

f. U.S. passport or passport card. Issued by the U.S. Government and only establishes identity.

g. Foreign passport bearing an unexpired immigrant or non-immigrant visa or entry stamp. Issued by foreign governments and only establishes identity.

h. DBIDS credential issued by another Marine Corps or DoD site. These credentials simultaneously establish identity and historic

Enclosure (1)

fitness (they do not establish valid purpose for access to MCINCR-MCBQO).

i. Federal Personal Identity Verification (PIV). The PIV card simultaneously establishes identity and historic fitness.

j. Veteran's Health Identification Card (VHIC). Persons in possession of a VHIC may be granted unescorted access to sites where eligible benefits exist and are made available to them.

k. Non-federal Personal Identity Verification-Interoperable (PIV-I). The PIV-I card establishes identity only.

l. Transportation Worker Identification Card (TWIC). Establishes identity only.

3. Acceptable Combinations. Combinations of source identity documents may be used to establish identity for enrollment purposes.

a. TWIC used in conjunction with a REAL ID driver's license.

b. Original or certified true copy of a birth certificate bearing a raised seal, social security card, and driver's license. All three documents must bear the same name or a former name as documented on acceptable name change documentation such as a court order, marriage certificate, or divorce decree. In this situation, the birth certificate and social security card are used to establish identity for the purpose of access control.

4. Credentials that fail to scan. A credential that is typically verified and enrolled by scanning that does not properly scan due to defect, destruction, wear, or any other reason may not be used to enroll in the site ePACS or to establish identity or fitness. Commanders may accept a credential that fails to scan as establishing purpose in order to provide one-day unescorted access to an individual who presents another acceptable and valid credential and are able to establish their identity and fitness.

Fitness for Access Criteria

Persons requesting access to MCINCR-MCBQO will be denied access if:

1. Marine Corps Law Enforcement or Visitor Control Center personnel are unable to verify the individual's claimed identity based on reasonable belief the person submitted fraudulent identity information in the attempt to gain access.
2. The individual has a conviction for espionage, sabotage, sedition, treason, terrorism, armed robbery, or murder.
3. The individual has a felony conviction for a firearms or explosives violation, regardless of the date of conviction.
4. The individual has been convicted of crimes encompassing sexual assault or rape.
5. The individual has been convicted of crime encompassing child molestation, or the possession or production of child pornography.
6. The individual has been convicted of trafficking in persons.
7. The individual is a registered sex offender.
8. The individual has been convicted of drug possession with intent to sell or distribute.
9. The individual has an active arrest warrant from federal, state, local, or other civil LE authorities, regardless of offense or violation.
10. The individual has a felony conviction within the last 10 years, regardless of the offense or violation.
11. The individual's name appears on any federal or state agency watch list for criminal behavior or terrorist activity.
12. The individual is debarred entry or access to a Marine Corps site, other DoD installations or facilities, or other federal site or facility.
13. The individual engaged in acts or activities designed to overthrow the U.S. Government by force.
14. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

Enclosure (2)

15. The individual is known to be, or suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

16. The individual is on parole or probation.

17. The individual has criminal arrest information that the Commander determines presents a threat to the good order, discipline, or health and safety on the installation.

Enclosure (2)

DBIDS Enrollment Categories

POPULATION	ENROLLMENT	LOCATION	ACCESS TOKEN
CAC/TSJUN: Includes Active Duty, Dependents, Reservist, retired, contractor	Enrolled automatically	Any Gate	CAC/TSJin
CAC/TSJIN (FOREIGN/blue stripe) Includes foreign military students, liaison officers, etc.	Must enroll for location specific access	VCC	CAC/TSjin
Federal PIV: Includes TWC, and other Federal Government ID cards. *Note: 1	Must pre-enroll and then complete enrollment in-person. Considered already vetted.	VCC	Federal PIV or issue a DBIDS card if PIV not compatible
FBI/DEA Personnel:	FBI/DEA personnel must enroll in DBIDS (considered already vetted). LE personnel with credentials and badge not required to enroll.	FBI/DEA have DBIDS enrollment stations	DBIDS card or pass or DBIDS profile associated to DL or FBI/DEA LE badge & credential (for sworn LE personnel)
DBIDS Cards issued by other installations/Services	Must enroll in-person	VCC	Existing DBIDS card
Non-CAC Contractors , Vendors, Delivery Persons, Personal Service Providers, etc. Includes: MICS, G-1, G-4, LMH and other tenant command contractors, personal service providers, taxi drivers, Uber/Lyft, commissary baggers, etc.	If routine access required: Must pre-enroll and then complete enrollment in-person If for one time/occasional access: Issue Temp Pass	VCC	DBIDS card, paper pass, or associate access permissions to DL
Visitors: Includes work related visits, personal/family visits, TCAQ, hunters, clubs, golf, education center, chapel services, etc.	If routine access required: Must pre-enroll and then complete enrollment in-person If for one time/occasional access: Issue Temp Pass	VCC	DBIDS card, paper pass, or associate access permissions to DL
Authorized Veteran: With a Veterans Health Identification Card (VHIC) or VA Form H623A	Must pre-enroll and then complete enrollment in-person	VCC	VHIC or REAL ID
Trusted Traveler: Persons with CAC or tsjin are authorized to escort unaffiliated persons onto base and are responsible for their conduct/actions. Foreign Nationals and DBIDS card holders not authorized to escort others.	Trusted traveler may be suspended during higher FPCON and enrollment required	Gate	NA
Town of Quantico:			
<i>Residents, business owners/employees</i>	Must pre-enroll and then complete enrollment in-person	VCC	DBIDS card or associate access permissions to DL
<i>Visitors (Petrons, VRE, marina, etc.)</i>	For one time or short term access: a temp pass will be issued	VCC	Paper pass

NOTES:

- *1: Federal IDs (PIV) will only be enrolled if there is a valid purpose for access (i.e. work on base). Transiting the base to avoid traffic on I-95 is NOT an authorized purpose. Federal PIVs shall NOT be enrolled to allow access to Town of Quantico/VRE (a temp pass will be issued).
- *2: Paper passes issued for routine visits of 90 days or less. DBIDS cards issued for periods greater than 90 days or access can be associated to a REAL ID.
- *3: All DBIDS Cards will be issued/printed for 3yrs however, base access will actually expire (in the system) based on contract length, or other factors.
- *4: Failure to pre-enroll may cause delays in visitor center process

DBIDS Registration Process

1. DoD CAC or Teslin. Persons with DoD CAC or Teslin cards are automatically registered in DBIDS upon having their credential scanned at the gate and are not required to go to the VCC.

2. Federal PIV Cards. Persons with Federal PIV cards must go to the VCC to verify identity and purpose for access. DBIDS permissions will be associated to existing credential (if compatible). If not, a DBIDS pass or credential will be issued or DBIDS permissions will be associated to a valid driver's license. Federal PIV cards will only be enrolled if there is a valid/authorized purpose for access (transiting the base to avoid traffic or travel to VRE/AMTRAK is NOT an authorized purpose).

3. DBIDS Credentials (issued from other installations). Must go to the VCC to verify purpose for access and then have MCINCR-MCBQ permissions added to the existing DBIDS credential.

4. Unaffiliated persons (includes: visitors, contractors, hunters, MCCS events, continuing education classes, club events, etc.). Unaffiliated persons requesting unescorted access, must go to the VCC for vetting. Vetting includes: ID verification, confirming purpose for access, and background/fitness determination. Additionally, visitors will have their photograph and digital fingerprints taken.

5. Pre-enrollment. To expedite the enrollment process at the VCC, individuals should go to <https://dbids-global.dmdc.mil/enroll#!> and pre-enroll. Upon completion of pre-enrollment, a confirmation sheet is available that can be printed or the individual can write down the alpha-numeric (QR) code that is provided. They must then bring either to the VCC to complete the registration process (within 30 days).

6. Required at VCC to enroll in DBIDS

- a. Pre-enrollment receipt/printout or alpha-numeric (QR) code
- b. Authorized form of identification (e.g. REAL ID Compliant driver's license, passport, etc.)
- c. Sponsor contact information
- d. Contract information (if applicable)

DBIDS Registration Process

e. If driving, must also have a valid driver's license, up to date proof of insurance, and a valid vehicle registration.

7. DBIDS Pass/Credentials

a. Paper DBIDS passes will be issued for single-day visits and visits of 90 days or less.

b. Visits requiring recurrent access (multiple times per month) in excess of 90 days will be issued a DBIDS credential or the DBIDS profile will be associated to a valid driver's license.

c. DBIDS credentials will be issued/printed with a 3-year expiration date, though will expire in the DBIDS system based on contract length and other qualifying factors. All DBIDS credentials must be revalidated at least once per year at the VCC (exemption for some Town if Quantico residents as identified in enclosure (5)).

8. The VCC vetting process is not applicable to minors (less than 18 years of age) if they are passengers in a vehicle authorized for access. Minors seeking base access without an authorized adult escort are required to meet normal vetting requirements.

ACCESS PROCEDURES FOR THE TOWN OF QUANTICO

Though there is an easement from U.S. Rt. 1 to the Town of Quantico (along Fuller Rd) for use by town residents and visitors, it does not diminish the MCB Quantico Commander's responsibility to provide for the safety and security of the installation. Therefore, Town of Quantico access procedures were developed to comply with Department of Defense and U.S. Marine Corps security requirements while still considering the access rights and convenience of town residents and property owners.

Fuller Road is federal property, thus federal laws and regulations, to include federal police powers, are applicable at all times.

Town residents and visitors utilizing the easement on Fuller Road to the Town of Quantico are not authorized to deviate to other areas of the base (must stay on Fuller Road and not proceed past the intersection with Potomac Ave). Unauthorized travel to other areas of the base will result in a federal trespassing citation. During situations where Potomac Ave traffic is blocked at the railroad crossing for extended periods, MCINCR-MCBQO may temporarily open the gate on Broadway St and authorize travel to/from the Town of Quantico via Broadway St, Martin Ave, and Barnett Ave.

1. Town of Quantico residents and property owners:

a. Are authorized to transit Fuller Road to the Town of Quantico after receiving a DBIDS pass from the Visitor Control Center (VCC).

b. Access through other gates (regardless of day or time) is strictly prohibited.

c. Persons providing proof of property ownership to the Visitor Control Center (deed, mortgage, etc.) that clearly establishes that they own property in the Town of Quantico shall be eligible to receive a DBIDS credential valid for 3 years provided they successfully meet access screening/background checks. Annual visits to the VCC for renewal are NOT required. The DBIDS credential and the DBIDS profile will state: "Town of Quantico property owner, escort privileges authorized, entrance/exit from Fuller Rd. Gate only." This provision is also applicable to the legal spouse of the property owner that resides on the property, even if their name is not on the deed or mortgage.

Enclosure (5)

ACCESS PROCEDURES FOR THE TOWN OF QUANTICO

d. Residents that are NOT property owners (e.g. renters/persons leasing property) are eligible to receive a DBIDS credential valid for 1 year or for the length of their lease (whichever is less), provided they successfully meet access screening/background checks. The DBIDS credential and the DBIDS profile will state: "Town of Quantico resident, escort privileges authorized, entrance/exit from Fuller Rd. Gate only."

e. Escort privileges allow authorized residents and property owners to escort guests within their vehicle or in one additional vehicle (No more than 5 guests total). Escorted guests are required to undergo law enforcement screening at the gate.

f. Current residents/property owners that do NOT meet Department of Defense access screening standards (due to criminal history, National Sex Offender Registry, etc.) may still be issued a DBIDS credential. It will state on the credential and on the DBIDS profile: "Town of Quantico resident or property owner, escort privileges NOT authorized, entrance/exit from Fuller Rd. Gate only."

g. Town of Quantico residents/property owners without a DBIDS credential that arrive at the gate when the VCC is closed, may still be authorized access if they provide proof of residency or property ownership and pass law enforcement screening at the gate. Escort privileges are NOT allowed.

h. The following documents are acceptable to prove residency/property rights provided they show full name of individual requesting the DBIDS credential and a Town of Quantico address: Government issued ID, recent (within 90 days) bill or tax statement, mortgage statement, or lease agreement.

2. Visitors to the Town of Quantico (those without property rights):

a. Must go to the VCC and get a DBIDS pass for each visit.

b. Visitors that have recurring access requirements may be issued a long-term DBIDS credential (provided they meet access screening standards). Daily use of the VRE is NOT justification for a long-term DBIDS credential. Long-term DBIDS credentials for Town of Quantico visitors will state on the credential and on the DBIDS profile: "Town of Quantico visitor, escort privileges NOT authorized, entrance/exit from Fuller Rd. Gate only."

Enclosure (5)

ACCESS PROCEDURES FOR THE TOWN OF QUANTICO

c. Visitors (without an access pass) that arrive when the VCC is closed are not allowed access without an authorized escort.

d. Visitors with a short-term rental agreement (to stay in the Town of Quantico), may be granted access when the VCC is closed if they produce a copy of the rental agreement (it must show full name of visitor, address of rental unit, and effective dates), have required identity documents, and pass law enforcement screening. Once the VCC is open, they must complete visitor screening and obtain a DBIDS pass. Passengers accompanying the person with a rental agreement must also pass law enforcement screening.

3. Service Contractors

a. Service contractors (repair people, delivery drivers, etc.) are considered visitors and must go to the VCC and/or CVI lot to be issued a DBIDS pass prior to access.

b. When the VCC is closed, service contractors may be authorized access to Quantico Town on Fuller Road provided they show proof of a service requirement (bill of lading, electronic dispatch, etc.) in the Town of Quantico and pass law enforcement screening at the gate.

c. Service providers that routinely access the Town, may be issued a long-term DBIDS credential in advance (provided they meet access screening standards), to allow for a more rapid response to service calls in the town.

4. Citadel Worship Assembly (Church)

a. Church members listed on the membership roster submitted quarterly to the VCC by the Church Pastor are eligible for a one-year DBIDS credential provided they meet DoD background/screening standards.

b. Members that do not pass the background checks due to criminal history may submit a waiver request that will undergo a review process for access consideration.

c. Church members that are minors (under 18), do not require a DBIDS pass or credential but can access with their parent/guardian.

Enclosure (5)

ACCESS PROCEDURES FOR THE TOWN OF QUANTICO

d. Church visitors shall comply with visitor access procedures identified in paragraph 2.

e. The Church Pastor is required to submit an updated roster of members at a minimum of once per quarter (Jan, Apr, Jul, Oct). More frequent updates are encouraged to allow new members to quickly obtain a DBIDS credential.

5. Prince William County Officials

a. Prince William County (PWC) Officials conducting government business in the Town of Quantico (other than first responders) must go to the VCC and be issued a pass. Those with routine requirements for access may be issued a long-term DBIDS credential.

b. When the VCC is closed, PWC officials are allowed access to Quantico Town after showing official county identification, identifying purpose for access, and pass law enforcement screening at the gate.

6. Transportation of Weapons and Ammunition. Persons transiting Fuller Road directly to or from the Town of Quantico may transport their privately owned firearms and ammunition in a vehicle, provided that the firearm is legally in their possession and they comply with standard MCB Quantico procedures for the transport of privately owned firearms as identified in reference (b).

a. Firearms shall be transported in the trunk of the vehicle where available. In vehicles without a trunk, firearms shall be in a carrying case, and placed as far away from vehicle occupants as the situation permits. If transporting firearms while operating a motorcycle, the firearms must be cased and in a saddlebag, a back pack or some other carrying device. Firearms transported by motorcycle may not be carried on the person in any manner, including a holster.

b. Firearms must be unloaded and on safe during transport.

c. Magazines and all ammunition must be removed from firearms, where applicable, and kept separate, and as far as possible from the firearm.

7. Changes to Access Procedures. Access control procedures are subject to change without advance notice due to force protection and

Enclosure (5)

ACCESS PROCEDURES FOR THE TOWN OF QUANTICO

security requirements. Note: During periods of heightened force protection conditions, escort privileges may be temporarily suspended.

8. Random Inspections. All persons entering MCB Quantico are subject to random ID checks of all vehicle occupants and to random vehicle searches.

Enclosure (5)

Special Event Access Control Procedures

1. Special Events include graduations (Officer Candidate School (OCS), The Basic School (TBS), Marine Corps University (MCU), Expeditionary Warfare School (EWS), Command & Staff College (C&S), Weapons Training Battalion (WTBN), Marine Corps Embassy Security Group (MCESG), Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), and DoD Education Activities (DoDEA); command ceremonies and functions (changes of command, retirements, etc.). Many special events include unaffiliated attendees that do not have installation access privileges.

a. For the majority of special events, unaffiliated persons must go to the VCC and get a visitor pass or be escorted by an authorized person.

b. Commands sponsoring special events should plan for guests to get visitor passes in advance and/or arrange escorts (to include using busses, vans, etc. from off-base locations).

c. When coordinated with PMO in advance (by the event sponsor), special event attendees are authorized to go to the VCC up to two weeks prior to the event to obtain a visitor pass.

d. Command sponsored special events involving 50 or more unaffiliated attendees, may be authorized to use Special Event Access Control Procedures. *Special access procedures are NOT authorized for personal/private events (e.g. events not sponsored by a command).

e. The command sponsoring the event must submit a request NLT 30 days in advance (to MCINCR-MCBQ AC/S G-3/IPB) identifying the need for special event access control procedures.

2. When special access control procedures are approved, the organization sponsoring the event shall:

a. Send an info package/brief to each attendee that includes the following information:

(1) Fitness for access criteria.

(2) List of prohibited items

(3) Authorized gate/s and route (directions) to event.

Enclosure (6)

(4) Off-limits areas (guests that deviate from depicted route are subject to trespassing citation.)

(5) Access pass that identifies date and times when access permitted (copy to PMO).

b. Post signage along route (from gate to event site), to ensure visitors do not access restricted areas/other areas of the base.

c. Assign a command rep to assist at gate/s during the time guests are authorized access (to resolve issues such as extra guests, lost access pass, etc.).

d. Provide PMO with the guest list at least 48 hours prior to the event.

e. Complete a Special Event Antiterrorism (SEAT) Plan IAW MCO 3302.1F prior to the event.

2. PMO shall conduct random LE background checks and vehicle searches (e.g. military working dogs) at the entry control point (gates) on a percentage of event attendees.

3. Tenant commands with restricted areas located in the vicinity of the event or along the route to the event, will be notified of the event by AC/S G-3 so that they can increase their security or add additional RAMs.

4. Special Event Access Procedures are applicable only for approved command sponsored events. They are NOT applicable for personal/private events taking place on MCINCR-MCBQ.

Access Procedures for FBI-DEA Facilities

1. FBI/DEA personnel that have law enforcement (LE) credentials with badge are not required to register in DBIDS and will be granted access at the gate.
2. All other FBI/DEA government employees must register in DBIDS.
 - a. FBI/DEA employees do not require a sponsor and purpose for access if they have a valid FBI/DEA ID. A DBIDS profile will be established.
 - b. MCINCR-MCBQ PMO recognizes the FBI/DEA employment background checks. FBI/DEA employees do not require a separate MCBQ background check for DBIDS enrollment.
 - c. Because current FBI/DEA identification cards are not HSPD-12 compliant, a valid state driver's license may be associated with the DBIDS profile. When supported by an FBI or DEA government ID, a real-ID compliant driver's license is not required.
 - d. FBI/DEA employees will not be limited to any specific gate or hours of access once enrolled in the DBIDS system.
 - e. FBI/DEA government employees are afforded the same trusted traveler privileges as DOD employees (does not apply to contractors).
3. Contractors must follow standard access and DBIDS enrollment procedures (go to the visitor control center, and be properly vetted for suitability for access) or be escorted by a FBI/DEA employee with full access permissions.
4. New FBI/DEA employees and students arriving for initial training will be authorized access by showing a valid ID and the FBI/DEA issued letter directing them to report for duty/training. FBI/DEA security personnel will notify PMO of students arriving in advance and provide a list of names and reporting dates.
5. MCINCR-MCBQ provided DBIDS enrollment stations to the FBI/DEA. FBI/DEA access control personnel will coordinate with PMO for DBIDS training, maintenance, and supplies.
6. FBI/DEA graduations and other special events are eligible to utilize the Special Event Access Procedures identified in enclosure (6).
7. VIP visitors to FBI/DEA facilities may be escorted by FBI/DEA agents and government employees in lieu of going to the VCC. Escorted persons can be in the same vehicle or a separate vehicle.
8. Foreign National Visitors

Enclosure (7)

a. Government employees are authorized to escort/sponsor foreign national visitors.

b. Government employees may escort from a separate vehicle, but are still fully responsible for the escorted foreign national visitors and are required to maintain sight of the escorted vehicle (limit one) at all times.

c. Per agreement between FBI/Operational Technology Division (OTD) and MCIA, foreign nationals will be vetted by FBI/DEA security personnel prior to the scheduled visit date and that information provided to PMO. Passes may be issued by the MCBQ VCC with prior coordination from FBI/DEA VCC personnel.

Foreign National/Military Access

1. Commands/organizations aboard MCINCR-MCBQ routinely host foreign personnel in two broad categories:

a. Official foreign national visitors

(1) Extended: Visitors that work on the installation for an extended period include Foreign Liaison Officers (FLOs), Personnel Exchange Program (PEP) personnel, and International Military Students (IMS).

(2) Short term: Visitors that are invited by tenant command/organizations to participate in meetings, seminars, conferences and short-term training.

b. Unofficial foreign national visitors. Includes those invited to participate in private functions (e.g. weddings, MCCS events, funerals, etc.), guests of U.S. military or civilian employees, and guests of foreign nationals that are assigned to live on the installation.

2. Requirements for foreign national/foreign military access are identified in ref (a). This enclosure provides additional procedures specific to MCINCR-MCBQ. Procedures for foreign national visitors that are visiting the FBI/DEA campus located on MCINCR-MCBQ are identified in enclosure (7).

3. MCINCR-MCBQ foreign national/military access policy and procedures:

a. Policy

(1) Official foreign national visitors must have a command/organization sponsor and/or assigned contact officer.

(2) Official foreign national visitors must have an approved Foreign Visit Request (FVR) or International Travel Orders (ITO) that specifies a requirement for access to MCINCR-MCBQ.

(3) Unofficial and official foreign national visitors must undergo law enforcement, antiterrorism, and intelligence screening prior to being allowed access.

(4) Unofficial and official foreign national visitors must be processed at the VCC and enrolled into DBIDS.

(5) Unofficial and official foreign national visitors that are General/Flag officers or political equivalent may be authorized by the installation commander to be escorted in lieu of the VCC process described in paragraphs (3) and (4) above.

Enclosure (8)

(a) The escort must be U.S. military or a DoD civilian employee with a DoD credential and have unescorted access to MCINCR-MCBQ.

(b) The escort may escort from a separate vehicle, but is still responsible for escorted foreign national visitors and is required to maintain sight of the escorted vehicle (limit one) at all times.

(6) The command/organization sponsoring official or unofficial visitors must provide written notification of the visit and a copy of the FVR or ITO (when applicable) to the MCINCR-MCBQ VCC at least 96 hours in advance of the visit. If the VCC will be closed when the foreign guest is scheduled to arrive, the host command/organization must include that information in the request for access.

(a) Official foreign visitors in possession of a DoD ID with a blue stripe must establish purpose for access onto the base. The ID establishes only identity and fitness for access. Purpose is established at the VCC based on an ITO, FVR, or letter from the sponsoring command/organization.

(b) Foreign personnel with a blue striped CAC may not escort others onto the base without specific authorization from Commander MCINCR-MCBQ.

(7) Commands/organizations may request authorization for extended official foreign visitors that live on the installation to sponsor unofficial foreign national guests.

(a) The request must be submitted to the MCINCR-MCBQ G-3/IPB at least 4 working days prior to arrival of the unofficial foreign national guests using template in enclosure (9).

(b) Processing of the request will include screening of the guests by MCIA and an approval/denial decision to the requesting command/organization.

b. Procedures

(1) Official Foreign Visitors (extended and short-term visits)

(a) The parent country submits a foreign visit request to the potential U.S. command/organization that would host the visit. The FVR system routes the request through U.S. Dept of State, HQMC/PP&O, and the potential host command/organization for approval.

(b) If the FVR is approved (and at least 96 hours before the visit) the U.S. host command/organization informs and provides MCINCR-MCBQ PMO with an access request and copy of the approved FVR. Upon receipt of the request, PMO submits biographical data of the foreign visitors to MCIA

for screening. If no derogatory information is identified, PMO notifies the host and forwards to the VCC for issuance of a pass.

1. The format for the access request is a standard naval letter that identifies the name/s of the visitors, itinerary, and a copy of the FVR.

(c) Upon arrival to MCINCR-MCBQ, the approved visitors report to the VCC with proper identification and obtain an access pass. A representative of the host organization should facilitate the arrival of the foreign national visitors at the VCC.

(d) Using the access pass, the visitors enter the installation and proceeds to the host facility.

(e) The host will identify in the access request if the foreign national guest will arrive when the VCC is not open.

1. The preferred method of access when the VCC is closed is for the host command/organization to provide an escort. If an escort is not practical because the foreign guest is scheduled to remain overnight in base lodging, unescorted initial access may be approved. If unescorted access is authorized, the foreign visitors are required to have a copy of the endorsed authorization letter, and a copy of the on-base billeting reservation.

2. Foreign national visitors are required to report to the VCC (the next day or as soon as it is open) to obtain an access pass.

(2) Extended Official Foreign Visitors. In addition to measures identified in paragraph 3.b.(1) above:

(a) Upon receipt of pass provided at VCC, the foreign national visitor enters the installation and proceeds to in-processing planned by the host.

(b) When a U.S. government common access card is issued to extended guest, the individual (and dependents with cards) will return to the VCC to be electronically entered into DBIDS.

(3) Unofficial guests (foreign and U.S.) invited by extended official foreign nationals that live on the installation.

(a) The command/organization hosting the extended foreign national visitor will request authorization to facilitate access of the unofficial guests by submitting an access request to MCINCR-MCBQ at least 96 hours in advance. If the guest is expected to arrive when the VCC is closed, it should be noted on the access request.

(b) Upon arrival of the guests, the foreign host (FLO, PEP, or IMS) will escort them along with a copy of the endorsed authorization letter to the VCC so they can obtain an access pass. If arriving when the

Enclosure (8)

VCC is closed, the guest and their foreign host (the FLO, PEP or IMS) will use the approved authorization letter to access the base and will report to the VCC on the next business day to obtain a DBIDS pass.

(c) The format for requesting access for foreign national guests of FLO, PEP or IMS personnel that live on MCINCR-MCBQ is identified in enclosure (11).

Foreign National Visitor Access Request Template

Organizational Header

IN REPLY REFER TO:

B 30

Date

From: Organization Name
 To: MCBQ PMO Services Officer
 Via: Commander, Marine Corps National Capital Region-Marine Corps
 Base Quantico (Attn: G-3/IPB)
 Subj: BASE AUTHORIZATION TO FACILITATE ACCESS FOR PERSONAL GUESTS OF
MAJ I.M. FOREIGN OFFICER, COUNTRY FOREIGN LIASION OFFICER TO
COMMAND/ORGANIZATION

1. Background. Maj I.M. Foreign Officer, COUNTRY, is assigned to the Command/organization as the country Foreign Liaison Officer. Per the agreement between the United States Marine Corps and country, the liaison officer lives aboard MCBQ at XXXX Neville Road, Quantico, 22134, VA.

2. Request temporary access be provided to the following guests of Maj I.M. Foreign Officer. The purpose of the visit is a social visit.

- a. Name:
 - (1) Nationality:
 - (2) Dates of visit:
 - (3) Passport Number:
 - (a) Issued by:
 - (b) Issued on:
 - (c) Expires on:
 - (4) Date of Birth:
 - (5) Relationship:
 - (6) Transportation:

- b. Name:
 - (1) Nationality:
 - (2) Dates of visit:
 - (3) Passport Number:
 - (a) Issued by:
 - (b) Issued on:
 - (c) Expires on:
 - (4) Date of Birth:

Enclosure (9)

Foreign National Visitor Access Request Template

(5) Relationship:

(6) Transportation:

3. Upon arrival at MCB Quantico, the visitors will check in at the Visit Control Center (VCC) to obtain a temporary access pass. Visitors arriving when the VCC is closed, will present this letter (with completed endorsements) at the gate and check in at the VCC the next day that it is open.

4. Maj I.M. Foreign Officer will escort the guests during the visit.

5. My point of contact for this matter is (command POC), at XXXXXXXXXX@usmc.mil or phone (xxx) xxx-xxxx.

Signature

First Endorsement

From: MCBQ G-3/IPB MCBQ

To: MCBQ PMO Services Officer

1. Upon successful completion of background vetting by PMO, the request is approved.

2. My point of contact for this matter is (command POC), at XXXXXXXXXX@usmc.mil or phone (xxx) xxx-xxxx.

Signature

Second Endorsement

From: MCBQ PMO Services Officer

To: Organization name

1. Background vetting complete, the request is approved.

Enclosure (9)

Foreign National Visitor Access Request Template

2. My point of contact for this matter is (command POC), at
XXXXXXXXXX@usmc.mil or phone (xxx) xxx-xxxx.

Signature

Enclosure (9)

Graveside Services, and Burials

1. When authorized, graveside funeral services and burials may be conducted by unaffiliated persons at the numerous private/family cemeteries located on MCINCR-MCBQ.

2. When requested in advance, a funeral procession (to include unaffiliated visitors/vehicles) may be authorized to access the installation (for services at cemeteries located inside the base gates), without going to the VCC.

a. Public Works Branch issues burial permits for authorized persons to utilize cemeteries located on MCINCR-MCBQ.

b. Upon issuing a burial permit, AC/S G-F provides the funeral director with contact information for PMO to coordinate base access for a funeral procession.

c. The funeral director must coordinate with PMO in advance of the graveside service/funeral procession and provide date, time, and location of graveside service, name of deceased, estimated number of vehicles in the procession, and POC information.

d. The funeral director is responsible for marking the vehicles approved to participate in the funeral procession with placards or funeral flags.

e. PMO will provide an escort (when feasible) for the procession to and from the cemetery. Vehicles in the procession are required to remain with the PMO escort at all times. PMO will coordinate with Range Management Branch (RMB) to ensure route is safe/open. If a PMO escort is not available, PMO shall coordinate with RMB for a range escort.

3. Persons visiting an on-base cemetery that are not part of an approved funeral procession are required to go the VCC and obtain a DBIDS pass.

4. For cemeteries located along a perimeter road that can be accessed without going through a gate, the funeral director (after receiving a burial permit) can coordinate with RMB for access. Coordination with PMO is not required.

Marine Corps Base Quantico
Contract Addendum for Access Control

MCB Quantico has strict access control requirements that must be considered when planning an event at a base venue. Prior to signing a contract, customers must review and acknowledge the below base access requirements:

- All visitors requesting access to MCB Quantico must have an approved DOD common access card (CAC) or Teslin card (provides access to active-duty personnel, retirees, dependents, etc.).
- Visitors without a CAC or Teslin can be escorted (in the same vehicle) by someone who possesses a CAC or Teslin.
- Visitors that require unescorted access can go to the Visitor Control Center for screening and be issued a pass (all unescorted visitors, except accompanied minors, need an individual pass).
 - The screening process requires that visitors provide authorized source documents to prove identity.
 - Visitors must also pass a criminal history check to ensure they meet access standards (persons with criminal records that do not meet access standards will be denied access).
 - Visitors can go to the visitor control center up to 14 days in advance of the event to complete the screening process.
 - The visitor center is open M-F (6 AM - 3 PM) and Sat (7:30 AM- 11:30 AM) *subj to change (Closed on Sunday and Federal Holidays)
 - Customers planning an event that takes place when the visitor center is closed, must plan to get visitors to the visitor center in advance or arrange authorized escorts.
- Foreign national visitors must be identified in advance (minimum 4 working days) so that additional screening can be conducted. Additionally, foreign national visitors must be escorted by a person with a DoD credential (CAC or Teslin).
- To expedite processing time at the visitor control center, visitors can pre-register online. Pre-registration does NOT negate the requirement for visitors to go to the visitor center in person.

Enclosure (11)

Marine Corps Base Quantico
Contract Addendum for Access Control

- The event host must provide a list of attendees to the visitor control center in advance of the event (minimum of 72 hours), prior to any passes being issued. A signed copy of this contract addendum shall be submitted with the list of attendees.
- Information about required identity documents, pre-registration, foreign visitors, and frequently asked questions can be found on the MCB Quantico website:
<https://www.quantico.marines.mil/Info/Base-Access/>
- The event host is encouraged to coordinate with the visitor control center in advance (they can answer access control questions and assist in ensuring that the access process goes smoothly). Phone: 703-784-3023/3024.

I have reviewed and acknowledge the MCB Quantico access control procedures identified above and understand that all visitors attending my event must comply with base access requirements.







Name: _____

Signature: _____

Date: _____

Enclosure (11)

Commercial Vehicle Access

	Compact Sedan	500 LBS/ 227 KG	→ Not commercial vehicle	No Inspection
	Sedan	1,000 LBS/ 454 KG	→ Not commercial vehicle	
	Passenger/ Cargo Van/Pickup Truck	4,000 LBS/ 1,814 KG	→ Not commercial vehicle	
	Small Moving Van/ Delivery Truck	10,000 LBS/ 4,536 KG	→ Commercial vehicle	Inspection Required
	Moving Van/ Water Truck	30,000 LBS/ 13,608 KG	→ Commercial vehicle	
	Semi-Trailer	60,000 LBS/ 27,216 KG	→ Commercial vehicle	

Access Control Waiver

1. Individuals that fail to meet MCINCR-MCBQ access standards may apply for a waiver.
2. Requests for an access control waiver must be submitted electronically using the Access Appeal link found on the MCINCR-MCBQ visitor control center website:

<https://www.quantico.marines.mil/Info/Base-Access/Access-Appeal-Form/>

Upon Receipt of a Waiver Request:

1. G-3 IPB will use the Waiver Staffing Form included in this enclosure, to obtain additional information to facilitate the waiver decision.
 - a. Summary of criminal background check from PMO.
 - b. Recommendation for disposition from PMO, SJA, G-3/IPB and sponsor (if applicable).
2. G-3/IPB will provide waiver decision packages to the MCINCR-MCBQ Chief of Staff. The waiver package includes the access appeal form, and recommendations for disposition from G-3/IPB, PMO, SJA and sponsor (if applicable).
3. Once a final decision is made by the CoS, G-3/IPB provides written notification to PMO, SJA, the sponsor, and the individual.
4. There is no additional recourse for a waiver request that is denied.

WAIVER STAFFING FORM

Subject: *Name of person submitting waiver request*

PMO Findings (summary of criminal history/with dates):

PMO Recommendation (name): Approve Deny

IPB Recommendation (name): Approve Deny

SJA Recommendation (name): Approve Deny

Sponsor Recommendation (name): Approve Deny

Chief of Staff Decision: Approve Deny

Signature: _____



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

VRE STATEMENT OF UNDERSTANDING

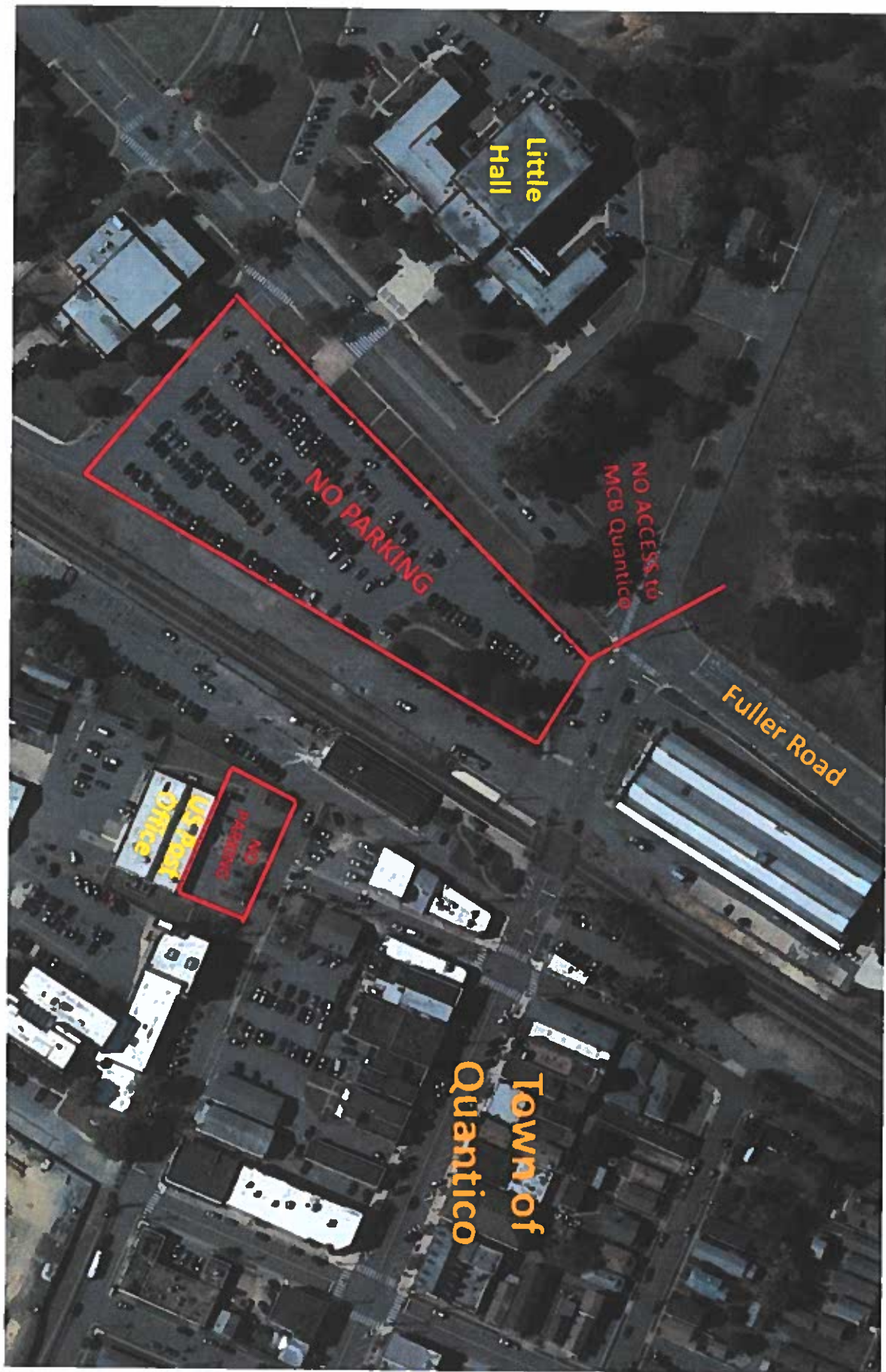
If approved to transit MCB Quantico from US Route-1 on Fuller Road, to the Town of Quantico (and return), to use the VRE/AMTRACK station, I acknowledge the following:

- Travel to any other portion of MCB Quantico is NOT authorized and will result in a trespassing citation.
- Parking anywhere on MCB Quantico is prohibited (parking is NOT authorized in the parking lot across from 2034 Barnett Ave (Little Hall). VRE parking on MCB Quantico may result in vehicle being towed and loss of DBIDS privileges.
- VRE parking is NOT authorized in the US Post Office parking lot.
- Authorization to transit MCB Quantico can be suspended at any time due to changes in force protection posture.
- All vehicles/persons entering MCB Quantico are subject to random security inspection.

I, _____, acknowledge the above
 full name
requirements and understand that failure to comply may result in a
federal citation and/or my vehicle being towed away at owner expense.

signature

date



Enclosure (14)