



**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:  
5500  
B 03

**MAR 19 2020**

From: Commander, Marine Corps Installations National Capital  
Region - Marine Corps Base Quantico  
To: Distro List  
Subj: Interim Access Control Policy

Ref: (a) DODM 5200.08 Vol 3 (Physical Security Program: Access to  
DoD Installations)  
(b) MCO 5530.14A (Marine Corps Physical Security Program)  
(c) MARADMIN 071/20 (Foreign National Access)  
(d) MCICOM Msg 251757Z May 18 (DBIDS Deployment)  
(e) MCINCR-MCBQO 5530.2 (Access Control Policy)

Encl: (1) DBIDS Categories and Registration Requirements  
(2) DBIDS Registration Process  
(3) Special Access Event Access Procedures  
(4) Access Procedures for Town of Quantico  
(5) Access to FBI/DEA Facilities  
(6) Access Procedures for Foreign Nationals  
(7) Access Control Waiver

1. Situation.

a. DoD and Marine Corps access control policies identified in references (a) through (d), require that all persons requesting access to Marine Corps sites must be vetted by a designated government representative and/or system to:

(1) Verify identity. The process of reviewing federally authorized acceptable documentation for authenticity (the person is who they claim to be).

(2) Determine fitness. An evaluation of an applicant's character and conduct/criminal history (the person meets access standards).

(3) Purpose for access. The person (verified with a sponsor where applicable) has a valid and authorized reason to access the base.

b. This interim access control policy identifies how Marine Corps Installations National Capital Region - Marine Corps Base Quantico (MCINCR-MCBQ) will utilize the Defense Biometric Identification System (DBIDS) to comply with vetting requirements and ensure only authorized persons are allowed access to the installation.

c. This interim policy is an addendum to reference (e) and will remain in effect until incorporated into the next revision of that MCINCR-MCBQ order.

2. Mission. MCINCR-MCBQ executes access control procedures to comply with DoD and Service requirements and ensure the safety and security of installation personnel and assets.

3. Execution

a. Commanders Intent. My intent is to fully control access to the installation IAW DOD and Service policies. This effort requires the full cooperation of tenant commands and organizations and the continuing expansion of our ability to process and vet visitors at the Visitor Control Center (VCC) using DBIDS. In situations where resources or other factors limit our ability to fully comply with all required procedures we will implement mitigation measures to minimize risk.

b. Concept of Operations

(1) 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 and registration requirements are identified in enclosure (1). The DBIDS registration/vetting process is identified in enclosure (2).

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

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

(4) Trusted Traveler. The trusted traveler program allows authorized individuals who have been granted unescorted access to the Base to vouch for co-travelers in the same vehicle, or up to two additional vehicles traveling in immediate succession, and enable those co-travelers to obtain access without going to the VCC.

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

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

(c) 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.

(d) The following are not permitted to escort guests under the trusted traveler program:

1. Persons in possession of only a DBIDS credential.
2. Foreign nationals, to include those with a (blue stripped) CAC.
3. Lyft, Uber and other taxi/ride share drivers cannot access the Base as trusted travelers.

(e) The trusted traveler program shall be suspended during FPCON Charlie or Delta.

(5) Special Events. Events with unique access requirements such as large numbers of attendees, VIPS, or those events occurring during periods when the VCC is closed may be authorized to utilize special access procedures. The use of special access procedures is very limited and requires advanced approval from the Commanding Officer, Security Battalion. Special events will NOT be approved for special access procedures to simply avoid the inconvenience of having visitors go to the VCC. Special event access procedures are identified in enclosure (3).

(6) Town of Quantico. Procedures for accessing the Town of Quantico are identified in enclosure (4).

(7) FBI/DEA. Procedures for accessing the FBI/DEA facilities located on MCINCR-MCBQ are identified in enclosure (5).

(8) Foreign Nationals. Access to MCINCR-MCBQ by Foreign Nationals is governed by reference (c). Base specific procedures are identified in enclosure (6).

(9) Taxi, Uber, Lyft and Food Delivery

1. Drivers that provide personal commercial services to residents and employees of MCINCR-MCBQ and the Town of Quantico may be authorized unescorted access to the Base provided they register in DBIDS or have another approved access token (e.g. CAC or Teslin).

2. Once at the gate, drivers must show both their access credential and the APP that identifies the current trip/job requiring base access.

3. Drivers without DBIDS or another authorized access token will NOT be allowed on base. Fare (rider) will have to be dropped at the gate and will be responsible for coordinating follow on

on-base transportation. PMO cannot accept/hold food or other deliveries at the gates.

4. Ride share drivers may not access the installation as trusted travelers.

5. Ride-share/delivery driver's DBIDS credentials will state "Ride-share/delivery driver" on the credential to alert the gate sentry to check current status and an active trip.

6. Driver access must be renewed quarterly at the VCC.

(10) Veterans

1. 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.

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

3. State issued veterans identification cards are not approved as access tokens/credentials.

(11) Marine Corps Community Services (MCCS) Events

1. Unaffiliated patrons utilizing open-to-the-public MCCS facilities (e.g. golf course, The Clubs at Quantico, etc.) must comply with/meet access requirements to include DBIDS preregistration and registration at the VCC prior to being allowed access.

2. During hours when the VCC is closed, unaffiliated patrons that failed to register at the VCC in advance will be required to have an authorized escort with base access privlidges or will be denied access.

3. MCCS sponsored special events (large number of attendees and/or those occurring when the VCC is closed), can request special access procedures as identified in enclosure (3). Access for pre-approved special events may include wants/warrants checks at the gates during hours when VCC is closed.

(12) DODEA School Sporting Events.

1. Unaffiliated persons desiring access to attend DODEA school sporting events are required to go to the VCC and obtain a DBIDS pass during VCC operating hours.

2. Attendees arriving in a official county or school vehicle (bus or van) are exempt from screening at the VCC.

3. Attendees arriving to events when the VCC is closed will receive a wants/warrants check at the gate after identifying that they are attending a specific, pre-approved DODEA sporting event.

c. Tasks

(1) Chief of Staff

a. Ensure tenant commands are kept aware of changes to base access control policy.

b. Serve as the decision authority on requests for access control waivers.

(2) Assistant Chief of Staff G-3

a. Ensure base access control policies comply with changes to DoD and Marine Corps policy.

b. Ensure the next revision of MCINCR-MCBQO 5530.2 (Access Control Policy) incorporates the changes identified in this interim order as well as the new Marine Corps Site Perimeter Access Control order (once published).

(3) 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 Base 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 (7) in the VCC.

f. Review tenant command requests for special access procedures for large events or events occurring during hours when VCC is closed. When appropriate, coordinate with the tenant command/event sponsor to develop special access procedures for that event.

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

a. Act as the DBIDS sponsor for unaffiliated persons utilizing MCCS facilities.

b. Develop and include language that identifies base access requirements (to include DBIDS registration) on all contracts for MCCS facilities.

c. For large events (100 or more) or events occurring during hours when the VCC is closed, submit a request to the Commander of SecBn NLT 30 days prior to the event, requesting special access procedures.

(5) Commanders/Directors of Tenant Commands and Activities

a. Disseminate the provisions of this order to all command personnel.

b. Serve as the DBIDS sponsor for any special events that include unaffiliated attendees.

c. Maximize the use of escorts/trusted travelers during events involving unaffiliated visitors in order to reduce the requirement to send visitors to the VCC.

d. 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.

e. For large events (100 or more) or events occurring during hours when the VCC is closed, submit a request to the Commander of SecBn NLT 30 days prior to the event, requesting special access procedures.

f. Be prepared to support special access procedures that include requiring event attendees to preregister in DBIDS, submission of attendee lists, and providing personnel augmentation to SecBn to facilitate access to the event.

d. Coordinating Instructions

(1) The VCC is collocated with the Game Checks Station in the vicinity of PY-gate. The address is 27028T Russell Rd, Quantico.

(2) VCC operating hours are 0600-1800, Mon-Fri (closed on federal holidays) and 0800-1200 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

4. Administration and Logistics

a. Waivers

(1) Individuals that fail to meet access standards may apply for a waiver. Access control waiver procedures are identified in enclosure (7).

(2) The MCINCR-MCBQ Chief of Staff is the decision authority on waiver approval/denial.

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:

5. Command and Signal

a. Command

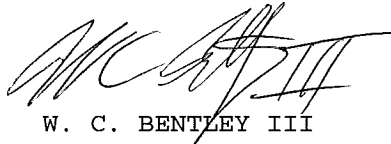
(1) Commanding Officer, Security Battalion

(a) Is the approval authority for requests for special access procedures.

(b) Is authorized to use best judgement and discretion to adjust access procedures and make day-to-day decisions on access exceptions and waivers while maintaining the Commander's intent of not reverting back to an "open base" environment.

(2) Chief of staff, MCINCR-MCBQ. Is the approval/decision authority for access control waivers.

b. Signal. The POC for this order is the G-3, Installation Protection Branch (IPB). Change recommendations or questions about provisions of this order can be submitted to mcincr\_ma@usmc.mil.



W. C. BENTLEY III

**DBIDS Enrollment Categories**

POPULATION	ENROLLMENT	LOCATION	ACCESS TOKEN
<i>CAC/TESLIN: Includes Active Duty, Dependents, Reservist, retired, contractor</i>	Enrolled automatically	Any Gate	CAC/Teslin
<i>CAC/TESLIN (FOREIGN/blue stripe): Includes foreign military students, liaison officers, etc.</i>	Must enroll for location specific access	VCC	CAC/Teslin
<i>Federal PIV: includes TWIC, and other Federal Government ID cards. *Note: 1</i>	Must pre-enroll and then complete enrollment in-person	VCC/CVI lot	Federal PIV or issue a DBIDS card if PIV not compatible
<i>FB/DEA Personnel:</i>	FB/DEA personnel with credentials (LE, Intel, etc.) and assigned to work on MCBQ are NOT required to obtain a DBIDS token or pass (*At future date, FB/DEA to enroll in DBIDS)	*in future, enrollment to take place at FB/DEA VCC	FB/DEA credential and DBIDS card
<i>DBIDS Cards issued by other Installations/Services</i>	Must enroll in-person	VCC/CVI Lot	Existing DBIDS card
<i>Non-CAC Contractors, Vendors, Delivery Persons, Personal Service Providers, etc. Includes: MCCC, G-F, G-4, LMH and other tenant command contractors, personal service providers, taxi drivers, Uber/Lyft, commissary baggers, etc.</i>	If routine access required: Must pre-enroll and then complete enrollment in-person if for one time/occasional access: Issue Temp Pass	VCC/CVI Lot	DBIDS card, paper pass, or associate access permissions to REAL ID
<i>Visitors: Includes work related visits, personal/family visits, TCAQ, hunters, clubs, golf, education center, chapel services, etc.</i>	If routine access required: Must pre-enroll and then complete enrollment in-person. If For one time/occasional access: Issue Temp Pass	VCC/CVI Lot	DBIDS card, paper pass, or associate access permissions to REAL ID
<i>Authorized Veteran: With a Veterans Health Identification Card (VHIC) or VA Form H623A</i>	Must pre-enroll and then complete enrollment in-person	VCC	VHIC or REAL ID
<i>Trusted Traveler: Persons with CAC or teslin 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.</i>	Trusted traveler may be suspended during higher FPCON and enrollment required	VCC/CVI Lot	NA
<i>Town of Quantico:</i>			
<i>Residents, business owners/employees</i>	Must pre-enroll and then complete enrollment in-person	VCC	DBIDS card or associate access permissions to REAL ID
<i>Visitors (Patrons, VRE, marina, etc.)</i>	If routine access required: Must pre-enroll and then complete enrollment in-person if for one time/occasional access: Issue Temp Pass	VCC/CVI Lot	DBIDS card, paper pass, or associate access permissions to REAL ID

**NOTES:**

- \*1: Federal IDs will only be enrolled if there is a valid purpose for access (i.e. work on base). They will not be enrolled or authorized access to transit the base (e.g. avoid traffic on I-95).
- \*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.



## 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. Federal PIV cards will only be enrolled if there is a valid/authorized purpose for access (transiting the base to avoid traffic 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 associated 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 fingerprint taken.
5. Debarred persons. Per MCBQO 5820.1A debarred persons are not allowed access to the base. Security Battalion will be notified of debarment hearing results and will update any debarred person's DBIDS credentials remotely. Debarred persons will be denied base access.
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 valid vehicle registration.

### 7. DBIDS Pass/Credentials

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

b. Visits requiring recurrent access (multiple times per month) for in excess of 90 days will be issued a DBIDS credential.

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 factors (and will need to be reactivated at the VCC).

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.

## Special Event Access Procedures

1. Due to the mission of many tenant commands located on MCINCR-MCBQ, special events that include numerous unaffiliated visitors occur frequently. For most of these events, the requirement for MCINCR-MCBQ to verify identity, determine fitness and purpose for access is still mandatory prior to granting those visitors access. Because some special events involve very large groups (more than can be processed at the VCC in a reasonable time period) or occur during hours when the VCC is closed, alternate procedures are required.

2. Event Sponsors/tenant commands are responsible for including access control as part of all special event planning.

3. For most special events occurring on Base, the primary means for unaffiliated personnel to be authorized unescorted Base access is to be vetted at the VCC and issued a DBIDS pass.

4. Other options for special events (approved on a case-by-case basis) include:

a. Use of Escorts/Trusted Traveler Program. Event planners/tenant commands should consider coordinating an escort(s) for any group of visitors that they want to be able to access, without going through the vetting process at the VCC. Because escort linkup locations at the gates are very limited, off-base locations or the National Museum of the Marine Corps parking lot should be considered. Arranging bus or other transportation to facilitate the escort of large groups is recommended.

b. Advanced Registration. Visitors can go the VCC up to 14 days in advance of a special event to complete the vetting process in advance in order to reduce wait times and delays immediately prior to the event. Events that include attendees from the local area should utilize this option.

c. Gate Augmentation. Sponsors of large preplanned events such as OCS, TBS and FBI/DEA graduations shall provide augments, at the discretion of the Security Bn CO, at a specific gate (at established times) to assist in screening attendees. Attendees to the event will be directed to a single traffic lane, where the sponsor will verify identity using a roster of known attendees. PMO will also conduct wants/warrants checks and vehicle searches of a random number of the attendees.

## Special Event Access Procedures

5. Requests for special access procedures shall be submitted to the Commanding Officer of Security Battalion NLT 30 days prior to the event. The request must identify the name, date, and location of the event, number of attendees, number of unaffiliated attendees, and number of attendees that cannot register in advance due to VCC operating hours and travel itineraries.

## Access Procedures for Town of Quantico

1. Because the Town of Quantico is located within the geographical boundaries of MCINCR-MCBQ, town residents and property owners have the right to utilize Fuller Road, between Jefferson Davis Highway (Route 1) and Potomac Avenue to access the Town. This right to access is for the sole purpose of transiting to and from the Town of Quantico. It does not allow any detour, deviation, or access to other parts of MCINCR-MCBQ, nor does it provide authority for any uses other than transit.

### 2. Town of Quantico Residents and Property Owners

a. Residents and Property owners transiting Fuller Road are required to show identification and proof of residency/property rights prior to being allowed access. Additionally, they are subject to security checks at the access control point and enroute.

b. To facilitate access to the Town, residents and property owners can voluntarily apply for, and obtain, a free of charge, government-issued, DBIDS credential that allows quick, 24/7 access. DBIDS credentials are issued at the VCC. Persons with DBIDS credentials are still subject to random security checks at the gates and enroute.

c. Residents and property owners that meet access screening standards will be issued DBIDS credentials that allow transit to the Town utilizing either Fuller Road or Russell Road. Those that fail screening standards will only be authorized access on Fuller Road.

3. Town of Quantico Visitors. Visitors to the Town of Quantico (to include VRE and AMTRAK riders) are permitted to transit Fuller Road to access the Town, but must first undergo security vetting at the VCC and be issued a DBIDS pass or credential prior to being allowed access.

a. VCC Operational. When the VCC is open, visitors must go the VCC and obtain a DBIDS pass prior to access. Those who need recurring access (multiple times a month) may be issued a DBIDS credential that allows extended access permissions without going back to the VCC.

b. VCC Not Operational. When VCC is closed, visitors to the Town of Quantico will not be allowed access unless escorted by someone with an authorized credential or a Town resident/property owner.

## Access Procedures for FBI/DEA Facilities

1. Though Department of Justice personnel (employees, contractors, visitors, and students) assigned to the FBI/DEA campus/facilities located on MCINCR-MCBQ are required to comply with Base access control policies and procedures, their unique mission requirements necessitate the additional procedures identified in this enclosure.

2. Access to the FBI/DEA campus requires initial access onto MCINCR-MCBQ utilizing the following procedures:

a. Current FBI/DEA Employees. FBI employees (blue badge) and FBI government contractors (green badge) can access the Base by showing their FBI issued credential or Secure Access Control System (SACS) badge at the gate. DEA employees can access by showing DEA credentials.

b. New FBI/DEA Employees.

(1) New employees (to include students arriving for training) shall present their official job offer letter from the FBI or DEA and a valid Government Issued photo ID (Real-ID compliant) matching the name on the official letter.

(2) The FBI Access Control Unit (ACU) is responsible for providing a list of all new FBI employees to the Marine Corps VCC within 24 to 48 hours of their arrival.

c. National Academy

(1) Students (U.S. persons) arriving to attend the National Academy shall utilize their department issued law enforcement credentials for access.

(2) Students (foreign nationals) arriving to attend the National Academy shall go to the VCC (when open) and show their FBI issued National Academy admittance letter and authorized photo identification (e.g. passport). Foreign national students arriving when the VCC is closed shall provide the admittance letter and photo identification to Marine Corps personnel at the access gate.

(3) The FBI ACU is responsible for providing a list of inbound National Academy students to the Marine Corps VCC within 24 to 48 hours of their arrival.

d. Tours/Group Visits. Tours/group visits with an FBI/DEA employee escort are not required to be processed at the VCC.

Access Procedures for FBI/DEA Facilities

e. Graduations/Large Events (50 or more people)

(1) The FBI and DEA will provide advance notification and coordinate with SecBn in advance of graduations/large events.

(2) The FBI Police will assist PMO at the PY-Gate with vetting attendees during graduations/large events.

f. Special events (less than 50 people)

(1) The FBI ACU is responsible for providing a list of all special event guests to the VCC 24-48 hours in advance of the event.

(2) Special event guests will be vetted at the VCC and issued a day pass for gate access. When the VCC is closed, special event guests will be processed at the gate.

g. Visitors

(1) Visitors to the FBI/DEA campus without an approved/authorized access token must be vetted at the VCC prior to being allowed unescorted access.

(2) The FBI ACU is responsible for providing a list of visitors to the VCC 24-48 hours in advance of the visit.

h. Foreign National Visitors. Must comply with enclosure (6) of this order.

3. The FBI ACU shall provide PMO with a 24/7 contact phone number/s that enable PMO personnel to obtain information about the status of visitors/guests requesting access to the FBI/DEA campus.

4. FBI DBIDS. Because the DBIDS equipment provided to the FBI by MCINCR-MCBQ is an extension of the base access control system, it allows authorized FBI personnel to issue DBIDS passes/credentials that provide access to MCINCR-MCBQ. Therefore, when issuing DBIDS credentials, FBI personnel must comply with the vetting and access requirements specified in this order.

## Access Procedures for Foreign Nationals

1. Foreign Nationals Assigned To Marine Corps Commands. Includes International Military Students (IMS), Foreign Liaison Officers (FLO) and Personnel Exchange Program (PEP) Personnel.

a. Foreign nationals issued CACs with blue stripe shall be limited to accessing only the installation or facilities to which they are assigned or otherwise have an official duty. Access at other installations requires visiting that installation's VCC and going through the vetting process.

b. All foreign nationals possessing a DoD ID card must be processed through the VCC for their first visit to the installation or upon issuance of a new CAC or USID card. Once they successfully establish their purpose at the VCC, they will be enrolled in DBIDS for subsequent base entry.

c. At all times, installation/site entry control point personnel shall scan foreign national CACs and USID cards when personnel attempt to enter the installation/site, even during periods when other CACs may be visually verified due to throughput, traffic, or other circumstances.

d. In the event that the installation DBIDS is inoperable, or an installation/site is not equipped with a PACS, foreign nationals possessing CACs and/or USIDs must always have in their possession their U.S. Government issued Invitational Travel Order, certification, other official orders, or other such documentation (e.g., similar to being able to provide vehicle registration and insurance documentation upon request) that establishes their purpose for accessing the intended installation/site.

e. Foreign nationals requiring access for official business to other DoD installations must have a signed letter, or other official documentation, issued by the appropriate IMSO, designated contact officer, or commander identifying the purpose for access.

f. Unofficial/leisure travel for IMS, FLOs and all Foreign National dependents to other Marine Corps installations must be approved in writing by the responsible IMSO or commander. The IMS, FLO and/or their Foreign National dependents must have the signed letter in their possession and request access at the VCC.

2. Foreign Military Dependents

a. Foreign Military Dependents are issued Uniformed Services ID (USID), DD Form 1173 and must register in DBIDS at the VCC of the assigned installation where access is required.



## Access Procedures for Foreign Nationals

b. Limited to accessing only the installation/site to which their sponsor is assigned, or where other authorizations have been approved.

### 3. Official and Unofficial Foreign Visits

a. The U.S. Government sponsor of the foreign visit must provide a copy of the approved Foreign Visit Request (FVR) to Security Battalion in advance of the visit. FVR's can be sent via email to [Quantico DBIDS@usmc.mil](mailto:Quantico DBIDS@usmc.mil). Security Battalion will endorse and acknowledge receipt of the FVR (to the sending official). Until acknowledgement is received, the sponsor should not consider Security Battalion as having knowledge of the visit.

b. Upon arrival at MCINCR-MCBQ, the foreign visitors must be either escorted by a U.S. person with a CAC or Teslin, or vetted at the VCC and issued a pass authorizing unescorted access.

c. If the VCC is closed when the foreign visitors arrive, they must be escorted by a U.S. person with a CAC or Teslin.

d. All foreign national visitors remaining on base overnight must go to the VCC and be issued a DBIDS pass. If the VCC is closed upon arrival of a multi-day visit, a copy of the FVR or Command letter, Security Battalion endorsement, and authorized identification (e.g. passport) can be brought to the gate. Documents will be reviewed and access authorized until the VCC is re-opened (the foreign visitor is required to go to the VCC and obtain a DBIDS pass).

e. Foreign nationals on official business will carry their International Travel Orders (ITOs), VISAs, applicable international agreement, or other official documentation, on their person at all times while on the installation, and will present them to installation/site security forces when requested, for determining the purpose for access. PEPs and FLOs on official business will carry their certification, issued pursuant to the applicable international agreement.

f. Foreign national visitors are not allowed escort or sponsor permissions aboard Marine Corps installations.

g. Unofficial/leisure travel for IMS, FLOs and all Foreign National dependents to other Marine Corps installations must be approved in writing by the responsible IMSO or commander. The IMS, FLO and/or their Foreign National dependents must have the signed letter in their possession and request access at the VCC.

## Access Procedures for Foreign Nationals

### 4. Foreign National Contractors

a. Foreign national contractors with a Blue CAC must register in DBIDS at the VCC before access is authorized.

b. Foreign national contractors without a CAC will be issued a DBIDS pass or credential after completing vetting.

### 5. Foreign Nationals who are U.S. DoD active duty personnel and dependents of foreign persons who are U.S. DoD active duty personnel

a. Require no additional vetting.

b. Those individuals who possess a white Common Access Card (CAC) may sponsor and escort personnel aboard the installation (also applies to their dependents who have Teslin cards with foreign designations: "FM" or "FC").

6. Foreign Role Players. Must comply with procedures identified in reference (e).

## MCINCR-MCBQ Access Control Waiver Process

### Submission of Waiver Request

1. Individuals that fail to meet the access standards may apply for a waiver.
2. Requests for an access control waiver must be submitted in letter format to the MCINCR-MCBQ G-3/Installation Protection Branch. The letter must identify why access to the base is desired (include sponsor information if applicable). The letter must also contain the full name and contact information of the requesting individual; a detailed explanation of the circumstances, background information, and other factors that caused the individual to fail to meet access standards. The letter must be signed and dated by the requestor.
3. Waiver letters can be scanned and emailed to: MCINCR\_MA@usmc.mil or sent via U.S. Mail to:

Commander MCINCR-MCBQ (Attn: G-3/IPB)  
3250 Catlin Ave  
Quantico, VA 22134

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### Upon Receipt of a Waiver Request:

1. G-3 IPB will obtain additional information to facilitate the waiver decision.
  - a. Summary of criminal background check from PMO
  - b. Verification from sponsor about requirement for access
  - c. Recommendation for disposition from PMO, SJA, and sponsor.
2. G-3 will provide a waiver decision packet to the MCINCR-MCBQ Chief of Staff that includes the request for waiver letter, a brief summary of the case, and recommendations for disposition from G-3/IPB, PMO and SJA.
3. Once a final decision is made by the CoS, G-3/IPB will provide it to PMO, SJA, the Sponsor, and the individual. There is no additional recourse for a waiver request that was denied.