



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 106
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5510.1
G-3
JUN 04 2003

DEPOT ORDER 5510.1

From: Commanding General
To: Distribution List

Subj: PROCEDURES FOR ISSUANCE AND CONTROL OF DEPOT ACCESS BADGES

Ref: (a) MCO 3302.D
(b) DepO P3300.1
(c) MARADMIN 201/03
(d) Personnel Security Eligibility and Access Information System
of 22 Feb 1993, 58 FR 10630

Encl: (1) Depot Access Badge Issue and Control
(2) Depot Access Badge Employee Questionnaire
(3) Privacy Act Statement
(4) Depot Access Badge Questionnaire Input Requirements
(5) Criteria for Termination of MCRD, San Diego, Depot Access
(6) Debarment Letter

1. Situation. The threat of terrorism demands greater evaluation of the access afforded to persons working aboard MCRD, San Diego. A controlled photo identification badge issued to Depot employees will allow increased control of persons authorized access aboard the Depot.

2. Mission. Upon receipt of this Order, MCRD San Diego will conduct limited background investigations and issue a Depot Access Badge to all employees and additional personnel not entitled to a Common Access Card (CAC), in order to ensure the safety and welfare of all who work aboard the Depot.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Access to MCRD, San Diego is conditionally extended to all qualified persons employed, contracted, or working as vendors or volunteers for an authorized Depot agency. This access may be revoked when it is determined an employee does not meet local, state or federal employment guidelines, no longer requires access to the Depot, or has a background history detrimental to force protection aboard military installations. Badge issuance and control procedures are outlined in enclosure (1).

JUN 04 2003

(2) Concept of Operations

(a) Contractors, vendors and non-government agencies desiring access to the Depot for an employee will submit enclosure (2) (Depot Access Badge Employee Questionnaire) and enclosure (3) (Privacy Act Statement) to their sponsoring unit or section. The questionnaire will be completed according to enclosure (4) (Depot Access Badge Questionnaire Input Requirements). The sponsoring unit is required to enter this data into the Depot Employee Share Folder. The Provost Marshal Office (PMO) will fingerprint the employee and issue that person a 10-day Temporary Pass to allow access until the background screening is complete.

(b) The AC/S G-3's Anti-Terrorism/Force Protection (ATFP) Office, with the Naval Criminal Investigative Service (NCIS), will conduct a limited background screening of the employee desiring access to MCRD, San Diego. If the background screening reveals no derogatory findings, the ATFP Office will notify the sponsoring unit and authorize the ID Card Center to issue a Depot Access Badge. The Badge will be collected by the Contractor, vendor or non-government agency and returned to the sponsoring unit upon termination of employment or access to the Depot. The sponsoring unit will return the Access Badge to the ID Card Center.

(c) Any derogatory subject matter revealed by the NCIS background screening, or the fingerprint National Registry, will be reviewed. The Depot Inspector, in conjunction with the ATFP Office, PMO and NCIS, will evaluate the subject matter against the criteria for termination of access to MCRD, San Diego (enclosure (5)). The Depot Inspector will forward a recommendation to the Chief of Staff. The Chief of Staff will review and notify the ATFP Office of the final decision.

(d) If the employee is denied access to the Depot, the ATFP Office will notify the AC/S Staff Judge Advocate (AC/S SJA). AC/S SJA will draft and forward a debarment letter (Encl (6)) to PMO. The ATFP office will notify the employee's sponsoring unit or section concerning the debarment. PMO will deliver the debarment letter to the employee and collect the temporary pass or badge. PMO will return the badge to the ID Card Center as required.

b. Subordinate Element Missions

(1) CO's, RTR, HQSVCBN, 12th MCD

(a) Ensure all Depot Access Questionnaires and Privacy Act Statements are complete and submitted in the proper format.

(b) Input the Questionnaire(s) into the Depot Employee Share Folder.

(c) Forward the submitted Privacy Act Statement(s) to the AC/S G-1 office.

JUN 04 2003

(d) Ensure that all civilian employees report to PMO for fingerprinting and issuance of a temporary 10-day pass.

(e) When notified by the ATFP Office that an employee is denied access to the Depot, inform the contractor or other non-government agency.

(2) AC/S G-1

(a) Upon notification from the ATFP Office, issue a Depot Access Badge to employees working aboard the Depot that do not warrant a Common Access Card.

(b) Maintain an electronic record of all issued Depot Access Badges. Ensure the record is kept for a minimum of one year following the employee's end of contract or termination of employment.

(c) Maintain all submitted Privacy Act statements as required.

(d) Maintain recovered and returned Depot Access Badges as required.

(e) Provide a monthly Depot Access Badge status report to the Chief of Staff.

(f) Following background screening and fingerprinting, ensure the Human Resource Office provides DoD Form 1172-2 to the ID Center for all employees who warrant a Common Access Card.

(3) AC/S G-3

(a) Assume overall staff cognizance of Depot Access Badge issue and control.

(b) Provide the Depot Access Badge Questionnaire to NCIS in order to conduct a background investigation of all contracted and non-government employees.

(c) Notify AC/S G-1, AC/S G-4, AC/S MCCS, and other sponsoring units as appropriate to approve issuance of a Depot Access Badge.

(d) Attend the Depot Inspector's background investigation review.

(e) Notify AC/S Staff Judge Advocate in the event any Depot employee does not meet the access criteria and requires a debarment letter. Provide all information to SJA as required to complete the debarment letter.

(f) Upon receipt of derogatory background investigation material from NCIS, notify the AC/S G-4, AC/S MCCS, and other sponsoring units as required.

JUN 04 2003

(g) Provide a roster to CISD for action that details what billets in each sponsoring unit/section is authorized "read/write" access to the employee share folder.

(4) AC/S G-4

(a) Ensure all Depot Access Questionnaires and Privacy Act statements are complete and submitted in the proper format.

(b) Input the Questionnaire(s) into the Depot Employee Share Folder.

(c) Forward the submitted Privacy Act statement(s) to the AC/S G-1.

(d) Ensure that all civilian employees report to PMO for fingerprinting and issuance of a temporary 10-day pass.

(e) When notified by the ATRP Office that an employee is denied access to the Depot, inform the contractor or other non-government agency.

(5) Provost Marshal

(a) Fingerprint all Depot employees and submit to the National Registry via NCIS. Notify the ATRP office in the event derogatory findings result from the registration.

(b) Issue a 10-day temporary pass granting Depot access to prospective employees. Implement measures to ensure accountability of 10-day temporary passes.

(c) Attend the Depot Inspector's background investigation review.

(d) Take action as required upon notification from the ATRP Office of any derogatory findings resulting from background investigations.

(e) Issue and maintain all debarment letters forwarded by AC/S SJA. Ensure individuals issued debarment letters are not allowed access to the Depot.

(f) Return debarment letter to SJA for action in the event an employee could not be located and notified.

(g) Coordinate with AC/S MCCA regarding base access for individuals seeking employment applications and interviews.

(6) CISD

(a) Establish the Depot Employee Share Folder. Provide training to sponsoring units and sections in order to ensure the Employee Data

JUN 04 2003

Questionnaire(s) are submitted correctly to the electronic Depot Employee share folder.

(b) Ensure the security of the electronic Depot Employee Share Folder's "read/write" capability is maintained and access granted only personnel authorized by the AC/S G-3.

(7) Depot Inspector

(a) Provide a review, in conjunction with PMO, NCIS, and the ATFP Office, of all derogatory material resulting from background screenings. Determine which employees do not meet the criteria for base access and forward recommendations to the Chief of Staff.

(b) Review appeals from employee(s) denied access to the Depot.

(8) AC/S SJA

(a) Upon receipt of notification from the ATFP Office, produce a debarment letter for any employee denied access to the Depot.

(b) Submit all debarment letters to PMO for action.

(c) Notify employee via certified mail in the event PMO is unable to locate or notify the employee in person.

(9) AC/S MCCS

(a) Ensure all Depot Access Questionnaires and Privacy Act Statements are complete and submitted in the proper format.

(b) Input the Questionnaire(s) into the Depot Employee Share Folder.

(c) Forward the submitted Privacy Act statement(s) to the AC/S G-1.

(d) Ensure that all employees report to PMO for fingerprinting and issuance of a temporary 10-day pass.

(e) When notified by the ATFP Office that an employee is denied access to the Depot, take action as required.

(f) Coordinate with PMO regarding base access for individuals seeking employment applications and interviews.

(g) Issue MCCS Exchange Privilege card (DD Form 2574) to all applicable employees following issue of Depot Access Badge.

JUN 04 2003

(10) A/CS Comptroller

(a) Ensure all Depot Access Questionnaires and Privacy Act statements are complete and submitted in the proper format.

(b) Input the Questionnaire(s) into the Depot Employee Share Folder.

(c) Forward the submitted Privacy Act statement(s) to the AC/S G-1.

(d) Ensure that all employees report to PMO for fingerprinting and issuance of a temporary 10-day pass.

(e) When notified by the ATFP Office that an employee is denied access to the Depot, take action as required.

c. Coordinating Instructions

(1) Employees who are subject to MARADMIN 201/03 will be issued a Common Access Card following the completion of background screening, vice a Depot Access Badge.

(2) Depot employees will be screened in the following order:

(a) SODEXHO

(b) ARC (supervisors then employees)

(c) AC/S MCCA vendors, contractors, and Non-Appropriated Fund (NAF) employees (flexible status).

(d) Full or part-time Depot employees associated with a recognized and endorsed non-profit or volunteer agency (ie. Historical Society, Red Cross, etc.)

(3) Employees will be fingerprinted by PMO and issued a temporary pass if the work aboard the Depot is anticipated to last less than fifteen days per calendar year.

(4) All Depot Access Badges will have an expiration date of one year from date of issue.

(5) All Depot Access Badges will be displayed upon the person at all times while aboard MCRD San Diego.

(6) Immediately report all lost or stolen badges to the ATFP office.

(7) The AC/S MCCA Temporary Employee's Identification Card (Flex Card) will continue to allow base access for one year from the date of this

JUN 04 2003

order. Following one year from the date of this order, the Flex Card will only allow exchange privileges.

(8) All sponsoring units or sections will provide a monthly status report to the AC/S G-1. The report will be due to AC/S G-1 on the first Monday of each new month and will detail:

(a) The total number of personnel, under that unit or section's cognizance, who maintain a Depot Access Badge.

(b) The number of new access badges issued in the previous month.

(c) The number of access badges collected and returned in the previous month.

(d) The complete name of all personnel whose access badge is not recovered following termination of employment or service.

(9) Provide a roster to CISD of personnel allowed "read/write" access to the Depot Employee Share Folder. Ensure updated rosters are submitted as required. Rosters will include name and billet.

(10) The Depot Employee Share Folder will be established under the AC/S G-1 folder on the G: drive.

4. Administration and Logistics

a. The term "revoked" and "revocation" when used in reference to Depot Access Badges aboard MCRD, San Diego means that the person's access to work aboard the Depot is terminated until a deficiency (e.g., failure to hold a 'Green Card') is corrected.

b. The term "Depot employee" and "non-government" refers to all contractors, vendors, businesses, and volunteers who work aboard MCRD, San Diego, but are not employed in a civil service or NAF capacity.

c. The term "sponsoring unit" and "section" refers to any Depot unit or section that utilizes or employs contractors, vendors and other civil service or NAF employees working aboard the Depot.

5. Command and Signal

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

DepO 5510.1

JUN 04 2003

b. Command. This Order is applicable to all persons employed with contractors and non-government agencies working aboard MCRD, San Diego, and persons responsible for issuance and control of Depot Access Badges.

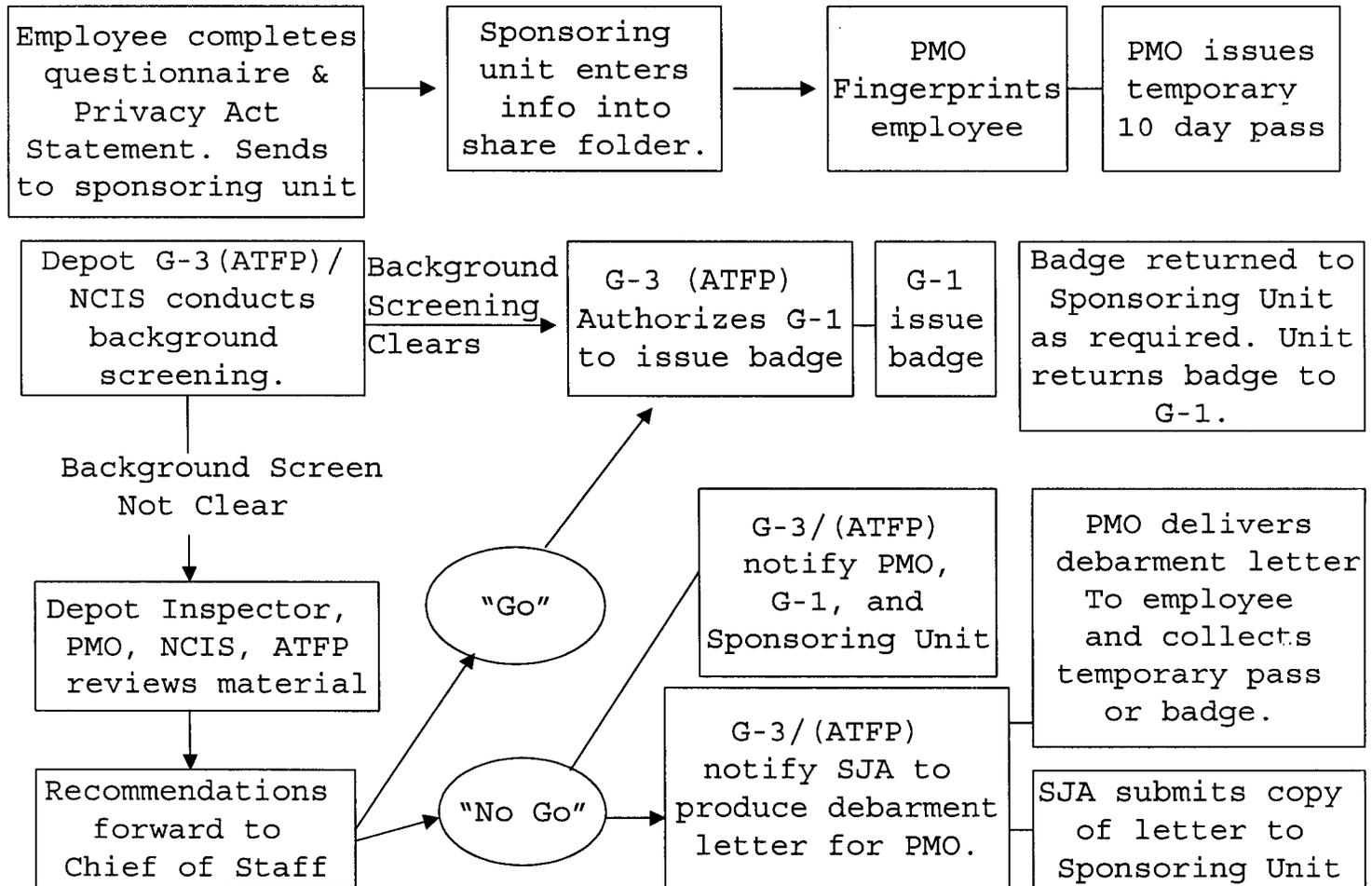


T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

Copy To: Chief of Staff; AC/S G-1; AC/S G-2/3; AC/S G-4; AC/S
Comptroller; AC/S SJA; Depot Inspector; AC/S MCCS; CISD; PMO

Depot Access Badge Issue and Control



JUN 04 2003

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (Public Law 93-579) which requires that a federal agency must inform individuals of certain facts regarding personal information requested by the agency.

AUTHORITY: 5 U.S.C. 301; 5 U.S.C. § 552a(b)(3); OPNAVINST 5530.14B; Physical Security & Loss Prevention; and E.O. 9397 (SSN).

PRINCIPAL PURPOSES:

- a. To collect name, date of birth, social security number and other personal identifiers for the issuance of depot access badges for civilian personnel authorized to work on board a military installation on a daily basis.
- b. To ensure positive identification of the subscriber who signs this form for daily entry and exiting from a military installation.

ROUTINE USE(S): The requested information is used in the course of identifying and issuing a depot access badge to personnel other than military general service employee who are authorized entry on board a military installation to accomplish contract-related work and for the administrative processing of such requests.

DISCLOSURE: Voluntary; however, failure to provide the information requested may result in denial of issuance of an access badge as well as entry onto a military installation.

You have been authorized to receive a depot access badge to be used in association with your employment aboard Marine Corps Recruit Depot, San Diego, California. This identification badge enables you to gain access to Marine Corps Recruit Depot, San Diego, California for the purposes of fulfilling your employment responsibilities. This depot access badge is government property and may be used for official purposes only.

Acknowledgement of responsibilities: I acknowledge receipt of my identification badge and will comply with the following obligations.

- I will use my depot access badge only for official purpose.
- I will comply with the instructions described to me in the use of this depot access badge.
- I will report any compromise (e.g. loss, suspected or known unauthorized use, misplacement, etc.) of my depot access badge to my supervisor, security officer, or verifying official immediately.
- I will surrender this depot access badge for review and inspection when requested by property authority.

LIABILITY: I will have no claim against the Department of Defense arising from a determination to terminate or revoke this depot access badge due to unauthorized use.

I certify that I have read the above statement and fully understand its contents.

(Signature)

(Date)

N05512-2 [Depot Access Badge Control System]

ENCLOSURE (3)

JUN 04 2003

DEPOT ACCESS BADGE QUESTIONNAIRE INPUT REQUIREMENTS

The requirements to input an employee's information into the Depot Access Badge Questionnaire are detailed below:

1. Entering the data in EXCEL is mandatory.
2. All entries will be in upper case.
3. The name will be separated into three (3) fields: last, first and middle initial. No numbers, special characters, hyphens, apostrophes, periods, or commas are permitted. No titles (i.e. DR, REV, JR, SR, III, IV) are permitted.
4. The gender will be entered with either the letter F (female) or M (male).
5. The Date of Birth (DOB) field will be entered in the MMDDYYYY format (ex 05271966). If no DOB is known, the field will contain all zeros (ex 00000000).
6. The "City of Birth" field will contain the full name of the city.
7. The "State" field will contain the two letter postal abbreviation. The field will be blank if the employee was born outside of the U.S.
8. The "Birth Country" field will contain the abbreviation of USA for the United States. All other birth countries will have the full name listed (i.e. United Kingdom, Vietnam, etc).
9. The Social Security Number (SSN) and Alien Registration Number fields will not include hyphens (ex 123456789). If there is no SSN or Alien Registration Number, that field will contain all zeroes (ex 000000000).
10. The "Company Name" field will contain the full name of the contractor, non-government business, or Non-Appropriated Fund employer.
11. The "Sponsor Unit" field will contain the name of the Depot department or section that sponsors the employee (i.e. G-4, MCCS, Comptroller, etc).
12. The "Sponsor Phone" field will contain the appropriate ten digit phone number point to verify the actual employment of a Depot Access Card holder.
13. The "Prior Service" Field will indicate an individual employee's prior military service. The field will be entered with either a "N" (no prior military service) or "Y" (prior military service).

ENCLOSURE (4)

JUN 04 2003

CRITERIA FOR TERMINATION OF MCRD, SAN DIEGO, DEPOT ACCESS

The following are grounds for revoking the right to enter the base:

1. Any individual on the National Terrorist Watch List.
2. Any individual who is not a citizen of the United States and is illegally present in the United States.
3. Any individual who is subject to an outstanding criminal warrant.
4. Any individual whose employment questionnaire contains false or fraudulent information.
5. Any individual who has obtained a felony conviction within the last 10 years.
6. Any individual who has obtained a total of three criminal misdemeanor convictions within the last 10 years.
7. Any individual identified by the FBI's Automated Fingerprint Identification System (AFIS) database.
8. Any individual who has obtained a criminal misdemeanor or felony conviction for the following types of criminal offenses:
 - a. Crimes of a sexual nature;
 - b. Crimes of violence;
 - c. Crimes resulting from gang related activity, supremacist or extremist behavior, ie. hate crimes;
 - d. Crimes resulting from the use, possession or distribution of any illegal drug as listed in the Comprehensive Drug Abuse Prevention and Control Act of 1970, schedules I through V.
9. Any individual whose military active duty was terminated by the receipt of a dishonorable discharge, bad conduct discharge or other than honorable discharge.
10. Any individual who has been issued a debarment order and is currently banned from military installations.
11. Any individual who, in the opinion of the Commanding General, poses a threat to the safety, security, or good order and discipline of the Command, for whatever reason, shall be precluded from entering the Depot.

Note: The Commanding General has discretionary authority to waive, change, modify and delete the above criteria, if in his opinion, circumstances dictate such changes.

ENCLOSURE (5)

JUN 04 2003

Debarment Letter

5510.1

G-3

From: Commanding General MCRD/WRR San Diego, California
To: (Subject's Name) (SSN) (other know alias(s))

Subj: ORDER AND NOTICE TO VACATE MARINE CORPS RECRUIT DEPOT SAN DIEGO,
CALIFORNIA 92140

Encl: (1) Criteria for Termination of MCRD San Diego Base Access

1. You are ordered not to enter Marine Corps Recruit Depot San Diego, California effective the date of this letter. This order has been issued as a result of findings covered in Enclosure (1) on (Day Month Year).

2. You are given notice that any reentry or attempt to reenter the above Depot, without the written permission of the Commanding General of MCRD San Diego, CA, will constitute a violation of Section 1382 of Title 18, United States Code, which provides:

"Whoever, within the jurisdiction of the United States, goes upon any military, naval or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulation; or

Whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation, after having been removed therefrom or ordered not to reenter by any officer or person in command or charge thereof-

Shall be fined not more than \$5000.00 or imprisoned not more than six months, or both."

3. You will be prosecuted by the United States Government in U.S. District Court if you violate this order. **After one (1) year from the date of this order, you may request that your privileges to enter the base be reinstated.**

4. Should you desire to appeal this Order, you must submit a written appeal addressed to the Commanding General (Attention: Depot Inspector), postmarked within 20 calendar days of the date of this order.

//s//

ENCLOSURE (6)