



UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:

DepO 5512.12A

G-3

22 SEP 2016

DEPOT ORDER 5512.12A

From: Commanding General
To: Distribution List

Subj: MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PARRIS ISLAND (MCRD/ERR PI) ACCESS CONTROL REGULATIONS

- Ref:
- (a) DTM 09-012, "Interim Policy Guidance for DoD Physical Access Control" December 8, 2009
 - (b) DoD Instruction 1000.13 "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals" December 5, 1997
 - (c) DoD Instruction 5200.01, Volume 3 "DoD Information Security Program: Protection of Classified Information" February 24, 2012
 - (d) DoD 5400.11-R "Department Of Defense Privacy Program" May 8, 2007
 - (e) DoD Instruction 5200.08 "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)" December 10, 2005
 - (f) Federal Information Processing Standards Publication 55-3, December 28, 1994
 - (g) MCO 5580.1C "Marine Corps Participation in the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC) System
 - (h) MARADMIN 533/08 dtd September 22, 2008 "Installation Access Control"
 - (i) DoDI 1344.07 Personal Commercial Solicitation on DoD Installations
 - (j) SECNAVINST 1740.2E, Solicitation and Conduct of Personal Commercial Affairs on DoN Installations
 - (k) DepO 1620.2C, Carolina Lowcountry Armed Forces Disciplinary Control Board
 - (l) DoD Dir 5500.7-R, Joint Ethics Regulations
 - (m) Atlantic Marine Corps Communities LLC, Community Guidelines and Policies
 - (n) DepO 5560.8B, Motor Vehicle and Traffic Regulations

- (o) DepO 5760.4G, Private Organizations
- (p) MCO P1700.21B w CH1 MCCS Policy Manual
- (q) TECOM / MCIEast MOA dtd June 17, 2014
- (r) MCIEast Policy ltr 001-16 dtd January 22, 2016
"Physical Access Control System Policy"
- (s) MCIEast Policy ltr 002-16 dtd March 30, 2016 "Denial
of Access to Marine Corps installations East
installations"

Encl: (1) MCRD/ERR PI ACCESS CONTROL REGULATIONS

1. Situation. The Commanding General (CG), MCRD/ERR PI grants the privilege to gain access to the Depot, conditionally, to those individuals or organizations that meet the minimum qualifications and conform to regulations contained in this Order and all references. CG, MCRD/ERR PI retains the responsibility to suspend or revoke access privileges if necessitated by and action deemed contrary to maintaining good order and discipline aboard this installation.

2. Cancellation. DepO 5512.11, 5512.5, 5512.4

3. Mission. This order establishes the criteria for personnel to gain access to the installation. It also establishes responsibilities, regulations, and consequences for personnel who, after properly gaining access to the installation, violate this order. The term "Depot" will refer to MCRD/ERR, PI. This order is applicable to all military, civilian, family members, contract personnel, and any Non DOD individual or organization desiring to gain access to the Depot.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order establishes the procedures for gaining access to MCRD/ERR PI

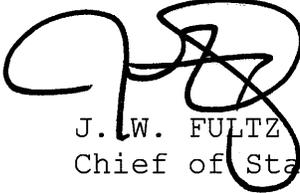
(2) Concept of Operations. The CG conditionally grants the privilege for personnel to gain access to the Depot to those individuals or organizations who meet the minimum qualifications and conform to regulations. Designated personnel assigned to the Marine Corps Provost Marshall Office will follow directions as set forth in this order.

5. Administration and Logistics. Recommendations concerning the contents of this order may be forwarded to the CG, MCRD/ERR PI via the Assistant Chief of Staff Operations and Training (AC/S G-3).

6. Command and Signal

a. Command. This order is applicable to MCRD/ERR PI and its subordinate and tenant commands to include all military, civilian, family members, contract personnel, and any Non DOD individual or organization desiring to gain access to the Depot.

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



J. W. FULTZ
Chief of Staff

DISTRIBUTION: A

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

General

1. General

a. This order implements the references and requires the Depot CG to promulgate regulations that address entry, exit, and removal of individuals from installations and facilities under their command. Further, it delegates broad discretion to the Depot CG in determining these regulations. Removal or denial actions must be reasonable, prudent, and judiciously applied.

b. Access is a Privilege. Entry onto the Depot is a privilege, not a right. Individuals entering the Depot must have a bona fide reason for doing so. This includes uniformed military personnel, family members, Department of Defense (DoD) civilian employees, DoD contract employees, and Non DoD Personnel/or the general public.

2. Objectives. This order is designed to enhance security and mitigate unauthorized personnel access to the Installation.

3. Concept of Operations

a. To the maximum extent practical, all individuals granted access to the Depot will be subject to a criminal background check as prescribed in references (a) and (g).

b. In accordance with reference (a), all individuals granted access to the Depot will be issued a credential that indicates the identity of the individual, time duration, and any limitations of access granted. This document or card must remain in the possession of the individual, is not transferable, and must be presented upon demand to any installation security official. All temporary passes that are issued to individuals will be in possession of the subject at all times while on the installation. Decals will be affixed on the outside of the windshield until no longer required by higher headquarters.

c. Personnel will be denied access if they are unable to meet the requirements of this order identified in reference (s) and Chapter 4, paragraph 2.

d. Nothing in this order is to be construed as limiting the CG's authority to maintain a secure installation.

Chapter 2

Responsibility

1. Instillation Personnel Administration Center (IPAC). The Office at the IPAC has the primary responsibility for the Defense Enrollment Eligibility Reporting System (DEERS) and Common Access Card (CAC)/Identification (ID) cards issuance. Specific responsibilities include:

a. CAC. The IPAC office will issue a CAC to DoD military personnel, DoD civilian personnel, contractors, Appropriated Fund employees, and eligible Non-Appropriated Fund employees who require access to government computerized systems. Both identity proofing and vetting are required to determine the eligibility for access to the Installation.

b. ID cards that do not require further identity vetting. The DEERS office will not require further vetting for the following cards because these cards have been vetted by the issuing agency.

(1) DoD Issued Cards, IAW ref (b).

(2) Federal Personnel Identity Verification (PIV) credentials.

2. Provost Marshall Office (PMO). The CG has delegated to the PMO for the primary responsibility of enforcing the provisions of this Order to include:

a. Ensure only personnel delegated by the PMO perform access control duties to include vetting, authorizing and issuing appropriate credentials. PMO will defer any possible denials to the Security Manager's office for adjudication.

b. Query data sources to vet the claimed identity of the individual. The PMO will also determine fitness by using biographical information. This information may include, but is not limited to: the person's full name, date of birth, and sex.

c. Ensure all visitor(s) are sponsored. PMO will ensure all individuals requesting entry to MCRD/ERR PI have a valid sponsor, per reference (a).

d. Ensure visitors/non-governmental delivery personnel who have been issued access passes undergo a vehicle inspection at the Depot entry control point. Vehicle inspection site personnel will validate the pass to ensure the vehicle operator is listed on the pass and the identity of all passengers will be verified.

e. PMO will coordinate efforts to vet Contractors, Vendors and Non-Federal Government Personnel. The Security Manager's Office, Building 154, Room 106 will adjudicate and facilitate the issuance of appropriate credentials to personnel who require unescorted access to the Depot to conduct official government business, but do not qualify for a CAC card to access government computerized systems. Both identity proofing and vetting are required to determine the eligibility for access to the Installation.

f. CAC Card Issuance. The PMO will refer personnel to the DEERS Office of IPAC who will issue the appropriate CAC as authorized.

g. Issue visitor or Friends of Parris Island (Appendix C) passes to authorized personnel.

h. Conduct random proofing and vetting of persons requiring access to their assigned installations, as determined by the CG.

i. As per reference (a), PMO will not require further vetting for the cards listed in paragraph 1(b) because these personnel have been vetted by the issuing agency. However, eligibility for access to the Depot will be verified by reviewing the Depots debarment list.

j. PMO in coordination with the AC/S Operations and Training, AT/FP Program Manager (PM) will develop compensatory measures when the requirements of reference (a), cannot be met (i.e. peak traffic flow periods, special events).

k. AC/S G-3 will develop and publish procedures for local first responders' requiring physical access and PMO will execute. These procedures will be updated no less than semi-annually.

l. PMO will incorporate the following procedure for use during Force Protection Conditions (FPCON) NORMAL, ALPHA, and BRAVO:

(1) When MCRD/ERR PI is at FPCON NORMAL, ALPHA and BRAVO PMO will implement the procedure that allows a uniformed service member or government employee with a valid CAC, a military retiree with a valid DoD identification credential, or an adult dependent with a valid DoD identification credential to present their identification card for verification while simultaneously vouching for all vehicle occupants.

(2) A uniformed service member, government employee with a valid CAC, a military retiree with a valid DoD identification credential, or an adult dependent with a valid DoD identification are responsible for the actions of all sponsored individuals and for meeting all security requirements for escorts as established by the Depot Commander.

3. Public Affairs Office (PAO). The PAO will publish press release/media advisories concerning access control policy changes when directed by AC/S G-3.

4. Special Events. The CG may approve special events that are open to the public. When the requirements of this order cannot be met, compensatory measures will be developed as necessary and appropriate.

a. Visitor vehicles are authorized aboard the Depot during special events but must depart immediately upon completion of the event.

b. Unit-level special events require sponsorship from an official representative of the unit.

5. AC/S Operations and Training, (AT/FP). The AT/FP section will provide threat assessments to PMO as directed by current orders and directives.

Chapter 3

Identity Proofing Documents and Authorized Identification

1. Introduction. DoD CAC is the primary form of base access identification that will allow unfettered access to the installation. Uniformed Services Identification and Privilege (Teslin) cards allow access to the Depot commensurate with authorized privileges.
2. Acceptable Credentials. Applicants will provide a valid and original form of identification from those listed in paragraph 3 of this chapter for the purpose of proofing identity or issuance of a visitor's pass. Prior to acceptance, personnel processing an applicant will screen documents for evidence of tampering, counterfeiting, or other alteration. Documents that appear questionable (i.e., having damaged laminates) or otherwise altered will not be accepted. Altered documents, and the subject who presented them, will be held until appropriate authorities are notified, and disposition procedures are authorized.
3. Acceptable Identity Source Documents. All documents must be current.
 - a. U.S. passport or U.S. passport card.
 - b. Permanent resident card or alien registration receipt card (DHS Form I-551).
 - c. Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa.
 - d. Foreign passport with a current arrival-departure record CBP Form I-94 bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.
 - e. Employment authorization document DHS Form I-766 with current photograph.
 - f. In the case of a non-immigrant alien authorized to work for a specific employer, a foreign passport with Immigration and Naturalization Service, CBS Form I-94, or CBS Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the endorsement has

not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

g. A current official driver's license issued by a local State territory of the United States, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

h. A current official identification card issued by U. S. Federal, state, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

i. A valid school identification card with a photograph.

j. U.S. military record.

k. U.S. Coast Guard Merchant Mariner Card or TWIC.

l. Native American tribal document.

m. RAPIDGate card authorized for Depot.

n. MCESS card issued by any installation within MCI East in accordance with reference (r).

o. For people under the age of 18 who are unable to present a document listed in paragraph 2, can supply one of the following forms of identification in accordance with reference (a), Interim Policy Guidance for DoD Physical Access Control:

(1) School record or report card.

(2) Day care or nursery school record.

(3) Birth Certificate.

(4) Social Security Card.

p. For those with alternative forms of ID, delays in accessing the Depot may exist while identities are verified.

Chapter 4

Physical Security Access Control Standards

1. Access Control. Access control is designed to restrict and/or control access to the Installation to only those authorized personnel and their conveyances. The CG will employ access control measures at the perimeter to enhance security and protection of personnel, and assets. The CG may authorize additional security requirements based upon the security level, category of individuals requiring access, FPCONS, and level of access to be granted.

2. Identity Proofing and Vetting. The access control standards will include identity proofing, determining the fitness of an individual requesting and/or requiring access to the DoD facilities, and vetting:

a. Federal PIV and DoD-issued CAC card holders require identity proofing and vetting prior to gaining access to the Installation.

(1) Individuals possessing a DoD-issued CAC are vetted to DoD Personnel Security standards in paragraphs 2a(1)(a) and 2a(1)(b) of reference (a) and will be considered identity proofed.

(2) Individuals possessing a DoD-issued card per reference (b) are identity proofed at card issuance sites from Federally authorized Installations and will be considered identity proofed.

(3) Individuals possessing Federal PIV credentials that conform to reference (c) are vetted and adjudicated by government security specialists on National Agency Check with inquiries NACI or Office of Personnel Management Tier I standards, when implemented, and will be considered identity proofed.

(4) Vetting and adjudication for individuals receiving government identification credentials as listed in paragraphs 2a(1), (3), and (4) of this chapter occurs prior to permanent card issuance. Individuals in possession of these identification cards and/or credentials will be considered vetted for unescorted access, per reference (d).

(5) Determination of fitness and vetting for DoD-issued identification and privilege cards (paragraph 2a(2)) of this chapter) should not be required for unescorted access, as the issuing office verifies the individual's direct affiliation with the DoD, or a specific DoD sponsor, and eligibility for DoD benefits and entitlements.

b. Non-Federal Government and non-DoD issued card holders who request unescorted access must be identity proofed and vetted to determine eligibility for access.

(1) Individuals requesting access will provide justification and/or purpose for access to DoD facilities.

(2) Individuals requesting access that are not in possession of an approved, Government issued card will provide the documents listed in chapter 3, paragraphs 3a through 3m along with a filled out Friends of Parris Island Form (APPENDIX C). The documents presented will be reviewed by PMO or trained Security Management office personnel for the purposes of identity proofing.

(3) The CG will determine the recurring requirement and frequency for additional checks of non-Federal Government and non-DoD issued card holders based upon local security.

(4) The PMO will query the following government authoritative data sources to vet the claimed identity, determine fitness, or process for denial of access, if found to be on the below list, using biographical information including, but not limited to, the person's name, date of birth, and sex:

(a) The National Crime Information Center (NCIC) Database.

(b) Consolidated Law Enforcement Operations Center (CLEOC).

(c) Terrorist Screening Database.

(d) Other sources as determined by the DoD component or the CG of MCRD/ERR PI. These can include but are not limited to:

1. Department of Homeland Security (E-Verify).

2. Department of Homeland Security (U.S.Visit).

3. Department of State Consular Checks (non-U.S. citizen).

4. The Foreign Visitor System Confirmation Module (FVS-CM).

(5) Denial of Access. PMO will either recommend denial to the Security Management office or issue a visitor pass. Installation access may be denied if it is determined the person requesting access is found to be in one of the following categories:

(a) Individual is on the National Terrorist Watch List. Notification to Law Enforcement is required.

(b) Is not a U.S. Citizen and is illegally present in the U.S. or whose U.S. citizenship, immigration status, or Social Security Number cannot be verified. Local and federal Law Enforcement will be notified in this instance.

(c) Individual is the subject to an outstanding arrest warrant. Appropriate Local and federal Law Enforcement authorities will be notified in this instance.

(d) Individual has knowingly submitted an employment Questionnaire, base access request, or visitor Pass/Trade Permit with false or fraudulent information.

(e) Individual has been issued a debarment order and is currently banned from military installations.

(f) Individual is a prisoner on a work-release program or currently on felony probation/parole.

(g) Individual is a registered sexual offender.

(h) Individual has membership within the previous 10 years in any organization that advocated the overthrow of the U.S. Government or affiliated with any active gang.

(i) Individual is pending any felony charges.

(j) Individual has been convicted of a felony within the last ten years, or has multiple (three or more) misdemeanor criminal offenses to include, but not limited to; drug offenses, offenses of violence, weapons offenses including those where the

weapon was used as either the means of the violence or threat of violence, or larceny/theft.

(k) Any reason the Installation CO deems reasonable to maintain good order and discipline.

(6) Appeals Process. In the event that a letter of denial was issued on a contractor/sub-contractor vendor employee, the person whom has been denied has the option of appealing the letter of denial. All appeals must be addressed, in writing, to the MCRD/ERR PI Command Inspector General (CIG) within ten calendar days from the date on the letter of denial.

Commanding General
Attn: CIG
BOX 19580
PARRIS ISLAND SC 29905-9001

. The contractor/sub-contractor or vendor will submit a letter of appeal to the MCRD/ERR PI CIG for the third tier review. During the third tier approval review, only the TA/Government Representative can inquire about the status of the appeal. At the conclusion of the third tier review, the CIG will provide to the TA/Government Representative the final decision via correspondence. A final disposition of the appeal will be returned within ten business days of receiving the request.

3. Minimum Standards for Controlling Physical Access

a. The DoD minimum standards for controlling physical access to the Installation will be:

(1) In accordance with reference (r), RAPIDGate is the only authorized Physical Access Control Systems (PACS) for MCIEast Installations.

(2) If a PACs is not available for access control; security personnel at access control points will conduct a physical and visual inspection of all identity cards authorized in reference (a). Police department instructions regarding Gate procedures covers specific missions to include emergency responders and alarm activations for each gate. Gate inspections include:

(a) Visual match of the photograph on the card to the person presenting the identification.

(b) Visual comparison of the card for unique topology and security design requirements.

(3) When the Installation procures an electronic PACS the requirements in reference (a) must be met.

b. Other considerations for controlling access include, but are not limited to:

(1) Escort qualifications, responsibilities, and authorizations.

(2) Sponsorship qualifications, responsibilities, and authorizations.

(3) Access privileges at each FPCON.

(4) Mission-essential employee designation, if applicable.

(5) Day and time designation for access.

(6) Locations authorized for access.

c. In accordance with references (a) and (s), the Depot will provide reciprocal physical access to the Installation for those issued a federal credential (i.e. CAC) or granted access to any other MCIEast installation. The CG may limit reciprocal access to maintain good order and discipline during increased FPCON levels and emergencies.

Chapter 5

VISITORS

1. General. All personnel entering Marine Corps facilities/installations are screened to ensure access is restricted to authorized persons. Visitors present a different concern and are generally unknown persons who pose an increased threat. Screening and vetting of these persons prior to entry serves to enhance the security posture of the installation.

2. Visitor Screening. All visitors, with the exception of those attending command-sponsored events, will obtain Friends of Parris Island (APPENDIX C) or visitor pass from the Provost Marshall/Sentry at the Main Gate. The following credentials are required for issuance of a temporary pass:

a. A valid U. S. Federal or state government identification containing a photograph.

b. Current/existing state identification and other government issued ID's are both acceptable forms of credentials.

c. Valid foreign passport

d. If driving a motor vehicle a valid driver's license, vehicle registration, and proof of insurance.

e. Sponsors are required to identify names, vehicle information, dates of visit, and purpose, to designated installation personnel when requesting to sponsor an individual(s) aboard the Depot. Sponsors are responsible for the conduct of their visitors during their time aboard the installation.

f. Non-governmental personnel requiring access to the installation may be issued a pass not to exceed 1 year. Passes must be renewed yearly. Security personnel shall inspect all delivery vehicles at the designated commercial entry control point.

g. To further regulate access control, National Crime Information Center (NCIC) queries shall be conducted of all persons entering the installation, except for command sponsored event attendees. These queries may include driver's license, wants and warrants, and/or criminal history.

3. Sponsorship

a. Active duty/retired personnel and their family members may sponsor guests aboard the installation. Active duty personnel may sponsor contractors (business related) aboard the Depot.

b. DoD civilians may sponsor contractors (business related) and guests aboard the installation. Short term service providers who require access for less than 72 hours, may be sponsored aboard the installation. Sponsors are required to escort the service provider(s). Service providers requesting unescorted access will be vetted.

c. Marine Corps Community Services (MCCS) employees may sponsor contractors (business related) and guests aboard the installation. MCCS employees may sponsor non-CAC contractor's family members (spouses and children, if contractor is deployed and only for the duration of the deployment). In these cases, the family member(s) will need to be vetted.

d. Only persons issued a CDC name card will be allowed to drop off and pick up children from/at the CDC. Non-affiliated CDC cardholders will be treated as visitors and vetted.

e. Navy Federal Credit Union (NFCU) members who have no other base affiliation will not be allowed to sponsor guests aboard the installation. NFCU members will be allowed access to the credit union only and for the amount of time required to conduct their business upon display of account documentation and obtaining a visitor pass. Base access for non-affiliated NFCU members shall be limited to business banking hours. In addition, background inquiries will be conducted on non-MCRD/ERR PI affiliated members.

f. Active Duty/CAC card holders may sponsor off base deliveries aboard the installation i.e. food or home goods. Upon producing documentation relevant to the delivery, the PMO will confirm sponsorship, vet the occupants, and allow access to facilitate the delivery. Physical presence at the gate of the sponsor may be required during higher FPCON levels.

g. All Command Sponsored groups or events must be submitted to the PMO. PMO will check names against a list provided by the AC/S Operations and Training or the MCCS. PMO will insure that individuals meet the requirements to drive their personally owned vehicles (POV) aboard the installation.

h. All sponsors are responsible for the action of their guests all times. At no point should a guest be unaccounted for while aboard the installation.

Chapter 6

SPECIAL INSTRUCTIONS FOR MCCS SPONSORED FUNCTIONS
AND USE OF MCCS FACILITIES BY NON DOD CIVILIANS

1. General. MCCS is responsible for all guests visiting the Depot. MCCS Sponsored Events and Facilities aboard MCRD/ERR PI are popular and in high demand throughout the year by many eligible Non-DOD affiliated individuals and organizations. The Military Police assigned to MCRD/ERR PI are responsible to protect the military, families, civilian employees and authorized visitors aboard the Depot.

a. The references listed are higher headquarters instructions and orders pertaining to access control. These references identify specific procedures to be executed at the point of entry at MCRD/ERR PI. However; due to physical limitations at the Main Gate of MCRD/ERR PI the full spectrum of access control measures cannot be efficiently applied during peak traffic periods or during special events without significantly impeding traffic flow and creating unsafe conditions.

b. MCRD/ERR PI will implement efficient procedures at the main point of entry within the guidelines outlined in the references in order to ensure thorough access control measures without compromising the standards listed in the references.

2. SPECIFIC INSTRUCTIONS FOR MCCS

a. Tasks for a Planned Special Event:

(1) Notify PMO of all upcoming "Special Event" within one week of the event. The PMO contact numbers are as follows:

(a) MCRD/ERR PI PMO Desk Sergeant: (843)-228-3444

(b) MCRD/ERR PI PMO Asst. Ops Chief: (843)-228-2486

(c) MCRD/ERR PI PMO: Beaufort PMO@usmc.mil and carbon copy AC/S G-3, Security Managers Office PARR_SMB_MCRD/PI SECURITY_G-3@usmc.mil.

(2) Ensure all personnel attending the event are aware of the Depot's policy for access as listed in Chapter 3.

(3) Provide PMO with Date, Time, Location of event along with a list containing Full Name, DOB, and sex of all event

attendees NLT three business days prior the event. Also, ensure the name and phone number of event coordinator is listed on the roster. Rosters will be submitted, via e-mail, to the following organizational mailbox: Beaufort_PMO@usmc.mil

(4) The event coordinator will follow up with a telephone call to the MCRD PMO Assistant Operations Chief (843)-228-2486, or the Deputy Provost Marshal (843)-228-3444, to ensure the rosters have been received and if any further information or special instructions are required.

(5) Provide the appropriate number of "Special Event" passes to the MCRD/ERR PI PMO Asst. Operations Chief no later than two business days prior to the event. Special Event passes must be in the format contained in (enclosure 3).

b. Task for Legends Golf Course:

(1) Provide the tee-time rosters to the MCRD/ERR PI PMO Assistant Operations Chief with the names of all the golfers who obtained a tee-time for the following day. In the event of a last minute reservation a phone call must be made to the Assistant Operations Chief. Rosters must be submitted, via e-mail, no later than 1600 to the following organizational mailbox: Beaufort_PMO@usmc.mil

(2) Follow up with a telephone call to the MCRD/ERR PI PMO Assistant Operations Chief, or the Deputy Provost Marshal, to ensure the rosters have been received and if any further information or special instructions are required.

(3) Golfers who are not on the rosters or are not in possession of a Friends of Parris Island pass will be subject to obtain a visitors pass by showing proof of insurance, registration and state issued driver's license. Foreign Nationals, those non-US persons who do not have an alien registration card or a valid work visa, will not be able to get a same-day visitor pass. Instead they must obtain an approved Friends of Parris Island pass prior to date of arrival.

3. SPECIFIC INSTRUCTIONS FOR PMO.

a. Task for a Planned Special Event:

(1) After receipt of "Special Event" rosters, verify that all required information is on the rosters, and then notify the "Special Event" coordinator that the rosters have been received.

(2) Review the current Depot "Debarment" list to ensure that an attendee is not debarred from the Depot.

(3) Conduct the appropriated number of criminal background checks as informally agreed to by the AC/S G-3 and PMO. Notify the event coordinator immediately if any of the attendees is not authorized access to the Depot. Access will be denied if it is determined that an attendee possesses this issues in accordance with references (a) and (s):

(a) Individual is on the National Terrorist Watch List. Notification to Law Enforcement is required.

(b) Is not a U.S. Citizen and is illegally present in the U.S. or whose U.S. citizenship, immigration status, or Social Security Number cannot be verified. Local and federal Law Enforcement will be notified in this instance.

(c) Individual is the subject to an outstanding arrest warrant. Appropriate Local and Federal Law Enforcement authorities will be notified in this instance.

(d) Individual has knowingly submitted an employment Questionnaire, base access request, or visitor Pass/Trade Permit with false or fraudulent information.

(e) Individual has been issued a debarment order and is currently banned from military installations.

(f) Individual is a prisoner on a work-release program or currently on felony probation/parole.

(g) Individual is a registered sexual offender.

(h) Individual has membership within the previous 10 years in any organization that advocated the overthrow of the U.S. Government or affiliated with any active gang.

(i) Individual is pending any felony charges.

(j) Individual has been convicted of a felony within the last ten years, or has multiple (three or more) misdemeanor criminal offenses to include, but not limited to; Drug offenses, offenses of violence, weapons offenses including those where the weapon was used as either the means of the violence or threat of violence, or larceny/theft.

(k) Any reason the Installation CO deems reasonable to maintain good order and discipline.

(4) After receiving the "Special Event" passes, ensure the appropriate quantity have been delivered.

(5) Day of the event:

(a) Ensure gate sentries are briefed on the "Special Event."

(b) Ensure Special Event passes are at the gate prior to the event.

(c) Ensure the gate sentries are aware that anyone that is not on the "Special Event" attendee roster will be subject to normal access control procedures.

b. Task for Legends Golf Course:

(1) Ensure the tee time rosters have been submitted to PMO no later than 1600 daily.

(2) Ensure that the rosters are at the gate prior to the first tee time.

(3) Ensure the gate sentries are aware that anyone that is not on the tee time roster will be subject to normal access control procedures.



Special Event Pass

(Event goes here)

Do Not Drink and Drive

- All vehicles are subject to search
- Drives must have valid drivers license
- Firearms are prohibited.
- Fireworks are prohibited.
- No drugs allowed on Depot
- Strictly obey speed limits.
- No Cell Phones use while driving.
- DO NOT enter any training, unauthorized or restricted areas.

MILITARY POLICE

Emergency Dial – 911

Non-Emergency Dial (843) 228-3444

FIGURE 6-1

Chapter 7

SOLICITATION AND CONDUCT OF PERSONAL COMMERCIAL AFFAIRS BY
DEALERS, AGENTS, VENDORS, AND TRADESPERSONS

1. GENERAL. For security control and general management purposes, there is a requirement to establish clear policy and regulations concerning the admission and regulation of individuals who desire to come aboard MCRD/ERR PI for the purpose of conducting business activities. This chapter promulgates policy and assigns responsibility, per the references and Appendix B and C, for the conduct of individuals who desire to conduct commercial affairs aboard MCRD/ERR PI,. Following the directions in this chapter and Appendix B will improve security, physical access, and management of general business activities.

2. Purpose. The purpose of this chapter is to provide direction that will facilitate security and physical access control and ensures clear, fair, and easily understood instructions regarding all persons who conduct, or intend to conduct, any solicitation or personal commercial affair aboard MCRD/ERR PI.

3. Concept of Operations. Reference (i) requires that a uniform policy be adopted with respect to all commercial business activities conducted on Department of Navy (DON) installations. The purpose is to promote the welfare of DON personnel as consumers by precluding undesirable business practices aboard MCRD/ERR PI.

a. Entry upon MCRD/ERR PI to conduct commercial business activities is a privilege. Not a right.

b. All persons who desire or intend to engage in commercial activities aboard MCRD/ERR PI will apply for a Depot Trade Permit to the Armed Forces Disciplinary Control Board, (AFDCB) President, via the Staff Judge Advocate (SJA), G-3 Security, and the Command Inspector General's (CIG) office.

c. Requiring a trade permit acts to protect consumers aboard MCRD/ERR PI from undesirable business practices without unreasonably restricting legitimate business access.

d. All persons authorized to engage in commercial activities aboard MCRD/ERR PI must comply with the requirements of Appendix B. Any reports of unauthorized activities should be made to the PMO and the CIG office.

e. Space, operational requirements, security, sanitation, and other considerations may limit the number of solicitors authorized aboard MCRD/ERR PI. Any such limitation will not selectively benefit or favor any particular solicitor.

f. Members of military families living in MCRD/ERR PI, housing may conduct limited home enterprises such as handicrafts, retail sale of products, etc, within their quarters, subject to Marine Corps policies and guidelines of this order. Child care is subject to specific MCCS policies and guidelines.

g. The provisions of this order apply to DoD personnel, dependents, and civilians of the community irrespective of age, race, gender, or type of vendor activity.

h. The issuance of a trade permit does not constitute endorsement of any person, representative, firm, product, or service.

i. Solicitation of sales to subordinates is only allowed to the extent authorized by reference (j).

j. AFDCB control procedures described in reference (k) may be initiated against any entity whose activities threaten the discipline, health, welfare, and/or morale of military members or their families.

k. "Tradespersons" is defined as any entity, civilian, or Department of Defense (DoD) affiliated personnel, including family members and retirees, conducting business on MCRD/ERR PI who are engaged in the selling and/or delivering of goods or services on MCRD/ERR PI. Unless excluded by references (i)-(p), they must obtain a Depot Trade Permit per Appendix C.

4. Required Actions

a. Staff Judge Advocate (SJA)

(1) Provide a copy of Appendix B and Appendix C to all individuals who present themselves seeking to do business aboard MCRD/ERR PI.

(2) Instruct the individuals on how to fill out the Depot Trade Permit application and ensure they read and understand Appendix B.

(3) Review the applicant's business accreditation or affiliation letter. Is the business compatible with the mission at MCRD/ERR PI and does it compliment the activities of MCCA.

(4) Verify this is a legal business entity by consulting with the South Carolina Consumer Affairs Bureau and/or The Better Business Bureau.

(5) Advise and coordinate with the CIG's office when legal action against an individual or business is contemplated or has occurred in the past.

(6) Assist and advise the AFDCB in determining whether a trade permit should be issued to a particular entity.

(7) Submit any adverse information to the AFDCB president for action.

(8) At the completion of the SJA review, initial and stamp the Depot Trade Permit application with the SJA's office stamp and forward to the G-3 Security Office.

b. G-3 Security

(1) Provide a copy of Appendix B and Appendix C to all individuals who present themselves seeking to do business aboard MCRD/ERR PI.

(2) Instruct the individuals on how to fill out the Depot Trade Permit application and ensure they read and understanding Appendix B.

(3) If a completed Depot Trade Permit application is delivered to G-3 Security, forward to SJA for their review prior to conducting a background check.

(4) Upon receipt from the SJA review, initiate a background check on the individual requesting a Depot Trade Permit.

(5) If the background check is within the guidelines published in this order, initial and stamp the Depot Trade Permit with a blue "Approved" stamp and forward to CIG Office.

(6) If the background check reveals adverse information, submit to the AFDCB president for action.

c. Command Inspector General's Office (CIG):

(1) Provide a copy of Appendix B and Appendix C to all individuals who present themselves seeking to do business aboard MCRD/ERR PI.

(2) Instruct the individuals on how to fill out the Depot Trade Permit application and ensure they read and understand Appendix B.

(3) If a completed Depot Trade Permit application is delivered to the CIG office, forward to SJA for their review.

(4) Upon receipt from the G-3 Security Office, ensure all pertinent information is procedurally correct on the Depot Trade Permit. When complete, initial, stamp with the CIG's office stamp and forward to the AFDCB president for action.

(5) Submit any adverse information to the AFDCB president for action.

d. Armed Forces Military Control Board (AFDCB)

(1) The Board shall function as the voting body to approve/disapprove applications for MCRD/ERR PI access concerning solicitation and conduct of personal commercial affairs by dealers, agents, vendors, and tradespersons.

(2) Apprise the Chief of Staff of any violations and recommend enforcement actions.

(3) Coordinate with MCCS to ensure compliance with reference (i).

(4) The AFDCB President will sign the Depot Trade Permit when all staff actions are complete, and it is approved by a majority board vote.

(5) The AFDCB President is responsible for notifying each applicant, by official correspondence, on the status of their Depot Trade Permit application after the board votes.

e. PMO

(1) Grant MCRD/ERR PI access in accordance with reference (n). This order does not waive any part of other directives, instructions, and/or regulations.

(2) An individual holding a valid Depot Trade Permit,

designated by a blue "Approved" stamp, shall be granted access to MCRD/ERR PI.

(3) Direct individuals to the SJA office that are seeking to do business aboard MCRD/ERR PI and are requesting a Depot Trade Permit application.

f. Appeal Authority. In the event that a Depot Trade Permit is denied, the applicant may appeal the decision to the CIG. The CIG will conduct a final review of the application for the trade permit and either grant or deny the AFDCB's initial decision.

g. Availability. Appendix B and Appendix C are available from SJA, G-3 Security, or the CIG office.

Appendix A

DEFINITIONS

1. Access Control. See "physical access control."
2. Applicant. An individual requesting physical access to a facility and/or Installation.
3. Biographic Information. Facts of, or relating to, a person that asserts and/or supports the establishment of their identity. The identity of U.S. citizens is asserted by their social security number and given name. Other biographic information may include, but is not limited to, identifying marks such as tattoos, birthmarks, etc.
4. DoD Issued Card. Cards (other than the DoD CAC) authorized by reference (a).
5. Escorted Individuals. Individuals who require access, without determination of fitness, or who must be accompanied by a sponsor with authorization to escort that individual. The escort requirement is mandated for the duration of the individual's visit.
6. Federal PIV. A physical artifact issued by the Federal Government to an individual that contains a photograph, cryptographic keys, and a digitized fingerprint representation so that the claimed identity of the card holder can be verified by another person (human readable and verifiable) or a computer system readable and verifiable. This card is conformant with the standards prescribed in reference (f).
7. Fitness. Level of character and conduct determined necessary for the basis of access control decisions identity proofing. The process of providing or reviewing federally authorized acceptable documentation (INS Form I-9) for authenticity.
8. Identity Proofing. The process of providing or reviewing federally authorized acceptable documentation DHS Form I-9 for authenticity.
9. Outstanding Warrant. An outstanding arrest warrant is an arrest warrant that has not been served. A warrant may be outstanding if the person named in the warrant is intentionally evading law enforcement, is unaware that a warrant has been

issued for him/her, the agency responsible for executing the warrant has a backlog of warrants to serve, or a combination of these factors.

10. Physical Access Control. The process of physically controlling personnel and vehicular entry to Installations, facilities, and resources. Access will be either unescorted or escorted.

11. Physical Security. That part of security concerned with active and passive measures designed to prevent unauthorized access to personnel, equipment, Installations, and information, and to safeguard them against espionage, sabotage, terrorism, damage, and criminal activity. Designed for prevention and provides the means to counter threats when preventive measures are ignored or bypassed.

12. Reciprocal Physical Access. Mutual recognition of physical access privileges granted by an Installation CO.

13. Restricted Access Area. An area where special restrictive measures are employed to prevent or minimize incursions and/or interference, where special security measures are employed to prevent unauthorized entry and/or movement. Restricted areas are designated and authorized by the Installation Commander, activity commander and/or director, properly posted, and employ multiple physical security measures.

14. Screening. The physical process of reviewing a person's presented biographic and other identification, as appropriate, to determine their authenticity, authorization, and credential verification against a government data source.

15. Trusted Traveler. A procedure that allows for uniformed service members and spouses, DoD employees, and retired uniformed service members and spouses to vouch for occupants in their immediate vehicle, provided the Trusted Traveler vehicle operator possesses a valid identification card and has a clear NCIC check. Trusted Travelers are entirely responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by requirements of the Installation CO.

16. Unescorted Individuals. Personnel who have been identity proofed and favorably vetted in accordance with reference (a),

are eligible for unescorted access aboard the Installation; but are subject to any controlled or restricted area limitations, as appropriate.

17. Vehicle Registration. Contractors, vendors, and students must meet all of the requirements for a temporary pass. Individuals must possess authorized paperwork to be granted access to the Installation that indicates the beginning and ending dates of the contract, place, and purpose. The individual's pass will expire on the date that the contract ends. All temporary passes will be stamped with the expiration date of the pass and the (VEH REGS) stamp in red ink only.

18. Vetting. An evaluation of an applicant or cardholder's character and conduct for approval, acceptance, or denial for the issuance of an access control credential or physical access.

Appendix B

PROCEDURAL GUIDELINES FOR SOLICITATION AND CONDUCT OF PERSONAL COMMERCIAL AFFAIRS BY DEALERS, AGENTS, VENDORS, AND TRADESPERSON

1. **PURPOSE**. To promulgate policy and regulations concerning the admission of individuals aboard the (MCRD/ERR PI) for the purpose of conducting business.

2. **GENERAL**

a. This letter applies to all persons, natural or corporate, who conduct, or intend to conduct, any solicitation or personal commercial affair on MCRD/ERR PI including all financial and insurance agents.

b. Trade permits authorize an accredited business or individual to conduct business on MCRD/ERR PI. Trade permits expire one year from issuance or on a specified expiration date. This permit is issued to those who conduct business of a frequent nature, such as salespersons or agents. When entering for business purposes, trade permit holders must present their permit regardless of whether they are permitted entry due to status as a service member, dependent, retiree, or civilian employee.

3. **REQUIREMENTS FOR ISSUANCE OF DEPOT TRADE PERMITS**. Requests for issuance of trade permits shall be made using the Depot Trade Permit application. The following information is required:

a. Accreditation of the applicant from the organization represented. An official letter from the employer is required that outlines the intent of the business, e.g. what type of services will the business provide, who do they plan to sell to, and where do they plan to set up the business?

b. Satisfactory evidence that the organization is a legal business entity. Factors the President will consider include evidence that the organization and individual applicant operates in a financially responsible manner, is properly licensed, and has a credible business reputation (e.g., business license).

c. Complete the applicant's information section on the Depot Trade Permit application.

d. Read the procedures and guidelines pertaining to the Depot Trade Permit and the Privacy Act information.

e. If you agree to uphold the procedures and guidelines and understand the Privacy Act information, sign and date the Depot Trade Permit application.

f. Personally deliver the completed Depot Trade Permit application, with the required documents, to the MCRD/ERR PI Staff Judge Advocate Office. Faxed or emailed copies are not acceptable.

g. The Armed Forces Disciplinary Control Board (AFDCB) President is responsible to notify the applicants, in writing, concerning the status of their application.

4. PROHIBITED PRACTICES

a. Solicitation of recruits, transient personnel in a group setting or "mass" audience and solicitation of any Department of Defense (DoD) personnel in a captive audience where attendance is not voluntary.

b. Making appointments with or soliciting military or DoD civilian personnel during their normally scheduled duty hours.

c. Soliciting in barracks, day rooms, unit areas, transient personnel housing, or other areas where the installation commander had prohibited solicitation.

d. Use of official military identification cards or DoD vehicle decals by active duty, retired, or reserve member of the military services to gain access to DoD installations for the purpose of solicitation. Solicitors with military identification cards and or DoD vehicle decals must present a valid Depot Trade Permit authorizing solicitation.

e. Using oral or written representations to suggest or give the appearance that the DoD sponsors or endorses any particular company, its agents, or the goods, services, and commodities it sells.

f. Entering into any unauthorized or restricted area.

g. Contacting DoD personnel by calling a government telephone, faxing to a government machine, or by sending e-mail to a government computer, unless a pre-existing relationship exists between the parties and the DoD member.

h. Procuring, supplying, or attempting to procure or supply roster listings or telephone numbers of Depot personnel for commercial solicitation.

i. Advertising of unfair, improper, or deceptive inducements to purchase or trade.

j. The use of any manipulative, deceptive, or fraudulent device, scheme, or artifice, including misleading advertising and sales literature.

k. Soliciting door-to-door; or without an appointment.

5. **REVOCATION OF TRADE PERMITS**

a. Violation of these procedures and guidelines may result in the revocation of a trade permit and individuals found in violation to this order, conducting business without permit are subject to federal trespassing charges. Permits for other Marine Corps and Navy installations may also be revoked.

b. Revocation authority rests with the AFDCB. Notification of revocation will be issued in writing and will include notice that the permit holder may appeal such revocation. A copy of this notice will be kept on file by the Command Inspector General (CIG). Revocation is immediate. After 30 days, or upon denial of an appeal, such revocation becomes permanent.

6. **APPEAL OF REVOCATION**

a. Upon receiving notice of revocation, a previous trade permit holder may, within 30 days, appeal such revocation.

b. Appeals will be made in writing to the CIG, Parris Island, South Carolina.

c. Upon receipt of an appeal, the CIG will compile all materials relating to issuance of a Trade Permit and the revocation of that permit, including a copy of the notice of revocation. These materials will be forwarded to the Staff Judge Advocate for review.

d. Within 30 days of the receipt of the appeal, the CIG will review the file and certify that the basis warrants revocation and that all procedural rules were followed. If the basis does not warrant revocation, procedural rules were violated, or a response is not forthcoming in 30 days, the trade permit will be reinstated by the CIG.

7. **ADVERTISING**

a. The Depot expects voluntary observance of the highest business ethics by enterprises soliciting with DoD personnel through advertisement in unofficial military publications when describing goods, services, commodities, and terms of the sale (including guarantees, warranties, and the like).

b. Solicitors may provide sponsorship to the Depot MCCA for program or events; sponsorship may not be used as a means to obtain personal contact information for any participant at the events without written permission from the individual participant. In addition, commercial sponsors may not use sponsorship to advertise products and/or services not specifically agreed to in the sponsorship agreement.

c. The CG may permit organizations to display sales literature in designated locations subject to command policies. In accordance with DoD 7000.14-R, Volume (9a) (Reference(c)), distribution of competitive literature of forms by off base banks and/or credit unions is prohibited on installations where an authorized on-base bank and/or credit union exists.

8. **REQUIREMENTS OF FINANCIAL OR LIFE INSURANCE AGENTS.** DOD 7000.14-R, Volume 7A, Financial Management Regulation and DOD Instruction 1344.07, Personal Commercial Solicitation on DoD Installation governs this type of solicitation on MCRD/ERR PI.

a. Agents must comply with the Depot Trade Permit procedures and South Carolina licensing requirements.

b. Agents will not assume or use titles such as "Battalion Insurance Counselor", "Unit Insurance Advisor", "SGLI Conversion Consultant", or any other name or title which raises any inference of official government or unit approval.

c. Agents may not use a government office or desk for an interview other than for a specific prearranged appointment. During prearranged appointments, the agent or representative will not display desk plaques or other signs announcing name or company affiliation.

d. The use of base bulletin boards, the plan of the day (POD), or other notice, official or unofficial, which announces the presence of an agent or his availability is prohibited.

e. The distribution of literature or advertising materials to anyone other than to a person being interviewed by prearrangement is prohibited.

Print Form

DEPOT TRADE PERMIT APPLICATION

This completed form **authorizes** access for business purposes per DepO 5512.4K.
The maximum duration of this Trade Permit is twelve months from date of approval.

Applicant's Information:

Full Name:			
Address:			
City/State:			
Zip/Postal Code:	Phone #:		
E-Mail:			
Full SSN:			
DOB:	Gender:		
Height/Weight:	Hair/Eyes Color:	Race:	
DL# and State:			

MCRD PI G3 / SECURITY MANAGER
P.O. Box 19300
Parris Island, South Carolina
29905
Phone: 843-228-4174/3429/4091



Trade Permit for:

Business:			
Duration Requested:	Duration Granted:		
Supervisor Signature:			

By signing this document, I certify I have read and understand the procedures and guidelines pertaining to solicitation and the conduct of personal commercial affairs by dealers, agents, vendors, and trades persons on the Depot. Further, I understand that failure to comply with these regulations may result in the withdrawal of my privileges to conduct business on the Depot, as well as other Department of the Navy or Department of Defense installations. In addition, I understand that willfully providing false or fraudulent information used to obtain a trade permit may constitute a criminal violation of 18 U.S.C. 1001, which is punishable by imprisonment for up to five years and/or a fine not to exceed \$10,000.00.

If granted, this Trade Permit will not be transferable and is authorized for access to Parris Island only. The applicant agrees to comply with Federal / DOD guidelines and to consent to a local records check. Acknowledgement of this form provides Parris Island permission to conduct a routine background check on the applicant. I certify that the information on this form is true and accurate to the best of my knowledge. If the Depot Trade Permit is lost or stolen I will immediately report it to the Military Police Department at 843-228-2304.

Privacy Act Information: Authority Title 10, United States Code, Section 2012:

Principle Purpose: The purpose for requesting personal information, including social security number is to verify identification of the applicant and to assist civilian access onto Parris Island.

Routine Use: Information provided may be used to determine eligibility of applicants desiring access to Parris Island as well as for other lawful purposes including law enforcement and litigation. For other official purposes, information on this form may be provided to other law enforcement agencies.

Disclosures: Submitting requested information is voluntary, however, failure to provide information will result in privileges being refused or withdrawn under this program. The Privacy Act Statement will apply throughout the duration of the Depot Trade Permit.

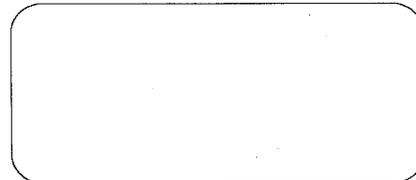
Applicant: _____
Sign & Date: _____

Submit the following documents to the Staff Judge Advocate (SJA):

- Proof of accreditation or affiliation, including a statement of business intent (e.g. Letter from employer). SJA Initials: _____
- Proof that the organization I represent is a legal business entity (e.g., business license). SJA Initials: _____

Staff Actions Required:

- Background check conducted on _____ Security Initials: _____
- Background check allows access. Security Initials: _____
- Application reviewed for accuracy. CIG Initials: _____



Approved: _____
Sign & Date: _____

Print Form

FRIENDS OF PARRIS ISLAND APPLICATION

Request the following "Friend of Parris Island" be authorized access to the installation.
The maximum duration of this Access Pass is twelve months from date of approval.

Guest's Information:

Full Name:			
Address:			
State/Province:			
Zip/Postal Code:			
Phone#:		E-mail:	
Duration Requested:		Duration Granted:	
Full SSN:			
DOB:		DL# and State:	

MCRD PI G3 / SECURITY MANAGER
P.O. Box 19300
Parris Island, South Carolina
29905
Phone: 843-228-4174/3429/4091
FAX FORMS TO:
Fax: 843-228-3708



This form **does not** authorize access for business purposes. A trade permit should be obtained per DepO 5512.4K for that purpose.

Description:

Height/ Weight:		Hair/Eyes Color:	
Race:		Gender:	

Sponsor:

Organization:	
Name & Phone#:	
Sponsor Signature:	

Comments: If granted, this access pass will not be transferable and is authorized for access to Parris Island only. The applicant agrees to comply with Federal / DOD guidelines and to consent to a local records check. Acknowledgement of this form provides Parris Island permission to conduct a routine background check on the applicant. I certify that the information on this form is true and accurate to the best of my knowledge. If the vehicle pass is lost or stolen I will immediately report it to the Military Police Department at 843-228-2304.

Privacy Act Information: Authority Title 10, United States Code, Section 2012:

Principle Purpose: **The Purpose for requesting personal information, including social security number is to verify identification of the applicant and to assist civilian access onto Parris Island.**

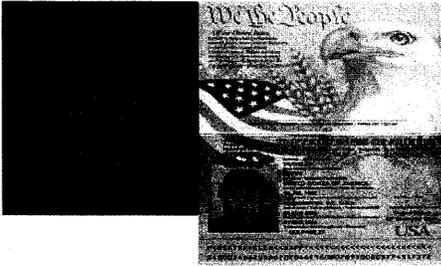
Routine Use: **Information provided may be used to determine eligibility of applicants desiring access to Parris Island as well as for other lawful purposes including law enforcement and litigation. For other official purposes, information on this form may be provided to other law enforcement agencies.**

Disclosures: **Submitting requested information is voluntary, however, failure to provide information will result in access privileges being refused or withdrawn under this program. The Privacy Act Statement will apply throughout the duration of the access pass.**

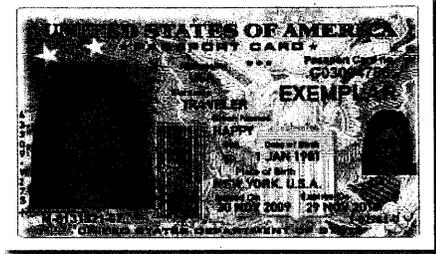
Requester: Print, Sign, & Date:	
------------------------------------	--

Approved by Security: Print, Sign & Date:	
---	--

Acceptable Identity Source Documents



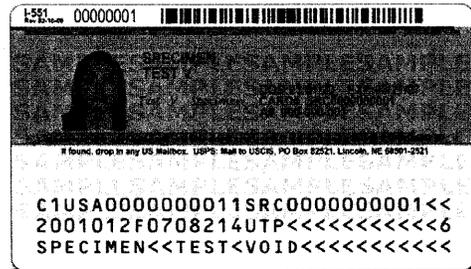
U.S. Passport



U.S. Passport Card



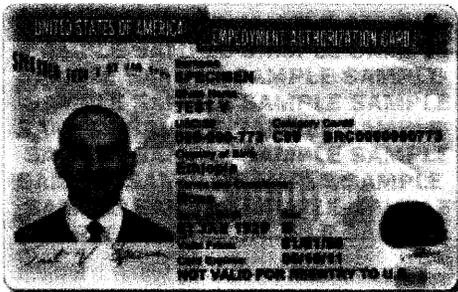
Permanent Resident Card
Card (Form I 551)



Alien Registration Receipt

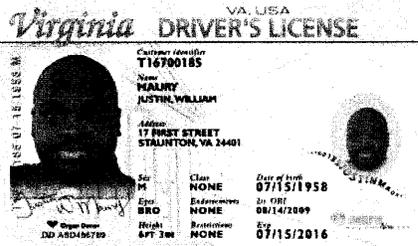


Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)

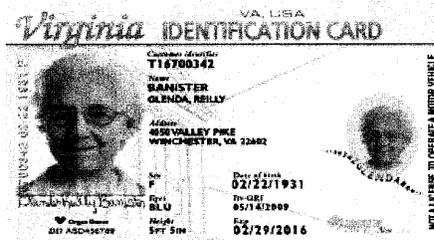


Employment Authorization Document (Card) that contain a photograph (Form I-766)

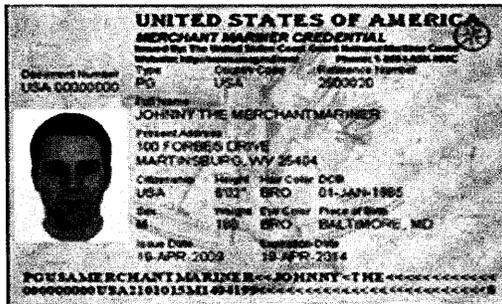
Acceptable Identity Source Documents



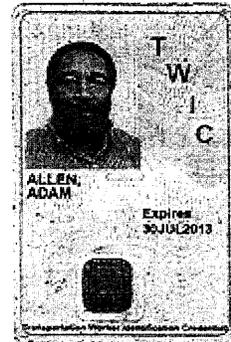
Current Driver's license issued by a state or outlying possession of the United State provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address



ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address



U.S. Coast Guard Merchant Mariner Card



Transportation Worker Identification Credential (TWIC)