UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
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StaO 5510.15
MAD
JUN 0 3 2008

STATION ORDER 5510.15

From: Commanding Officer
To: Distribution List

Subj: INSTALLATION ACCESS POLICY

Ref: (a) MCO 5510.15
(b) DoD 5200.8R
(c) Homeland Security Presidential Directive 12
(d) StaO 5510.30A
(e) StaO 5512.2
(f) StaO 1740.1
(g) MCO 5510.16A
(h) MarAdmin 477/04
(i) MarAdmin 384/05

Encl: (1) Locator Sheet
(2) Criteria for Revoking/Denying Access to MCAS Yuma
(3) MCAS Yuma PIIF
(4) MCAS Yuma Contractor CAC Validation Appointment
(5) MCAS Yuma PIIF Validation Appointment
(6) Authorized Taxi Waiting Area Aboard MCAS Yuma
(7) MCAS Yuma Access Roster

1. Purpose. To establish policies for the granting of access privileges to Marine Corps Air Station (MCAS) Yuma.

2. Cancellation

a. StaO 5512.3

b. CO, MCAS Yuma Policy Letter 002-05 of 8 Mar 2005.

3. Background. This directive supplements and implements the references. This directive is applicable to all military, civilian, and contractor personnel assigned to MCAS Yuma as well as any individual or organization desiring to gain access to the Air Station.

4. Actions. Commanding Officers, Department Heads, Supervisors, and Contracting Officers are responsible for the full implementation of this directive.

W. E. PRICE
Acting

Distribution: A

CHAPTER 1

INTRODUCTION

1000. BASIC POLICY

1. This order implements reference (a). Reference (a) requires all installation commanders to promulgate regulations that address the entry, exit, and removal of persons from installations under their command. Further, it delegates broad discretion to installation commanders in determining these regulations. However, it also directs that installation commanders may not exercise this authority in an arbitrary, capricious, or discriminatory manner. Removal or denial actions must be based on reasonable and articulate grounds and be judiciously applied.

2. Entry onto MCAS Yuma is a privilege, not a right. Persons entering the installation must have a bona fide reason for doing so. This includes uniformed military personnel, family members, DoD civilian employees, DoD contract employees, as well as the general public.

1001. OBJECTIVES. This order is designed to enhance the integrity and security of the installation by ensuring that a comprehensive, coherent, and consistent policy is promulgated and enforced.

1002. CONCEPT OF OPERATIONS

1. To the maximum extent practicable, within manpower and resource constraints, all individuals desiring access to the installation will be subject to a background investigation of some type. The nature of this investigation will depend on the purpose and duration of the individual(s) requested access.

2. To the maximum extent practicable, within manpower and resource constraints, all individuals granted access to the installation will be issued a document that indicates the identity of the individual, the duration of time that access has been granted, and any limitations on the access granted. This document must remain in the possession of the individual, is not transferable, and must be presented upon demand to installation security officials.

3. It is not possible to list every basis for bona fide access to the installation. In these instances, individuals responsible for the enforcement of this order are expected to exercise judgment and common sense.

4. There are specific reasons for automatically denying access to individuals seeking entry onto the installation. See enclosure (2).

5. Nothing in this order is to be construed as limiting the Commanding Officer's authority to maintain a secure installation. Within the constraints of paragraph 1000.1, the Commanding Officer may modify current security practices or implement new regulations as deemed appropriate. Modifications may be in the form of formal changes to this order; however, when speed of implementation is essential, the modification may be simply in the form of a verbal order.

CHAPTER 2

FORMS OF ACCESS DOCUMENTATION

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CHAPTER 2

FORMS OF ACCESS DOCUMENTATION

2000. INTRODUCTION. There are several forms of documents that are acceptable for the purpose of installation access. This chapter discusses the most common types.

2001. COMMON ACCESS CARD (CAC)

1. General. Reference (b) implements the mandate of reference (c) that all Federal Departments and Agencies adopt a common credential for purposes of identification and access. Reference (b) designates the CAC as the principal identity credential for supporting interoperable access to installations, facilities, buildings, and controlled spaces. The CAC provides for a consistent, government-wide, identification and authentication approach to facility and information security, and increases confidence in the overall security posture. The CAC, upon presentation at perimeter security locations, shall be accepted for perimeter screening purposes.

2. Issuance. A CAC is issued to all active duty military members, members of the selected reserves, all Appropriated Fund (APF) employees of the DoD, all Non Appropriated Fund (NAF) employees of the DoD (except as noted below), and designated DoD contractors.

a. NAF Flex Employees. NAF flex employees will be issued MCAS Yuma Personal Information Identification Forms (MCASYPIIF) for the first 90 days of employment. See paragraph 2007. After 90 days of employment, NAF flex employees will surrender their MCASYPIIF and be issued a CAC.

b. Designated DoD Contractors. A CAC will be issued to DoD contractors only if they have a functional requirement to utilize the CAC for CAC-enabled systems, networks, and/or installation/building access. Aboard MCAS Yuma, this typically means a requirement for flight line access, Navy/Marine Corps Intranet (NMCI) access, or other DoD, Public Key Infrastructure (PKI) encrypted systems. Only contractors who are U.S. citizens are eligible for a CAC. All other DoD contractors will be issued a MCASYPIIF or MCAS Yuma Access Card (MCASYAC) as appropriate.

3. Expiration Dates

a. Regular Military Officers - Indefinite.

b. Reserve Military Officers - Date of expiration of Reserve obligation.

c. Enlisted Personnel - Date of expiration of enlistment contract.

d. APF and NAF Employees - Three years from issue.

e. DoD Contractors - Date of expiration of contract or three years, whichever is less.

2002. DD FORM 2. DD Form 2 is used for two primary purposes - to identify retired members of the DoD uniformed services or to identify members of the reserves. DD Form 2, upon presentation at perimeter security locations, shall be accepted for perimeter screening purposes.

1. Expiration Dates

a. Retired members of the DoD Uniformed Services - 25 years from date of issue.

b. Reserve Members - Date of expiration of Reserve obligation.

2003. DD FORM 1173. DD Form 1173 is used to identify family members of active duty and retired members of the DoD uniformed services. DD Form 1173, upon presentation at perimeter security locations, shall be accepted for perimeter screening purposes.

1. Expiration Dates

a. Family members of active duty military - Same as sponsor.

b. Family members of retired members of the DoD uniformed services - Same as sponsor.

2004. DD FORM 1173-1. DD Form 1173-1 is used to identify family members of reservists. DD Form 1173-1, upon presentation at perimeter security locations, shall be accepted for perimeter

screening purposes.

1. Expiration Date. Same as sponsor.

2005. DD FORM 2574 (ARMED FORCES EXCHANGE IDENTIFICATION AND PRIVILEGE CARD). DD Form 2574 is issued to authorized patrons of exchanges who do not otherwise require the Armed Service Identification Card for benefit or identification purposes. DD Form 2574 does not authorize holders to use other MCCS services or activities such as the Temporary Lodging Facility, pools, theater, etc. DD Form 2574, upon presentation at perimeter security locations, shall be accepted for perimeter screening purposes only during the hours of operation of the Exchange and Marine Mart. It is not valid for installation access at any other time. Further, holders are limited to travel from the gate to either the Exchange or Marine Mart. Holders found on other areas of the installation may be prosecuted for trespassing on a federal reservation.

2006. MCAS YUMA ACCESS CARD (MCASYAC). The MCASYAC is a locally produced plastic identification card. The MCASYAC, upon presentation at perimeter security locations, shall be accepted for perimeter screening purposes.

1. Issuance. A MCASYAC may be issued to a variety of individuals. It is principally issued to DoD contractors who require access to the installation in excess of thirty days but do not meet the criteria for issue of a CAC as detailed in paragraph 2001.2.b. It is also issued to certain non DoD affiliated individuals that have a bona fide purpose for recurring access to the installation.

2. Expiration Date. Date of contract expiration or one year, whichever is less.

2007. MCAS YUMA PERSONAL INFORMATION IDENTIFICATION FORM (MCASYPIIF). See enclosure (3). The MCASYPIIF is a locally produced paper form. It serves a number of purposes:

1. As a Form of Identification. When used for this purpose, it is principally issued to DoD contractors who require access to the installation for 30 days or less. The MCASYPIIF alone is not sufficient for perimeter screening purposes:

a. For United States citizens, it shall be accepted for perimeter screening purposes only when accompanied by the

individual's valid state picture ID card, or valid state driver's license.

b. For resident aliens, it shall be accepted for perimeter screening purposes only when accompanied by the individual's valid alien residence card.

2. As an application for a MCASYAC.

3. As an application for a contractor CAC.

4. As an application for an MCCS Privileges Card.

2008. LAW ENFORCEMENT CREDENTIAL. As a professional courtesy, local, county, state, and federal law enforcement credentials, upon presentation at perimeter security locations, shall be accepted for perimeter screening purposes. However, these officials must still have a bona fide purpose for entering the installation.

2009. CHAPEL PASS. Chapel passes are issued to non DoD affiliated individuals who wish to gain access to the installation during periods designated by the Commanding Officer, (typically Sundays) for church services. They are issued to individuals who have registered with the Chaplain's Office and have been the subject of an appropriate background check. They may only be issued to U.S. citizens. Chapel Passes are good for Sundays only, allowing travel to and from the Chapel and the consolidated club for Sunday brunch. They are not transferable. The Chapel Pass alone is not sufficient for perimeter screening purposes. It must be accompanied by the individual's valid state picture ID card or valid state driver's license.

1. Expiration Date. One year from issue.

2010. EDUCATION PASS

1. A number of civilian colleges and universities maintain Educational Support Agreements (ESA) with the installation. ESAs allow these institutions to conduct classes at the Education Center. While most students and many of the instructors are affiliated with the DoD, some may not be. Education Passes are issued to these individuals. They must register with the installation Education Services Officer in accordance with the applicable ESA and be the subject of an

appropriate background check. Education Passes are good for one hour prior to the scheduled beginning of class to one hour after the scheduled end of class, on the days for which classes are scheduled. They may only be issued to U.S. citizens. Education Passes allow for travel only to and from the Education Center. They are not transferable.

2. Instructors will be issued a MCASYAC as defined on paragraph 2006.

3. Students will listed on an access roster as defined in paragraph 2012.

4. Expiration Date. The last scheduled date of class.

2011. CLUB INFINITIES PASS. Club Infinities passes are issued to non DoD affiliated individuals who wish to gain access to the installation, during periods designated by the Commanding Officer, for the purpose of facilitating entry to Club Infinities. The Club Infinites Pass only authorizes the holder to proceed directly from the gate to Club Infinities and directly from Club Infinities to the gate. The pass may only be issued to U.S. citizens. Individuals issued a Club Infinities Pass are subject to appropriate background checks as a condition of access.

1. The Club Infinities Pass alone is not sufficient for perimeter screening purposes. It shall be accepted for perimeter screening purposes only when accompanied by the individual's valid state picture ID card, or valid state driver's license.

2. Expiration. 30 minutes after closing time for the event it was issued.

2012. ACCESS ROSTERS

1. For the purposes of this order, an access roster is a list of individual names available at perimeter security locations whose members have undergone a background check. Access rosters are used for a variety of purposes, such as attending a specific event at the chapel or consolidated club. Individuals are only authorized to proceed directly from the gate to the event location and back. Individuals listed on an access roster are subject to appropriate background checks as a condition of access. Being listed on an access roster alone is not

sufficient for perimeter screening purposes:

a. For United States citizens, entry will be authorized only when the individual presents a valid state picture ID card, or valid state driver's license.

b. For non United States citizens, entry will be authorized only when the individual presents a valid alien residence card. Foreign registered vehicles are not allowed aboard the installation.

2. Expiration. 30 minutes after scheduled end of the event for which it was issued.

2013. DOD VEHICLE DECAL. A DOD vehicle decal serves a variety of purposes, one of which is to facilitate the efficient movement of vehicles onto the installation without the occupants being required to present any of the forms of access documentation discussed in this order. However, all occupants of these vehicles must have this documentation in their possession and be prepared to present it upon demand.

2014. TEMPORARY VEHICLE PASS. Similar in purpose to a DOD vehicle decal. However, since a DOD vehicle decal is expensive, a locally generated temporary vehicle decal may be issued in lieu of the DOD vehicle decal. As with DOD decals, the occupants of a vehicle issued a temporary vehicle pass must have the requisite documentation as contained in this order in their possession and be prepared to present it upon demand.

2015. FOREIGN MILITARY IDENTIFICATION CARDS. A military identification card from any foreign country is insufficient for installation access. Foreign military personnel must be visiting for a bona fide purpose as approved by Headquarters Marine Corps. Headquarters Marine Corps will provide the Mission Assurance Department with a list of the names of foreign military members approved for access. This access roster, combined with a valid foreign military identification card, shall be accepted for perimeter screening purposes.

CHAPTER 3

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CHAPTER 3

RESPONSIBILITIES

3000. MISSION ASSURANCE DEPARTMENT (MAD). The Mission Assurance Department has overall cognizance of this program. Specific responsibilities include:

1. Contractor Verification System (CVS). The CVS is a web based program for entering contractor information into the Defense Enrollment Eligibility System (DEERS) for CAC issue.

a. Trusted Agent Security Manager (TASM). The TASM maintains oversight of the CVS program. The TASM shall be a member of the MAD. The TASM shall appoint sufficient Trusted Agents (TAs) to process contractor CAC applications.

b. Trusted Agent (TA). The TA is responsible for entering pertinent contractor information into the CVS.

c. Investigation Initiation and Tracking

(1) The MAD will initiate and track the results of the National Agency Check with Inquiries (NACI) investigation as mandated by reference (b) for the issue of a CAC to a contractor.

(2) The MAD will initiate and track the results of the requisite National Security investigation as mandated by reference (d) for:

(a) Uniformed military members, APF employees, and NAF employees that require a security clearance.

(b) APF and NAF employees filling sensitive positions as defined in reference (d).

2. Access Rosters

a. The MAD will serve as the central office for the submission of names for inclusion on an access roster as defined in paragraph 20012.

b. The MAD will conduct an appropriate background check on individuals submitted for inclusion on the access roster, using

enclosure (2) as a guide.

c. After vetting, the access roster shall be forwarded to the Provost Marshal's Office to be made available at the installation entry control points.

3. Foreign Military Visits. The MAD will serve as the central office for the initial vetting of foreign military visits and deployments. The MAD will receive Foreign Visit Requests from the Director of Intelligence, Headquarters Marine Corps and staff the request appropriately. If the request is approved, the MAD will forward the approved access list to the Provost Marshal's Office to be made available at the installation entry control points.

3001. PROVOST MARSHAL'S OFFICE. The Provost Marshal's Office has the primary responsibility of enforcing the provisions of this order. Additionally, it has specific responsibilities to include:

1. Common Access Card (CAC). The Provost Marshal's Office will conduct an appropriate background check on the following individuals prior to the issue of a CAC (Note - coordination with the installation Real Time Automated Personnel Identification System (RAPIDS) Office is required):

a. Appropriated Fund Employees.

b. Nonappropriated Fund Employees.

c. DoD Contractors.

2. MCAS Yuma Access Card (MCASYAC)

a. The Provost Marshal's Office will serve as the central office for the processing and issuing of the MCASYAC as defined in paragraph 2006.

b. The Provost Marshal's Office will conduct an appropriate background check on individuals prior to issuing a MCASYAC.

3. MCAS Yuma Personal Information Identification Form (MCASYPIIF)

a. The Provost Marshal's Office will serve as the central office for the processing and issuing of the MCASYPIIF as

defined in paragraph 2007.1.

b. The Provost Marshal's Office will conduct an appropriate background check on individuals prior to issuing a MCASYPIIF.

4. Chapel Pass

a. The Provost Marshal's Office will serve as the central office for the issuing of the Chapel Pass as defined in paragraph 2009.

b. Upon receipt of an access roster from the MAD, the Provost Marshal's Office will issue the pass to the individual(s).

5. Education Pass. The Provost Marshal's Office will serve as the central office for the processing and issuing of the Education Pass as defined in paragraph 20010.

a. Instructors. Upon receipt of a validated MCASYPIIF from MCCS, the Provost Marshal's Office will conduct an appropriate background check and issue a MCASYAC to instructors meeting the criteria for installation access.

b. Students. Upon receipt of an access roster from the MAD, the Provost Marshal's Office will issue the pass to students.

6. Club Infinities Pass

a. The Provost Marshal's Office will serve as the central office for the processing and issuing of the Club Infinities pass as defined in paragraph 20011.

b. The Provost Marshal's Office will conduct an appropriate background check on individuals prior to issuing a Club Infinities Pass.

7. Publish hours of operation for the conduct of background checks for which it is responsible.

3002. INSTALLATION S-1 OFFICER. The installation S-1 Officer has the primary responsibility for the operation of the installation RAPIDS. Specific responsibilities include:

1. Common Access Card (CAC). The RAPIDS office will issue the CAC to active duty military and eligible reserve members, APF employees, eligible NAF employees, and eligible DoD contractors.

a. Active Duty Military and Reserve Members. CAC issue to active duty military and reserve members will be in accordance with reference (e). No further background check is required.

b. APF Employees. A CAC will be issued to an APF employee only after confirmation has been received from the Human Resources Office that a National Agency Check with Inquiries (NACI) has been submitted and the Provost Marshal's Office has completed an appropriate interim background check.

c. Eligible Contractors. A CAC will be issued to an eligible contractor only after the MAD has approved the issue of the CAC via the CVS and the Provost Marshal's Office has completed an appropriate interim background check.

2. DD Form 2. DD Form 2 will be issued to retired members of the DoD uniformed military services or members of the reserves as appropriate in accordance with reference (e). No further background check is required.

3. DD Form 1173. DD Form 1173 will be issued to family members of active duty and retired members of the DoD uniformed services in accordance with reference (e). No further background check is required.

4. DD Form 1173-1. DD Form 1173-1 will be issued to family members of reservists in accordance with reference (e). No further background check is required.

3003. HUMAN RESOURCES OFFICE (HRO)

1. In process newly hired APF employees. See paragraph 6001.

2. End of Employment. The HRO will collect the CAC from all APF employees when their employment at MCAS Yuma ends.

3004. MARINE CORPS COMMUNITY SERVICES (MCCS)

1. Issue DD Form 2574. See paragraph 2005. Prior to issuing DD Form 2574, MCCS shall ensure a MCASYPIIF is submitted to the PMO. PMO will conduct an appropriate background check and return the approved MCASYPIIF to MCCS. Upon receipt of the

approved MCASYPIIF, MCCS may issue DD Form 2574 to eligible personnel.

2. In process newly hired NAF employees. See paragraph 6002.

3. Appoint MCASYPIIF Validation Officials. See paragraph 3007. A primary and alternate may be appointed for both the MCCS Human Resources Division (for the use of the MCASYPIIF as a form of identification by newly hired NAF flex employees and as an application for DD Form 2574) and the Education Office (for use as a MCASYAC application for non-DoD affiliated instructors as discussed in paragraph 2009).

4. End of Employment. MCCS will collect the CAC or MCASYPIIF from all NAF employees when their employment at MCAS Yuma ends.

3005. CHAPLAIN'S OFFICE. The Chaplain's Office is responsible for receiving requests for Chapel Passes as defined in paragraph 2009 and submitting individual names to the MAD for inclusion on an access roster.

3006. CONTRACTING OFFICERS (KO)/CONTRACTING OFFICERS' REPRESENTATIVES (COR)/CONTRACTING OFFICERS' TECHNICAL REPRESENTATIVES (COTR). KOs, CORs, and COTRs all have responsibilities for managing DoD contracts. Although the scope of work is different for each category, for the purpose of this order the responsibilities are the same. Specific responsibilities include:

1. Appoint Contractors as MCASYPIIF Validation Officials. See paragraph 3007. Appointment is limited to a primary and alternate official only. For NAF activities, only the KO, with the approval of the MCCS Director, can perform this duty.

2. Appoint Contractors as Contractor CAC Application Validation Officials.

a. Appointment will be in writing using enclosure (4).

b. Enclosure (4) will be submitted to the MAD, with a copy provided to the PMO.

c. Only a primary and alternate contractor may be appointed for each contract. However, the KO/COR/COTR may also sign a MCAS Yuma CAC application if he/she is the signatory on

enclosure (4).

d. For NAF activities, only the KO, with the approval of the MCCS Director, can perform this duty.

e. See paragraph 6003 for specific application procedures.

3. End of Employment. KOs, CORs, and COTRs will collect the CAC or MCASYPIIF (when used as a form of identification) from all employees when their employment at MCAS Yuma ends.

3007. MCASYPIIF VALIDATION OFFICIAL

1. MCASYPIIF Validation Officials serve two purposes:

a. When the MCASYPIIF is to be used as a form of identification, Validation Officials are certifying that the individual has a bona fide purpose for being granted installation access.

b. When the MCASYPIIF is to be used as an application for a Contractor CAC, MCASYAC or MCCS Privileges Card, Validation Officials are certifying that the individual has a bona fide purpose for being issued the credential.

2. Validation Officials must be one of the following:

a. Military members,

b. Government Employees, or

c. Prime Contractors.

3. Validation Officials will be appointed in writing using enclosure (5). Enclosure (5) will be submitted to the PMO, with a copy provided to the MAD.

4. Unless otherwise noted in this order, only a primary and alternate Validation Official may be appointed for each contract or department. However, the Validation Official may also sign a MCASYPIIF if he/she is the signatory on enclosure (5).

5. Responsibilities

a. Ensuring enclosure (3) is completed and signed. It is particularly important that the Validation Official indicate

whether the MCASYPIIF is to be used as a form of identification or as an application for a MCASYAC or MCCS Privilege Card.

b. Ensuring the individual listed on the MCASYPIIF presents enclosure (3) to PMO's Pass and Registration Office along with:

(1) U.S. citizens - a valid state picture ID card or valid state driver's license.

(2) Alien Residents - an Alien Residence card and Social Security card.

3008. CONTRACTOR CAC VALIDATION OFFICIAL

1. The Contractor CAC Validation Official certifies that a contractor has a bona fide purpose for being issued a CAC. See paragraph 2001.2.b for eligibility requirements.

2. Validation Officials will be appointed in writing using enclosure (4).

3. Enclosure (3) will be used for requesting a CAC for a contractor.

4. Only a primary and alternate Validation Official may be appointed for each contract. However, the Validation Official may also sign a Contractor CAC Application if he/she is the signatory on enclosure (4).

5. Responsibilities

a. Ensuring enclosure (3) is completed and signed. It is particularly important to include the justification for the issue of a CAC in the Remarks Section.

b. Ensuring the individual listed on enclosure (3) presents it to the Mission Assurance Department along with a valid state picture ID card or valid state driver's license.

CHAPTER 4

COMMERCIAL COMPANIES AND SERVICE PROVIDERS

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CHAPTER 4

COMMERCIAL COMPANIES AND SERVICE PROVIDERS

4000. INTRODUCTION

1. Commercial companies represent one of the most difficult challenges in securing the installation. While their access to the installation is required for every day operations as well as the quality of life for installation residents, they still must meet a minimum requirement for security purposes. This chapter details these requirements. The requirements contained in this order are in addition to those contained in reference (f).

2. Entry to Conduct Business

a. Unless specifically exempted below, all companies or individuals desiring to conduct business aboard the installation shall first complete the requirements for conducting a business aboard the installation as detailed in reference (f). This includes obtaining a Solicitation Authorization Letter (SAL) from the Joint Law Center. Unless specifically authorized in writing, all attempts to solicit additional business while aboard the installation are strictly prohibited.

b. Companies will submit to the MAD a copy of the SAL along with a letter, on company letterhead, listing the employees for which they request access. These items may be submitted via fax. The letter shall contain the following:

(1) Last name, first name, middle initial of each employee.

(2) Date of birth of each employee.

(3) Social Security number.

(4) Country of birth of each employee.

(5) Country of citizenship of each employee.

(6) Point of contact for the company, including phone number.

c. Employees are not authorized access until they have been the subject of an appropriate background check and the MAD has

notified the company that the individuals have been granted access.

d. Drivers will only be allowed to enter the installation for a specific purpose and are only authorized to travel aboard the installation to the extent needed to complete their respective business.

(1) For taxi companies, it is to pick up personnel that specifically requested a cab, or to drop off personnel authorized aboard the installation. For pick up, the driver must be able to provide the gate sentry with the customer's name, phone number, and location.

(2) For personal delivery companies, it is to make a delivery to a certain person or organization. The driver must be able to provide the gate sentry with a point of contact's name, phone number, and location.

(3) For house cleaning companies, it is to proceed from the gate directly to the residence(s) and directly back to the gate upon completion.

e. All vehicles entering or exiting the installation are subject to inspection by security personnel.

f. Companies are responsible for the conduct of their employees while aboard the installation. Repeated traffic regulation infractions, unauthorized attempts to enter any part of the installation, or unauthorized solicitation while aboard the installation may subject the company as a whole to be temporarily suspended or permanently debarred from the installation. Total discretion for suspension and/or debarment action shall rest with the Commanding Officer of the installation.

g. All personnel are responsible for being familiar with the procedures for utilization of taxi and delivery/services aboard MCAS Yuma. When requesting these services aboard the installation, an individual must provide the following information to the company:

(1) Full name.

(2) Desired location of pick up.

(3) Contact phone number.

4001. GENERAL. There are various types of commercial companies that do business aboard the installation. For purposes of this order, they can be divided into four categories:

1. Taxi Companies. These companies require access to deliver our most precious cargo - our people.

2. Personal Delivery/Service Companies. These companies deliver a variety of goods and services to individuals aboard the installation. Examples include pizza delivery companies, flower delivery companies, and house cleaning services.

3. Local Commercial Package/Cargo Delivery Companies. These companies deliver a variety of packages and cargo to individuals as well as organizations. Examples of these companies include Federal Express, United Parcel Service, DHL, and companies under contract to re-stock vending machines, etc.

4. Heavy Cargo Delivery Companies. These are companies contracted by DoD to haul heavy cargo. Typically, but not always, they are long haul cargo companies. Examples include MCCS Retail cargo deliveries, Commissary deliveries, deliveries in support of deployed units, and ordnance deliveries.

4002. ADDITIONAL REQUIREMENTS FOR TAXI COMPANIES

1. Taxicabs are not authorized aboard the Cannon Air Defense Complex.

2. Driving aboard the installation for the purpose of soliciting fares is prohibited. In the event of special functions conducted at the consolidated club, taxicabs will be allowed to enter the installation and park outside the club in accordance with enclosure (6) without a pre-designated fare. A maximum of six cabs will be allowed on the installation for this purpose. Examples of special events club functions are Infinities club night, Mess Nights, Marine Corps Ball functions, and other events as coordinated with MCCS.

3. PMO will ensure the maximum number of taxicabs allowed on the installation at any time does not exceed six, unless otherwise directed by the installation Commanding Officer.

4003. HOME MEDICAL CARE. Occasionally, a family member residing in base housing requires medical care in which a care giver must have access to the member, at the residence, on a routine, occurring basis. While a SAL is not required, the following procedures apply:

1. The sponsor must submit an Administrative Action (AA) Form, via his/her chain of command **AND** the Officer in Charge, Branch Medical Clinic, to the Commanding Officer, Marine Corps Air Station, Yuma. The AA form must contain the following information:

a. Nature of the requested care.

b. Last name, first name, middle initial of the care giver.

c. Date of birth of the care giver.

d. Social Security number of the care giver.

e. Country of birth of the care giver.

f. Country of citizenship of the care giver.

g. Point of contact for the sponsor, including phone number.

h. Requested duration of the care.

2. If approved by the Commanding Officer, PMO will contact the sponsor and direct them to report to the Pass and Registration Office along with the care giver for the issue of a MCASYAC. The care giver must possess the documents listed in paragraph 3007.4.b.

4004. LOCAL COMMERCIAL PACKAGE/CARGO DELIVERY COMPANIES. These companies typically experience a lower turnover in personnel than do taxi and personal delivery/services companies. Additionally, they may require access to more sensitive areas of the installation than taxi and personal delivery companies.

1. Access procedures are identical to those for personal delivery/services companies, with the following exceptions:

a. A Solicitation Authorization Letter is not required, however, all other provisions of this order and reference (f)

are applicable.

b. All deliveries will be via the North (Commercial) Gate.

4005. HEAVY CARGO DELIVERY COMPANIES.

1. Drivers of heavy cargo delivery vehicles are not required to obtain a visitor pass, but are required to present a valid state drivers license and work order (bill of lading/delivery ticket, etc.) with a point of contact and destination address.

2. Drivers of heavy cargo delivery vehicles with a bill of lading identifying the transport of any form of explosives will be directed to the installation Weapons gate, located on County Road 13, south of the installation.

3. All drivers of these vehicles will undergo appropriate electronic background checks at the gate prior to being admitted access to the installation.

4. All heavy cargo deliveries, with the exception of explosives or those delivering to the Canon Air Defense Complex will enter through the North (Commercial) Gate only.

5. All heavy cargo delivery vehicles are subject to inspection at the commercial vehicle inspection area.

CHAPTER 5

ONE TIME ORGANIZATIONAL AND GROUP ACCESS

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CHAPTER 5

ONE TIME ORGANIZATIONAL AND GROUP ACCESS

5000. INTRODUCTION. Civilian organizations and groups of individuals often desire a "one-time" use of facilities aboard the installation as a venue for hosting a particular event. While their access to the installation is generally of some benefit to the installation, they still must meet a minimum requirement for security purposes. This chapter details these requirements.

5001. GENERAL. There are various categories of organizations and individuals who desire a "one-time" use of facilities aboard the installation. These organizations and groups must have a DoD affiliated sponsor. Generally, these organizations and groups can be divided into three categories:

1. MCCS Activities. This category includes organizational events hosted by the Consolidated Club (i.e., Caballeros, Rotary Club, Chamber of Commerce, etc.) or individually sponsored events hosted by the Consolidated Club or other MCCS activities (i.e., wedding receptions, Quinceañera celebrations, pool parties, etc.).

2. Chapel Activities. This category generally consists of weddings or other "one-time" events hosted by the Chapel (note - this category does not include regularly conducted worship services; these activities are discussed in paragraph 2009).

3. Special Events. This category consists of "one-time" events such as change of command ceremonies, retirement ceremonies, etc.

5002. ACCESS PROCEDURES

1. Sponsoring Department/Organization. The Sponsoring Department/Organization is defined as the primary department/organization that is hosting the event aboard the installation. For instance, if an individual/organization contacts the Consolidated Club about hosting an event, MCCS is the sponsoring department. Similarly, if a tenant unit is conducting a change of command or retirement ceremony, the tenant unit is the Sponsoring Organization. The Sponsoring Department/Organization is responsible for:

a. Compiling an accurate roster of proposed attendees. The format for this roster is depicted in enclosure (7).

b. Forwarding the roster of proposed attendees to the Mission Assurance Department. The roster must be submitted no later than three (3) working days prior to the event. Requests submitted less than three working days prior to the event will be considered on a case by case basis. Electronic submission is the preferred method.

c. Informing the requesting organization/individual on the approval status of the event.

d. Informing the requesting organization/individual of the personnel identification requirements for access to the installation (valid driver's license, current registration, and proof of insurance for drivers, valid state picture ID card for all others).

e. If applicable, informing the requesting organization/individual of personnel who have been denied access to the installation for purposes of attending the requested event.

2. Mission Assurance Department. The MAD is responsible for:

a. Conducting appropriate background checks on the organization and proposed attendees.

b. Informing the sponsoring department/organization of the approval of the organization/group and its members for access to the installation.

c. Forwarding an approved access roster to the Provost Marshal's Office.

3. Provost Marshal. Screen event attendees using the approved access roster provided by the MAD.

4. Executive Officer. If required, arbitrate disagreements on individual or organizational/group suitability for access to the installation.

CHAPTER 6

SECURITY PROCEDURES FOR THE ISSUE OF THE COMMON ACCESS CARD

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CHAPTER 6

SECURITY PROCEDURES FOR THE ISSUE OF THE COMMON ACCESS CARD (CAC)

6000. INTRODUCTION. Paragraph 2001 discusses categories of individuals who are eligible for CAC issue. Criteria and procedures for CAC issue to active duty military members are discussed in reference (d). This chapter details procedures for CAC issue to Appropriated Fund (APF) employees, Non Appropriated Fund (NAF) employees, and eligible DoD contractors.

6001. PROCEDURES FOR APPROPRIATED FUND EMPLOYEES. The installation Human Resources Office (HRO) has primary staff cognizance over hiring APF employees. This includes individuals who have never held a position with the federal government as well as individuals transferred from another federal agency. The following procedures apply:

1. As part of its new hire in-processing, HRO will contact the Mission Assurance Department in order to determine whether or not the prospective employee has a current national security clearance or a current, favorably adjudicated investigation based on a NACI.

a. If the prospective employee has a current national security clearance or is the subject of a favorably adjudicated, current (adjudicated within 15 years) investigation based on a NACI, the submission of a NACI is not required provided there has not been a break in federal service of 24 months or greater between the time the individual left federal service and the date of hire. The HRO will assist the prospective employee in completing DD Form 1172 and direct the individual to report to the RAPIDS office with the form for issue of a CAC. Prior to the issue of the CAC, PMO will complete an appropriate background check.

b. If the prospective employee does not meet the criteria of paragraph 6001.1.a, the following applies:

(1) If the prospective employee will be filling a non sensitive position as defined in reference (d), HRO will initiate an investigation via a NACI. Additionally, HRO will assist the prospective employee in completing DD Form 1172 and direct the individual to report to the RAPIDS office with the

form for issue of a CAC.

(a) PMO will complete an appropriate interim background check prior to the individual being issued a CAC.

(2) If the prospective employee will be filling a non critical sensitive or critical sensitive position as defined in reference (d), HRO will assist the prospective employee in completing DD Form 1172 and direct the individual to report to the RAPIDS office with the form for issue of a CAC.

(a) PMO will complete an appropriate interim background check prior to the individual being issued a CAC.

(b) Following the issue of the CAC, the employee will report to the Mission Assurance Department for the initiation of an appropriate national security investigation in accordance with reference (d).

6002. PROCEDURES FOR NON APPROPRIATED FUND EMPLOYEES. Marine Corps Community Services (MCCS) has primary staff cognizance over hiring NAF employees. This includes individuals who have never held a position with the federal government as well as individuals transferred from another federal agency. The following procedures apply:

1. As part of its new hire in-processing, MCCS will contact the Mission Assurance Department in order to determine whether or not the prospective employee has a current national security clearance or a current, favorably adjudicated investigation based on a NACI. (Note - MAD does not have the ability to research prior investigations conducted on NAF employees. Therefore, in addition to contacting the MAD, MCCS will also research past security investigations for NAF employees with the Army and Air Force Exchange Service).

a. If the prospective employee has a current national security clearance or is the subject of a favorably adjudicated, current (adjudicated within 15 years) investigation based on a NACI, the submission of a NACI is not required provided there has not been a break in federal service of 24 months or greater between the time the individual left federal service and the date of hire. MCCS will assist the prospective employee in completing DD Form 1172 and direct the individual to report to the RAPIDS office with the form for issue of a CAC. Prior to the issue of the CAC, PMO will complete an appropriate

background check.

b. If the prospective employee does not meet the criteria of paragraph 6002.1.a, the following applies:

(1) If the prospective employee will be filling a non sensitive position as defined in reference (d), MCCS will initiate an investigation via a NACI. MCCS will assist the prospective employee in completing DD Form 1172 and direct the individual to report to the RAPIDS office with the form for issue of a CAC.

(a) PMO will complete an appropriate interim background check prior to the individual being issued a CAC.

(2) If the prospective employee will be filling a non critical sensitive or critical sensitive position as defined in reference (d), MCCS will assist the prospective employee in completing DD Form 1172 and direct the individual to report to the RAPIDS office with the form for issue of a CAC.

(a) PMO will complete an appropriate interim background check prior to the individual being issued a CAC.

(b) Following the issue of the CAC, the employee will report to the Mission Assurance Department for the initiation of an appropriate national security investigation in accordance with reference (d).

2. Flex employees will initially be issued a MCASYPIIF in lieu of a CAC. MCCS will be responsible for completing the applicable portions of enclosure (3) and directing the employee to the installation Pass and Registration Office for approval of the MCASYPIIF. Duration of the MCASYPIIF will be for 90 days. Background checks required for issue of the MCASYPIIF will be conducted prior to the issue of the MCASYPIIF. At the 60th day of employment, MCCS will initiate the process for CAC issue as outlined in paragraph 6002.1.

6003. ELIGIBLE DOD CONTRACTORS. Eligibility criteria for DoD contractors is contained in paragraph 2001.2.b. The MAD has primary staff cognizance over issuing CACs to eligible contractors. The following procedures apply:

1. MCASYPIIF Validating Officials will complete the applicable portions of enclosure (3) and direct the individual to report to

the MAD with the form. The Mission Assurance Department will determine whether or not the contractor has a current national security clearance or a current, favorably adjudicated investigation based on a NACI.

a. If the contractor has a current national security clearance or is the subject of a favorably adjudicated, current (adjudicated within 15 years) investigation based on a NACI, the submission of a NACI is not required provided there has not been a break in federal service of 24 months or greater between the time the individual left federal service and the date of hire. The Mission Assurance Department will enter the contractor into the Contractor Verification System (CVS), to include approving the issue of a CAC, and direct the individual to report to the RAPIDS office for issue of a CAC.

b. If the contractor does not meet the criteria of paragraph 6003.1.a, a background check is required. The Mission Assurance Department will initiate a background check via a NACI. Upon submission of the request for NACI by the contractor, the Mission Assurance Department will approve the issue of the CAC via the CVS. The CVS will automatically notify the contractor of this action via email. Once the contractor receives this notification, he/she will report to the RAPIDS Office for issue of a CAC.

c. Prior to the issue of a CAC to a contractor, PMO will complete an appropriate background check.

CHAPTER 7

FOREIGN VISITS AND DEPLOYMENTS

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CHAPTER 7

FOREIGN VISITS AND DEPLOYMENTS

7000. INTRODUCTION. Visits to the installation by foreign nationals can occur via a variety of programs. They may occur in the form of a deployment of foreign military units to conduct training, as part of a military personnel exchange program, as a visit by foreign journalists, or as part of public outreach programs such as winter visitor tours or the Annual Air Show. Regardless of the means of access, the installation must carefully balance the benefits of granting foreign access to the installation with the requirement to operate the installation in a secure manner.

7001. GENERAL

1. Ref (g), supplemented by references (h) and (i), outlines the Marine Corps' policy on foreign visits and training deployments. In general, Marine Corps Air Station Yuma does not have the authority to commit to hosting foreign visits or deployments of any type except in limited circumstances.

2. Official foreign visits are those visits that have been vetted and sanctioned by Headquarters Marine Corps. Normally, the installation will support these visits if administratively and logistically feasible.

3. Unofficial foreign visits are those visits that have not been vetted and sanctioned by Headquarters Marine Corps. Normally, the installation will not support these requests.

4. The Mission Assurance Department shall be the installation's primary department for initial action for foreign visits/deployments. Departments receiving requests for foreign visits/deployments shall notify the Mission Assurance Department. The Mission Assurance Department shall keep the Naval Criminal Investigative Service apprised of all foreign requests for visits/deployments.

7002. FOREIGN TRAINING DEPLOYMENTS

1. MCAS Yuma does not have the authority to commit the Marine Corps to support the training of foreign military units. Further, it does not have the authority to discuss possible deployment options with foreign military members on an

"unofficial" basis (i.e., discussing possible logistics support, deployment dates, range availability, etc.). This practice undermines the requirements contained in references (g) through (i), violates OPSEC principles, and shall not occur. Foreign individuals contacting MCAS Yuma directly for this purpose will be directed to contact their respective embassy in accordance with the procedures detailed in paragraph 7003.

2. There are a number of DoD programs that support the training of foreign military units. Regardless of their origin, foreign military deployments must be vetted and approved by Headquarters Marine Corps and Marine Forces Pacific before liaison can be conducted with foreign military representatives.

7003. FOREIGN VISIT REQUESTS (FVR)

1. A foreign visit request is an official request from a foreign government to visit a military installation for a particular purpose. Many foreign military training requests do not fall under the category of a FVR; that categorization is the responsibility of Headquarters Marine Corps. More commonly, an FVR consists of a visit by a small group of individuals for the purpose of exchanging information with individuals/departments of the installation.

2. FVRs are managed by the Foreign Liaison Office (FLO) at Headquarters Marine Corps. The FLO receives specific requests from foreign embassies, vets the request and, if deemed in the best interests of the Marine Corps, forwards the request to the Mission Assurance Department. The MAD will staff the request appropriately and respond back to the FLO. This response will include the assignment of an appropriate point of contact/escort official from the cognizant department. Since FVRs received from the FLO have already been deemed in the best interests of the Marine Corps, every effort will be made to support the request.

3. FVRs serve a specific, limited purpose. Conversations/commitments beyond those authorized shall not occur. If the FVR includes classified discussions, the point of contact/escort officer shall be briefed by the Mission Assurance Department prior to the visit.

4. The Mission Assurance Department shall notify the Naval Criminal Investigative Service (NCSIS) of any foreign visits. The NCIS shall conduct an appropriate background check on the

individuals.

7004. VISITS BY FOREIGN INDIVIDUALS UNDER CONTRACT TO THE U.S. GOVERNMENT. Periodically, foreign personnel under contract to the U.S. government will require bona fide access to the installation. The cognizant unit/department is responsible for notifying the Mission Assurance Department of the visit, to include providing the information contained in paragraph 7007. This visit is not authorized until approved by the Mission Assurance Department.

7005. FOREIGN MEDIA. MCAS Yuma does not have the authority to approve visit requests from foreign media. In accordance with reference (g), the Director of Public Affairs, Headquarters Marine Corps is responsible for the coordination and approval of foreign media visits. If approved, all foreign media visits will be conducted on an unclassified basis only.

7006. FOREIGN VISITS AS PART OF PUBLIC EVENTS

1. In general, unsolicited requests from foreign organizations/individuals for installation access will be denied. This includes requests from aviation enthusiasts desiring to photograph aircraft.

2. Foreign nationals may participate in regularly scheduled tours of the installation that are open to the general public (i.e., "Winter Visitor Tours"). While not always possible, when the Public Affairs Office becomes aware of foreign national participation in these tours, the Mission Assurance Department will be notified.

3. Foreign nationals are not allowed aboard the installation as part of the open gate program discussed in chapter 8.

4. Foreign nationals are not allowed to participate in the Chapel Pass or Education Pass programs as described in paragraphs 2008 and 2009.

5. Foreign nationals are generally authorized access to the installation for events described in paragraph 5001. The sponsoring organization/department must note the nationality of the individual(s) on the roster of proposed attendees on enclosure (7).

6. Under no circumstances are vehicles registered in a country other than the United States allowed aboard the installation.

7007. FOREIGN VISITOR ACCESS ROSTER. Not later than five working days prior to the arrival of foreign military units or representatives, the cognizant department shall provide the Mission Assurance Department with a by-name list of personnel that will require access to the installation. This list will contain last name, first name, date of birth, and nationality. An appropriate background check shall be conducted and an approved access roster will be provided to the Provost Marshal's Office.

1. IDENTIFICATION. Proper identification must be carried by foreign visitors at all times. The identification must include a picture of the individual, an ID number, date of birth, and nationality. A foreign passport is the preferred form of official ID for civilians. A military ID is the preferred form of ID for military members.

7008. FOREIGN CITIZENS ASSOCIATED WITH THE DOD. For purposes of this order, the term "foreign citizens associated with the DoD" is defined as foreign citizens issued a form of identification listed in paragraphs 2001 through 2007 of Chapter 2. The same privileges and limitations described in Chapter 2 for foreign citizen holders of these documents apply.

CHAPTER 8

OPEN GATE PROCEDURES

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CHAPTER 8

OPEN GATE POLICY

8000. INTRODUCTION

1. Under certain circumstances, the Commanding Officer may authorize general public access to the installation for a specified time at a specified location. As an example, the Commanding Officer may grant the general public access to the installation in order to attend events conducted at the Consolidated Club.

2. The policies contained in this chapter do not pertain to the Annual Air Show. Access policies for the Air Show will be published via a separate Letter of Instruction.

8001. PROCEDURES

1. The general public will be granted access beginning one half hour prior to the beginning of the event and must be off the installation no later than one half hour after the conclusion of the event.

2. The general public will only be authorized to proceed directly from the gate to the event location and then directly from the event location back to the gate at the conclusion. Failure to adhere to this policy will result in the immediate expulsion of the individuals and may result in their prosecution for trespassing on a federal reservation.

3. All members of the general public will be required to produce a valid state identification card with picture or valid state driver's license at the gate.

4. Drivers will be required to produce a valid state driver's license, proof of insurance, and current vehicle registration.

5. All members of the general public entering the installation under the auspices of this chapter will be subject to an appropriate electronic background check at the gate. Those individuals who meet the criteria for denial of access as detailed in enclosure (2) will not be authorized access. If the background check reveals active wants or warrants for the individual, the Provost Marshal's Office will contact the

appropriate civilian law enforcement agency.

6. Foreign nationals are not authorized installation access under the auspices of the open gate policy.

CHAPTER 9

ACCESS FOR FAMILY MEMBERS OF APPROPRIATED FUND EMPLOYEES, NON APPROPRIATED FUND EMPLOYEES AND DOD CONTRACTORS

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CHAPTER 9

ACCESS FOR FAMILY MEMBERS OF APPROPRIATED FUND EMPLOYEES, NON APPROPRIATED FUND EMPLOYEES AND DOD CONTRACTORS

9000. INTRODUCTION. Family members of appropriated fund employees, non appropriated fund employees, and DoD contractors have no right to unescorted access to the installation. However, it is also understood that granting this population limited unescorted access has a positive impact on the quality of life for these employees. Therefore, limited unescorted access will be granted in accordance with this chapter.

9001. GENERAL

1. Spouses of appropriated fund employees and those non appropriated fund employees issued Common Access Cards will be authorized unescorted base access for the express purpose of transporting the employees to/from the workplace or delivering items such as meals, clothing, etc. Family members other than spouses will be addressed on a case by case basis.

2. Spouses and other family members of DoD contractors will be addressed on a case by case basis. In general, those contractors granted installation access via a MCASYPIIF will not be afforded this privilege.

9002. PROCEDURES

1. Spouses and family members extended installation access privilege will be issued a MCASYAC for a period not to exceed one year. Background checks associated with the issue of this credential will apply. Those family members not meeting the criteria for access will not be issued a MCASYAC. Additionally, they will be added to the installation debarment list. If the background check reveals active wants or warrants for the individual, the Provost Marshal's Office will contact the appropriate civilian law enforcement agency.

2. Spouses and family members extended this privilege are only authorized access when the employee is physically located aboard the installation. While on the installation, they are authorized only to proceed directly from the gate to the employees' workplace and directly back. Spouses and family members found in other areas of the installation will immediately be expelled from the installation. Additionally, they may be prosecuted for

trespassing on a federal reservation.

3. The employee must be present at the Pass and Registration Office with the spouse or family member when the MCASYAC is issued.

CHAPTER 10

TRUSTED TRAVELER

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CHAPTER 10

TRUSTED TRAVELER

10000. INTRODUCTION. There are instances wherein an individual who has installation access privileges may want to bring aboard individuals without installation access privileges for personal, vice official, reasons. Examples include bringing a date to the theater or hosting a small group of people aboard base housing. This chapter discusses the process and responsibilities for bringing these individuals aboard the installation.

10001. GENERAL. Individuals brought aboard the installation under the auspices of this chapter shall be referred to as "trusted travelers". They are trusted travelers because the installation Commanding Officer has placed trust in the individual sponsoring them aboard the installation. Sponsors of these individuals have a crucial responsibility - they are in effect vouching for the trustworthiness of the guests they are bringing aboard the installation.

10002. PROGRAM REQUIREMENTS

1. For the purposes of this order, sponsors can only be holders of the following:

a. Common Access Card.

b. DD Form 2.

c. DD Form 1173.

d. DD Form 1173-1.

e. DD Form 2574.

2. Sponsors must be present at the gate with their trusted travelers when they come aboard the installation.

3. Sponsors must escort their trusted travelers for the entire time they are aboard the installation.

4. Sponsors are authorized to escort no more than seven (7) trusted travelers aboard the installation.

5. Sponsors must be at least seventeen years old.

6. Trusted travelers may be subject to a background check as a condition of entry. Trusted travelers not meeting the criteria for access will not be allowed aboard the installation. Additionally, they will be added to the installation debarment list. If the background check reveals active wants or warrants for the individual, the Provost Marshal's Office will contact the appropriate civilian law enforcement agency.

7. Unescorted trusted travelers will immediately be expelled from the installation. Additionally, they may be prosecuted for trespassing on a federal reservation. Further, their military sponsors may be subject to prosecution under the Uniform Code of Military Justice; civilian sponsors may be subject to federal prosecution or administrative action.

CHAPTER 11

MISCELLANEOUS

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CHAPTER 11

MISCELLANEOUS

11000. TAIL SPOTTERS/AVIATION ENTHUSIASTS. These individuals are generally interested in capturing still and/or video imagery of military aircraft. Imagery gathered by these individuals pose an unacceptable risk in terms of operational security. Therefore, requests for installation access from these individuals for this purpose will be denied. This provision does not apply to individuals authorized access as a part of an officially sanctioned tour/event such as winter visitor tours or the Annual Air Show.

Criteria for Revoking/Denying Access to MCAS Yuma

The following are grounds for revoking/denying the right to enter Marine Corps Air Station Yuma. This list is not all inclusive:

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 been convicted of a felony within the last ten (10) years.

6. Any individual who has been convicted of a total of three criminal misdemeanors within the last ten (10) years.

7. Any individual who has ever been convicted of a criminal misdemeanor or felony for the following types of offenses:

   a. Crimes of a sexual nature.

   b. Crimes of violence.

   c. Crimes resulting from gang related activity, supremacist or extremist behavior, i.e. hate crimes.

   d. Crimes resulting from the use, possession, or distribution of any illegal drugs as listed in the Comprehensive Drug Abuse Prevention and Control Act of 1970, schedules I through V.

8. Any individual whose military service was terminated by the receipt of a dishonorable discharge, bad conduct discharge, or other than honorable discharge.

9. Any individual who has been issued a debarment order and is currently banned from military installations.

10. Any individual who, in the opinion of the Commanding Officer poses a threat to the safety, security, or good order and discipline of the installation.

Note: The Commanding Officer has authority to waive, change, modify and/or delete the above criteria at any time without prior notice.

PERSONAL INDENTIFICATION INFORMATION FORM

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301; 10 U.S.C. Sections 1074(c)(1) and 1095(k)(2); 10 U.S.C. chapter 147; 50 U.S.C. chapter 23; E.O. 9397; E.O. 10450, as amended.

PRINCIPAL PURPOSE(S): To apply for the Marine Corps Air Station Yuma (MCASY) Personal Identification Information Form; control access to and movement in or on MCASY installations, buildings, or facilities; and verify eligibility for access to MCASY. To authenticate the identity of the authorizing/verifying official for security or auditing purposes.

ROUTINE USE(S): To Federal and State agencies and private entities, as necessary, on matters relating to utilization review, professional quality assurance, program integrity, civil and criminal litigation, and access to Federal government facilities and controlled areas.

DISCLOSURE: Voluntary; however, failure to provide information may result in denial of a MCASY Personal Identification Information Form; refusal to grant access to MCASY installations, buildings, and facilities.

(PRINT NEATLY OR TYPE)

1. PURPOSE (check one): ☐ IDENTIFICATION ☐ CONTRACTOR CAC APPLICATION ☐ MCASYAC APPLICATION ☐ DD FORM 2574 APPLICATION

VALIDATION OFFICIAL'S CERTIFICATION

I certify that the information provided below is true and accurate and that:
1) Upon termination of the employee's employment the identification badge will be immediately returned to military police,
2) If the identification badge of the employee is lost or stolen, I will report it immediately to the military police.

2. Validation Official's Name:			
3. Validation Official's Signature:		4. Date:	
5. UNIT/DEPARTMENT/CONTRACTOR:	6. SUB-CONTRACTOR:		
7. LAST NAME, FIRST, MIDDLE:		8. DOB:	
9. LOCAL ADDRESS: (STREET, CITY, STATE, ZIP)		10. HOME PHONE:	
11. PERMANENT ADDRESS (STREET, CITY, STATE, ZIP):		12. PHONE:	
13. SSN:	14. PASSPORT #:	15. ALIEN #:	
16. DRIVER'S LICENSE #:	17. STATE:		
18. EMAIL ADDRESS:	19. ☐ MALE ☐ FEMALE	20. RACE:	
21. HAIR: / 22. EYES:	23. HEIGHT:	24. WEIGHT:	
25. COUNTRY OF CITIZENSHIP:	26. COUNTRY OF BIRTH:	27. CITY & STATE OF BIRTH:	
28. WORK SITE (BLDG #):		29. WORK PHONE:	
30. ACTIVITY:	31. FLIGHTLINE ACCESS REQUIRED? ☐ YES ☐ NO	32. P-111 ACCESS REQUIRED? ☐ YES ☐ NO	
33. CHECK ONE: ☐ GOVERNMENT ☐ CONTRACT ☐ NAFI ☐ CONSTRUCTION			
34. CONTRACT #:	35. CONTRACT EXPIRATION DATE:		

36. DAYS OF EMPLOYMENT:	37. HOURS OF EMPLOYMENT:
38. REMARKS:	
STATEMENT OF EMPLOYEE I certify that the information provided above is true and accurate and that: 1) Upon termination of my employment, I will immediately return my badge to the military police, 2) If my badge is lost or stolen, I will report it immediately to the military police.	
39. Employee's Typed/Printed Name:	
40. Employee's Signature:	41. Date:
GOVERNMENT APPROVAL OFFICIAL	
42. Government Approving Officer's Typed Name:	
43. Government Approving Officer's Signature:	44. Date:

INSTALLATION ACCESS POLICY

INSTRUCTIONS FOR COMPLETION OF THE MCASYPIIF

1. Select purpose (select only one).
2. Self explanatory.
3. Self explanatory.
4. Self explanatory.
5. Self explanatory.
6. If the individual is employed by a sub-contractor, enter company name. Otherwise, enter "N/A".
7. Enter name of individual for whom the MCASYPIIF is requested.
8. Date of birth.
9. Self explanatory.
10. Self explanatory.
11. Enter information if different than block 9. Otherwise, enter "Same as Block 9".
12. Self explanatory.
13. Self explanatory.
14. Self explanatory.
15. For non-citizens. Otherwise, enter "N/A".
16. Self explanatory.
17. Self explanatory.
18. Self explanatory.
19. Self explanatory.
20. Self explanatory.
21. Self explanatory.
22. Self explanatory.
23. Self explanatory.
24. Self explanatory.
25. Self explanatory.
26. Self explanatory.
27. Self explanatory.
28. Self explanatory.
29. Self explanatory.
30. Enter type of work being performed.
31. Select one.
32. Select one.
33. Select one.
34. Self explanatory. If not applicable, enter "N/A".
35. Self explanatory. If not applicable, enter "N/A".
36. Enter scheduled days of employment (i.e., Monday through Friday, Tuesday through Saturday, etc.). If not applicable, enter "N/A".
37. Enter scheduled hours of employment (i.e. 0730-1630, 2200-0600, etc.). If not applicable, enter "N/A".
38. Enter any amplifying remarks.
39. Self explanatory.
40. Self explanatory.
41. Self explanatory.
42. Reserved for PMO use.
43. Reserved for PMO use.

44. Reserved for PMO use.

MCAS Yuma Contractor CAC Validation Appointment

Unit Letterhead

From: Contracting Officer/Contracting Officer's Representative
To: Commanding Officer, Marine Corps Air Station Yuma, AZ
(Attn: Mission Assurance Department)

Subj: CONTRACTOR COMMON ACCESS CARD VALIDATION OFFICIAL APPOINTMENT

Ref: (a) StaO 5510.15

1. In accordance with the reference, the following individuals are appointed as Contractor Common Access Card Validation Officials for (fill in the company name).

Last Name	First Name	M.I.	Phone	Signature
Smith	John	J.	269-XXXX	/S/
Jones	William	S.	269-XXXX	/S/

2. The above named individuals have been provided a copy of the reference and are familiar with the duties and responsibilities of a Contractor Common Access Card Validation Official.

/S/

Copy to: PMO, MCAS Yuma

MCAS Yuma PIIF Validation Appointment

Unit/Company Letterhead

From: Department Head/Company Official/Contracting Officer's Representative
To: Commanding Officer, Marine Corps Air Station Yuma, AZ (Attn: Provost Marshal)

Subj: PERSONAL IDENTIFICATION INFORMATION FORM VALIDATION OFFICIAL APPOINTMENT

Ref: (a) StaO 5510.15

1. In accordance with the reference, the following individuals are appointed as Personal Identification Information Form Validation Officials for (fill in the unit/department/company name).

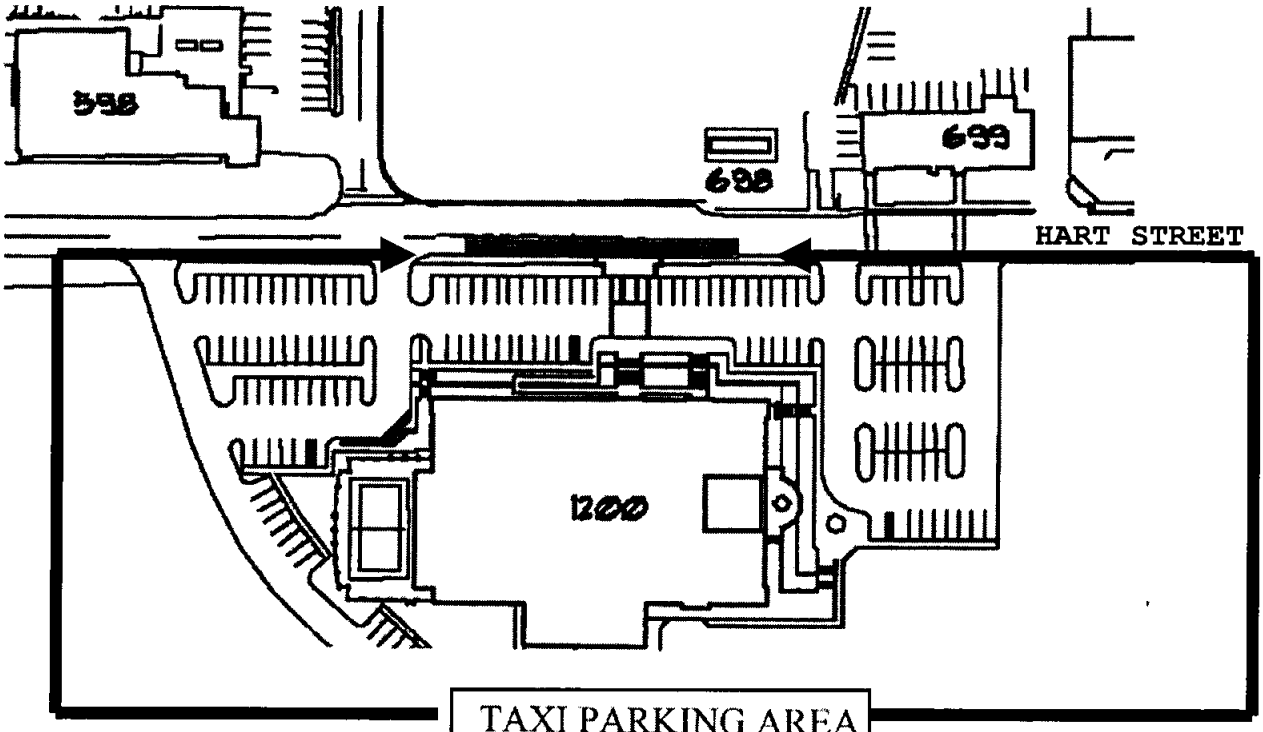
Last Name	First Name	M.I.	Phone	Signature
Smith	John	J.	269-XXXX	/S/
Jones	William	S.	269-XXXX	/S/

2. The above named individuals are authorized to validate Personal Identity Information Forms for the use as a form of identification or as an application for a Marine Corps Air Station Access Card. They have been provided a copy of the reference and are familiar with the duties and responsibilities of a Personal Identification Information Form Validation Official.

/S/

Copy to: MAD, MCAS Yuma

Authorized Taxi Waiting Area Aboard MCAS Yuma



(NO MORE THAN 6 TAXI-CABS)

Enclosure (6)

MCAS Yuma Access Roster

Event: Smith Wedding Reception				
Sponsor: MCCS				
Location: Consolidated Club				
Date: 1 May 20XX				
Start Time: 1700				
End Time: 2200				
Sponsor Point of Contact: Mr. John Doe, Club Manager				
Sponsor Point of Contact Phone: 269-XXXX				
Attendees				
Last Name	First Name	M.I.	Date of Birth	Notes
Jones	Joseph	J	7/14/62	
Jones	Sarah	L	12/14/65	
Lopez	Miguel	E	9/23/70	Mexican Citizen
Smith	John	B	11/12/85	
Smith	Jane	D	9/10/86	
etc	etc	etc	etc	etc