



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
BOX 99100
YUMA AZ 85369-9100

StaO 5510.15A
PMO
18 May 18

STATION ORDER 5510.15A

From: Commanding Officer
To: Distribution List

Subj: INSTALLATION ACCESS POLICY

Ref: (a) DoDI 5200.08-R Physical Security Program, w/change 3 (November 20 2015) as amended
(b) DTM 09-012 Interim Policy Guidance for DoD Physical Access Control, (17APR17), as amended
(c) Homeland Security Presidential Directive 12 (HSPD-12), (20AUG04)
(d) MCO 5512.11E Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel, (04AUG17)
(e) MCO 5580.2B W/CH 2 Law Enforcement Manual w/change 2, (30DEC15)
(f) MARADMIN 245/16 Marine Corps Vehicle Registration Program Eliminating the Use of Vehicle Decals aboard Marine Corps Installations, (09MAY16)
(g) MARADMIN 143/18 Access Control: The REAL ID Act of 2005, (06MAR18)
(h) CG MCIWEST MCB CAMPEN Message (dtd 151324Z Jul 16)
(i) StaO 1740.1H Solicitation and the Conduct of Personal Commercial Affairs aboard Marine Corps Air Station Yuma, Arizona
(j) MCO 1754.4B Exceptional Family Member Program (EFMP), (20SEP10)
(k) StaO 5510.30C Standing Operating Procedures for Marine Corps Air Station Yuma, Information and Personnel Security Program
(l) MCO 5510.16A USMC Liaison with Representatives of Foreign Governments/Interests, (29AUG89)
(m) MARADMIN 477/04 USMC Policies and Procedures for Foreign Visits and Foreign Disclosure, (29OCT04)
(n) MARADMIN 673/11 Updated Procedures for Foreign Exercises Involving USMC Facilities and Installations Conducted Via Foreign Military Sales, (17NOV11)
(o) MARADMIN 039/16 Update to the Marine Corps Physical Security Waiver/Exception Policy, (21JAN16)

Encl: (1) Criteria for Revoking/Denying Access to MCAS Yuma
(2) MCAS Yuma Access Card
(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. Situation. This Order supplements and implements the references. This Order is applicable to all military, civilian, and contractor personnel assigned to Marine Corps Air Station (MCAS) Yuma as well as any individual or organization desiring to gain access to the Air Station.

2. Cancellation

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

- a. StaO 5512.3.
 - b. Commanding Officer, MCAS Yuma Policy Letter 002-05 of 8 Mar 2005.
3. Mission. To establish policies for the granting of access privileges to MCAS Yuma.
4. Execution. Commanding Officers, Department Heads, Supervisors, and Contracting Officers are responsible for the full implementation of this Order.
5. Administration and Logistics. This Order is approved for public release.
6. Command and Signal. This Order is effective and enforceable from the date signed.



D. A. SUGGS

DISTRIBUTION: A

RECORD OF CHANGES

Log completed change actin as indicated.

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

CHAPTER 1
INTRODUCTION

	PARAGRAPH	PAGE
BASIC POLICY	1000	1-2
OBJECTIVES	1001	1-2
CONCEPT OF OPERATIONS	1002	1-2

CHAPTER 1

INTRODUCTION

1000. BASIC POLICY

1. This Order implements references (a) and (b) which 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, Department of Defense (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. The nature of this investigation will depend on the purpose and duration of the individual(s) requested access, per reference (b).

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 request 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 (1).

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

	PARAGRAPH	PAGE
INTRODUCTION	2000	2-2
COMMON ACCESS CARD (CAC)	2001	2-2
DD FORM 2 (ACTIVE DUTY (AD)/RESERVE/RETIREED PERSONNEL)	2002	2-2
DD FORM 1173 (AD/RETIREED FAMILY MEMBER)	2003	2-3
DD FORM 1173-1 (GUARD/RESERVE FAMILY MEMBER)	2004	2-3
DD FORM 2574 (ARMED FORCES EXCHANGE IDENTIFICATION AND PRIVILEGE CARD)	2005	2-3
DD FORM 2765 (SEPARATED MEMBERS OF THE MILITARY)	2006	2-4
MCAS YUMA ACCESS CARD (MCASYAC)	2007	2-4
MCAS YUMA PERSONAL INFORMATION IDENTIFICATION FORM (PIIF)	2008	2-5
MARINE CORPS APPROVED ACCESS CONTROL SYSTEM CREDENTIAL	2009	2-5
LAW ENFORCEMENT CREDENTIAL	2010	2-5
EDUCATION PASS	2011	2-5
ACCESS ROSTERS	2012	2-6
DOD VEHICLE LONG TERM REGISTRATION RECEIPT	2013	2-7
TEMPORARY VEHICLE PASS	2014	2-7
FOREIGN MILITARY IDENTIFICATION CARDS	2015	2-8

CHAPTER 2

FORMS OF ACCESS DOCUMENTATION

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

2001. COMMON ACCESS CARD (CAC)

1. General. References (c) and (h) implement the mandate 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. Only NAF employees who require access to the Marine Corps Enterprise Network (MCEN) will be issued a CAC. All other NAF flex employees will be issued a MCASYAC.

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

3. Expiration

a. Regular Military Officers - Indefinite, but no more than three years.

b. Reserve Military Officers - Date of expiration of Reserve obligation, but no more than three years.

c. Enlisted Personnel - Date of expiration of enlistment contract or three years, whichever is less.

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

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

2002. UNIFORMED SERVICES IDENTIFICATION CARD (DD FORM 2)

1. General. DD Form 2 is used to identify personnel that fall into one of three categories: retired members of the DoD uniformed services, members of

the Individual Ready Reserves (IRR) and inactive members of the National Guard.

2. Expiration

a. Retired Members of the DoD Uniformed Services - issued until the service member is 65 years old or indefinite if over 65 years old.

b. IRR and inactive National Guard - Date of expiration of Reserve obligation.

c. Retired Reserve Members - The pink Teslin card is issued when the member first retires. When they turn 60, they will be issued a blue Teslin card valid until 65 years of age. The card issued at 65 becomes indefinite since the member would then be eligible for Medicare A&B.

2003. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD FORM 1173)

1. General. 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.

2. Expiration

a. Family members of active duty military - Expiration of sponsor's contract.

b. Family members of retired members of the DoD uniformed services - Issued for four years. The card will become indefinite when member turns 75. If the card they hold takes them past their 75th birthday, they must wait until that card expires before it can be reissued with an indefinite date.

c. Family members of all DoD uniformed services, retired or active, will expire when the child turns 21 and then must show full time enrollment from an institution of higher education (college) to be issued a new ID card. The new card will have an expiration date consistent with the expected date of graduation or the end of that semester/school year (whichever one is provided by the school).

2004. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD FORM 1173-1)

1. General. DD Form 1173-1 is used to identify family members of reservists in certain qualifying eligibility statuses. It shall only be accepted for perimeter screening purposes when accompanied by a set of the sponsor's active duty orders, valid only for the time period the individual desires access.

2. Expiration. DD Form 1173-1 and its associated privileges expire upon the expiration of obligated reserve service.

2005. DD FORM 2574 (ARMED FORCES EXCHANGE IDENTIFICATION AND PRIVILEGE CARD)

1. General. 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 may authorize holders to use other Marine Corps Community Services or activities such as MWR privileges. 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. DEPARTMENT OF DEFENSE/UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD FORM 2765)

1. General. DD FORM 2765 is issued to certain categories of individuals for the purposes of identification and access to benefits. The card is issued for the following reasons:

- a. Medal of Honor recipients
- b. 100 percent Disabled Veterans
- c. Former members in receipt of retired pay
- d. Transitional Health Care Member
- e. Full-time paid personnel of the USO when serving outside the United States
- f. United Seaman's Service personnel when serving outside the United States
- g. Officers and Crews of MSC Vessels deployed to foreign countries
- h. Select Employer Support of the Guard and Reserve personnel
- i. Other benefits-eligible categories as described in DoD policy

2. DD Form 2765, upon presentation at perimeter security locations, shall be accepted for perimeter screening purposes.

3. Expiration

- a. Family members of active duty military - Expiration of sponsor's contract.
- b. Family members of retired members of the DoD uniformed services - Issued up to four years.

2007. MCASYAC

1. General. See Enclosure (2) The MCASYAC is a locally produced plastic identification card. The MCASYAC, upon presentation at perimeter security locations, shall be accepted for perimeter screening purposes.

2. Issuance. A MCASYAC may be issued to a variety of individuals. It is principally issued to DoD contractors who require regular access to the installation in excess of 30 days but do not meet the criteria for issue of a CAC as detailed in paragraph 2001.2.b. It is also issued to NAF flex employees that do not require access to the MCEN and to certain Non-DoD affiliated individuals that have a bona fide purpose for recurring access to the installation.

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

2008. 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 means to verify prior vetting. 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 state picture ID card, or valid state driver's license and an Alien Resident card.

2. As an application for a MCASYAC.

3. As an application for a DoD contractor CAC.

4. As an application for an MCCS Privileges Card.

2009. MARINE CORPS APPROVED ACCESS CONTROL SYSTEM CREDENTIAL. The Marine Corps Approved Access Control System credential is a third party produced credential.

1. Issuance. The Marine Corps Approved Access Control System credential is principally issued to non-DoD employees who have a contract to conduct business aboard the installation and are not approved for issuance of a CAC credential.

2. Expiration. The credential is valid for the duration of the contract or five years, whichever is less.

2010. 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.

2011. 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 and require that an Education Pass be issued to access the base. Students must register with the installation's Education Services Officer in accordance with the applicable ESA and will be the subject of an NCIC 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. Education passes are non-transferable and authorize the student to travel to and from the Education Center only.

2. Instructors will be issued a MCASYAC as defined on paragraph 2007.
3. Students will be listed on an access roster as defined in paragraph 2011. Each non-DoD affiliated student must come in the Pass and Registration office to fill out a MCASY PIIF and have a background check done prior to attending classes. A temporary vehicle pass will be issued at that time for the days of the week and hours of the class only.
4. Expiration Date. The last scheduled date of class.

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 an appropriate background check, per reference (e). Access rosters are used for a variety of purposes, such as attending a specific event at the chapel, consolidated club, family residence or athletic field/pavilion. Individuals are only authorized to proceed via the most direct route between the gate and the event location. 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.

(1) Per reference (g), the REAL ID Act of 2005 mandates that all states update their driver's licenses and identification cards to the compliance standards set forth by the federal government. Under current policy, there are several U.S. states that do not yet meet requirement for federal facility/land access. Currently, state/territory-issued IDs and licenses, in compliance or not, may still be used for military installation access. On October 1, 2020, "card-based" enforcement will begin where IDs from states not in compliance will not be accepted as valid identification to access federal facilities.

(2) The state of Arizona has recently upgraded licenses and IDs to be federally compliant. It is strongly recommended that individuals requiring installation access contact the DVM in order to obtain this new version of identification or license prior to the 2020 deadline to avoid issues with installation access. The following are alternate forms of identification that will still be considered valid for base access:

- (a) 4.A.1. U.S. Passport.
- (b) U.S. Passport Card.
- (c) U.S. Coast Guard Merchant Mariner Card.
- (d) Personal Identity Verification (PIV) Card.
- (e) Personal Identification Verification-Interoperable (PIV-I) Card.
- (f) U.S. State Department Driver's License.
- (g) Veterans Health Identification Card (Issued by the U.S.

Department of Veterans Affairs).

(h) U.S. Permanent Resident Card (Form I-551).

(i) U.S. Certificate of Naturalization or Certificate of Citizenship (FORM N-550).

(j) Department of Homeland Security Employment Authorization Document (FORM I-766).

b. For non-United States citizens, entry will be authorized only when the individual presents a valid Alien Resident card and a valid state picture ID card, or valid state driver's license. Foreign registered vehicles are not allowed aboard the installation without proof of insurance from any state in the United States that is equal to, or more stringent than, that of the state of Arizona.

2. Access rosters must be filled out completely, i.e., full names and dates of birth, and submitted no less than five (5) business days prior to event. Rosters must be submitted via e-mail to the PMO Services Officer/Chief and Physical Security Chief.

3. Authorization to be aboard MCAS Yuma for guests listed on an access roster expires 30 minutes after the scheduled end of the event for which access has been granted.

2013. DOD VEHICLE REGISTRATION RECEIPT. A DOD vehicle registration receipt serves the purpose of identifying the responsible party in charge of the vehicle and proof of compliance with references (e) through (h). All occupants; however, must present valid state or federally issued ID upon entry. The driver of the vehicle must have the requisite documentation as contained in this Order in their possession and be prepared to present it upon request. After October 1, 2020, passengers must present ID complying with reference (g) requirements.

2014. TEMPORARY VEHICLE PASS

1. General. Similar in purpose to a DOD vehicle registration receipt, a local temporary vehicle pass will be issued in lieu of the DoD vehicle registration receipt when it is known that the visitor requires access for a period of less than 90 days. As with the DoD vehicle registration receipt, all occupants must present valid state or federally issued ID upon entry. After October 1, 2020, occupants must present ID complying with reference (g) requirements. The driver 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.

2. Issuance. Temporary passes are provided for a variety of reasons, such as;

- a. Contractors
- b. Visitors
- c. Housing Guests
- d. Marines under the age of 26 years old that have not completed the

Drivers Advance Training (DAT).

e. Motorcycle riders that have not completed both Basic Riders Course (BRC) and Advanced Riders Course (ARC)

f. Temporary state registration.

g. Vehicle not in person's name (leased, issued Power of Attorney, notarized letter from owner).

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
RESPONSIBILITIES

	PARAGRAPH	PAGE
MISSION ASSURANCE DEPARTMENT (MAD)	3000	3-2
PROVOST MARSHAL'S OFFICE (PMO)	3001	3-2
INSTALLATION S-1 OFFICER	3002	3-3
HUMAN RESOURCES OFFICE (HRO)	3003	3-4
MARINE CORPS COMMUNITY SERVICES (MCCS)	3004	3-4
CONTRACTING OFFICERS (KO)/CONTRACTING OFFICERS' REPRESENTATIVES (COR)/CONTRACTING OFFICERS' TECHNICAL REPRESENTATIVES (COTR)	3005	3-4
MCASYPIIF VALIDATION OFFICIAL	3006	3-5
CONTRACTOR CAC VALIDATION OFFICIAL	3007	3-6

CHAPTER 3

RESPONSIBILITIES

3000. MISSION ASSURANCE DEPARTMENT (MAD). The MAD 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 (b) 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 (b).

2. 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 PMO for distribution to the installation entry control points.

3001. PROVOST MARSHAL'S OFFICE (PMO). The PMO has the primary responsibility of enforcing the provisions of this Order. Additionally, it has specific responsibilities to include:

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

a. Appropriated Fund Employees (GS/WG).

b. Non-Appropriated Fund Employees (NAF).

c. DoD Contractors.

2. MCASYAC

a. The PMO will serve as the central office for the processing and issuing of the MCASYAC as defined in paragraph 2007.

b. The PMO will conduct an appropriate background check on individuals prior to issuing a MCASYAC.

3. MCAS Yuma Personal Information Identification Form (MCASYPIIF)

a. The PMO will serve as the central office for the processing and issuing of the MCASYPIIF as defined in paragraph 2008.1.

b. The PMO will conduct an appropriate background check on individuals prior to issuing a MCASYPIIF.

4. Access Rosters

a. The PMO will serve as the central office for the submission of names for inclusion on an access roster as defined in paragraph 2011.

b. The PMO will forward the access roster to the Pass and Registration Office and have them conduct an appropriate background check on individuals submitted for inclusion on the access roster, using enclosure (1) as a guide.

c. After vetting, the access roster shall be made available at the installation entry control points.

5. Education Pass. PMO will serve as the central office for the processing and issuing of the Education Pass as defined in paragraph 2011.

a. Instructors. Upon receipt of a validated MCASYPIIF from MCCA, PMO 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 Base Education Office, the PMO will issue the pass to students.

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. Active duty military with references (c) and (h). Military and Reserve Members. CACs will be issued to Active and Reserve members in accordance with references (c) and (h). 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 HRO that a National Agency Check with Inquiries (NACI) has been submitted and the PMO 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 issuance of a CAC via the CVS and the PMO has

completed an appropriate interim background check.

d. DD Form 2. DD Form 2 will be issued to retired members of the DoD uniformed military services or members of as appropriate in accordance with references (c) and (h). No further background check is required.

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

3. DD Form 1173-1. DD Form 1173-1 will be issued to family members of reservists in accordance with reference (f). 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. The 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 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 2010).

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

3005. 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, or identified procurement liaison or COR, 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 (2).

b. Enclosure (3) 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 (3).

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, MCASYAC or MCASYPIIF (when used as a form of identification) from all employees when their employment at MCAS Yuma ends.

3006. 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.

c. Validation Officials must be one of the following:

- (1) Military members,
- (2) Government Employees, or
- (3) Prime Contractors.

2. Validation Officials will be appointed in writing using enclosure (4). Enclosure (4) will be submitted to the PMO, with a copy provided to the MAD.

3. 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 (4).

4. 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 - a valid state picture ID card or valid state driver's license and an Alien Residence card and Social Security card.

3007. 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 (3).

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 Pass and Registration Office along with the following:

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

(2) Alien Residents - a valid state picture ID card or valid state driver's license and an Alien Residence card and Social Security card.

CHAPTER 4

COMMERCIAL COMPANIES AND SERVICE PROVIDERS

	PARAGRAPH	PAGE
INTRODUCTION	4000	4-2
GENERAL	4001	4-3
ADDITIONAL REQUIREMENTS FOR TAXIS/TRANSPORTATION NETWORK COMPANIES (TNC)	4002	4-4
HOME MEDICAL CARE	4003	4-4
EXCEPTIONAL FAMILY MEMBERS (EFMP)	4004	4-4
LOCAL/COMMERCIAL PACKAGE/CARGO DELIVERY COMPANIES	4005	4-5
HEAVY CARGO DELIVERY COMPANIES	4006	4-5

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 references (i).

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 (i). This includes obtaining a Solicitation Authorization Letter (SAL) from the Office of the Staff Judge Advocate (SJA), MCAS Yuma. Unless specifically authorized in writing, all attempts to solicit additional business while aboard the installation are strictly prohibited.

b. Companies will submit to the PMO a copy of the following:

- (1) MCAS Yuma Business Access Checklist.
- (2) Solicitation Access Request (SAR).
- (3) MCAS Yuma Installation Access Request Form.
- (4) Business License.
- (5) Business Insurance.
- (6) Legible Copy of Driver License.
- (7) Point of contact for the company, including phone.

c. Employees are not authorized access until they have been the subject of an NCIC background check and the PMO 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/ride share services, access includes picking up personnel that specifically requested a cab/ride share service, or dropping 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. The employee must be able to provide the gate sentry with a point of contact's name, phone number, and location.

e. All vehicles entering or exiting the installation are subject to inspection by security personnel. Refusal to comply with an inspection at any of the MCAS Yuma gates could result in criminal or administrative sanctions, including but not limited to debarment from the installation.

f. Companies are responsible for the conduct of their employees while aboard the installation. Repeated traffic regulation infractions, violations of Station Orders 1740.1H and 5800.5B, 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/ride share 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/drop off.
- (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 are divided into four categories:

1. Taxi Companies/Transportation Network Companies (TNC). These companies require access to deliver personnel authorized access to the base for official and unofficial business. Examples of TNCs include Uber, Lyft, and Sidecar.
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. Other authorized delivery entities are Napa Auto Parts, Pep Boys, and O'Reily Auto Parts.
4. Heavy Cargo Delivery Companies. These are companies contracted by DoD to haul heavy cargo. They typically consist of 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 TAXIS/TRANSPORTATION NETWORK COMPANIES

1. Taxicabs/TNC providers are not authorized aboard the Cannon Air Defense Complex.
2. Driving aboard the installation for the purpose of soliciting fares is strictly prohibited. In the event of special functions conducted at the consolidated club, UBER/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 taxicabs/rideshare vehicles will be allowed on the installation for this purpose. Examples of special events club functions are Club Pulse, Mess Nights, Marine Corps Ball functions, and other events as coordinated with MCCS.
3. The PMO will ensure the maximum number of taxicabs/TNC services 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 caregiver must have access to the member or a family member, at the residence, on a routine, reoccurring basis and is not an Exceptional Family Member Program participant. 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 name of the caregiver.
- c. Date of birth of the caregiver.
- d. Social Security number of the caregiver.
- e. Country of birth of the caregiver.
- f. Country of citizenship of the caregiver.
- g. Point of contact for the sponsor and caregiver, including phone numbers.
- 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 caregiver for the issuance of a MCASYAC. The caregiver must possess the documents listed in paragraph 2008.1.a or b as applicable.

4004. EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP). Per reference (j), the sponsor must enroll a family member or members who have a medical or educational condition in the EFMP program. EFMP personnel will submit a request for a contracted company representative to obtain access to perform services for the family needing care. The request is sent to the PMO to have an appropriate background check done. If approved, the care provider is

issued either a MCASYPIIF or MCASYAC for unescorted access. The identification will be issued for no more than one year.

4005. 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.

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 (i) are applicable.

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

4006. 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 driver's 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 being delivered 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.

BLANK PAGE

CHAPTER 5

ONE TIME ORGANIZATIONAL AND GROUP ACCESS

	PARAGRAPH	PAGE
INTRODUCTION	5000	5-2
GENERAL	5001	5-2
ACCESS PROCEDURES	5002	5-2

CHAPTER 5

ONE TIME ORGANIZATIONAL AND GROUP ACCESS

5000. INTRODUCTION. Per reference (e), 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 placed into one of 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, Quinceanera 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 5002).

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 PMO. The roster must be submitted no later than five (5) working days prior to the event or 10 working days if foreign nationals are listed on the access roster (All foreign nationals will need to be vetted by the Naval Criminal Investigation Section (NCIS)). Requests submitted less than five (5) working days prior to the event will be considered on a case by case basis. Electronic submission (Excel spreadsheet-see enclosure (7)) 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. PMO. The PMO is responsible for:

a. Conducting an appropriate background check 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 appropriate entry gates.

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

BLANK PAGE

CHAPTER 6

SECURITY PROCEDURES FOR THE ISSUE OF THE COMMON ACCESS CARD

	PARAGRAPH	PAGE
INTRODUCTION	6000	6-2
PROCEDURES FOR APPROPRIATED FUND EMPLOYEES	6001	6-2
PROCEDURES FOR NON APPROPRIATED FUND EMPLOYEES	6002	6-3
ELIGIBLE DOD CONTRACTORS	6003	6-3

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 references (c) and (h). 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 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 MAD 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 references (a) through (e), 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) The 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 references (a) through (e), 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) The 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 MAD for the initiation of an appropriate national security investigation in accordance with reference (e).

6002. PROCEDURES FOR NON-APPROPRIATED FUND EMPLOYEES. 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 MAD 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 - the 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, the 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 references (a) through (e), 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.

(b) Upon verification of a cleared background and all appropriate paper work, the RAPIDS office will issue a CAC.

(2) If the prospective employee will be filling a non-critical sensitive or critical sensitive position as defined in references (a) through (e), 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 MAD for the initiation of an appropriate national security investigation in accordance with references (a) through (e).

2. Only flex employees requiring access to the MCEN will be issued a CAC. All other flex employees will be issued a MCASYAC.

6003. ELIGIBLE DOD CONTRACTORS. Eligibility criteria for DoD contractors are 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 MAD 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 MAD 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 MAD will initiate a background check via a NACI. Upon submission of the request for NACI by the contractor, the MAD 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

	PARAGRAPH	PAGE
INTRODUCTION	7000	7-2
GENERAL	7001	7-2
FOREIGN TRAINING DEPLOYMENTS	7002	7-2
FOREIGN VISIT REQUESTS	7003	7-2
VISITS BY FOREIGN INDIVIDUALS UNDER CONTRACT TO THE U.S. GOVERNMENT	7004	7-3
FOREIGN MEDIA	7005	7-3
FOREIGN VISITS AS PART OF PUBLIC EVENTS	7006	7-3
FOREIGN VISITOR ACCESS ROSTER	7007	7-4
FOREIGN CITIZENS ASSOCIATED WITH THE DoD	7008	7-4

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. Reference (l), supplemented by references (m) and (n), 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 MAD 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. MAD will keep the Naval Criminal Investigative Service (NCIS) 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 (l) through (n), 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 MAD. 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 MAD prior to the visit.

4. The MAD shall notify the NCIS of any foreign visits. The NCIS shall conduct an appropriate background check on the individuals named in the FVR.

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 MAD of the visit, to include providing the information contained in paragraph 7007.1. This visit is not authorized until approved by the MAD.

7005. FOREIGN MEDIA. MCAS Yuma does not have the authority to approve visit requests from foreign media. In accordance with reference (k), the Director of the Office of Communication, 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 Office of Communication becomes aware of foreign national participation in these tours, the MAD and NCIS 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 Education Pass programs as described in paragraphs 2010 and 2011.

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 that do not bear valid vehicle insurance from a state equal to, or more stringent than, the state of Arizona be allowed aboard the base.

7007. FOREIGN VISITOR ACCESS ROSTER. Not later than five (5) working days prior to the arrival of foreign military units or representatives, the cognizant department shall provide the MAD 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, unit, service organization (eg. Indonesian Navy) and nationality based on information contained in the approved FVR. An approved access roster will be provided to the PMO for dissemination to access control points.

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 foreign 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 2008. The same privileges and limitations described in Chapter 2 for foreign citizen holders of these documents apply.

CHAPTER 8

OPEN GATE PROCEDURES

	PARAGRAPH	PAGE
INTRODUCTION	8000	8-2
PROCEDURES	8001	8-2

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. In such cases, an appropriate waiver must be submitted and approved through MCI-West for the event per reference (o).

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 or federal identification card with picture or valid state driver's license at the gate. After October 1, 2020, individuals must present an ID in compliance with reference (g) requirements.

4. Drivers will be required to produce a valid state driver's license, proof of insurance, and current state 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 and subject to applicable Station Orders. Those individuals who meet the criteria for denial of access as detailed in enclosure (1) will not be authorized access. If the background check reveals active wants or warrants for the individual, PMO 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

	PARAGRAPH	PAGE
INTRODUCTION	9000	9-2
GENERAL	9001	9-2
PROCEDURES	9002	9-2

CHAPTER 9

ACCESS FOR FAMILY MEMBERS OF APPROPRIATED FUND EMPLOYEES (APF), NON-
APPROPRIATED FUND (NAF) EMPLOYEES AND DOD CONTRACTORS

9000. INTRODUCTION. Family members of APF employees, NAF 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 APF employees and NAF employees 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. An appropriate background check 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 warrants or warrants for the individual, PMO will contact the appropriate civilian law enforcement agency.

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

- (1) Reason for requested access.
- (2) Last name, first name, middle name of the family member.
- (3) Date of birth of the family member.
- (4) Social Security number of the family member.
- (5) Country of birth of the family member.
- (6) Country of citizenship of the family member.
- (7) Point of contact for the sponsor and family member, including phone numbers.
- (8) Requested duration of the access.

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

documents listed in paragraph 2008.1.a or b as appropriate.

3. 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 9-2 trespassing on a federal reservation.

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

BLANK PAGE

CHAPTER 10
TRUSTED TRAVELER

	PARAGRAPH	PAGE
INTRODUCTION	10000	10-2
GENERAL	10001	10-2
PROGRAM REQUIREMENTS	10002	10-2

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 2765.

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 trusted travelers aboard the installation.

5. Sponsors must be at least 18 years old.

6. Trusted travelers must present a valid form of photo identification at the gate when requesting access or if stopped by Military Police. Forms of valid identification are as follows:

- a. State Driver's License - in compliance with reference (g)
- b. State Identification Card - in compliance with reference (g)
- c. U.S. Passport
- d. U.S. Passport Card

- e. U.S. Coast Guard Merchant Mariner Card
- f. Personal Identity Verification (PIV) Card
- g. Personal Identification Verification-Interoperable (PIV-I) Card
- h. U.S. State Department Driver's License
- i. Veterans' Health Identification Card (Issued by the U.S. Department of Veterans Affairs)
- j. U.S. Permanent Resident Card (Form I-551)
- k. U.S. Certificate of Naturalization or Certificate of Citizenship (FORM N-550)

7. Trusted travelers may be subject to a background check as a condition of entry. Furthermore, all travelers must comply with Station Orders. 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, PMO will contact the appropriate civilian law enforcement agency.

8. Trusted travelers found to be aboard the base unescorted will be detained to determine the nature of their being unescorted and if warranted, may be immediately 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.

BLANK PAGE

CHAPTER 11
MISCELLANEOUS

	PARAGRAPH	PAGE
TAIL SPOTTERS/AVIATION ENTHUSIASTS	11000	11-2

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

MCAS YUMA ACCESS CARD (MCASYAC)

MCAS YUMA




PHOTO
NOT
AVAILABLE

BIRTH: 1991JAN19
HEIGHT: 5-11
WEIGHT: 185
EYES: BRN
HAIR: BLK
VEHICLE:
PLATE:
ID NUMBER:
123789456
TYPE: DOD Civilian
AGENCY: CHEMLAWN

A

CIVILIAN, YURI A

EXPIRES: **2020JUN01**

SPONSOR DATA:
GS05
WORKER, MICA
PMO/PASS AND ID
928-269-2000

ACCESS RESTRICTIONS:
Su M Tu W Th F Sa
0730-1800
DESTINATION
FJ-NO P111-NO



PERSONAL IDENTIFICATION INFORMATION FORM		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: 5 U.S.C. Section 301; 10 U.S.C. Sections 1074(c) (l) and 1095 (k) (2); 10 U.S.C. Chapter 147; 50 U.S.C. Chapter 23; E.O. 9397; E.O. 10450, as amended.</p> <p>PRINCIPAL PURPOSE (S): To apply for the Marine Corps Air Station Yuma (MCASY) Personal Identification Information Form (PIIF); 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.</p> <p>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.</p> <p>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.</p>		
(PRINT NEATLY IN BLACK OR BLUE INK ONLY OR TYPE)		
<p>1. PURPOSE (check one):</p> <div style="display: flex; flex-direction: column; gap: 5px;"> <input type="checkbox"/> IDENTIFICATION <input type="checkbox"/> CONTRACTOR CAC APPLICATION <input type="checkbox"/> MCASYAC APPLICATION <input type="checkbox"/> DD FORM 2574 APPLICATION </div>		
<p>VALIDATION OFFICIAL'S CERTIFICATION</p> <p>I certify that the information provided below is true and accurate and that: Upon termination of the employee's employment the identification badge will be immediately returned to military police. If the identification badge of the employee is lost or stolen, I will report it immediately to the military police.</p>		
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. <input type="checkbox"/> MALE <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> NO		32. P-111 ACCESS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
33. CHECK ONE:		
<input type="checkbox"/> GOVERNMENT	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> NAFI <input type="checkbox"/> CONSTRUCTION

34. CONTRACT #:	35. END DATE:
36. DAYS OF EMPLOYMENT: (EXAMPLE; M-F)	37. HOURS OF EMPLOYMENT: (24 hour clock)
38. REMARKS: (EXAMPLE; EMERGENCY SERVICE FOR BASE, NEED 24 HOUR ACCESS)	
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 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:

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.).
37. Enter scheduled hours of employment (i.e. 0730-1630, 2200-0600, etc.). Please use a 24 hour clock.
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:

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

Subj: CONTRACTOR COMMON ACCESS CARD VALIDATION OFFICIAL APPOINTMENT

Ref: (a) StaO 5510.15A

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

LN, FN, M.I.	Phone (office and cell)	Billet	Signature
Smith, John J.	(XXX)-XXX-XXXX	Chief	/S/ _____
Jones, William S.	(XXX)-XXX-XXXX	Safety	/S/ _____

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's Office)

Subj: PERSONAL IDENTIFICATION INFORMATION FORM VALIDATION OFFICIAL APPOINTMENT

Ref: (a) StaO 5510.15A

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

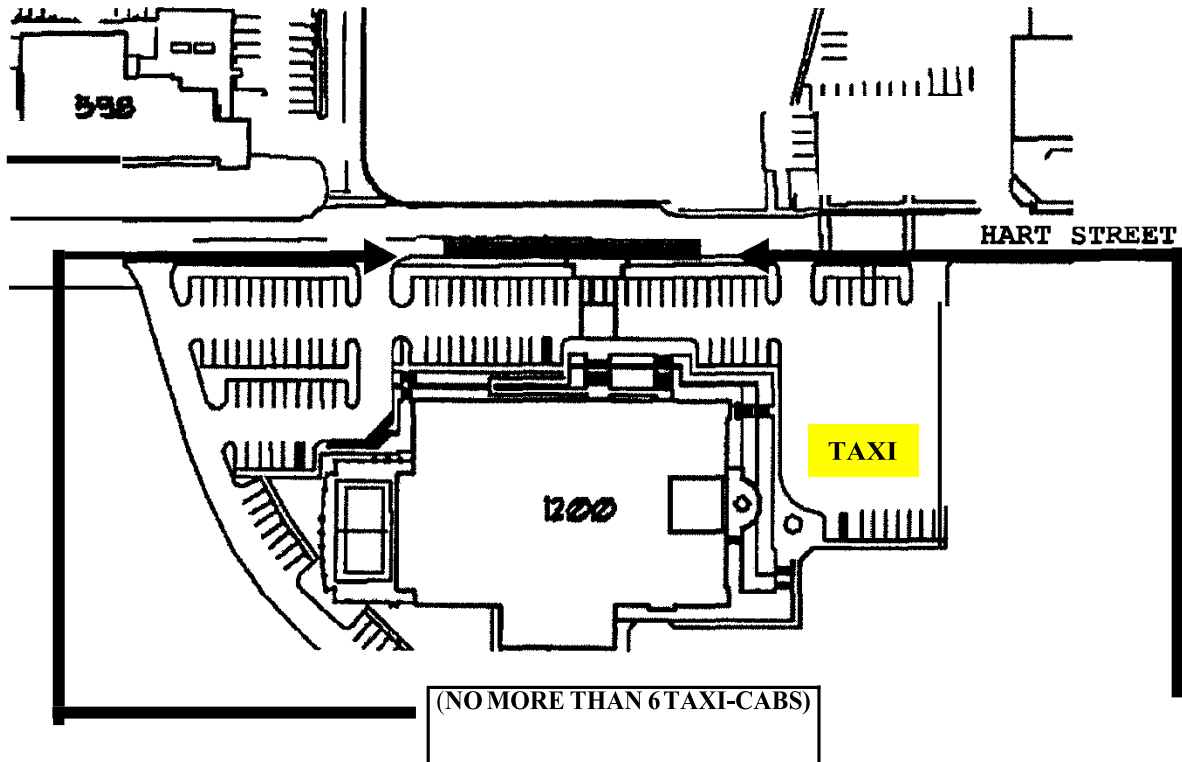
LN, FN, M.I.	Phone (office and cell)	Billet	Signature
Smith, John J.	(XXX)-XXX-XXXX	Supv	/S/_____
Jones, William S.	(XXX)-XXX-XXXX	Safety	/S/_____

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 ID. 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/Rideshare Waiting Area aboard MCAS Yuma



MCAS Yuma Access Roster

Event: Smith Wedding Reception							
Sponsor: Bob Smith							
Location: Sonoran Pueblo							
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 and cell (xxx) xxx-xxxx							
Attendees							
REQUIRED INFORMATION					OPTIONAL INFORMATION		
Last Name	First Name	M. I.	Date Of Birth	Gender	DL State	DL #	NOTES
Jones	Joseph	J	7/14/62	M	AZ	D01234567	
Jones	Sarah	L	12/14/65	F	AZ	D12345678	
Lopez	Miguel	E	9/23/70	M	AZ	D23456789	
Smith	John	B	11/12/85	F	CA	N1234567	
Smith	Jane	D	9/10/86	M	CA	F1234567	
etc.	etc.	etc.	etc.				

Link to Excel spreadsheet on MCAS Yuma website:

<http://www.mcasyma.marines.mil/Staff-and-Agencies/Provost-Marshals/Vehicle-Registration/>