



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION MIRAMAR
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StaO 5512.1D
PMO

JUN 11 2024

STATION ORDER 5512.1D

From: Commanding Officer, Marine Corps Air Station Miramar
To: Distribution List

Subj: INSTALLATION PERIMETER ACCESS CONTROL POLICY

Ref: See Reference List

Encl: (1) Installation Perimeter Access Control Policy

1. Situation. This Order establishes the minimum criteria and procedures for access into Marine Corps Air Station (MCAS) Miramar. It also establishes responsibilities, regulations, and consequences for individuals who violate this Order after being properly vetted and granted access. If someone breaches the terms of this Order, the MCAS Miramar Commanding Officer (CO), herein referred to as the Installation Commander, may suspend or revoke the privilege to access the installation in order to preserve safety, security, or quality of life on the installation.

2. Cancellation. This Order has been revised in its entirety to reflect potential threats and increased security measures. Station Order (StaO) 5512.1C dated 24 June 2019 is cancelled and replaced with this Order.

3. Mission. To promulgate policies and procedures governing authorized entry and access control for MCAS Miramar while restricting or denying access to persons not meeting conditions and/or requirements for access or who pose a threat to the security and safety of the site, per references (a) through (r), in order to provide improved safety and security for the Air Station community.

4. Execution

a. Commander's Intent. Access control is the foundation of the overall security effort aboard MCAS Miramar. By controlling access to the installation, we more effectively manage the risk from criminals and adversaries who seek to do us harm. A well-defined access control policy ensures that MCAS Miramar is in compliance with Department of Defense (DoD) and Headquarters, Marine Corps (HQMC) requirements and provide a safe operating environment necessary to enable mission accomplishment. All personnel aboard the installation are directed to review this order in its entirety.

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b. Access Control. Access control is designed to restrict and/or control access to an Installation to only authorized personnel and their conveyances. MCAS Miramar will employ access control measures at the perimeter to enhance security and protection of personnel and assets. Additional security measures may be authorized based upon the security level, category of individuals requiring access, Force Protection Conditions (FPCONs), level of access to be granted, and higher headquarters direction.

c. Execution. At the direction of the Installation Commander, restriction for access may change based on increased FPCONs or other potentially dangerous situations.

5. Administration and Logistics

a. All procedures, references, forms, and the enclosure contained herein will be promulgated throughout MCAS Miramar.

b. This Order should be reviewed annually to ensure it meets current policies and procedures. The office of primary responsibility is the Installation Provost Marshal.

6. Command and Signal

a. Command. This Order is applicable to all individuals seeking entry to and aboard MCAS Miramar.

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


T. M. BEDELL

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REFERENCES

- (a) MCO 5530.13
- (b) DoDM 5200.08 Vol 3 "Physical Security Program: Access to DoD Installations" with Change 1, dtd 18 Sep 2020
- (c) StaO 5550.1C w/Ch1 Law Enforcement Regulations
- (d) MCAS Miramar CO Policy Letter 4-12 (East Miramar Training Area Restrictions)
- (e) REAL ID ACT OF 2005
- (f) DODM 1000.13, Vol 1 "DoD Identification (ID) Cards: ID Card Life Cycle" with Change 1, dtd 5 Aug 2020
- (g) SECNAVINST 5211.5F dtd 20 May 2019
- (h) DoDI 5505.17, "Collection, Maintenance, Use, and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities" with Change 1, dtd 29 Nov 2016
- (i) 5 U.S.C. Code Section 552a
- (j) DoDI 5400.11, "DoD Privacy and Civil Liberties Programs" with Change 1, dtd 8 Dec 2020
- (k) DoDD 5200.27, "Acquisition of Information Concerning Persons and Organizations Not Affiliated with the Department of Defense", dtd 7 Jan 1980
- (l) DoDI 5200.08, "Security of DoD Installations and Resources and the DoD Physical Security Review Board", with Change 3, dtd 20 Nov 2015
- (m) StaO 5530.14A (Privately Owned Firearms Aboard MCAS Miramar)
- (n) MARADMIN 719/19
- (o) Adult Use of Marijuana Act of California
- (p) Manual for Courts-Martial
- (q) StaO 5500.6, "Installation Flight Line Security Program"
- (r) MCO 5580.4, "Implementation of the Amended Law Enforcement Officers Safety Act of 2004 (LEOSA)"

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MCAS Miramar Perimeter Access Control

1. General. Physical access to a Marine Corps site is a privilege extended by the Installation Commander, MCAS Miramar, California (CA). Access control measures implemented by the Installation Commander ensure only authorized DoD personnel or personnel approved by the Installation Commander are granted access. Access control is an integral and interoperable capability of physical security. All installation perimeter access control will be conducted consistent with reference (a) and this Order.

a. Access control measures standardize personal identification and authentication to DoD installations and facilities including Marine Corps sites and support interoperability with other Federal entities utilizing DoD Common Access Card (CAC) as the primary authority of individual authenticity, consistent with applicable law.

b. Access control measures shall be tailored to local conditions to support mission accomplishment, enable base defense, safeguard personnel, and protect site facilities and capabilities.

c. Access control provides the commander a means to enforce the removal of, or deny access to, persons who pose a security risk or threaten the safety of the site.

d. The Provost Marshal (PM) will ensure access control policies are posted at the Visitor Registration Center (VRC), and the Provost Marshal Office (PMO) section of the MCAS Miramar website.

e. All visitors shall be directed to the VRC for registration and proof of identity, background screening, and determination of purpose or sponsorship. This Order promulgates local policy concerning the staffing of after-hours visitor control and registration.

2. Site Designation. MCAS Miramar is designated as an Electronic Physical Access Control System (ePACS)-enabled site with International Manufacturing Engineering Services Alliance (IMESA) functionality.

3. Purpose for Access. All persons requesting access to the installation must have an acceptable and validated purpose, as defined by this policy and the Installation Commander's guidance. Purpose for authorized access may be established by the presentation of an approved credential in accordance with paragraph 11 and the PM's guidance. Purpose may also be established using supporting documentation such as bills of lading, freight bills, Carrier/Distribution Management Office (DMO) Shipment Pickup and Delivery Sheet for Arms, Ammunition and Explosives (AA&E), work/repair orders and other sensitive material. Guest lists for special events (e.g., weddings, command functions/ ceremonies, baby showers, tours and catered events TCEs, etc.) must be coordinated and approved in writing by the PM or designated representative. Supporting

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documentation may be hardcopy or electronic. Every effort should be made to submit official requests for access at least (21) business days prior to the event and/or scheduled work.

a. Restricted Access. Access to MCAS Miramar does not grant access to all parts of the installation. The following areas of MCAS Miramar have restricted access:

(1) Flight Line. The MCAS Miramar flight line (Joe Foss Field) is designated as a Level II restricted area. Access to this area is prohibited unless authorized per the procedures in reference (q).

(2) East Miramar. East Miramar is located East of Interstate-15. Per references (c) and (d), access to East Miramar is restricted to authorized personnel for official duties. Authorized personnel will be granted access upon proper identification by PMO personnel normally through the Camp Elliot Gate or as directed by the PM.

(3) Navy Operational Support and Marine Corps Reserve Center. The Navy Operational Support and Marine Corps Reserve Center is located on MCAS Miramar property and under the jurisdiction of the Installation Commander. Access to the Navy Operational Support and Marine Corps Reserve Center is normally regulated by the personnel assigned to the Reserve Center, but will be patrolled by PMO personnel. All physical security devices, such as locks, will be controlled and administered by PMO.

b. Limited Access. The Installation Commander shall limit access of visitors:

(1) Through restricted access after normal working hours, during weekends and holidays based on contract language or personal sponsor.

(2) Through designation of a specific Access Control Point (ACP) through which access is granted for specialized groups (visitor and commercial ACPs).

(3) During FPCONS CHARLIE and DELTA. Mission essential personnel shall be authorized access to the installation.

(4) During Health Protection Conditions (HPCONS) CHARLIE and DELTA. Mission essential personnel shall be authorized access to the installation.

(5) Individual's designation as a site emergency responder.

(6) The PM will ensure local policies address ingress/egress permissions for residents living aboard the site during increased FPCONS and HPCONS.

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c. Special Events. Guidance for special events to include, but not limited to MCAS Miramar Air Shows, TCEs, Local Police Department Graduations, and MCCS Sponsored Event are outlined in paragraph 14.

d. Non-Mission Essential Personnel. Access for non-mission essential personnel shall be restricted during FPCONs and HPCONs CHARLIE and DELTA. Mission essential personnel shall be authorized access to the installation.

4. Access Designation. There are three types of access to Marine Corps sites. Persons accessing MCAS Miramar shall be designated as unescorted, trusted traveler, or escorted.

5. Unescorted Access. Unescorted designation applies to persons who have properly established their identity and been identity proofed, received a favorable fitness determination, have established an acceptable purpose for access and presence on the installation, have a valid requirement for recurring access, and are in possession of an approved DoD ID card. The Installation Commander and/or PM are further authorized to approve unescorted access to designated visitors in possession of an approved, valid credential in accordance with guidelines contained in this Order.

a. The PM may authorize individual recurring, unescorted access for individuals currently enrolled in a DoD component ePACS with IMESA.

b. Establishing identity for unescorted access shall be completed by presenting one acceptable and valid credential or by presenting an acceptable combination of source identity documents as identified in Appendix G of this Order. Acceptable and valid credentials and source identity documents must:

(1) Be original and current.

(2) Not contain the markings "Not Valid for Federal Purposes," "Not For Use as Federal Identification," "Federal Limits May Apply," or any other similar phrase, unless otherwise directed by the Installation Commander.

(3) In the case of a driver's license or non-driver's identification card issued by a state, territory, possession, or the District of Columbia, be compliant with reference (e).

c. Individuals possessing more than one acceptable and valid credential must use the credential accurately depicting the specific reason/capacity for visiting the site, in accordance with references (b) and (f).

d. The PM may not require more than one acceptable and valid credential to establish identity as a standard access control

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procedure. However, an intermittent requirement to present additional credentials is acceptable as a RAM.

e. Establishing current fitness. Current fitness is established on a recurring and continuing basis only through a review (either on-the-spot at the VRC or daily through the IMESA) of an individual's information through an authorized check of authoritative government sources by authorized personnel (real-time or most recent file from such source). The review shall include:

(1) Terrorism lists, such as the National Crime Information Center (NCIC) Known and Appropriately Suspected Terrorist (KST) file and the Terrorism Screening Database (TSDB).

(2) Felony wants and warrants, such as those listed in the NCIC Wanted Persons File.

(3) DoD, Services, federal and site-specific debarment lists.

(4) Department of the Navy's criminal justice information system of record.

(5) Other relevant government databases that may be available including:

(a) Other NCIC files, including the National Sex Offender Registry (NSOR).

(b) Criminal justice or immigration databases.

(c) Other government biometric or biographic databases.

f. The Installation Commander may grant short-term (seven days or less) unescorted access to individuals who meet the requirements outlined in this section but do not meet the requirements for recurring unescorted access as described in paragraph 5 if such individuals successfully complete the Visitor Control Process described in paragraph 9.

g. The PM shall process individuals who meet the requirements for recurring unescorted access as described in paragraph 5 through the perimeter Visitor Control Process (VCP) at the ACP or Entry Control Facility (ECF) in accordance with paragraph 9.

h. Process individuals who do not meet the requirements for recurring unescorted access as described in paragraphs 4 and 5:

(1) Automatic enrollment in accordance with paragraph 12, if eligible; or

(2) The Control Process at the VRC in accordance with paragraph 9 of this Order.

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i. Granting unescorted access to the following individuals is prohibited when:

(1) Individuals listed on any U.S. Government terrorism watch list, except as provided for in law, executive order, or DoD policy to further Counter Intelligence (CI) or Counter Terrorism (CT) purposes.

(2) Individuals possessing a felony, or active want or warrant. Exceptions to this policy may be granted by the Installation Commander on a case-by-case basis in coordination with the Staff Judge Advocate (SJA) and PM Exceptions shall be in accordance with applicable Federal, state, and local laws after considering appropriate mitigating factors such as the nature and seriousness of the offense, the circumstances surrounding the offense, recency and frequency of the offense, and the individual's age and maturity at the time of the offense. This discretion does not extend to persons identified under debarment criteria in paragraph 14.

j. The adjudication criteria, redress, and appeal process shall be posted at the VRC and installation internet homepage for those negatively adjudicated.

k. Establishing historic fitness. Historic fitness is established at a specific point in time only by means of a review of the individual's prior criminal history through a check of the NCIC, the NCIC Interstate Identification Index (also known as "NCIC Triple I"), relevant government databases, and the DON criminal justice information system of record. The requirement to establish historic fitness for unescorted access may be met by either:

(1) On-the-spot review and adjudication conducted by personnel at the VRC.

(2) Previously established historic fitness by any one of the following:

(a) An acceptable, valid credential used to establish identity in accordance with Paragraph 11 and Appendix G;

(b) A previously conducted review and adjudication at another installation if followed, immediately and without lapse, by enrollment in an IMESA based ePACS for continuous vetting;

(c) The Defense Counterintelligence and Security Agency (DCSA), or predecessor organization, determination that the individual eligible for access to classified information, as long as that eligibility remains in scope; or

(d) A favorably adjudicated Tier 1 or higher background investigation performed by the DCSA or other Federal agency that remains in scope.

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1. Citizenship. Unescorted access may be granted to individuals without U.S. citizenship or U.S. Permanent Resident. However, access to non-U.S. citizens may be restricted. Acceptable proof of U.S. citizenship can be demonstrated with any one of the following:

(1) An unexpired U.S. passport or passport card.

(2) An original or certified true copy of a birth certificate issued by a U.S. state, territory, possession, or the District of Columbia bearing a raised seal.

(3) A certificate of naturalization (Form N-550 or N-570).

(4) A Consular Record of Birth Abroad.

(5) A Form I-551, Permanent Resident Card (Green Card)

m. An individual with dual U.S. citizenship will be treated the same as an individual with only U.S. citizenship.

n. Exceptions to unescorted access requirement:

(1) Special events as identified in paragraph 15; and

(2) Emergencies, as identified in paragraph 16; and

(3) Portions of sites consisting of large unoccupied, undeveloped space aboard the installation outside of inhabited areas, or outside of a fence line, if access to such areas does not create unacceptable risk to missions, assets, and personnel;

(4) Portions of the installation with a mission that requires access to the public or public utility companies; and

(5) A minor under the age of 18 who does not possess an acceptable and valid credential and is accompanied by a parent or guardian who is age 18 or older and has been granted unescorted access.

6. Trusted Traveler

a. Trusted Traveler access allows an individual presenting an approved DoD identification the ability to vouch for accompanying co-travelers.

b. Trusted Traveler is only designated for sponsors who already have continued unescorted access, have been identity proofed, received a favorable fitness determination, have a valid purpose for access and presence on the site, have a valid requirement for recurring access, and possess an approved DoD or Federal PIV ID card. (NOTE: The DoD Trusted Traveler program is not associated with any other federal agency program.)

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(1) The Trusted Traveler designee must have sufficient knowledge of the co-travelers to legitimately vouch for their identity, fitness, and purpose. Co-travelers must present an acceptable and valid credential if identification is requested by Marine Corps Law Enforcement (LE) personnel conducting command authorized RAMs.

(2) The Trusted Traveler designee is responsible for the actions of all co-travelers.

(3) The number of co-travelers may not exceed five individuals per Trusted Traveler unless specifically authorized by the Installation Commander.

(4) Trusted Travelers are responsible for verifying citizenship of co-travelers and are prohibited from vouching for foreign nationals.

c. Individuals without both U.S. citizenship and DoD affiliation are not permitted designation as a Trusted Traveler. Foreign nationals shall not be co-travelers and must adhere to requirements in paragraphs 17 (e) through 17 (i) of this Order.

d. The Trusted Traveler program is permitted for installation access only during the hours of 0530-2000. The Trusted Traveler program shall be discontinued during the hours of 2000-0530, during which time all occupants of the vehicle are required to present an acceptable and valid credential to PMO personnel. The Installation Commander is authorized to suspend Trusted Traveler programs at any time based on local conditions.

e. Trusted Traveler programs are permitted during FPCON NORMAL, ALPHA, and BRAVO. Trusted Traveler programs shall be suspended during FPCON CHARLIE and DELTA. Waiver authority information for allowance of the Trusted Traveler program during FPCON CHARLIE and DELTA is contained within reference (a).

f. Trusted Traveler programs are permitted during HPCON ZERO and ALPHA. Commanders should consider suspending the use of trusted traveler programs during HPCON BRAVO. Trusted traveler programs shall be suspended during HPCON CHARLIE and DELTA. Waiver authority information for allowance of the Trusted Traveler program during FPCON CHARLIE and DELTA is contained within reference (a).

g. Trusted traveler programs shall be suspended in the event of an ePACS failure except:

(1) For uniformed military personnel returning in formation.

(2) For the period of time that a suspension would cause a bona fide traffic safety risk, as determined by the PM, on roadways not owned or managed by the Marine Corps.

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(3) When doing so would significantly degrade the installation's mission capability as determined Commanding General, Marine Corps Installation-West (MCI-West), at the time of the ePACS failure. During these instances, MCI-West shall be notified.

h. When the installation's Trusted traveler program is suspended due to an ePACS failure, co-travelers requesting entry onto Marine Corps sites may be:

(1) Granted unescorted access by presenting an acceptable and valid credential listed in Appendix G that establishes identity and meeting requirements to establish fitness and purpose.

(2) Granted escorted access by presenting any acceptable and valid credential as discussed in accordance with paragraph 11; or

(3) Persons who do not possess an approved DoD identification will be processed through the VRC as a visitor.

7. Escorted Access. Escorted access designation may be provided to persons who have established an acceptable purpose for their presence on the installation and is time-constrained by authorized access that meets requirements for establishing an acceptable purpose. Approved escorts must have authorized unescorted installation access privileges and must remain with the individual(s) at all times. Individuals unable to meet the identity or fitness requirements for Trusted Traveler or unescorted access may be granted escorted access.

a. Escorts shall be limited to no more than five individuals at any time. Special event escorted access is outlined in paragraph 14.

b. Escorts shall be provided by the organization or individual responsible for or otherwise associated with the individual's official government business and must maintain visual contact of the individual(s) they are escorting.

c. Escorts functioning in their personal or official capacity shall be accountable for the conduct of the individual(s) they are escorting and shall report any conduct or malicious actions by an escorted individual that causes a risk to the safety, security, or efficiency of the installation or its occupants. Failure to comply with escort duties may result in the temporary or permanent loss of escort privileges.

d. Per reference (b), escorts must be U.S. citizens, have a DoD affiliation, and themselves be granted unescorted access by the installation commander. Contractors in possession of a CAC and providing direct support to a Marine Corps/DoD unit or federal agency may be authorized to escort persons aboard the installation for a business purpose. Escort designation and authorization language shall be included in the terms of all contracts.

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e. For procedures concerning prime contractors and their escort privileges, refer to paragraph 7(e) of reference (a).

f. Emergency response personnel responding to an active event aboard a Marine Corps site are excluded from the sponsor requirement. Emergency response access requirements are addressed in paragraph 15 of this Order.

g. MCAS Miramar possesses a explosive ordnance safe haven located on East Miramar and can be used by commercial or government vehicles carrying explosives or other ordnance as an intermediate/emergency storage or for ordnance enroute during civil unrest or natural disasters. Those vehicles shall be allowed access to the installation and be escorted to explosive vehicle safe haven by Station Ordnance personnel. Station Ordnance personnel may be contacted via the duty cell phone at (858) 864-4366.

8. Visitors. Visitors are defined as persons who do not possess an approved DoD or Federal PIV ID card, do not require continued access to the installation, and are requesting continuous access to the installation for a period not to exceed 60 days. For special events, see paragraph 14.

a. All visitors are required to be processed through the VRC using the SECNAV 5512/1 Local Population ID Card/Base Access Pass Registration form. Reference (g) authorizes the DON to obtain PII for vetting purposes prior to granting unescorted site access. All collection, use, maintenance, or dissemination of PII shall be conducted in accordance with the Privacy Act of 1974 as amended and implemented per references (g) through (k).

b. Upon successful registration and background check, a Base Access Pass may be issued.

c. ePACS registrations for visitors shall include access time limitations or explicitly state that visitor access times are unrestricted.

d. Visitors requiring access longer than 30 days are required to return to the VRC for ePACS registration renewal. Exceptions may be granted by the PM or Installation Commander.

9. Visitor Registration Center

a. VRC Procedures. Visitors requesting access to the installation will be accounted for electronically or manually.

(1) Visitors of MCAS Miramar are required to:

(a) Establish identity using either an acceptable and valid credential or an acceptable and valid combination of source identity documents as described in Appendix A.

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(b) Establish historic fitness, either by performing an on-the spot background screening or proving historic fitness was previously established.

(c) Establish current fitness.

(d) Establish an acceptable purpose for presence on the installation by means of a credential to establish their identity.

(e) Establish an acceptable purpose for presence on the installation.

(2) During the Visitor Control Process, the VRC shall conduct the following:

(a) An inspection by VRC employees of all credentials and source identity documents on the front and back for signs of alteration or counterfeit.

(b) Rejection of credentials and source identity documents that appear questionable (e.g., damaged laminates, evidence of tampering) or altered.

(c) Background screening to be conducted by PMO/MCPD or other designated site security personnel.

(d) Confirmation of purpose for access.

(3) Upon successful completion of the Visitor Control Process:

(a) Visitors with an e-PACS acceptable and valid credential at an ePACS-enabled site, with IMESA functionality, may be enrolled in the ePACS.

(b) All other visitors may be issued a pass or credential in accordance with paragraphs 9(b) and 9(c).

(4) The DBIDS credential will not be utilized as a privilege card. Privileges related to Marine Corps Community Services (MCCS), Defense Commissary Agency (DECA), Veterans Services, etc., shall not be added to the card nor will the DBIDS Credential be utilized to identify any qualifications such as motorcycle safety, emergency services, etc. Only information pertaining to installation access will be identified in the remarks portion of the DBIDS credential.

b. Short-Term Visitor Credentials. Visitors who successfully complete the Visitor Control Process with an acceptable purpose and a duration not greater than seven days, but who are ineligible for enrollment will be issued either:

(1) Short-term personalized paper pass. The personalized pass shall, at a minimum, identify the visitor's name and the dates for

which the pass is valid for access. The pass will be valid for the shorter duration of the visitor's established acceptable purpose or seven days maximum.

(2) Reusable un-personalized pass. The Installation Commander can approve the use of reusable un-personalized passes.

(3) The Visitor Pass may be electronically produced by the ePACS or handwritten, ensuring all required information is identified. Written passes must be maintained in an official logbook.

c. Long-Term Visitor Credentials. The Local Registration Card (LRC) or approved locally issued credential may be issued to individuals who do not possess an ePACS-acceptable and valid credential, have successfully completed the Visitor Control Process with an acceptable purpose, have an identified sponsor, and have access permissions with an approved duration longer than seven days. Long-term visitor credentials are those credentials that exceed seven days and shall:

(1) Be limited for the duration of the established acceptable purpose, not to exceed 30 days.

(2) Bear the individual's name, photo, issue date, and dates for which the credential is valid.

(3) Be enrolled in the local site ePACS when issued at an ePACS enabled site with or without IMESA functionality.

(4) Be enrolled in IMESA when issued at an ePACS-enabled DoD site with IMESA functionality.

(5) Not be used to circumvent the Tier 1 background investigation and CAC issuance requirements for individuals eligible for a CAC under Volume 1 of reference (f).

(6) Identify areas/camps authorized for access.

(7) Persons in possession of a DBIDS or LRC, where DBIDS is not available, are not authorized Trusted Traveler or escort privileges.

10. Sponsorship

a. Sponsors are defined as persons authorized by the installation commander to request approval and authorization for persons unaffiliated with the military to access the installation.

b. Sponsorship is authorized for:

(1) Active and reserve military personnel.

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(2) Military family members above the age of 18.

(3) Retired military personnel residing on the installation.

(4) Government civilians who are U.S. citizens, who are employed on the installation.

c. Sponsors are authorized to request approval for limited visitor access for social purposes and shall coordinate visitor access with the VRC. Each sponsored person shall complete the VRC process, including a physical credential check, ePACS enrollment, and temporary pass issuance, in accordance with reference (b).

(1) Special Events can include, but not limited to promotions, retirement ceremonies, community events, etc. Additional details concerning special events are identified in paragraph 14 of this Order.

(2) Requests to sponsor persons for these events shall be submitted to the greatest extent possible, at least (21) days in advance of the scheduled event.

d. Sponsorship is limited to non-restricted areas. Visitor access to designated restricted areas or facilities requires the Installation commander's or their designated/authorized representative's written approval.

e. Support service (e.g., lawn care, cable, power, credit unions, etc.) and vendor contractors (e.g., food, beverage, perishable goods, etc.) are prohibited from sponsoring any person aboard the installation, unless previously coordinated with, and approved by the installation commander, in writing.

11. Enrollment

a. Eligibility for ePACS Enrollment:

(1) Available to individuals seeking recurring access who successfully complete the Visitor Control Process and establish their identity by means of an acceptable and valid credential capable of being enrolled in the ePACS as listed in appendix A.

(2) Not available to individuals who fail to complete the Visitor Control Process using an acceptable and valid credential or any acceptable combination of source identity documents listed in paragraph 11.

(3) Not available to all individuals at non-ePACS-enabled Marine Corps sites.

(4) Not to be used to circumvent the Tier 1 background investigation and CAC issuance requirements for individuals

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eligible for a CAC under reference (f).

b. Enrollment of eligible individuals will be accomplished by adding their identity to the local Marine Corps site ePACS and, at ePACS-enabled sites with IMESA functionality, to the IMESA.

(1) Automatic Enrollment at the ACP. At ePACS-enabled sites with IMESA functionality, in lieu of undergoing the Visitor Control Process at the VRC:

(a) Individuals establishing identity by means of a CAC or USID shall enroll in IMESA and the local Marine Corps site ePACS by presenting their CAC or Uniform Services Identification (USID) at the ACP.

(b) Individuals establishing identity by means of any other acceptable and valid credential, who have previously enrolled in IMESA at another site, shall be automatically enrolled in the local Marine Corps site ePACS by presenting at the VRC, the same acceptable and valid credential used previously for enrollment in IMESA. However, the site commander may direct purpose be established prior to enrollment.

(2) At ePACS-enabled sites without IMESA functionality, individuals establishing their identity by means of a CAC or USID will be automatically enrolled in the local Marine Corps site ePACS by presenting their CAC or USID at the ACP in lieu of undergoing the Visitor Control Process at the VRC.

(3) Enrollment Validity and Expiration. Enrollment will be valid:

(a) For three years from the date of enrollment in IMESA, until the expiration date on the acceptable and valid credential used to establish identity, or until one year without a visit to the site, whichever comes first. Upon the expiration of an individual's credential, the expiration will be propagated to the ePACS at all ePACS-enabled DoD sites with IMESA functionality.

(4) Declined Enrollment. An individual who is eligible to enroll but declines or refuses enrollment, or has declined or refused enrollment in the past, and subsequently returns to the site at a later date shall be processed as a visitor.

c. Enrollment Reciprocity

(1) Site-to-site reciprocity for CAC holders is approved for access to Marine Corps sites. Military members, family members, DoD civilians, and DoD direct support contractors in possession of a CAC shall be registered at the ACP/ECF.

(2) Enrollment conducted at another DoD installation:

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(a) Will not be accepted as proof of historic fitness if the enrollment was conducted at an ePACS-enabled site without IMESA functionality.

(b) Will be accepted as proof of historic fitness if the enrollment was conducted at another ePACS-enabled DoD installation with IMESA functionality within 365 days.

12. ePACS Failure Contingencies

a. In the event of an ePACS failure, credentials will be subjected to a visual and physical inspection by the gate sentry.

b. In the event of an ePACS failure, credentials will be subjected to a visual and physical inspection by VRC personnel.

13. Debarment or Denial to the Installation

a. Background Screening. Persons requesting access to the installation are subject to a background screening to determine historic and current fitness. Background screening requires applicable personal information to be entered in authoritative government databases. Background screening and fitness criteria shall be conducted by VRC personnel for all visitors.

b. Debarment and/or Denial Criteria. The following criteria applies to all Marine Corps sites. Persons requesting access to MCAS Miramar will be denied access to the installation and/or debarred from the installation if:

(1) Marine Corps LE or VRC personnel are unable to verify the individual's claimed identity based on reasonable belief the person submitted fraudulent identity information in the attempt to gain access.

(2) The individual has a conviction for espionage, sabotage, sedition, treason, terrorism, armed robbery, or murder.

(3) The individual has a felony conviction for a firearms or explosives violation, regardless of the date of conviction.

(4) The individual has been convicted of crimes encompassing sexual assault or rape.

(5) The individual has been convicted of crime encompassing child molestation, or the possession or production of child pornography.

(6) The individual has been convicted of trafficking in persons.

(7) The individual is a registered sex offender.

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(8) The individual has been convicted of drug possession with intent to sell or distribute.

(9) The individual has an active arrest warrant from federal, state, local, or other civil LE authorities, regardless of offense or violation.

(10) The individual has a felony conviction within the last 10 years, regardless of the offense or violation.

(11) The individual's name appears on any federal or state agency watch list for criminal behavior or terrorist activity.

(12) The individual is debarred entry or access to a Marine Corps site, other DoD installations or facilities, or other federal site or facility.

(13) The individual engaged in acts or activities designed to overthrow the U.S. Government by force.

(14) The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

(15) The individual is identified in the NCIC KST file, or the TSDB report as known to be, or suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

(a) If an individual is identified on the NCIC KST files or TSDB, PMO personnel will notify the Criminal Investigation Division. CID will coordinate with the Naval Criminal Investigative Service (NCIS) and request assistance via the NCIS Multiple Threat Alert Center (MTAC).

(b) VRC personnel shall strictly follow the CID/NCIS engagement protocols as directed by NCIS MTAC personnel.

(16) The individual has criminal arrest information that the installation commander determines the person presents a threat to the good order, discipline, or health and safety on the installation.

c. Debarment Orders. All installation debarment orders will be coordinated with the Staff Judge Advocate (SJA) office and PMO.

(1) Debarment orders shall be in writing and identify the reasons with details regarding the specific basis for barring access to the site.

(2) The debarment order shall explicitly state the dates for the period of debarment or identify the debarment term as permanent.

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(3) Debarment letters shall be hand-delivered. If hand delivery is impractical, debarment letters shall be sent by certified mail to ensure a record of receipt. Installation debarment letters shall include the terms of the length of the debarment.

(4) Any oral debarments directed by Marine Corps LE personnel must be approved by the Provost Marshal. Oral debarments will be coordinated with the installation SJA and followed with a written notification within 24 hours or the next business day.

(5) Debarment notifications, including the notification letter and all supporting documents will be maintained by the installation SJA and PMO.

(6) Installation debarment lists shall be maintained by PMO. PMO shall ensure all debarment information is entered in the Marine Corps criminal justice information system of record. Debarment information shall be entered into ePACS or maintained within a physical file at the VRC.

(7) Debarment of a person from one Marine Corps site will be reciprocated at all Marine Corps sites, including MCAS Miramar.

(8) The debarment information/list will be used to ensure that unauthorized personnel are not allowed access, and if applicable, charged with trespassing when entry is illegally gained. All debarment lists shall be considered Controlled Unclassified Information (CUI) and marked appropriately. The SJA and PMO will review the list on a monthly basis, at a minimum, to ensure the list is current.

d. Appeal for Barred Personnel. The appeals process allows an individual with accurately identified derogatory information that prevents them from establishing historic or current fitness to request an exception due to their specific circumstances, which allows them to be granted unescorted access. Individuals who have been denied access to the installation as a result of meeting denial criteria may appeal for a waiver. A denied individual can submit a completed background check form and any supporting documentation (letters of recommendation, letter of explanation, court documents, police reports etc.) to the Provost Marshal Office in person or via smbmiramarmcas.pmob@usmc.mil. Denied individuals must also submit an endorsement letter from their sponsor for consideration. Special considerations can be made to review the purpose for access and reason of denial to expedite access eligibility determination by the PM or designated authority.

(1) Once received the waiver request with all pertinent information will go before the Waiver Review Board for a final approval or denial. Once the Waiver Review Board has made its

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determination a letter will be sent to the applicant with their determination and follow on instructions.

(2) Once an appeal has been addressed and an individual has been granted access, the individual will be handled as any other visitor. An individual who completes the Visitor Control Process through appeal will:

(a) Have enrollment designated as completed through appeal in the remarks section of the individual's profile in the ePACS.

(b) Be ineligible for reciprocal acceptance of enrollment and fitness determination at other DoD sites.

(c) Be ineligible for automatic enrollment in the ePACS of other DoD sites.

(3) Established adjudication criteria and appeal process information is posted at the site VRC and PMO internet homepage.

e. Redress for Personnel Denied Access. The redress process allows an individual to de-conflict his or her identity with that of another individual with whom they are frequently or easily mistaken (e.g., two individuals with similar names or identifiers, one with a criminal history and one without), thereby allowing the individual's proper identity to be evaluated for fitness. Redress requires the affected individual to provide additional biographic information (i.e., date of birth, social security number) or biometric information (e.g., fingerprint). The installation commander is the authority for removal or reinstating debarment actions.

(1) Any individual who completes the VRC process and is identified as not suitable for entry to the site will be denied immediate access to the installation. Persons denied access shall be provided a copy of the command redress policy.

(2) All redress requests shall be coordinated with, and staffed through, the SJA and PM. Final determination of all redress requests will be signed by the installation commander. An original commander's determination will be provided to the individual in person or by registered mail.

(3) Once all redress actions have been addressed and an individual has been granted access, the individual will be handled as any other visitor.

f. Unauthorized Entry. In accordance with reference (i), a property security regulation, or similar order, issued by a commander of a military installation or facility that include parameters for authorized entry to or exit from a military installation, is legally enforceable against all persons, whether or not those persons are subject to the Uniform Code of Military Justice. Military personnel

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who reenter MCAS Miramar having been properly ordered not to do so may be apprehended. Civilian violators may be detained, cited under 18 U.S.C. 1382, and either escorted off the installation or turned over to proper civilian authorities.

14. Special Events. Temporary waivers issued under this paragraph are not considered deviations, and do not require approval of ADC PP&O (Security). Events noted in paragraph 14.c. require a waiver with approval from COMMCICOM.

a. Open Base Events. Open base events provide an opportunity for the Marine Corps to host community members and showcase our Marines and military armament. When proper coordination is made and waivers have been approved, the attendance of these open base events constitute an acceptable purpose for access to the installation. Guidance concerning waivers and prerequisites can be found in reference (a).

(1) MCAS Miramar Air Show. The MCAS Miramar Airshow is considered an Open Base Event and all waiver procedures shall be completed per reference (a).

(2) Community Events. Example of community events which allow for access to the installation can include, but not limited to: Installation approved running events, trunk or treat, and local law enforcement graduations.

b. Command Ceremonies and Functions. Command ceremonies and functions require coordination and approval by the installation commander. Deployment departure/return events and family days do not require special event waivers. However, unit commanders shall conduct a Special Event Anti-Terrorism (SEAT) plan, in accordance with reference (a) for all command ceremonies and deployment departure/return events and ensure effective access control of restricted areas during these events. Requests for security barriers, ACPs, roving patrols, or other security measures shall be coordinated with PMO in advance.

c. MCCS Functions. MCCS-sponsored recreational and sporting events open to the general public require all visitors to be subject to the Visitor Control Process managed by VRC. MCCS personnel shall provide pre-registration information to VRC personnel for advance screening at least 14 days prior to the event.

15. Emergency Services Response to Critical Incidents and Emergencies

a. Emergencies and Natural Disasters. In the event that MCAS Miramar is required to request support for an on-site emergency or natural or man-made disaster effort, the installation commander will notify higher headquarters via the chain of command.

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b. Local Emergency Response Personnel. PMO is integrated with the local law enforcement and emergency response services within the San Diego, California area. PMO shall coordinate and complete a Memorandum of Understanding (MOU) with the local law enforcement and emergency response agencies. At the minimum the MOU shall contain procedures for facilitating access during emergency response events, authorized credentials during RAMs, and joint training events.

16. Special Case Access. Unless otherwise indicated, personnel not in possession of an approved DoD credential or LRC shall be subject to the VRC process. Unless otherwise indicated in this Order, individuals meeting special case access criteria in sections (a) through (r) below may be authorized unescorted access.

a. Use of Law Enforcement Credentials for Site Access

(1) Federal, state, local, and tribal LE officers/ agents may utilize their credentials for access while conducting active LE operations/investigations and/or responding to emergencies at the site. Examples of LE activities and/or investigations include transporting suspects, witnesses, or victims; transporting evidence and/or contraband; and traveling to their site work center.

(2) Marine Corps LE will physically and visually verify the authenticity of LE credentials used for installation access.

(3) When federal LE credentials are presented, (e.g., FBI, U.S. Secret Service, NCIS, Air Force Office of Special Investigation, U.S. Army Criminal Investigation Division, and Marine Corps Criminal Investigation Division) agents will have unescorted access to the site and escort privileges for personnel and vehicles in all force protection conditions. Federal LE personnel are granted Trusted Traveler/escort privileges with unrestricted escort privileges, in the performance of LE operations, for personnel traveling within their vehicle.

(4) This does not relieve LE officers/agents from conducting appropriate coordination with PMO or the SJA, nor does it prevent PMO personnel from confirming the purpose for access by LE personnel through their respective agencies.

(5) When not in the performance of official duties or capacity shall comply with the requirements of presenting an approved DoD CAC.

b. Veterans and Authorized Veteran Caregivers. For guidance concerning Veterans and Certain Caregivers for Veterans, and for Veterans possessing the Veterans Affairs (VA) Health Eligibility Center (HEC) Form H623A, see reference (a).

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c. Hunting and Fishing. Hunting is not allowed aboard the installation, and only persons authorized access to the installation may fish at the Miramar Pond.

d. Liberty Housing Personnel. All visitors for Liberty Housing shall follow the guidelines prescribed in this Order for installation access. PPV Contractors/Subcontractors (sponsored by the Marine Corps Installation Housing Manager) may be issued a LRC/DBIDS card for one year.

e. Foreign Visitors. Foreign personnel requesting access to the installation to meet with Marine Corps personnel or representatives must be sponsored by a U.S. Service member, DoD civilian or authorized direct support contractor. Foreign personnel requesting access to the installation will be identified as accessing the sites for an official or unofficial visit. All foreign visitors shall meet their designated sponsor at the VRC to complete vetting procedures.

(1) Official Visit. An occasion when a foreign national is sponsored by his or her government or by an international organization to perform official business approved by the government.

(2) Unofficial Visit. An occasion when a foreign national who is not sponsored by his or her government or an international organization visits for unofficial purposes or to conduct business which will entail access to information in the public domain. Except for predesignated open base events, only those foreign visitors with approved sponsors will be granted access to the installation.

f. Foreign National Military Official Visit. Foreign national personnel conducting official visits aboard the installation shall be assigned a command sponsor for all visits by the sponsoring command. In all cases, foreign national personnel will be in possession of an Invitational Travel Order (ITO), approved Foreign Visit Request (FVR), or installation approved visit authorization to facilitate access to the installation. For guidance concerning Foreign Nationals on Official Business, Foreign Liaison Officers, the Personnel Exchange Program, and International Military Students, see reference (a).

g. Foreign National Dependents (Non-DoD). As identified in reference (p), foreign national dependents are authorized to accompany a foreign national assigned to duty with the DoD. Foreign national dependents are referred to as an accompanying family member and are issued the USID or Next Generation (NextGEN) USID card with blue stripe in accordance with reference (f). The NextGEN USID will contain a blue stripe indicating foreign national affiliation. For additional details concerning dependents of Foreign Nationals, see reference (a).

h. Foreign Military Attachés. Foreign Military Attachés and their staffs are accredited diplomats vetted and cleared through the U.S. State Department and assigned to their diplomatic mission. For

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additional details concerning Foreign Military Attachés, see reference (a).

i. Screening and Vetting. To the maximum extent practicable, all foreign visitors to Marine Corps sites should undergo LE, antiterrorism (AT), and intelligence screening and vetting prior to gaining access. The Marine Corps Intelligence Activity (MCIA) will provide screening and vetting support the installation through the VRC, site security manager and/or the CID. In order to facilitate entry:

(1) Official Visits. MCAS Miramar VRC personnel must and shall receive notification and a copy of ITOs or FVRs from the sponsoring unit prior to arrival of foreign nationals and/or their dependents. VRC personnel will confirm with the responsible Foreign Visit Coordinator that the appropriate screening and vetting was completed during the FVR process. The foreign national's sponsoring unit must approve official travel to the installation via official orders, and official orders must include restrictions and authorizations for official/unofficial travel.

(2) Unofficial Visits. All foreign nationals, not affiliated with DoD, requesting access for unofficial purposes must initiate the Visitor Control Process at the VRC at least 14 business days prior to arrival at the installation. CID will contact MCIA's Identity Intelligence 24-hour watch center for LE, AT, and intelligence screening. MCIA will provide the information to CID who will provide information to the VRC to inform the decision of whether or not to grant access.

(3) Required Information. VRC staff will be provided information listed in 3(a) through (i) for all foreign nationals attempting to gain access to a Marine Corps site, including foreign national visitors who are denied entry for any reason or decide to rescind their request for access.

(a) Name (normally First Name, Middle Name, and Last or Family Name; may also be first four names)

(b) Date of birth

(c) Place of birth

(d) Citizenship

(e) Passport number

(f) Address, including home address, lodging address in the United States, and the person or organization visiting

(g) Point of contact phone number

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(h) Meeting location and purpose of visit

(i) Vehicle make, model, and license number

(4) Once foreign nationals are positively identified and screened and the purpose for access has been validated, they shall be issued a visitor pass to allow initial access to the installation.

(5) Any security concerns involving credible information that a foreign national or a foreign agent is involved in a criminal incident will be reported to appropriate Marine Corps LE personnel.

j. Role Players. Contract Role Players support exercises aboard Marine Corps sites and provide critical training support. All persons designated as an employee or contractor under the Marine Corps Role Player program are subject to requirements contained in reference (a) as well as any additional requirements outlined in the Marine Corps Role Player Threat Screening Policy.

k. Transportation Worker Identification Credential (TWIC). The TWIC is Department of Transportation approved credential issued by the Transportation Security Administration to maritime workers and commercial motor carriers. The TWIC meets identity proofing requirements. Purpose is established via an electronic or paper bill of lading, the Carrier Appointment System, or signed Transportation Officer delivery/pickup lists.

(1) Drivers visiting MCAS Miramar for the first time are subject to background screening. Once cleared, identification credentials will be registered with the ePACS and simultaneously registered for ongoing screening. Once enrolled, drivers will proceed directly to the MCAS Miramar Main Gate and have their credentials scanned.

(2) Credentials of drivers returning to the installation will be scanned at the gate, and drivers will be required to establish their purpose for access.

(3) Persons presenting a TWIC are required to show document such as a paper or electronic bill of lading or proof of a coordinated scheduled pickup with the site DMO and the PMO as just cause for requiring access to the installation.

(4) TWIC access will be authorized during normal working hours established by the installation commander. Access is restricted after normal working hours and on weekends and holidays.

(5) In the event an Military Surface Deployment and Distribution Command (SDDC) approved commercial AA&E/HAZMAT carrier seeks emergency support during a critical incident such as a medical emergency, the request for temporary protective status must be approved and coordinated with the installation commander.

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(6) Deliveries of freight and HAZMAT consigned to the site after normal working hours or on weekends will require coordination by the DMO, the affected unit, and security personnel. Non-DMO, non-official U.S. Government freight such as Federal Express (FedEx) or United Parcel Service (UPS) shall be coordinated in accordance with paragraph 16.o. below.

(7) The receiving command or organization will provide an escort after normal working hours. Escorts must adhere to all requirements in paragraph 7.

1. For additional guidance concerning Surviving Spouses, Gold Star Families, and Red Cross Volunteers, see reference (a).

m. DoD Civilian Retirees. The DoD Civilian Retiree Card may be issued to civilians who retire from DoD. The card may not be used for identification purposes. Civilian retirees must provide an approved source identity document and shall be subject to the Visitor Control Process, establish a purpose for installation access and/or be sponsored to access the installation.

n. Local Service Providers. Local service providers are persons working with corporations providing direct service support to the installation under contractual agreements. Examples of local service providers include soft drink retailers, consumable items retailers, and local/regional vendors requiring continuous access to provide product support to tenant commands.

(1) Local service providers shall be enrolled in the ePACS at the VRC with proof of contractual obligations with unit(s) aboard the installation.

(2) Local service providers shall be enrolled in the ePACS with their REAL ID-compliant driver's license.

(3) Installation access guidelines shall be addressed in the contract.

(4) Installation access shall be provided in accordance with contract terms.

(5) Required access to the installation after normal working hours and on weekends and holidays must be outlined in the contract. If not addressed in the contract, service provider access to the installation shall be restricted to normal working hours Monday through Friday, as established by the command. Access after normal working hours and on weekends and holidays shall be restricted.

o. Commercial Transportation. Commercial transportation is any service in which a vehicle owner or operator provides transportation for a fee, including taxi services; transportation network companies and ridesharing services; and mass transit such as buses. For

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additional details concerning commercial vehicle operators and mass transit services, see reference (a).

(1) Taxi/Rideshare Services. For taxi and rideshare policy and procedures see Appendix G.

(2) Inspection/search of Commercial and Delivery Vehicles. Commercial and delivery vehicles transportation operators are authorized access to Marine Corps sites for commercial transportation business purposes only. The driver's access shall be temporary and limited in scope and time to what is necessary to fill this acceptable purpose.

(a) In FPCON Normal and ALPHA all commercial and delivery vehicles whose driver possesses a valid DBIDS credential will be physically inspected and searched for contraband, unauthorized personnel, and weapons or explosives on a random basis as directed in monthly directives issued by the Installation Commander.

(b) Regardless of DBIDS status, in FPCON BRAVO, CHARLIE, or DELTA, all authorized commercial and delivery vehicles will be physically inspected and searched for contraband, unauthorized personnel, and weapons or explosives by PMO personnel.

(c) Commercial and delivery vehicles will not be permitted onto MCAS Miramar during FPCON DELTA, unless specifically authorized by the Installation Commander.

(d) All commercial and delivery vehicles whose driver does not possess a DBIDS credential will be inspected and searched for contraband, unauthorized personnel, and weapons or explosives by PMO personnel.

(e) Deliveries from App-based services, off-base food establishment deliveries, and floral deliveries are permitted in FPCON BRAVO and below. These deliveries must have proof of a current order on their App from a location and person on-base, must possess a valid U.S. driver's license, and valid vehicle registration and proof of insurance. The delivery vehicle is subject to a thorough inspection and search for contraband, unauthorized personnel, and weapons or explosives by PMO personnel. These inspections will be conducted as other duty-related tasks permit. These deliveries will be suspended in FPCON CHARLIE or higher as directed by the Provost Marshal. The Provost Marshal will appropriately message changes to access to the installation community.

(f) Commercial and delivery services who refuse to comply with the vehicle inspections and searches will not be permitted to enter the installation.

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p. Personal Delivery Operators. Personal delivery operators are authorized access to Marine Corps sites for business delivery purposes only, such as food and parcel delivery. The driver's access shall be temporary and limited in scope and time to what is necessary to fill this acceptable purpose.

(1) Delivery operators must meet all requirements for unescorted visitor access in paragraph 5 of this Order, including enrollment in ePACS.

(2) Commercial transportation operators will be sponsored by an approved sponsor in accordance with paragraph 10.

(3) Site commanders shall designate a responsible office/agency to serve as a primary sponsor for all local service deliveries (e.g., Amazon, UPS, FedEx, etc.).

q. MILCON and Major Renovation Contractors. Contractors supporting MILCONS, building renovation, and other long-term construction activities shall be provided an ePACS credential for access to the installation. All contracts shall include language that addresses the Marine Corps and installation access control requirements, and access to the installation will be provided in accordance with these terms. Access to the site after working hours stipulated in the contract shall require coordination with the installation's Facilities or Public Works Office and PMO. Day use LRCs will not be used to circumvent the vetting and screening process.

17. Unmanned Access Control Points. The only unmanned pedestrian ACP aboard MCAS Miramar is the North Gate located at Mitscher Way and Miramar Rd. Compliance for the unmanned pedestrian ACP is in accordance with reference (a).

18. Special Considerations

a. Display of prohibited items or messages.

(1) While aboard MCAS Miramar it is prohibited to display items from vehicles which are prejudicial to good order and discipline. Vehicle owners/operators are prohibited from displaying:

(a) Messages or symbols of an extremist, sexist, or racist nature.

(b) Items which are indecent, obscene, or profane.

(c) Gang affiliated symbols or messages.

(d) Unauthorized display of Marine Corps trademarked emblems in a manner contrary to good order and discipline.

(e) Defamatory messages.

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(f) Large flags flown from vehicles, which are a distraction, impact driver visibility, or are political in nature.

(g) Other items or messages which violate the standard of standard of decency found in Article 134 (Indecent Language) of the Uniform Code of Military Justice, or display a clear danger to the loyalty, discipline or moral of military personnel, or presents a potential for the disruptive conduct and interfere with the mission of the command.

(2) When in the best interest of the U.S. Marine Corps, the PM is authorized to deny access to any vehicle as deemed appropriate.

b. Off Highway Vehicles and Recreational Vehicles. Non-registered off-road recreational vehicles are defined as those vehicles that cannot be registered for use on paved roads. This definition generally includes vehicles such as three and four wheeled all-terrain vehicles (ATVs/UTVs), dirt or trail bikes, dune buggies, and go-carts. With the exception of law enforcement and emergency service vehicles, off-highway and recreational vehicles are not authorized for use aboard MCAS Miramar.

c. Privately Owned Firearms. All personally owned firearms stored or transported aboard MCAS Miramar must be declared and registered with the PMO IAW reference (m). All privately owned firearms shall be handled with the same level of professionalism and responsibility that is required when handling Table of Organization (T/O) weapons. Privately owned firearms are strictly prohibited in the workplace. Per reference (m), state-issued concealed permits do not grant the authority to carry a concealed weapon aboard the installation.

(1) Active Law Enforcement Carrying of Concealed Weapons. IAW reference (o) active Marine Corps Law Enforcement professionals who possess valid Law Enforcement Officer Safety Act (LEOSA) 18 U.S.C. 926B credentials are authorized to carry concealed privately owned firearms aboard the installation. This includes the following personnel: Marine Corps Military Police (MOS 5803/5811), Marine Corps Criminal Investigators (MOS 5805/5821), and civilian police officers (Series 0083/1811/1812). Civilian law enforcement personnel performing official duties are authorized to carry their concealed weapon. Those civilian law enforcement personnel not performing official duties are not authorized to carry a concealed weapon.

(2) Qualified Retired/Separated Law Enforcement Carrying of Concealed Weapons. Although authorized to carry a concealed weapon when in possession of valid Marine Corps Law Enforcement Officers Safety Act (LEOSA) 926C credentials when off-installation IAW reference (r), these credentials do not grant the authority to carry a concealed weapon aboard the installation. Any individual displaying retired credentials from any law enforcement agency will not be

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authorized to carry a concealed weapon aboard the installation.

(3) Transporting Weapons Aboard the Installation. Any person transporting a weapon aboard the installation must register the weapons aboard the installation with PMO. Those individuals who attempt to carry a concealed weapon aboard the installation and are denied, secure the weapon IAW reference (m).

d. Prohibition of Marijuana. Despite the passage of reference (o), possession and use of marijuana or products containing Tetrahydrocannabinol (THC) aboard MCAS Miramar is prohibited. As such, uniformed personnel found in possession, use, or distribution of marijuana while aboard MCAS Miramar will be apprehended and processed per the Article 112a of reference (p). Other personnel who are not subject to the UCMJ will be subject to prosecution.

e. Changes To Access Control Procedures. The PM will make maximum use of the AtHoc messaging system and will coordinate the release of messages with the Installation Operations Department and make notification, with updates as required, pertaining to temporary change(s) to access control for MCAS Miramar. The Installation CommStrat will publish press releases/media advisories concerning access control policy changes through appropriate sources.

f. Mission Assurance. The MCAS Miramar Director of Mission Assurance (MA) will coordinate with the NCIS to provide threat assessments and updates to the Installation Commander and PMO. Also, MA will advise on additional force protection measures to implement or adjust access control to ensure the safety and security of MCAS Miramar. The Director of MA will also coordinate with PMO for the release of AtHoc messages pertaining to access control.

g. Media Access. Media personnel must coordinate through COMSTRAT to gain access to the installation, and those personnel must be escorted by either COMSTRAT or commander personnel for the event they are attending.

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Appendix A

Acceptable Source Documents

1. For the purposes of establishing identity to access MCAS Miramar, CA, persons must be in possession of a valid CAC or provide an acceptable and valid credential in accordance with reference (1) and Table 1 appended as Appendix G.

a. All source identity documents shall be visually inspected for known security features, as applicable, and for signs of alteration or counterfeit. Electronic verification is not required for source identity documents but is authorized if electronic verification is available. Unless otherwise specified in this section, source identity documents may only be used to verify identity.

(1) Documents must be an original issue and current.

(2) Documents may not be marked "Not Valid for Federal Purposes", "Federal Limits May Apply", or any similar phrase.

(3) Purpose for access must be provided and approved at the time the individual presents an acceptable and valid source identity credential.

(4) The PM may require more than one acceptable and valid credential to establish identity as a standard access control process, as part of scheduled RAM.

(5) Credentials that appear questionable (e.g., damaged laminates, evidence of tampering) or altered shall not be accepted for any purpose.

b. Accepted Credentials at MCAS Miramar.

(1) The credentials listed in paragraph 11(b) of this Order.

(2) LRC issued by another ePACS-enabled Marine Corps site or region with IMESA functionality. These credentials simultaneously establish identity and historic fitness.

(3) Federal Personal Identity Verification (PIV). The PIV card simultaneously establishes identity and historic fitness.

(4) Veteran's Health Identification Card (VHIC). Persons in possession of a VHIC may be granted unescorted access to sites where eligible benefits exists and are made available to them.

(5) Non-federal Personal Identity Verification-Interoperable (PIV-I). The PIV-I card establishes identity only.

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(6) Transportation Worker Identification Card (TWIC).
Establishes identity only.

c. Accepted Credentials at MCAS Miramar, CA, when ePACS systems functionality is degraded:

- (1) DoD CAC.
- (2) Uniformed Service Identification (USID) Card.
- (3) LRC also known as a DBIDS card.
- (4) REAL ID-compliant driver's license or identification card.
- (5) Enhanced driver's license (EDL). Issued by a state, territory, possession, or the District of Columbia and only establishes identity.
- (6) U.S. passport or passport card. Issued by the U.S. Government and only establishes identity.
- (7) Foreign passport bearing an unexpired immigrant or non-immigrant visa or entry stamp. Issued by foreign governments and only establishes identity.

d. Combinations accepted at this installation if not previously mentioned. The following combinations of source identity documents shall be accepted for enrollment purposes:

- (1) TWIC used in conjunction with a REAL ID driver's license.
- (2) Original or certified true copy of a birth certificate bearing a raised seal, social security card, and REAL ID driver's license. All three documents must bear the same name or a former name as documented on acceptable name change documentation such as a court order, marriage certificate, or divorce decree. In this situation the birth certificate and social security card are used to establish identity for the purpose of access control.
- (3) Appendix G provides a summary of acceptable, enrollment capable credentials and the associated established requirements.

e. Credentials that fail to scan. A credential that is typically verified and enrolled by scanning that does not properly scan due to defect, destruction, wear, or any other reason may not be used to enroll in the site ePACS or to establish identity or fitness. Commanders may accept a credential that fails to scan as establishing purpose to provide one-day unescorted access to an individual who presents another acceptable and valid credential, verified in accordance with Table 1, and are able to establish their identity and fitness. Because the recurring nature of their purpose cannot be validated, commanders may not enroll the individual into

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the ePACS to facilitate future visits to the installation until such time as a newly issued credential can be verified and enrolled by scanning.

Appendix B

Stowe Trail Access

1. General. MCAS Miramar permits civilian access to Stowe Trail, a historical trail on the eastern boundary of East Miramar with the northern most point of 32.918607 latitude and -116.990289 longitude and the southernmost point of 32.898836 latitude, and -116.990301 longitude. The usage of Stowe Trail is a privilege granted by the installation commander and expressly limited to recreational hiking, bicycling or horseback riding only.
2. Usage of Stowe Trail is permitted during the hours of daylight (from dawn until dusk). While using the trail, all individuals will be required to possess a Stowe Trail access permit issued by the VRC on their person at all times. Current Stowe Trail access permit holders are not authorized to sponsor individuals on the Stowe Trail. This policy applies to all active, reserve and retired military, civilian or contracted government employees.
3. To apply for a Stowe Trail access permit, one must appear in person at the VRC and bring a valid, government-issued photo identification card. All applicants 18 years or older will complete a background investigation form for access to Stowe Trail. The background check and liability waiver can be downloaded from the Marines.mil website at <http://www.miramar.marines.mil/resources/stowetrail>
4. Background forms will be processed via a law enforcement records check. Applicants found unqualified for access will be notified immediately of their denial for Stowe Trail access.
5. Applicants will be issued a Stowe Trail access permit upon receipt of an approved background check and visual inspection of a valid government-issued photo identification. Applicants must also complete a liability waiver. The Stowe Trail access permit is the property of the United States Government and may be revoked by the installation commander or the Provost Marshal at any time.
6. Permit-holding parents and legal guardians may accompany their children provided they have signed liability waiver for each child and each child 10-17 years old has a permit. Children under 10 years old with a liability waiver on file must be escorted by their permit-holding parent or legal guardian. Children 10-17 must have a permit and be escorted by an adult permit holder.
7. Conduct while on the trail is restricted to recreational riding/hiking only. No motor vehicles, illegal dumping or littering, camping, loitering in place, or fires are allowed on government property. Any modification of the trail is strictly prohibited. Any disruptive, disorderly or illegal conduct may result in the permanent revocation of trail privileges. Anyone found to be outside the

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approved trail boundaries and on government property may be subject to enforcement by law enforcement officials, and prosecution under U.S. Code. Details are available at <https://www.miramar.marines.mil/resources/stowetrail/>.

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Appendix C

Miramar Memorial Golf Course

1. General. Non-DoD credentialed individuals may use the MCAS Miramar Memorial Golf Course as set forth below during FPCON Normal through "BRAVO." MCCS is required to ensure compliance with the security standards expressed in this Order. Upon declaration of FPCON CHARLIE or higher, non-DoD credentialed participant access to the golf course will be suspended. However, upon declaration of FPCON DELTA, the MCAS Miramar Memorial Golf Course will not open for operation.
2. MCAS Miramar Memorial Golf Course visitors are categorized in two categories for non-DoD credentialed individuals: frequent and non-frequent. Frequent golfers are those who visit MCAS Miramar Memorial Golf Course on a recurring basis (i.e. two or more times in 30 days). Non-frequent golfers visit MCAS Miramar Memorial Golf Course less than twice in 30 days.
3. Both frequent and non-frequent golfers must have a reservation tee time and a background check form submitted to the VRC. VRC will conduct a NCIC check and upon completion of a favorable records check, VRC will issue a 90 day DBIDS paper pass for frequent golfers. Non-frequent golfers will be issued a one-day DBIDS temporary pass on the day of their reservation tee time for unescorted access. Frequent golfers' background checks are valid for one-day visit pass and the 90 Day pass must be renewed upon expiration. These DBIDS passes authorizes access to the installation to engage in the designated activity only and may not visit other areas or facilities of MCAS Miramar. Violations of this authorization will result in a patron losing access privileges.

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Appendix D

Naval Consolidated Brig Visitors

1. General. The Naval Consolidated Brig serves as the region's confinement and correctional facility for both pre-trial and post-trial prisoners and is available for use by commands of all five of the Armed Services and the Coast Guard.
2. The Naval Consolidated Brig visitation hours are 1300 to 1500 on Saturdays, Sundays, and federal holidays. Visits outside these hours must be made by special request by the prisoner and are approved only in very unusual circumstances by the Naval Consolidated Brig Commanding Officer.
3. Visitors must coordinate their visit prior to visitation with the Naval Consolidated Brig Visitor Coordinator. The Naval Consolidated Brig Visitor Coordinator will approve the visit and a Brig Visitor List will be emailed to PMO (VRC) at smbmiramarmcas.pmba@usmc.mil as soon as possible, but at least 14 days prior to the visit. Personnel visiting the Brig must meet all other criteria for granted visitor access aboard the installation identified in this Order. All sections on the Brig Visitor List must be completed.
4. The VRC will conduct a NCIC check and upon a favorable records check, VRC will provide the approved visitor list with designated approved visitation times and dates to PMO Operations. This list authorizes access to the installation to visit the Brig only and visitors may not visit other areas or facilities aboard MCAS Miramar. Violation of this authorization may result in the visitor(s) losing base access privileges.

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Appendix E

TCE

1. General. Per reference (q), Non-DoD credentialed individuals may access the installation for TCE as set forth below during FPCON Normal through "BRAVO". MCCS is required to ensure compliance with the security standards expressed in this Order. Upon declaration of FPCON CHARLIE or higher, non-DoD credentialed participant access to MCAS Miramar for TCEs may be suspended. However, upon declaration of FPCON DELTA, TCEs will not be conducted.

2. MCCS will submit a roster of attendees for the event as soon as possible, but at least no later than 21 days before the event to VRC to the email: smbmiramarmcas.pmob@usmc.mil. MCCS will identify the citizenship of all attendees and collect passport numbers for all foreign nationals. MCCS will be responsible for ensuring all foreign nationals have current visa endorsements. MCCS will ensure the names provided by the attendees match the names listed on the passport and/or visa documentation. The attendee roster to VRC will include the country of citizenship and passport number.

a. VRC will submit the roster of foreign nationals to the Criminal Investigation Division who will liaise with Marine Corps Intelligence Activity (MCIA) to conduct a background check of individuals to confirm no affiliation with terrorist groups, criminal organization, or support to groups committed to the overthrow of the U.S. Government. Any derogatory information will be reported and may cause denial of access to the installation.

b. PMO will physically verify the passport or visa documentation of all foreign nationals matches the approved attendee roster on the same day of the event.

c. VRC will provide the approved TCE visitor list with designated approved visitation times and dates to PMO Operations. This list authorizes escorted access on the installation to visit the TCE only and visitors may not visit other areas or facilities aboard MCAS Miramar. Violation of this authorization may result in the visitor(s) being escorted off the installation.

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Appendix F

Additional Programs and Groups

1. Non-DoD Affiliated Institutions of Higher Learning. Non-DoD affiliated institutions of higher learning offer courses and conduct instruction aboard MCAS Miramar. As such, employed professors and students enrolled in courses offered on MCAS Miramar must have written authorization from the MCCS Education Service Officer. The MCCS Education Service Officer will submit a class roster (enclosure 1) to PMO (VRC) 14 days in advance of class start date or graduation event at smbmiramarmcas.pmob@usmc.mil for identity proofing and vetting for unescorted access per Chapter 2 of this Order. At a minimum, VRC will conduct an NCIC background check. Upon completion of a favorable records check, VRC will issue professors and students a DBIDS temporary pass for the duration of the class they are attending.

2. MCCS Child and Youth Programs. Non-DOD affiliated legal guardians of children enrolled in a youth program sponsored by the Child Development Center or Youth Pavilion on MCAS Miramar are eligible for a DBIDS credential. Legal guardians who are non-military affiliated with children enrolled in these activities must be properly vetted to access MCAS Miramar. The guardian must provide documentation of the child's enrollment before access will be granted.

3. Profit and Non-Profit Organizations in support of MCAS Miramar. In order to access the installation, these organizations must obtain a sponsor who must submit a list of names to the VRC at smbmiramarmcas.pmob@usmc.mil at least 14 days prior to the event. The VRC will conduct a NCIC background check. Upon completion of a favorable records check, VRC will input all approved visitors on the PMO SNM calendar authorizing access to the installation.

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Appendix G

Taxi/Rideshare Policy

1. General. Taxis and rideshare applications offer an important transportation option to Service Members, their families, and all who work and live aboard MCAS Miramar. Taxis and rideshares are authorized to make direct drop-offs and pick-ups across MCAS Miramar.

2. Procedures.

a. Taxis. Taxi drivers who do not already possess authorized installation access, such as a DBIDS credential, shall leave their taxicab driver's identification card with the gate sentry. The sentry will log the driver's information into the taxi log. Taxi drivers shall recover their taxicab driver's identification upon exiting the same gate from which they entered.

b. Rideshares. Rideshare drivers are required to produce proof of fare upon entry. Rideshare drivers who do not already possess authorized installation access, such as a DBIDS credential, shall leave their driver's license with the gate sentry. The sentry will log the driver's information into the taxi log. Rideshare drivers shall recover their driver's license upon exiting the same gate from which they entered.

3. All transportation providers who enter MCAS Miramar for the sole purpose of providing transportation services are subject to vehicle searches or other inspections.

4. This policy does not apply to foreign nationals serving as a transportation provider.

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Appendix H

Table of Acceptable, Enrollment Capable, Credentials and Established Requirements**TABLE 1. Summary of Acceptable, Enrollment Capable, Credentials and Established Requirements**

Acceptable Credential	Non-ePACS enabled sites		ePACS enabled without IMESA site		ePACS enabled with IMESA site		If Acceptable, Establishes:		
	Acceptable	Enrollment Capable	Acceptable	Enrollment Capable	Acceptable	Enrollment Capable	Identity	Historic Fitness	Purpose
CAC	X		X	X	X	X	X	X	X
USID (Teslin)	X		X	X	X	X	X		X ¹
Local or Regional DoD Credential issued by the local site	X		X	X	X	X	X	X	X
Local or Regional DoD Credential issued by another local or regional site					X	X	X	X	
REAL ID-compliant driver's license, enhanced driver's license, or ID card	X		X		X	X	X		
U.S. or Foreign Passport or Passport Card	X		X		X		X		
TWIC					X	X	X		
VHIC					X	X	X		X
Federal PIV					X	X	X	X	
Non-federal PIV-I					X	X	X		
¹ The USID generally establishes purpose, but may not establish purpose at more-restricted Marine Corps sites that do not serve retirees or dependents.									

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Appendix I

Glossary of Terms and Definitions

For the purpose of this Order, the following terms and definitions apply:

Acceptable Credential. A credential that, depending on the type of installation, must be accepted as proof of identity, historic fitness, or purpose in accordance with Section 5.1 of Ref (b). (DoDM 5200.08 Vol 3)

Access Control Point (ACP). Identified gap in an installation's/site's perimeter security for pedestrian and/or vehicular access. Often called an entry control point or simply "gate". Includes commercial vehicle inspection points. (DoDM 5200.08 Vol 3)

Appeal. A process for an individual with accurately identified derogatory information that prevents individuals from establishing either historic or current fitness to seek an exception due to their specific circumstances, allowing them to be granted unescorted access. (DoDM 5200.08 Vol 3)

Caregiver. Defined in Section 1720G(d) of Title 38, U.S.C.

Credential. A form of identification that, on its own, associates a specific person with their specific identity, biographic, and, in some cases, biometric information. For example, a driver's license. A document that contains identity information but cannot be associated with a specific person (for example, if it has no photograph or biometric information) is not a credential, but may be a source identity document. (DoDM 5200.08 Vol 3)

Current Fitness. A determination that an individual has no pending criminal cases or actions against him or her and is not listed on any U.S. Government terrorism lists that would indicate that such individual may pose a risk to the safety, security, and efficiency of the installation/site or its occupants. (DoDM 5200.08 Vol 3)

Deviation. A divergence from a requirement or procedure that is not intended to be temporary or corrected. (DoDM 5200.08 Vol 3)

Electronically Verify. The process of confirming, by cryptographic means or querying the original issuer, that a presented credential is authentic (not counterfeit) and still valid (not revoked, cancelled, or otherwise reported lost, stolen, or compromised). (DoDM 5200.08 Vol 3)

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ePACS. An information technology system that provides a "grant" or "deny" decision or recommendation based on a presented identification card, optional additional authentication factors such as a PIN or biometric input, an identity database, and one or more business rules that determines which individuals are authorized access. (DoDM 5200.08 Vol 3)

Enrollment. A process that allows individuals who anticipate a subsequent visit to the installation/site to persist their established fitness, but not purpose, facilitating future entry. (DoDM 5200.08 Vol 3)

Enrollment Reciprocity. The acceptance of an enrollment conducted at another DoD installation/site as proof of an individual's established fitness, but not purpose. (DoDM 5200.08 Vol 3)

Escorted Access. Access to which an individual must be accompanied at all times to ensure that the escorted individual does not cause unacceptable risk to the safety, security, or efficiency of an installation/site or its occupants. (DoDM 5200.08 Vol 3)

Fitness. A determination based on historic and current information that an individual is likely not a risk to the safety, security, and efficiency of an installation/site or its occupants. (DoDM 5200.08 Vol 3)

Historic Fitness. A determination that an individual's criminal history reflects a level of character and personal conduct that does not pose a risk to the safety, security, and efficiency of an installation or its occupants. (DoDM 5200.08 Vol 3)

Installation. The grounds of, but not buildings on, a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under DoD jurisdiction, including any leased facility, that is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, or Guam that have a perimeter barrier (such as a fence line or wall), one or more access control points (sometimes called entry control points), and a method for processing visitors. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects. (DoDM 5200.08 Vol 3)

Purpose. An individual's reason for seeking access to an installation. (DoDM 5200.08 Vol 3)

REAL ID. A state issued driver's license or identification card meeting the security standards established by the REAL ID Act of 2005. (REAL ID Act of 2005)

Redress. A process for an individual to de-conflict his or her identity with that of another individual with whom they are frequently or easily mistaken (such as two individuals with similar names or

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similar identifiers, one with a criminal history and one without). Redress can be accomplished by providing additional biographic information to distinguish between the identities (such as a date of birth or social security number) or biometric information (such as fingerprints). Redress allows the proper identity to be evaluated for fitness. (DoDM 5200.08 Vol 3)

Site. For the purposes of this Order, Marine Corps installations, depots, training centers, facilities, and off-installation activities on land owned or leased by the Marine Corps.

Source Identity Document. A document that establishes that specific identity exists, though it does not associate that identity with a specific person. For example, a birth certificate or social security card. These documents may be used in conjunction with others to associate a specific person with a specific identity. (DoDM 5200.08 Vol 3)

Special Event. Planned time-bound activities (either one-time or recurring) that by their nature have a number of non-installation-assigned individuals attending, and are often characterized by a desire for mass public participation by individuals not otherwise eligible for recurring access to the installation. Examples include, but are not limited to, graduations, sporting events such as military academy football games, conferences, and public exhibitions. A special event by its very nature, or specific statutory or regulatory authority, may warrant security, safety, and/or other logistical support or assistance. (DoDM 5200.08 Vol 3)

Sponsors are defined as persons authorized by the installation commander to request approval and authorization for persons unaffiliated with the military to access the installation.

Trusted Traveler Access. A type of access where an individual is granted entry to the installation based on another authorized person's verification of their identity, fitness, and purpose. (DoDM 5200.08 Vol 3)

United States Identification Card (USID). Sometimes called the TESLIN or the Dependent or Retiree ID Card. Includes the DD Form 2 (Retired, Reserve, and Reserve Retired versions), DD Form 1173 and 1173-1, and the DoD Civilian Retiree Card as described by DoDI 1000.13 and Volumes 1 and 2 of DoDM 1000.13. (DoDM 5200.08 Vol 3)

Visitors. Visitors are defined as persons who do not possess an approved DoD or Federal PIV ID card, do not require continued access to the installation, and are requesting continuous access to the installation for a period not to exceed 60 days.

Unescorted Access. A type of access where an individual is able to travel unaccompanied on an installation. (DoDM 5200.08 Vol 3)