



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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CO5000
APR 12 2007

From: Commanding Officer
To: Distribution

Subj: CONTRACTOR **BADGES/CRIMINAL** RECORDS CHECKS

Encl: (1) CG MCIEAST Policy Letter 001-07

1. On 12 March 2007, **MajGen** Dickerson issued his policy and procedures to all Marine Corps Installations East (MCIEAST) Installation Commanders for conducting background checks and issuing contractor badges. The enclosure provides this information.

2. Please ensure a copy of this information is forwarded to all contract **firms/employees** providing services to your organization. This Policy Letter is effective aboard MCLB Albany immediately and will be incorporated into support agreements during annual reviews. However, the Installation Commander's **guidance/current** procedures must still be followed.

3. Paragraph 2(a) of the enclosure lists the items a contractor employee will need to present to Pass and ID personnel in order to obtain badges and auto decals. Please note that **badges/decals** for contract employees are issued annually and the new procedures must be followed on each occasion. Contact the Trusted Agent Security Manager (TASM) at 639-5181 for the process to obtain a government Common Access Card (CAC) or locally-issued **contractor/vendor** card.

4. Paragraph 2(b) of the enclosure provides the conditions for denial of access to the installation. The conditions for denial in paragraph 2(b) are not all inclusive. Paragraph 2(b)(3) states that the installation commander can deny access for any reason that is deemed reasonable for the good order and discipline of the installation. Recommend all contractor employees be immediately counseled and given an opportunity to disclose any condition that could subject them to dismissal or removal from the installation. A grace period for disclosure exists until 30 April 2007. If dismissal would be warranted or an initial request for a badge is denied, appeal procedures are provided in paragraph 2(c) of the enclosure.

5. Questions regarding this Policy Letter should be directed to either the Provost Marshal Office's representative at 639-5181, or Base Inspector at 639-6244.

R. D. BUTLER
By direction

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12 MAR 2007

COMMANDING GENERAL'S POLICY LETTER 001-07

Prom: Commanding General
To: Installation Commanders

Subj: CONTRACTOR BADGES/CRIMINAL RECORDS CHECKS

1. Purpose. To establish policy and procedures related to obtaining contractor badges and criminal records checks aboard Marine Corps Installations East (MCI-EAST) installations.

2. Background

a. To obtain badges for installation access, contractor and subcontractor employees will present the following documentation to the cognizant Identification (ID) Card Center:

(1) Proof of Valid Government Contract. This should be in the form of a letter from the Contracting Officer indicating location of contract work, contract period and name of prime contractor. For subcontractors provide proof of employment on a valid Government contract (e.g., a letter [on company letterhead] from the prime contractor including contract number and term).

(2) Photo ID. Valid state or federal issued picture identification card. Acceptable documents include state drivers license, DMV issued photo identification, passport or alien registration card.

(3) Proof of Employee Citizenship or Legal Alien Status. Acceptable documents include birth certificate, Social Security Cards, Immigration and Naturalization Service (INS) forms and passports.

(4) Proof of Criminal Records Check. Proof of a criminal records check from the county or state where the employee has resided for the previous two years (or length of legal residence for foreign nationals in the U.S. for less than two years). Acceptable accredited background check agencies sources for criminal records checks include: County Courthouse; Defense Security Service (www.dss.mil); and Infolink Screening Services, Inc. (www.infolinkscreening.com). Criminal records check shall be conducted annually prior to renewal of badges for reevaluation.

b. Denial of Access. Installation access will be denied if it is determined that an employee:

(1) Is on the National Terrorist Watch List.

(2) Is illegally present in the United States.

(3) Any reason the installation commander deems reasonable for the good order and discipline.

(4) Is subject to an outstanding warrant.

Subj: CONTRACTOR BADGES/CRIMINAL RECORDS CHECKS

(5) Has knowingly submitted an employment questionnaire with false or fraudulent information.

(6) Has been issued a debarment order and is currently banned from military installations.

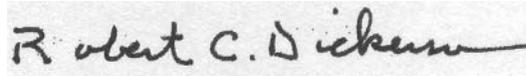
(7) Registered sexual offenders and convicted felons (within the past 15 years), conviction of a drug crime within the past 5 years and DUI within the last year.

c. Appeal Process. All appeals should be directed to the installation's Command Inspector's Office for any individual that has been denied access the installation.

d. Display and Disposition of Badges. Contractor employees will prominently display their badges on their person at all times. Upon completion or termination of a contract or an individual's employment, the contractor will collect and turn in badges to the Pass and Identification Office from which it was issued. If the contractor cannot obtain the employee's badge for *whatever* reason, the cognizant Pass and Identification Office will be notified within 24 hours. During the contract performance period, contractors will immediately report instances of lost or stolen badges to the issuing Pass and Identification Office.

3. Policy. All installation commanders will accept: contractor badges issued from bases/stations under cognizance of MCIEAST.

4. Point of Contact. The point of contact for this policy is Mr. Bill Joseph, MCIEAST Personnel Officer, at DSN: 751-2712.



ROBERT C. DICKERSON

copy to:
Pass and ID
Command Inspector
PMO