



UNITED STATES MARINE CORPS  
II MARINE EXPEDITIONARY FORCE  
COMMAND ELEMENT  
PSC BOX 20085  
CAMP LEJEUNE, NORTH CAROLINA 28542-0085

5500  
SECMAN

JAN 17 2019

POLICY LETTER 11-18

From: Commanding Officer, II Marine Expeditionary Force  
To: Distribution List

Subj: BUILDING H-1 ACCESS CONTROL POLICY

Ref: (a) II MEFO 5510.1D  
(b) GruO 5530.15B, II Marine Expeditionary Force Information Group Interior Guard  
(c) II MEF LOI 12-11 LOI for Implementation of Policy and Procedures for the Building H-1 Electronic Security System  
(d) GruO 3302.1, II MIG Antiterrorism/Force Protection Plan  
(e) II MEFO 5500.1 II Marine Expeditionary Force Special Security Office Standard Operating Procedures

Encl: (1) II MEF Badge Design  
(2) Application for badge and access to Building H-1

1. Purpose. The purpose of this policy letter is to establish an access control policy for building H-1. It will provide clear guidance for all personnel requiring access to the building.

2. Cancellation. II MEF Policy Letter 6-17

3. Scope. This policy letter applies to all military, civilian, contractors, and guests requiring access to building H-1. This document was developed and designed to enforce the overall II Marine Expeditionary Force (II MEF) Information and Personnel Security Policy (IPSP) and protect government personnel, property, and assets.

4. Access Procedures. Personnel requiring access to building H-1 will adhere to the following procedures:

a. Permanent Personnel Access. Military, Department of Defense (DoD) civilians, and contractors that require daily access to building H-1 will request an access badge from the H-1 Badging Office/Visitor Control Center (VCC). A Badge/Access Request Form must be completely filled out, signed by the Section Officer in Charge, Deputy Section Officer in Charge, Section Chief, or Section Security Point of Contact (POC) appointed in writing, and signed by the unit Security Manager of the individual requesting access. For each section the individual needs access to, the Section Security POC must initial beside the appropriate wing to certify the individual is permitted badge access to the wing.

(1) Access Roster. Access rosters identify those persons authorized to enter an area, after regular business hours, in the performance of their duties and will be signed by the commanding officer, Officer in Charge (OIC), or designated representative. Rosters will be posted on the interior of the

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

Subj: BUILDING H-1 ACCESS CONTROL POLICY

door of the designated space. Unaccompanied access is limited to persons for essential operations and requires those person to be cleared and/or screened prior to access being granted. These rosters must be validated by the section monthly to ensure currency. All sections will ensure the H-1 Badging Office/VCC has updated access rosters hung on the SharePoint at all times. The H-1 Badging Office/VCC will provide the H-1 Guard with approved access rosters. Personnel not on the after-hours/unescorted access rosters will not be granted access. The individuals granted unrestricted access to the wings should be limited and reflected on the wing access roster.

(2) Section Security POC. Section Security point of contacts (POC) are liaisons between their wing and the Security Manager's office. These individuals are responsible for submitting access rosters to the H-1 Badging Office/VCC on SharePoint, and maintaining updated access information on the interior of their wing's door.

b. Visitors Access

(1) Access to Non Open Storage Secret (OSS) and Sensitive Compartmented Information Facility (SCIF) Spaces. Visitors only needing one-time access will sign-in with the H-1 Guard at the main entrance to receive a visitor's badge. In order to receive a visitor's badge, a visitor must turn in either a drivers license, state ID, picture ID, or weapons card. When logging the issuance of a visitor badge, the guard will ensure the date, time in/out, person's name, visitor badge number, and section visited are recorded in the logbook. The Visitor badges are for visitors going to a non OSS or SCIF space. Visitors are not permitted to relinquish their Common Access Card (CAC) in order to receive a visitors badge.

(2) Access to OSS and SCIF Spaces. Prior to arriving at H-1, personnel without an H-1 Badge or a Major Subordinate Command (MSC)/Major Subordinate Element (MSE) approved badge will have his/her Security Management Office (SMO) send a visit request to the appropriate SMO within H-1. Visit Requests are generated and processed through Joint Personnel Adjudication System (JPAS). JPAS is the DoD system of record for personnel security and is a key tool in the management of the personnel security program. In the event an individual already has an H-1 badge they will enter the facility using an access control reader or presenting their credential to guard force personnel on the quarter deck.

(a) Visitors that arrive at H-1 without a visit request, will be given the visited unit's SMO code and their owning Security Manager will send a visit request before the visitor is authorized access.

(b) A single visit request may remain in effect for up to 1 year and must have an appropriate POC and phone number of the individual the visitor is desiring to meet. The H-1 Badging Office/VCC cannot be listed as the POC/sponsor. If not updated within 24 hours, the visit request is invalid and will be deleted. It is the responsibility of the submitting agency to remove any inactive personnel that no longer require access.

(c) The visitor's owning Security Office must ensure each visitor is read-in (indoctrinated) to the appropriate access in JPAS so that

Subj: BUILDING H-1 ACCESS CONTROL POLICY

Command's Security Office can verify need to know and access eligibility. If the visitor is not read-in, the visit request is invalid.

(d) II MEF Exercises/Events: Visit requests must be submitted to the appropriate SMO and must identify the MEF Exercise/Event in the additional information section. The visitor's owning SMO must ensure each visitor is read-in to the appropriate access in JPAS so that the H-1 Badging Office/VCC can verify need to know and access eligibility. The above mentioned protocol must be followed. (Special events that involve visitors entering classified spaces must be sanitized before entry). The escort will enter the area and announce that an un-cleared individual is entering and all classified processing will stop to include classified discussions and handling of classified material. All items will be stored so that the visitor cannot view or hear any classified material. Once the area has been sanitized the escortee will be permitted to enter. During the time the escort will periodically remind individuals that they have an un-cleared individual in the area. Once departing the escort will announce the all clear. Spaces must be sanitized for special events that include visitors that are not vetted.

(3) Badges. Due to the frequent visits to building H-1 by personnel that are not permanently assigned to work in the building, the II MEF Badging Office allows frequent visitors to submit for a permanent badge. This badge removes the need for a visit request, but will not grant automated access to any wings in the building. The Visitor Badge Request Form must be filled out by the individual requester, and must be sponsored by H-1 permanent personnel, and be sponsored by Staff Noncommissioned Officer and officers permanently assigned to H-1. Once the form is completed, the application can be returned to the H-1 Badging Office/VCC for clearance verification and processing. The badge will be issued for the length of tour or security clearance expiration whichever occurs first for military personnel and government civilians. Contractor personnel will have their badge expire when their contract is projected to expire. Lost, damaged, or stolen badges will be reported to the H-1 Badging Office/VCC immediately. A new badge will not be issued until a new badging form is presented. In the interim a visitor badge will be issued. This paragraph pertains to individuals that are presently working in H-1 or visit H-1 at least five times a month.

(a) Billet. Due to the billet, general/flag officers and their civilian counterparts (e.g. Senior Executive Service) will be eligible for a permanent badge without the need of a sponsor. This rule only applies to general officers and not their staff.

(b) Executive privileges will only be issued to command team members, section heads and deputies, command inspector generals, and security personnel.

(4) Reciprocity. Building H-1 will recognize badges from other units that have a reciprocity agreement with II MEF. Currently II MEF has reciprocity with 2d Marine Division, 2d Marine Logistics Group, 2d Marine Aircraft Wing, 2d Radio Battalion, 2d Intelligence Battalion, and II MEF Information Group. MARSOC also has reciprocity but they are required to make contact with H-1 Badging Office/VCC to obtain a corresponding H-1 badge due to a difference in visual annotation.

Subj: BUILDING H-1 ACCESS CONTROL POLICY

(5) Dental Visitors. Visitors requiring access to the H-1 Dental Clinic will be issued a Dental Badge. These visitors are only authorized access to and from the Dental Clinic. If a visitor with a Dental Badge is found in any area other than the Dental Clinic, they will be escorted back to the H-1 Badging Office and appropriate actions will be taken.

(6) Maintenance and Repair Workers. Building H-1 regularly requires maintenance workers to repair various deficiencies within the building. Because most workers do not have a security clearance they will need to be escorted by cleared H-1 personnel from the section where they will be working. If the workers are working in an OSS/SCIF space the area must be sanitized prior to the workers entering the space. Any questions about escort or sanitation requirements can be addressed to the Command Security Manager.

(7) First Responders. First responders acting in their official duty will be allowed to enter any area of H-1 unrestricted while responding to an emergency or an alarm. At the end of the event, the H-1 Guard will collect the responder's information to verify their clearance and NDAs will be signed, if applicable.

c. Authorized Access Points. Multiple access points will be made available in an effort to provide ease of access to all authorized patrons. Generally, all authorized patrons will be given access to the front turnstiles, the loading dock hatch, and the first deck hallway hatches. These access points are referred to as common access points. Exterior hatches on the end of a wing are referred to as restricted access points. The commands working in H-1 will determine which personnel should have access to those restricted access points under their cognizance.

d. Badging In/Out. Personnel that have been issued a badge are required to badge in and badge out every time they enter/exit H-1 via the Access Control System (ACS). To badge into the facility, personnel must place their badge on the ACS keypad then enter their individual PIN. At that time the hatch will momentarily unlock allowing the authorized patron access. To badge into an internal wing a PIN will not be required. To badge out, personnel must hold their badge up to the ACS keypad but will not be required to enter their PIN in order to unlock the door to exit. An alarm will sound if an exterior hatch is opened and the appropriate badging procedure has not been completed.

e. Emergency Situation. In case of fire, destructive weather, or other emergency situations where immediate egress from the building is required, personnel will not be required to badge-out to exit building H-1. Personnel will exit the building according to posted emergency exit procedures.

## 5. Access Considerations

a. Piggybacking. The term "piggybacking" refers to an authorized patron using their badge to allow access to an individual without a badge or allowing another authorized person access without that individual badging in. Piggybacking is strictly prohibited. All visiting personnel will enter through the quarter deck to sign-in and receive a visitor's badge.

Subj: BUILDING H-1 ACCESS CONTROL POLICY

b. Security Obligations. Failure to complete required security training, such as security refresher, Counterintelligence/Insider Threat, and derivative classification training, will result in loss of access. The individual will be notified of their delinquency and provided 30 days to take action before follow on consequences occur.

c. Consequences. Authorized patrons that are caught allowing individuals to any violation to this policy will face the following consequences:

(1) First Offense: A verbal warning will be given, and an entry will be made into the H-1 Guard logbook, and the authorized patron's chain of command will be notified.

(2) Second Offense: All above mentioned courses of action in the first offense along with a Practice Dangerous to Security (PDS) letter will be issued and forwarded to the Department of Defense Consolidated Adjudication Facility (DoD CAF).

(3) Repeat Offenders: All above mentioned courses of action in the second offense and individual will be counselled by the Chief of Staff, II MEF. Additionally, a JPAS incident report will be submitted for violations of security procedures.

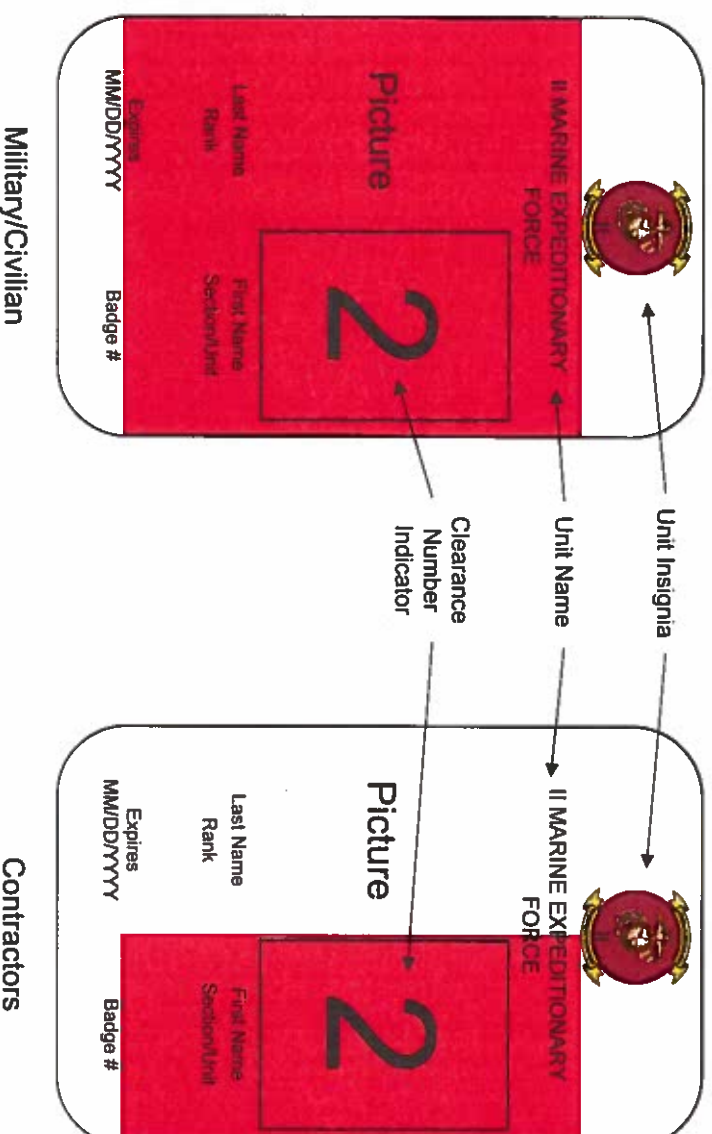
6. The point of contact for this policy is the II MEF Security Manager and can be reached at 910-451-1984.



B. N. WOLFORD  
Chief of Staff

# II MEF Badge Design

- Clearance Identifier
  - SCI – **Yellow (4)**
  - Top Secret – **Orange (3)**
  - Secret – **Red (2)**
  - Unclassified – **Green (1)**
  - FPEP – **Purple (2)**
- Unit Insignia
  - Insignia depicts the persons owning unit
    - Ex. MIG CO/XO/SgtMaj get MIG logo
    - Ex. CLB 24 Marine working/owned by G-4 gets a MEF logo
    - MSE's will use higher MSC's insignia
      - Exception being 2<sup>nd</sup> Intel & 2<sup>nd</sup> RADBN Section/Unit
  - Describes the persons appointed section
  - Will state unit when representing an MSE and not a MSC CE section
- Expiration Date
  - Expiration Date is determined by the persons rotation date or next required clearance adjudication date, whichever occurs first.



# APPLICATION FOR BADGE AND ACCESS TO BUILDING H-1

## PERMANENT PERSONNEL

<b>Rank</b>	<b>Last Name, First Name, MI</b>	
<b>Unit</b>	<b>Work Section</b>	<b>Rotation Date</b>

- I understand that while in Building H-1, I will visibly display my badge on my left breast pocket or centered above the waist via lanyard while in an area that requires an H-1 badge. \_\_\_\_\_ (Initial)
- I will remove my badge after leaving the building and safeguard it as I would my common access card \_\_\_\_\_ (Initial)
- I will be aware of others around me and their level of access as displayed on their badge \_\_\_\_\_ (Initial)
- If I am escorting an un-cleared individual, I understand that I am responsible for ensuring that individual does not gain physical, visual, or auditory access to classified information. \_\_\_\_\_ (Initial)
- I will not allow "piggy-back" access into Building H-1. ("Piggy-backing" is defined as swiping your badge to gain access and then allowing personnel that cannot be identified as having an appropriate security clearance access without an escort) \_\_\_\_\_ (Initial)
- I will not allow another individual to use my badge to gain unauthorized access. \_\_\_\_\_ (Initial)
- If at any time my badge is lost, damaged, or stolen, I will report it to my unit security manager, officer in charge and the H-1 guard. The guard can be reached at (910) 451-8055. \_\_\_\_\_ (Initial)
- Upon checking out, I will return my badge to the H-1 Badging Office/Visitor Control Center. \_\_\_\_\_ (Initial)
- I will not prop doors open without obtaining approval from the guard. \_\_\_\_\_ (Initial)

Card Holder's Signature _____	Date _____
Unit Security Manager Signature _____	Date _____
Special Security Officer Signature (Use SSO for access to the SCIF) _____	Date _____

**H-1 Badging Office/Visitor Control Center use ONLY!!**

Clearance Verification    NONE    IS    S    ITS    TS    TS/SCI    Clearance Expiration

Badge Level \_\_\_\_\_    Pin \_\_\_\_\_    Badge Expiration Date \_\_\_\_\_

Accessible Area(s): ☐ Common Door Access    ☐ Individual Door Access (reverse of this form)

Issued By \_\_\_\_\_    Signature \_\_\_\_\_    Date \_\_\_\_\_

**II MEF/MIG**

<input type="checkbox"/> G-1 (2-F-S) _____ (Initial)	<input type="checkbox"/> G-3 COPS (2-C-N) _____ (Initial)	<input type="checkbox"/> G-3 FOPS (2-C-S) _____ (Initial)
<input type="checkbox"/> G-3 FECC (2-D-S) _____ (Initial)	<input type="checkbox"/> G-4 (2-B-N) _____ (Initial)	<input type="checkbox"/> G-4 (2-B-S) _____ (Initial)
<input type="checkbox"/> G-6 (2-F-N) _____ (Initial)	<input type="checkbox"/> G-6 (2-G-N) _____ (Initial)	<input type="checkbox"/> G-8 (1-H-N) _____ (Initial)
<input type="checkbox"/> HHS/G-10 (2-H-N) _____ (Initial)	<input type="checkbox"/> SSEC (2-E-S) _____ (Initial)	<input type="checkbox"/> SJA (3-E-S) _____ (Initial)
<input type="checkbox"/> H&S Co (1-J-N) _____ (Initial)		<input type="checkbox"/> IMO (1-G-S) _____ (Initial)

AC/S, DAC/S, Section Senior Enlisted, or Section Security Officer Printed Name and Signature

Date

**2d MARDIV**

<input type="checkbox"/> G-1 (1-D-S) _____ (Initial)	<input type="checkbox"/> G-2 (1-C-N) _____ (Initial)	<input type="checkbox"/> G-2 (1-D-N) _____ (Initial)
<input type="checkbox"/> G-3 (1-A-S/1-E-S) _____ (Initial)	<input type="checkbox"/> G-4 (1-A-N) _____ (Initial)	<input type="checkbox"/> G-4 (1-B-N) _____ (Initial)
<input type="checkbox"/> G-6 (1-B-S) _____ (Initial)	<input type="checkbox"/> G-10 (1-J-N) _____ (Initial)	<input type="checkbox"/> SSEC (3-E-S) _____ (Initial)
<input type="checkbox"/> SJA (3-E-S) _____ (Initial)		<input type="checkbox"/> Chap / HHS (1-C-S) _____ (Initial)

AC/S, DAC/S, Section Senior Enlisted, or Section Security Officer Printed Name and Signature

Date

**II MEB**

<input type="checkbox"/> G-3/G-4 (1-F-N) _____ (Initial)	<input type="checkbox"/> Command Deck/G-1/G-6 (1-G-N) _____ (Initial)
---	--

AC/S, DAC/S, Section Senior Enlisted, or Section Security Officer Printed Name and Signature

Date

**TFSW**

<input type="checkbox"/> TFSW Command Deck (2-G-S) _____ (Initial)	<input type="checkbox"/> TFSW Workspace (2-H-S) _____ (Initial)
---	--

AC/S, DAC/S, Section Senior Enlisted, or Section Security Officer Printed Name and Signature

Date



## APPLICATION FOR BADGE AND ACCESS TO BUILDING H-1 VISITOR PERSONNEL

<b>Rank</b>	<b>Last Name, First Name, MI</b>	
<b>Unit</b>	<b>Work Section</b>	<b>Rotation Date</b>

- I understand that while in Building H-1, I will visibly display my badge on my left breast pocket or centered above the waist via lanyard while in an area that requires an H-1 badge. \_\_\_\_\_ (Initial)
- I will remove my badge after leaving the building and safeguard it as I would my common access card \_\_\_\_\_ (Initial)
- I will be aware of others around me and their level of access as displayed on their badge \_\_\_\_\_ (Initial)
- If I am escorting an un-cleared individual, I understand that I am responsible for ensuring that individual does not gain physical, visual, or auditory access to classified information. \_\_\_\_\_ (Initial)
- I will not allow "piggy-back" access into Building H-1. ("Piggy-backing" is defined as swiping your badge to gain access and then allowing personnel that cannot be identified as having an appropriate security clearance access without an escort) \_\_\_\_\_ (Initial)
- I will not allow another individual to use my badge to gain unauthorized access. \_\_\_\_\_ (Initial)
- If at any time my badge is lost, damaged, or stolen, I will report it to my unit security manager, officer in charge and the H-1 guard. The guard can be reached at (910) 451-8055. \_\_\_\_\_ (Initial)
- Upon checking out, I will return my badge to the H-1 Badging Office/Visitor Control Center. \_\_\_\_\_ (Initial)
- I will not prop doors open without obtaining approval from the guard. \_\_\_\_\_ (Initial)


---

**Card Holder's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**H-1 Sponsor (Print and Sign)** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**H-1 Badging Office/Visitor Control Center use ONLY!!**

Clearance Verification    NONE    IS    S    ITS    TS    TS/SCI    Clearance Expiration

Badge Level \_\_\_\_\_ Pin \_\_\_\_\_ Badge Expiration Date \_\_\_\_\_

Accessible Area(s): ☐ Common Door Access                      ☐ Individual Door Access (reverse of this form)

Issued By \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_