

MARINE CORPS BASE

CAMP LEJEUNE

AND

MARINE CORPS AIR STATION

NEW RIVER

Pass No:

HEADQUARTERS AND SUPPORT BATTALION
MARINE CORPS BASE, CAMP LEJEUNE
GUEST

NAME

DATES

PLEASE PLACE ON LEFT SIDE OF DASHBOARD FOR ACCESS TO THE INSTALLATION

SPECIAL EVENT PASSES

Bldg 58 Virginia Dare Drive

Room 214

Tel: 910.451.1450 Fax: 910.450.6027

POC: Freddie McDonald Jr.
freddie.mcdonald@usmc.mil

SPONSOR REQUIREMENTS

- Member of the United States Armed Force (active, reserve, National Guard, retired).
- Family member ages 18 and over
- Civilian DoD employees

PROCEDURES

- Sponsor must submit a VIP/Special Pass request form to the Provost Marshal Office (PMO) S-3 **10-15 working days prior to the event.** Special events being weddings, retirement, seminars, and parties.
- Sponsors will provide the following information:
 - Name (no nick names)
 - Date of birth
 - Driver's License or State I.D. Number and state of issue,
 - Automobile data (year, make, model, color, plate number, and state of issue).
 - Home address (not PO Box)

DENIAL OF ACCESS

An individual will be denied for the reasons listed below:

- Is on terrorist watch list
- Is illegally present in the United States.
- Has knowingly submitted employment document(s) with false or fraudulent information.
- Has been issued a debarment order and is currently banned from any military installation.
- Is a prisoner on work release program or currently on parole.
- Is a sex offender.
- Convicted or pending 1 felony within last ten (10) years.
- Convicted of multiple misdemeanors (3 or more)
 - Drug Offenses
 - Offense of violence
 - Weapons Offenses including those where the weapon was used as either the means of violence or threat of violence.

- Larceny/theft
- Any other reason deemed necessary by the Installation Commander for the preservation of good order and discipline.
- Sponsor is responsible of the actions of their guest(s) while aboard the installation.

DENIAL/APPEAL

- All personnel denied access will submit a letter to the Marine Corps Installations East-Marine Corps Base Inspector General's Office with appropriate documentation requesting consideration for access. Ensure all circumstances have been explained when submitting an appeal.

SPONSOR AGREEMENT

- Sponsors of Special Event Passes must coordinate and distribute all passes themselves.
- Passes will not be issued twice. If passes are lost or forgotten, the Sponsor must sign in the guest at the Main Gate Visitor's Center and provide their license, registration, and proof of insurance to obtain a pass.
- Passes are only valid from the point of entry to the event and return to the point of exit. Guest who deviates from this agreement will be cited for trespassing. The guest's pass will be confiscated and the guest will be escorted off the installation.

INSPECTOR GENERAL
MARINE CORPS INSTALLATIONS
EAST-MARINE CORPS BASE CAMP
LEJEUNE, NC 28542-0005