



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
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31 AUG 2022

COMMANDING GENERAL'S POLICY LETTER 1-22

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE, CAMP  
PENDLETON REGIONAL TRUSTED TRAVELER PROGRAM

Ref: (a) DoDI 5200.08, Security of DoD Installations and  
Resources and the DoD Physical Security Review  
Board (PSRB)  
(b) DoDM 5200.08 Vol 3 Physical Security Program: Access to  
DoD Installations  
(c) MCO 5530.14A, Marine Corps Physical Security Program  
Manual  
(d) MCO 5530.13, Marine Corps Site Perimeter Access Control  
(e) REAL ID ACT of 2005

1. Situation. Access to Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) Installations is a privilege extended by the responsible commander in accordance with references (a) through (e). This Policy Letter is applicable to all personnel requesting access to MCIWEST-MCB CAMPEN Installations when the Trusted Traveler Program is allowed.

2. Mission. MCIWEST-MCB CAMPEN provides a Trusted Traveler Program to allow authorized individuals, who have been granted unescorted access, to vouch for co-travelers in the same vehicle or on foot and enable those co-travelers to obtain installation access.

3. Execution

a. Commander's Intent. A Trusted Traveler Program may be established by commanders of Electronic Physical Security Access Control System (ePACS) enabled Department of Defense (DoD) installations, with or without Identity Matching Engine for Security and Analysis (IMESA) functionality, in accordance with DoD Component-level policies.

b. Trusted Traveler designation shall be authorized for persons who are 18 or older and have been granted continued

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unescorted access who have been identity proofed, received a favorable fitness determination, have a valid purpose for access and presence aboard the installation, have a valid requirement for recurring access, and possess an approved DoD or Federal Personal Identity Verification (PIV ID) card.

c. Concept of Operations. MCIWEST-MCB CAMPEN executes the Trusted Traveler Program through full compliance with the references and uniform execution of this Policy Letter.

(1) 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 site, have a valid requirement for recurring access, and are in possession of an approved DoD or Federal PIV ID card. Commanders are further authorized to approve unescorted access to designated visitors in possession of an approved valid credential in accordance with guidelines contained in this Policy Letter.

(2) The Trusted Traveler Program is permitted for site access only during the hours of 0530-2359 daily, during which time all adults are required to present an acceptable and valid credential to the Provost Marshal's Office/Marine Corps Police Department or other designated security personnel. Acceptable credentials are those credentials enrolled in the ePACS and can be electronically authenticated.

(3) Trusted Traveler designation allows an individual presenting an approved DoD or Federal PIV ID card installation access and the ability to vouch for accompanying co-travelers who are on foot or are immediate occupants inside a passenger vehicle who are properly seated and secured in accordance with federal, state, and site motor vehicle laws.

(4) A minor under 18 who does not possess an acceptable and valid credential may be granted access if accompanied by a parent or guardian who is 18 or older and has been granted unescorted access.

(5) Waiver authority for allowance of the Trusted Traveler Program during Force Protection Condition (FPCON) CHARLIE and DELTA lies with the Office of the Under Secretary of Defense, Intelligence and Security (OUSD (I&S)), via the Deputy Commandant, Plans, Policies, and Operations (DC PP&O), in accordance with reference (b).

(6) The Trusted Traveler Program is permitted during FPCON NORMAL, ALPHA, and BRAVO, and shall be suspended during FPCON CHARLIE and DELTA.

(7) Persons in possession of a Defense Biometric Identification System (DBIDS) Credential/Pass or a Veteran's Health Identification Card (VHIC) are not authorized Trusted Traveler privileges.

(8) Family Members under 18 are not authorized Trusted Traveler privileges.

(9) Individuals without U.S. citizenship and DoD affiliation are not permitted designation for Trusted Traveler. Foreign nationals shall not be co-travelers. All passengers in a vehicle operated by an individual in possession of a DoD ID with a blue stripe are required to be scanned.

(10) Federal Law Enforcement personnel are granted Trusted Traveler/escort privileges with unrestricted escort privileges, in the performance of Law Enforcement operations, for personnel traveling within their vehicle.

(11) In accordance with reference (d), VHIC holders and caregivers are not allowed to sponsor any other person aboard the site, and are not eligible for Trusted Traveler status. VHIC holders are required to be processed at the Visitor Control Process at Marine Corps site's Visitor Control Center (VCC) to receive unescorted access to the site. Veterans possessing a Health Eligibility Center Form H623A are not allowed to sponsor any other person aboard the site, and are not eligible for the Trusted Traveler status.

(12) In accordance with reference (d), Gold Star family members are not authorized Trusted Traveler status, unless already DoD-credential card holders.

d. Tasks

(1) Installation Commanders and Commanding Officers

(a) Fully comply with the requirements of this Policy Letter in order to establish a uniform execution of a Trusted Traveler Program.

(b) Establish an education program to ensure the Trusted Traveler designee has sufficient knowledge of the co-

travelers to legitimately vouch for their identity, citizenship, fitness, and purpose.

(c) Ensure Trusted Traveler designees are aware they are responsible for the actions of all co-travelers while they are aboard MCIWEST-MCB CAMPEN Installations.

(d) Direct that all adult co-travelers present an acceptable and valid credential DBIDS Pass or Credential, valid United States Government issued photo ID such as a Real ID Act compliant driver's license, state ID card, or Passport, if identification is requested at any time by Marine Corps Law Enforcement personnel.

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

(f) Ensure that Trusted Travelers designee understands they're responsible for verifying citizenship of co-travelers and are prohibited from vouching for foreign nationals.

(g) Installation Commanders can revoke Trusted Traveler permissions onsite.

(2) MCIWEST-MCB CAMPEN Staff

(a) Fully comply with the references and requirements within this Policy Letter to establish a uniform execution for a Trusted Traveler Program.

(b) Support installation education programs to ensure the Trusted Traveler designee has sufficient knowledge of the co-travelers to legitimately vouch for their identity, citizenship, fitness, and purpose.

(c) Support installation programs that ensure Trusted Traveler designees are aware they are responsible for the actions of all co-travelers while they are aboard MCIWEST-MCB CAMPEN Installations.

(d) Provide support to Installation Commanders to ensure that Trusted Travelers understand they are responsible for verifying citizenship of co-travelers and are prohibited from vouching for foreign nationals.

(e) The Trusted Traveler Program may not be established at MCIWEST-MCB CAMPEN Installations without ePACS, with the sole exception of U.S. uniformed military personnel returning to the installation in formation. Access procedures for uniformed U.S. military personnel in formation shall be established by the Installation Commander.

(f) Individuals without both U.S. citizenship and DoD affiliation are not permitted designation for Trusted Traveler. Foreign nationals shall not be co-travelers and must adhere to access requirements in this Policy Letter.

(g) The Trusted Traveler Program is permitted during FPCON NORMAL, ALPHA, and BRAVO. Trusted Traveler Programs shall be suspended during FPCON CHARLIE and DELTA.

(h) The Trusted Traveler Program is permitted during HPCON ZERO and ALPHA. MCIWEST-MCB CAMPEN 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 for allowance of the Trusted Traveler program during HPCON CHARLIE and DELTA lies with the OUSD (I&S), via DC PP&O, in accordance with reference (b).

(i) 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 Installation Commander, on a road not owned or managed by the Marine Corps.
3. When doing so would significantly degrade the installation's mission capability as determined by a MCIWEST-MCB CAMPEN Commander (minimum grade of O-7) at the time of the ePACS failure. This determination requires notification to CG MCIWEST-MCB CAMPEN, COMMCICOM, who in turn will notify the ADC PP&O (Security). The ADC PP&O (Security) will notify the DCSA. Such determinations may not be made in advance of an ePACS failure or established generally in policy.

(3) When an installation's Trusted Traveler Program is suspended due to an ePACS failure, co-travelers requesting entry onto MCIWEST-MCB CAMPEN Installations may be:

(a) Granted unescorted access by presenting an acceptable and valid credential listed in paragraph 3.d(4)(b), that establishes identity and meeting requirements to establish fitness and purpose;

(b) Granted escorted access by presenting any acceptable and valid credential as discussed in accordance listed below; or

(c) Persons who do not possess an approved DoD or Federal PIV ID card will be processed through the VCC and process as a visitor.

(4) Acceptable Source Identity Documents. For the purposes of establishing identity to access MCIWEST-MCB CAMPEN Installation persons must be in possession of a valid Common Access Card (CAC) or provide an acceptable and valid credential in accordance with reference (b).

(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. MCIWEST-MCB CAMPEN Installations Commanders may not require more than one acceptable and valid credential to establish identity as a standard access control process. However, intermittent requirements to present additional credentials is acceptable as a random access memory.

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

(b) Credentials Acceptable at non-ePACS-Enabled Installations. Persons assigned access control responsibilities at installations without ePACS functionality will accept:

1. DoD CAC. Simultaneously establishes identity, historic fitness, and purpose.

2. Uniformed Service Identification (USID) Card. The DoD USID, also known as the Teslin Card, establishes identity and generally establishes purpose.

3. Local Registration Card (LRC). Credentials issued by the local installation ePACS which simultaneously establish identity, historic fitness, and purpose, as personnel must establish identity and historic fitness, for card issuance. The current Marine Corps LRC is the DBIDS card.

4. REAL ID-compliant Driver's License or Identification Card. Issued by a state, territory, possession, or the District of Columbia and only establishes identity.

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.

(c) Credentials Acceptable at ePACS-enabled Installations without IMESA Functionality. Absent an approved Deviation, Exception or Waiver (DEW), ePACS-enabled installations without IMESA functionality will accept the credentials listed in paragraph 3.d(4)(b), of this Policy Letter.

(d) Credentials Acceptable at ePACS-enabled MCIWEST-MCB CAMPEN Installations with IMESA Functionality. Absent an approved DEW, ePACS-enabled MCIWEST-MCB CAMPEN installations with IMESA functionality will accept:

1. The credentials listed in paragraph 3.d(4)(b), of this Policy Letter.

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2. LRC issued by another ePACS-enabled Marine Corps installations 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 installations 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.

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

(e) Combinations Accepted at all MCIWEST-MCB CAMPEN Installations. The following combinations of source identity documents shall be accepted at all MCIWEST-MCB CAMPEN Installations 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.

e. Coordinating Instructions

(1) Training

(a) This Policy Letter should be reviewed and shared with all active duty, DoD employees and those supporting personnel who travel with passengers, family members, and authorized personnel requesting to gain access to MCIWEST-MCB CAMPEN Installations.



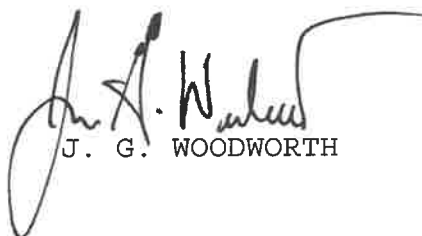
(b) All military and civilian Law Enforcement personnel manning Entry Control Points should be familiar with this Policy Letter prior to assuming posts.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of the MCIWEST-MCB CAMPEN directives can be found at: [https://usmc.sharepoint-mil.us/sites/mciwest\\_G1/MCIWMCBADJ/Lists/CG%20POLICY%20LETTER%202012/AllItems.aspx](https://usmc.sharepoint-mil.us/sites/mciwest_G1/MCIWMCBADJ/Lists/CG%20POLICY%20LETTER%202012/AllItems.aspx)

5. Command and Signal

a. Command. This Policy Letter is applicable to all commands, organizations, units, and activities under the command of MCIWEST-MCB CAMPEN.

b. Signal. This Policy Letter is effective the date signed.



J. G. WOODWORTH

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