



CAMP PENDLETON BASE ACCESS 101

A "HOW TO" GUIDE FOR BRINGING
PERSONAL OR COMMAND VISITORS ABOARD
MCB CAMP PENDLETON

Prepared by: Camp Pendleton Visitor Center

Revised: 15 November 2024

Additional information and all required forms available at:

<https://www.pendleton.marines.mil/Main-Menu/Base-Access/>

FROM THE PROVOST MARSHAL...

Commanders and Command Representatives,

Access control is an integral part of force protection and the security of MCB Camp Pendleton. Base personnel play a vital role in ensuring that their visitors are brought aboard the installation properly and ultimately, base personnel who sponsor a visitor are responsible for their visitor's actions. PMO has observed numerous instances of DoD Affiliates attempting to bring visitors onto the installation in ways that are not consistent with Regulations. This guide is intended to outline authorized methods to bring visitors onto Camp Pendleton. Please pass this information to all hands.

If you need assistance or have questions, please reach out to the Visitor Center [Bldg. 20255T] at (760) 763-8435 or the PMO Services Officer at (760) 763-2199.

[Provost Marshal](#)

LtCol Kyle E. Larish

Additional information and all required forms available at:

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POLICY

- References
 - (a) MCO 5530.13
 - (b) MCIWEST-MCB CAMPENO 5000.5
 - (c) MCIWEST CG Policy Letter 6-23

BACKGROUND

- Per reference (a), access control regulates and/or restricts entrance to Marine Corps installations and is essential to define access privileges and authorities granted by the installation Commander. References (a) through (c) form the basis of the access control policy on MCB Camp Pendleton.

ACCESS DESIGNATIONS

- There are three type of access to Camp Pendleton –
 - (1) Unescorted
 - (2) Trusted Traveler
 - (3) Escorted

(1) UNESCORTED ACCESS

- Reference (a) through (c) permit persons who have been identity proofed, have a favorable fitness determination (background check), have an acceptable reason for access, and possess an approved credential to enter Camp Pendleton unescorted. This includes...
- DoD Affiliates with a Command Access Card (CAC) or Uniformed Services Identification Card (USID) such as Active-Duty, Reservists, Family Members, Retirees, DoD Civilian Employees, DoD Contractors, and certain Foreign Affiliates.



- Certain Veterans and their Caregivers after enrollment at the Visitor Center.



- Visitors who have been subjected to a Visitor Control process at the Visitor Center and have been issued a DBIDS pass or credential.



(2) TRUSTED TRAVELER ACCESS

- Per reference (a) through (c), DoD Affiliates may vouch for up to five (5) total visitors who are occupants in their vehicle and/or in one additional vehicle following immediately behind. These Visitors are referred to as “Co-Travelers” and may also be on foot or on bicycle if the Trusted Traveler is also.
- DoD Affiliates may use Trusted Traveler during the hours of **0530-2000**, if they know the Co-Travelers:
 - Acceptable purpose for entering Camp Pendleton
 - Identity
 - Fitness (is not a Sex Offender, Convicted Felon, Wanted person, on Parole/Probation)
 - Citizenship (is a U.S. Citizen)
- Co-Travelers **may not** be Foreign Nationals or Permanent Residents (Green Card)
- Co-Travelers **must** be in possession of an acceptable photo ID (REAL ID compliant)
- Who **may not** use Trusted Traveler:
 - DoD Affiliates who are not U.S. Citizens (CAC with blue stripe)
 - Visitors
 - Foreign Affiliates (blue stripe)
 - Veterans Health ID Card holders



(3) ESCORTED ACCESS

- Per reference (a) visitors may be escorted when they are coming aboard Camp Pendleton for an **official** purpose and there is a time constraint, or they are unable to meet the identity or fitness requirements for Trusted Traveler or Unescorted access. Reference (a) requires that:
- Personnel assigned escort duties shall be limited to escorting five visitors.
- 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 with the individual(s) they are escorting.
- Escorts functioning in their official capacity shall be accountable for the conduct of the individual(s) they are escorting in accordance with site security policies and shall report any conduct or malicious actions by an escorted individual that causes a risk to the safety, security, or efficiency of the site or its occupants in accordance with site procedure. Failure to comply with escort duties may result in the temporary or permanent loss of escort privileges.

SPONSOR A VISITOR

- The MCB CAMPEN Sponsored Visitor Program enables authorized sponsors to submit a Sponsored Visitor Form/Roster to the Visitor Center and sponsor visitors for up to 60 days or for up to one year for select visitors of Active-Duty base residents. Sponsorship Forms/Rosters must be received by the Visitor Center four (4) business days (Mon-Fri) in advance. **If you can't coordinate advance sponsorship, you must meet your visitor at the gate. Trusted Traveler is permitted between 0530-2000, for up to five co-travelers and one additional vehicle. Foreign Nationals may not be escorted under Trusted Traveler.**
- If using a “.mil” email address, submit the completed request to: mcbcampensponsoredvisitor@usmc.mil
- All listed information is required for each adult being sponsored.
- If a MCEN digital signature or use of an approved email domain is not possible, the sponsor can bring the form to:
 - Visitor Center, Bldg 20255T (0730-1530, Mon-Fri)
- Once approved, tell your visitor to proceed to the Visitor Center where they will receive a Visitor Pass.
- You must notify the Visitor Center if you withdrawal sponsorship or need to modify conditions of sponsorship.
- Contact the Visitor Center at (760) 763-8435.

SPONSOR AN UNOFFICIAL FOREIGN VISITOR

- Reference (a) and (b) prohibits Foreign Nationals (FN) from being Co-Travelers under the Trusted Traveler policy and MUST have a DBIDS credential.
- If you have an unofficial FN visitor; you MUST take the visitor to the Camp Pendleton Visitor Center (VC) for screening and DBIDS credential issuance.
- Reference (a) requires that sponsors notify the VC 96 hours prior to the FN's arrival on Camp Pendleton. This allows the VC sufficient time to submit their information for background checks and screening by the Marine Corps Intelligence Activity (MCIA) Once screened, the VC will issue the FN a DBIDS credential with restricted markings to identify the visitor as a FN. The FN must then be escorted by the DoD Affiliate sponsor at all times and is not permitted unescorted access.
- **Do not** proceed to a gate until the Foreign National has been issued a DBIDS credential.
- Contact the Visitor Center at (760) 763-8435.
(0730-1530) Mon-Fri

COMMAND SPONSORED EVENTS

- Reference (b) identifies a process for commands to use to facilitate the base access of civilian visitors to Command Sponsored Events such as a Change of Command, Retirement, and PME Graduation.
- Command representatives should submit a Command Sponsored Event Notification and Command Sponsored Event Roster to PMO and sponsor visitors via a by-name roster at the gate. Documents must be received by the PMO seven (7) business days (Mon-Fri) in advance. PMO will conduct background checks on visitors and will accept the event by email.
- Using a “.mil” email address submit the completed request to:
pnd1_cmdsponsored_events@usmc.mil
- If the submission is rejected, or an individual visitor does not meet base access requirements, the command representative will be notified by email.
- Send the command representative as indicated on the Command Sponsored Event Notification to the gate(s) with a by-name roster of invited visitors. The command representative will coordinate with the gate NCOIC to approve the visitors' access.
- Events not of this scale should be handled by Escort or Trusted Traveler.
- Foreign Nationals may only attend Command Sponsored Event hosted by a military command following screening by the Marine Corps Intelligence Activity (MCIA). Once screened, the VC will notify the Command and the Foreign Nationals may be escorted IAW the escort provisions of reference (a). This option is not available to MCCS or base activities hosting a Command Sponsored Event.

ACCEPTABLE ID FOR COMMAND EVENTS

- Per reference (a), driver licenses and identification cards marked “**Not Valid for Federal Purposes,**” “**Not for Use as Federal Identification,**” “**Federal Limits May Apply,**” or any other similar phrase may not be accepted by DoD for access (i.e. to obtain a Visitor Pass or DBIDS Credential; or attend a Command Sponsored Event).

- Option 1:** Valid (unexpired) REAL ID Compliant Drivers License/State Identification Card



REAL ID Markings



- Option 2:** Valid (unexpired) Enhanced Drivers License



Available

from: Michigan, Minnesota, New York, Vermont, and Washington

- Option 3:** Valid (unexpired) U.S. Passport or Passport Card



- Option 4:** Combination of Documents - original or certified true copy of birth certificate bearing a raised seal, social security card, and non-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.

SPONSOR A VOLUNTEER

- Command representatives who wish to sponsor command Volunteers should submit a DBIDS Sponsored Volunteer Roster to the Visitor Center and sponsor volunteers for up to one (1) year. DBIDS Sponsored Volunteer Rosters must be received by the Visitor Center four (4) business days (Mon-Fri) in advance. **If you can not coordinate advance sponsorship, you must meet your Volunteer at the gate.**
- If using a “.mil” email address, submit the completed request to:
mcbcampensponsoredvisitor@usmc.mil
- All listed information is required for each adult volunteer being sponsored.
- If a MCEN digital signature or use of an approved email domain is not possible, the sponsor can bring the form to:
 - Visitor Center, Bldg 20255T (0730-1530, Mon-Fri)
- Once approved, tell your volunteer to proceed to the Visitor Center where they will receive a DBIDS credential.
- Command representatives must notify the Visitor Center if the Command wants to withdrawal sponsorship or needs to modify conditions of sponsorship.
- Contact the Visitor Center at (760) 763-8435.

SPONSOR A CONTRACTOR/VENDOR

- U.S. Government sponsors should submit the MCB Camp Pendleton Sponsored Employee Roster to the Contractor Security section to sponsor contractors / vendors for up to one (1) year. The roster identifies the contracted company, contract number, performance period, and company points of contact and must be received by the Contractor Security section four (4) business days (Mon-Thur) in advance. **If you can't coordinate advance sponsorship, you must meet your Contractor/Vendor at the gate.**
- Submit the completed request to: PNDL CPENDBIDS@usmc.mil
- All listed information is required for each Contractor/Vendor being sponsored.
- Prime contractors will be responsibly for identifying sub-contracted companies and their personnel.
- Once approved, tell your Contractor/Vendor to proceed to the Contractor Security section where they will receive a DBIDS credential.
- Contact the Contractor Security section (760) 763-7604/7605.

FOREIGN MILITARY

- References (a) and (b) indicate that Foreign Military personnel and others on approved Foreign Visit Requests (FVR), are authorized access to MCB Camp Pendleton and may be escorted by a DoD Affiliate when entering a Camp Pendleton gate. Limitations on escort (i.e. one escort per five individuals) do not apply.
- Units sponsoring a Foreign Military unit/personnel may wish to submit an Exception to Policy (ETP) to permit the Foreign Military personnel to have unescorted access at Camp Pendleton gates as well as coordinating Commissary and Exchange privileges. ETPs are coordinated by the sponsoring units with the MCIWEST G-3/5.
- Once approved, the MCIWEST G-3/5 will notify PMO and the sponsoring unit in writing and the Foreign Military personnel may be issued a DBIDS credential.
- Foreign Military personnel who are in the Personnel Exchange Program (PEP), who are Foreign Liaison Officers (FLO), or are International Military Students (IMS) receive Orders which indicate if they (and any authorized family members) are eligible for a CAC or USID. If eligible, the PEP, FLO, or IMS is entered by their sponsor into the Mission Partner Identity, Credential and Access Management system (MP-ICAM) and later issued a CAC or USID at the ID Card Center.
- After CAC or USID issuance, the credential must be enrolled at the Visitor Center of each installation the Foreign Military personnel is authorized to access.

OTHER OFFICIAL FOREIGN VISITORS

- DoD Affiliates and units that have official foreign visitors who are not covered by an approved Foreign Visit Request (FVR) must notify PMO 96 hours prior to the FN's arrival on Camp Pendleton. This allows the Visitor Center sufficient time to submit the visitor's information for background checks and screening by the Marine Corps Intelligence Activity (MCIA). Once screened, the VC will notify the DoD Affiliate/unit and the foreign visitors may be escorted IAW reference (a):
- Personnel assigned escort duties shall be limited to escorting five visitors.
- 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.
- Escorts functioning in their official capacity shall be accountable for the conduct of the individual(s) they are escorting in accordance with site security policies and shall report any conduct or malicious actions by an escorted individual that causes a risk to the safety, security, or efficiency of the site or its occupants in accordance with site procedure. Failure to comply with escort duties may result in the temporary or permanent loss of escort privileges.

POINTS OF CONTACT:

Visitor Center

(Base ID for Visitors/Volunteers etc.)

Bldg 20255T (Adj. to Main Gate)

0730-1530, Mon, Tue, Thur, Fri

0745-1530, Wed

(760) 763-8435

Fax (760) 763-8436

Contractor Security

(Base ID for Contractors/Vendors)

Bldg 41501T (Adj. to Las Pulgas Gate)

0600-1600, Mon-Thur

****CLOSED** Friday**

(760) 763-7604/7605

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