

**UNITED STATES MARINE CORPS**

MARINE CORPS BASE

BOX 555010

CAMP PENDLETON, CALIFORNIA 92055-5010

 BBul 2281

 O&T

 19 JAN 11

Base bulletin 2281

From: Commanding officer

To: Distribution List

Subj: standard operating procedures when sponsoring role

 players, interpreters, translators and cultural advisors

 (ROLE PLAYER SOP)

Ref: (a) Interim USMC Role Player Threat and Screening Policy

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 b) BO 5000.2K

1. Purpose. To promulgate standardized procedures, in accordance with the references, that verifies the identity of sponsored role players and ensures control of their movement on Marine Corps Base, Camp Pendleton (MCB CamPen).

2. Background. Ref (a) was released to help installations minimize risk and to enhance force protection and operational security when dealing with Role Players (RP’s) accessing MCB CamPen.

3. Action. All commands, organizations, units or activities will comply with the below actions when dealing with RP’s:

a. General

 1) RP’s will not be allowed to bring any type of recording devices or cellular telephones onto Base.

 2) RP’s will be escorted by Government personnel while aboard Base at all times.

b. Base Responsibilities (AC/S’s/Divisions/Base Units)

 1) In accordance with Ref (b), the base access control policy, the Camp Pendleton Rapidgate access program is mandatory for all role players. Role players must be vetted within Rapidgate and have their Rapidgate badge issued prior to participating in any training exercises. Contractors who supervise or otherwise assist in the training evolution must also participate in the Rapidgate program.

 2) Base AC/S’s dealing with contractors who employ RP’s will ensure that the contractors are aware of and comply with the Rapidgate requirement.

 3) PMO will pay particular attention to all contractors with RP’s whenever they enter the base. In addition to Rapidgate verification, they will ensure there are no weapons in the contractor’s vehicles which are transporting RP’s upon entry onto Base.

c. Unit responsibilities

 1) Commander’s of Units conducting training with RP’s will ensure compliance with this bulletin.

 2) Units conducting training with contractors employing RP’s will designate Unit escorts for the RP’s. Units will be responsible and accountable for their RP’s actions while aboard the Base. It is permissible for Unit’s to designate separate Unit escorts for transport to/from Base entry point and range/training area and on-site Unit escorts at the range/training area during the training.

 3) The PMO will be notified by units when they intend to train with RP’s at least 21 days prior to training in order to facilitate appropriate screening and installation access.

 4) If needed (as determined by PMO) units will provide augmentation personnel to assist installation PMO with access control and physical screening of RP’s at entry control points prior to admission to the base for training.

 5) Units conducting training will maintain 100% accountability for all RP’s that come aboard the Base for training and ensure that RP’s are properly escorted from the time they enter the installation until they depart the Base.

 6) All of a Unit’s personnel participating in training with RP’s will receive a brief outlining the threat posed by RP’s prior to the commencement of every training evolution where RP’s will be used. This can be provided by the Unit’s assigned Anti-terrorism officers (ATO) who can coordinate assistance from the local NCIS office and the Base ATO.

 7) Upon completion of the training event Units will conduct a post-training debrief for all of their Marine’s participating in the training with RP’s to ensure proper reporting of any incidents or behaviors that could be considered suspicious or inappropriate; and might warrant further investigation. This can be conducted by the Unit’s ATO who can coordinate assistance from the local NCIS office and the Base ATO.

 8) Units will ensure NCIS is notified of any suspicious activity/behavior in a timely manner.

d. Unit’s Escort responsibilities

 1) Unit Commander’s will ensure their designated escorts comply with all aspects of this bulleting.

 2) Unit escort will meet with PMO/security at the designated Entry Control Point, currently Las Pulgas gate, before RP arrival and have a copy of the manifest listing the RP’s supporting their training to assist in maintaining 100% accountability.

 3) After PMO scans Rapidgate identification and allows entry onto base, the Unit escort personnel will then escort the RP’s to/from the entry/exit gate ensuring the following:

 a. Ensure RP’s do not gain access/possession of any contraband, to include weapons, cell phones, cameras, and any recording devices.

 b. Ensure that contractor’s vehicles transporting RP’s are escorted and they follow all MCB CamPen orders and regulations.

 c. When escorting RP’s ensure all vehicles take the same route to and from the training site. If this is not possible ensure a route is selected that offers the least intelligence collection capability.

 d. Ensure unit lead and trail(when applicable) escort vehicles have communication capability. The lead and trail vehicles will maintain communication as they escort RP’s to training site. The lead and trail vehicle will keep escorted RP’s under constant monitoring and be prepared to contact the MP’s if any RP’s are seen leaving or exiting the contractor’s vehicle enroute to and from the training location.

 e. Upon escorting RP’s to exit gate at completion of training, while continuing to maintain 100% accountability, verify contractors collect the RP’s Rapidgate identification cards prior to the RP leaving the base.

 4) Upon arrival at the entrance to the training area, Unit escorts will adhere to the following while at the training site:

 a. Unit escorts will ensure Range OIC is advised of total RP’s present at training location upon arrival and departure.

 b. Unit escorts will pass the RP manifest to unit training personnel responsible for supervising the RP’s during the training event (on-site training unit escorts).

 c. On-site Unit escorts will continue to maintain 100% accountability and ensure that all RP’s are displaying/possess their proper identification.

 d. On-site Unit escorts will observe RP’s at all times while at the training site and monitor RP’s actions and conversations, watching for any cell phone, camera, recording device use.

 e. On-site Unit escorts should be aware of their discussion while in front of RP’s, notice what the RP’s are observing/talking about and report any suspicious activity or behavior to NCIS.

 f. Upon completion of training On-site Unit escorts will pass RP manifest back to Unit escorts taking RP’s back to the exit gate again maintaining 100% accountability.

4. Applicability. This bulletin may be applicable to commands, organizations, units, and activities located aboard Camp Pendleton.

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 Commanding officer

 Distribution: (TBD by Adj Office)