



## UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
5500  
Security

1 8 DEC 2015

From: Commanding Officer, Marine Corps Air Station Beaufort

To: Lodging Guests

Subj: INSTALLATION ACCESS SECURITY

Encl: (1) Unaccompanied Visitor Access Request Form

1. Welcome to Marine Corps Air Station Beaufort in the beautiful lowcountry of South Carolina! I hope you are looking forward to your stay as much as we look forward to hosting you.

2. Marine Corps Air Station Beaufort is home to cutting edge Marine Corps aviation equipment and personnel, and we make safety and security a top priority, starting with entry to the base. In order to enter the Air Station, you must either be accompanied by your DoD sponsor, or be screened for access by our Security Office. For the convenience of those who will not have their DoD sponsor present when entering the base, there is an access screening request form enclosed. The personally identifying information you are being asked to provide will allow us to conduct a security background check, to verify your eligibility through your sponsor, to approve your access to the base, and to confirm your reservation. Please provide the information in the enclosed "Unaccompanied Visitor Access Request Form" for each person in your party, 18 years of age and older who may seek to enter the installation without the DoD sponsor present. Email, mail, or fax the completed forms to:

MAIL:

Commanding Officer, MCAS, Beaufort

ATTN: Security Manager

P.O. Box 55001

Beaufort, SC 29904

FAX: (843) 228-6866

Please provide the forms as soon as possible, and no later than **10 days prior to the beginning of your expected stay** in order to ensure proper screening and to avoid problems with your reservation.

3. Installation access will be denied to anyone in your party who:

a. Cannot be verified as a U.S. citizen, a legal immigrant, or otherwise legally present in the U.S.

b. Is the subject of an outstanding arrest warrant.

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- c. Has knowingly submitted a visitor request form with false or fraudulent information.
- d. Is debarred from DoD Installations or properties.
- e. Is a registered sex offender, or has been convicted of certain serious criminal offenses and/or is currently on parole or pending charges.
- f. Is on the National Terrorist Watch List.

Individuals may also be denied access to Marine Corps Air Station Beaufort if information is discovered that raises concerns about safety or security aboard the Installation.

4. I wish you a wonderful stay, and please know that your safety and security are my top priorities. If you have any questions about base access or the screening process, please contact the Security Office by email at [Bfirt\\_securitymanager@usmc.mil](mailto:Bfirt_securitymanager@usmc.mil).



P. D. BUCK  
Colonel, U.S. Marine Corps  
Commanding Officer



# MCAS BEAUFORT UNACCOMPANIED VISITOR ACCESS REQUEST FORM

**AUTHORITY** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended. **PURPOSE** To control physical access to DoD, Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON or USMC has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/ national security areas of responsibility and information; to issue badges, replace lost badges and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel. **ROUTINE USE** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility. **DISCLOSURE** is **VOLUNTARY**, however, failure to complete form may result in denial of visitation.

### RECRUIT/SPONSOR INFORMATION

Full Name: _____		Battalion/Command: _____	
Company: _____	Platoon: _____	Graduation Date: _____	
Command Contact Name/Phone (N/A Recruits): _____			

### REQUESTER INFORMATION

Full Name: _____		Full SSN: _____	Date of Birth: _____
Current Address: _____			
DL State: _____	DL Number: _____	Country of Birth: _____	
State of Birth: _____		City of Birth: _____	
Start Date of Visit: _____	End Date of Visit: _____	Phone Number: _____	
Visit Location: _____			

### IF YOU ARE A NON-U.S. CITIZEN PLEASE PROVIDE THE FOLLOWING INFORMATION

Country of Passport: _____	Passport Number: _____	Expiration Date: _____
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### SECURITY MANAGER OFFICE ONLY

Date Received: _____	Date Processed: _____	<input type="radio"/> Approved <input type="radio"/> Disapproved
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If disapproved, why? \_\_\_\_\_

_____ Authorized Reviewer Name	_____ Authorized Reviewer Signature
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