

August 2015

## FLEET READINESS CENTER EAST VISITOR ACCESS REQUIREMENTS

### GENERAL INFORMATION:

Visitors must first meet the requirements for access to Marine Corp Air Station Cherry Point (MCAS), before access will be granted to the FRC East.

### REQUIREMENTS FOR ACCESS TO MCAS:

MCAS requires a visit request for access to MCAS Cherry Point.

Visit Requests need to be sent to MCAS PASS & ID OFFICE; to their OMB Box > [CHPT\\_PASS-ID\\_OMB@USMC.MIL](mailto:CHPT_PASS-ID_OMB@USMC.MIL)

Note: If a visit request has been submitted to the FRC East **Point of Contact (POC)**, the FRC East **POC** will forward that request to the MCAS PASS & ID OFFICE.

MCAS requires a national (50) state criminal background check for contractors who are performing work on MCAS Cherry Point.

### EXCEPTION:

1. Contractors attending meetings or conducting site surveys one day or less.
2. Instructors who are teaching classes on MCAS Cherry Point/FRC East.

NOTE: If a contractor changes companies, they must submit a new criminal background check.

All visitors and contractors are required to present, to the PASS & ID Office, upon their arrival date:

1. A Copy of their visit request, a valid photo ID/driver's license, a valid vehicle registration and proof of insurance, or a valid rental agreement.

Note: A social security card will be required, for anyone who requires an access badge.

Anyone with questions pertaining to access to MCAS Cherry Point, should call 252-466-5921.

**REQUIREMENTS FOR ACCESS TO FLEET READINESS CENTER EAST (FRCE):**

Complete the requirements for access to MCAS Cherry Point.

Submit a visit request to your FRC East POC, within three working days prior to your visit.

Foreign Nationals are required to submit their visit requests, within seven days prior to their visit.

NOTE: Visitors, who submit a visit request through the Joint Personnel Adjudication System (JPAS), will direct their request to FRC East SMO code 659234.

Your visit request can be submitted via e-mail or fax on company letter head and must contain the following:

Last Name, First Name, Middle Name, Place of Birth, Last Four Digits of SSN, and Citizenship;

- If foreign national: Copy of Work Visa/Green Card (Front & Back).

Name of the FRC East Point of Contact and their phone number,

Purpose of visit, if classified/unclassified visit, dates of visit; (one year maximum); company name, POC and phone number;

A statement, stating that the FRC EAST Information Brochure was read and understood, by all visitors listed on the visit request. If a visitor has not read the FRC EAST Information Brochure prior to their arrival, a copy may be obtained on CP-Web under (FRC EAST ACCESS CONTROL) or at Building 137, Security Guard Post 1.

**OTHER PERTINENT INFORMATION:**

All technology/electronic (flash media) devices must be authorized by the FRC East Information Assurance (IA) Office, before admission to the FRC East Facility. They can be contacted at (252) 464-7204 or upon arrival to the Command. Photographic equipment must be authorized by the Security Office, prior to the equipment being authorized for use or entry into the facility. We can be reached at (252) 464-8110/7243.

All visitors are required to comply with Federal and North Carolina State Environmental, Security and Safety Compliance Requirements along with other command policies.

FRC East POC should assist their visitors in meeting all necessary requirements to enter MCAS/FRC East, i.e. photography, electronic devices, special parking, etc.

For additional information you can contact the FRC East Access Control Office at (252) 464-9665/7397.