

April 2018

FLEET READINESS CENTER EAST VISITOR/CONTRACTOR ACCESS REQUIREMENTS

GENERAL INFORMATION:

Visitors/Contractors must first meet the requirements for access to Marine Corp Air Station Cherry Point (MCAS) in accordance with [Air Station Order 5560.6 Installation Access*](#) and Real ID Act of 2005, before access will be granted to the FRC East.

REQUIREMENTS FOR ACCESS TO MCAS:

MCAS Cherry Point requires a visit request letter for access to the Air Station. This letter is for access to the installation only. A separate visit request letter is necessary for access to Fleet Readiness Center East (FRC East). (Instructions for submitting a visit request to FRC East are listed on page 3 of this document.)

The FRC East visit request letter should be submitted to your FRC East Point of Contact (POC), your FRC East POC will validate and enter the required names and information in to the FRC Visitor Request database, and then forward the request letter by email, (confirming that the names have been entered into FRC East Visitor Request Database,) to the FRC East Access Control Office (Code 7.4.1) who will coordinate with MCAS Cherry Point Pass & ID Office.

All visitors and contractors are required to provide to the MCAS Cherry Point Pass & ID Office, a copy of their visit request, a valid photo ID/driver's license (**that meets federal minimum security standards**), a valid vehicle registration and proof of insurance, or a valid vehicle rental agreement.

Questions pertaining to access to MCAS Cherry Point, should be directed to MCAS Cherry Point Pass & ID Office at 252-466-5921.

The MCAS Cherry Point Pass & ID Office (located in Building 251 at the Main Gate) web page

<http://www.cherrypoint.marines.mil/Staff-Offices/Pass-ID/>*

provides hours of operation, procedures, and documents required for contractor access to MCAS Cherry Point.

MCAS ACCESS CONTROL / VISITOR'S/CONTRACTOR'S PASSES

Phone: 252-466-5921/3066

Hours of Operation:

6 a.m. to 6 p.m. Monday - Saturday,
Closed Sundays and holidays.

Visitor/Contractor passes issued by the sentry at the Main Gate during the hours that Pass and ID is closed. In addition, gate sentries can provide the following after hours services:

- Access control for all visitors/Contractors coming aboard the Air Station
- Issue visitor/contractor passes
- After hours check-in of Military personnel
- Visitor sponsorships from MCAS residents

MCAS CONTRACTOR/BUSINESS ID CARDS

Phone: 252-466-4687

Hours of Operation:

6 a.m. 2:30 p.m. Monday - Friday,
Closed weekends and holidays.

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

BACKGROUND CHECK EXCEPTION: Visitors or contractors attending meetings, conducting site surveys or interview for one day or less, or 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](#) *.

FLIGHTLINE ACCESS

Hours of Operation:

Monday - Friday, Closed weekends and holidays.

7:30 a.m. to 4:00 p.m. for Military

6:00 a.m. to 2:30 p.m. for Civilians

Documents required:

- Picture ID issued by state or government agency that **meets federal minimum security standards**
- Criminal background check
- Contracting Officer or sponsorship letter from an agency assigned to MCAS Cherry Point
- Company employment verification letter

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

Complete the requirements for access to MCAS Cherry Point.

Submit a visit request letter 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.

There is NO visit request form. A visit request may be sent by email or fax submitted on company letter head and must contain the following:

Last Name, First Name, Middle Name, Place of Birth, and Citizenship;

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

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

Purpose of visit, start date and end date of visit; (three year maximum); company name, company POC and phone number;

For All Visitors

Include a statement, affirming that the [FRC EAST Information Brochure *](#) was read and understood, by all visitors/contractors listed on the visit request, it may be found on the FRC East public web page (VISITORS/VISITOR INFO). If a visitor/contractor

has not read the FRC EAST Information Brochure prior to their arrival, a copy may be obtained by their sponsor on the CPWEB under Security (Information/Personnel Security) (FORMS) "**Fleet Readiness Center East Information Brochure**" or at Building 137, Security Guard Post 1.

CLASSIFIED VISIT

For classified visits, refer to instruction FRCEASTINST 5500.1J SECURITY MANUAL, CHAPTER 7.

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) 464-5510 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. The Security Office can be reached at (252) 464-5576/5557.

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

FRC East POC should assist their visitors/contractors 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, FAX (252)464-7843.

***LINKS**

Installation Access, Enclosure (1) Background Check form
<http://www.cherrypoint.marines.mil/Portals/86/Docs/StationInsp/ASO5560.6-InstallationAccess6-2014.pdf>

FRC East public web page
<http://www.navair.navy.mil/frce/index.html>

FRC East Security web page
https://myteam.navair.navy.mil/frc/east/CPWEB_Pages/Information_Security.aspx

MCAS Cherry Point Pass & ID
<http://www.cherrypoint.marines.mil/Staff-Offices/Pass-ID/>