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24 APR 09

BASEGRAM 22-09

FROM: COMMANDING OFFICER
TO: DISTRIBUTION LIST

SUBJ: SPONSORED VISITOR PROGRAM

1. DUE TO INCREASED SECURITY CONCERNS AND TO BETTER PROTECT THE CAMP PENDLETON COMMUNITY, EFFECTIVE 4 MAY 2009, CAMP PENDLETON WILL IMPLEMENT THE SPONSORED VISITOR PROGRAM (SVP). THE SVP IS FOR SOCIAL VISITORS AND OFFICIALLY DESIGNATED VOLUNTEERS, AND SIMPLY REPLACES PAPER VISITOR PASSES WITH ELECTRONIC DATABASES. VISITORS WILL PRESENT THEIR DRIVER LICENSES TO THE SENTRY AT AN INSTALLATION ACCESS CONTROL POINT (GATE) AND IDENTIFY WHO THEY ARE GOING TO VISIT. AFTER ASKING A FEW QUESTIONS, THE SENTRY WILL SCAN THE DRIVER LICENSE. THE SCAN WILL RECORD THE DRIVERS NAME AND LICENSE NUMBER ALONG WITH THE DATE, TIME, AND LOCATION OF ENTRY. IN ADDITION, THE LICENSE IS AUTHENTICATED, THEREBY DETECTING ANY USE OF COUNTERFEIT DRIVER LICENSES. AN INSTANT BACKGROUND CHECK THROUGH OPEN PUBLIC SOURCES IS ALSO CONDUCTED. AFTER FAVORABLE RESULTS ARE RECEIVED, THE VISITOR IS ALLOWED TO PROCEED.

2. FREQUENT VISITORS AND OFFICIAL VOLUNTEERS REQUIRING ACCESS MORE THAN THREE TIMES IN ANY 45-DAY PERIOD WILL REQUIRE A CAMP PENDLETON SPONSOR TO COMPLETE A VISITOR SPONSORSHIP FORM (VSF). VSFS CAN BE OBTAINED AND SUBMITTED AT ALL GATES AND THE PROVOST MARSHAL OFFICE. AN ON-LINE VERSION ACCESSIBLE FROM THE CAMP PENDLETON WEBSITE WILL BE AVAILABLE IN THE FUTURE. VSFS ALLOW AN AUTHORIZED PERSON OR ORGANIZATION TO SPONSOR AN INDIVIDUAL FOR A SPECIFIED PERIOD OF TIME UP TO 90 DAYS. ONCE THE VISITOR INFORMATION IS INPUTTED INTO THE SVP, THE VISITOR WILL BE ALLOWED ACCESS DURING THE SPONSORED DATES SIMPLY BY HAVING THEIR DRIVERS LICENSE OR STATE IDENTIFICATION CARD SCANNED UPON ENTRY. ONCE THAT TIME EXPIRES OR IS REVOKED, THE VISITOR WILL NOT BE ALLOWED ACCESS UNTIL SUCH TIME AS ANOTHER VSF IS SUBMITTED AND APPROVED.

3. AS A REMINDER, THE SPONSORED VISITOR PROGRAM IS FOR SOCIAL VISITORS AND OFFICIALLY DESIGNATED VOLUNTEERS ONLY, AND NOT FOR ANYONE CONDUCTING BUSINESS OR EMPLOYMENT ABOARD CAMP PENDLETON. THOSE PEOPLE CONDUCTING ANY KIND OF BUSINESS ON CAMP PENDLETON MUST APPLY FOR A CAMP PENDLETON BUSINESS PASS OR A RAPIDGATE BUSINESS PASS.

4. FREQUENTLY ASKED QUESTIONS:

Q: I LIVE IN BASE HOUSING. HOW DO I SPONSOR MY SISTER WHO IS VISITING AND WILL BE STAYING WITH ME FOR TWO WEEKS?
A: ONCE YOU ARE SURE YOU MEET ALL THE BASE HOUSING REGULATIONS PERTAINING TO VISITORS, GO TO ONE OF THE GATES OR THE PROVOST MARSHAL OFFICE (BLDG 1523) TO COMPLETE A VISITOR SPONSORSHIP FORM. YOUR SISTER WILL BE ALLOWED ACCESS FOR THE PERIOD INDICATED UP TO 90 DAYS.

Q: WHAT IF MY SISTER IS STAYING LONGER THAN 90 DAYS?
A: SHORTLY BEFORE THE 90 DAY EXPIRATION DATE, GO TO A GATE OR THE PROVOST MARSHAL OFFICE (BLDG 1523) TO UPDATE THE VISITOR SPONSORSHIP FORM. ONCE AGAIN, BASE HOUSING REGULATIONS APPLY AND ARE SEPARATE FROM INSTALLATION ACCESS CONTROL.

Q: DO I NEED TO MEET MY VISITOR AT THE GATE IN ORDER TO COMPLETE A VSF?
A: NO, PROVIDED YOU HAVE SUBMITTED THE VSF. OTHERWISE, UPON THE FOURTH VISIT WITHIN ANY 45-DAY PERIOD, YOUR VISITOR WILL BE DENIED ENTRY AND YOU WILL NEED TO GO TO THE GATE TO COMPLETE THE FORM BEFORE YOUR VISITOR IS ALLOWED ACCESS.

Q: WHO CAN SPONSOR A VISITOR?
A: THE FOLLOWING PERSONNEL ARE ALLOWED TO SPONSOR VISITORS:
-ACTIVE DUTY MILITARY STATIONED ON CAMP PENDLETON AND THEIR DEPENDENTS.
-ACTIVE DUTY MILITARY NOT STATIONED ON CAMP PENDLETON, MILITARY RETIREES, AUTHORIZED RESERVISTS, AND DEPENDENTS, WHILE UTILIZING AUTHORIZED BASE PRIVILEGES.

Q: WHAT IF THE VISITOR I SPONSOR VIOLATES A BASE REGULATION, IS THE SUBJECT OF A CRIMINAL COMPLAINT, OR IS APPREHENDED BY THE CAMP PENDLETON POLICE?
A: AS THE SPONSOR, YOU WILL BE HELD ACCOUNTABLE FOR YOUR VISITORS CONDUCT. WHILE YOU CANNOT BE HELD CRIMINALLY RESPONSIBLE FOR THE CONDUCT OF YOUR VISITOR, YOUR ABILITY TO SPONSOR VISITORS IN THE FUTURE MAY BE DENIED.

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Q: WHAT GATES CAN A VISITOR COME THROUGH?
A: VISITORS MAY ACCESS CAMP PENDLETON THROUGH THE SAN LUIS REY GATE, MAIN GATE, LAS PULGAS GATE, AND THE SAN ONOFRE GATE. VISITORS ARE NOT ALLOWED THROUGH THE DEL MAR GATE, CRISTIANITOS GATE, OR THE FALLBROOK NAVAL WEAPONS STATION GATE.

Q: I AM A VOLUNTEER FOR A COMMAND OR ORGANIZATION ABOARD CAMP PENDLETON. HOW DO I GET REGISTERED?
A: SEE YOUR COMMAND'S OR ORGANIZATION'S VOLUNTEER COORDINATOR SO THAT THEY CAN SUBMIT A VSF WITH YOUR INFORMATION.

Q: I COME ABOARD CAMP PENDLETON ONCE EVERY THREE WEEKS OR SO TO GOLF WITH MY FRIEND WHO IS A RETIRED CHIEF WARRANT OFFICER. DO I NEED TO REGISTER WITH A VSF?
A: IF YOU DESIRE TO VISIT CAMP PENDLETON MORE THAN THREE DAYS IN ANY 45-DAY PERIOD, YOU WILL NEED TO BE SPONSORED. IF YOU VISIT LESS FREQUENTLY THAN THAT, ALL YOU NEED TO DO IS TO PRESENT YOUR DRIVERS LICENSE, AND HAVE A CURRENT VEHICLE REGISTRATION AND PROOF OF INSURANCE.

Q: WHAT IS THE BEST WAY TO ENSURE THAT MY FREQUENT VISITOR IS REGISTERED AND WON'T EXPERIENCE UNNECESSARY DELAYS AT THE GATE?
A: COMPLETE A VSF AND TURN IT IN TO ANY GATE OR THE PROVOST MARSHAL OFFICE (BLDG 1523) AS SOON AS POSSIBLE. EXPECT A 3-4 BUSINESS DAY DELAY BEFORE THE VISITOR ENTERS THE REGISTRATION DATABASE.

Q: IS IT LEGAL FOR THE MILITARY TO COLLECT AND MAINTAIN INFORMATION OF CIVILIANS?
A: PER 10 U.S.C 5013 AND 5041 AND OPNAVINST 5530.14C, TO MAINTAIN ALL ASPECTS OF PROPER ACCESS CONTROL, INDIVIDUALS REQUESTING ACCESS TO THIS MILITARY INSTALLATION MAY BE ASKED TO PROVIDE PERSONAL INDENTIFYING INFORMATION COLLECTED AND MAINTAINED BY THE DEPARTMENT OF DEFENSE PERSONNEL INCLUDING FULL NAME, STATE IDENTIFICATION NUMBER AND INCEPTION AND EXPIRATION DATE. INDIVIDUALS REFUSING TO COMPLY WITH THIS REQUEST MAY BE DENIED ACCESS TO THIS INSTALLATION.

Q: WHERE CAN I GET MORE INFORMATION ON THE SPONSORED VISITOR PROGRAM?
A: PLEASE CONTACT THE BASE ACCESS CONTROL BRANCH AT (760) 725-0818.

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5. REFER ALL QUESTIONS CONCERNING THIS BASEGRAM TO THE BASE ACCESS BRANCH AT (760) 725-0818.

6. THIS BASEGRAM IS INDEFINITE UNLESS MODIFIED OR CANCELED.

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R. T. ROMERO
BY DIRECTION