**MCLB BARSTOW VETTING PROCESS**

**CIVILIAN NEW HIRE**

1. Vetting form (SECNAV 5512) is completed by new employee, to include signature and date.
2. New employee will send completed form to HR representative.
3. HR representative will ensure that Sponsor information is filled out, as well as all pertinent information requested on the form. The last 4 of individual’s SSN is required.
4. HR representative submits form to bstwpba.fct@usmc.mil.
5. From date of receipt, the processing of vetting form can take up to 10 BUSINESS DAYS, not to include any federal holidays.
	1. All forms should be submitted at minimum 14 days prior to new hire’s start date to ensure smooth processing during onboarding.
	2. Any inquiries regarding vetting status are to be made by contacting Pass and ID directly.
6. If approved, the individual’s name will be added to the Base Access list, with a favorable status.
7. If denied, the individual’s name will be added to the Base Access list, with a denied remark. The sponsor will be contacted directly with the information for the denial, as well as official correspondence for the individual that will include instructions to appeal if desired.

**CONTRACTOR NEW HIRE**

1. Vetting form (SECNAV 5512) is completed by new contractor, to include signature and date.
2. New employee will send completed form to government sponsor or alternate (established by the contract).
3. The contract government sponsor will ensure that Sponsor information is filled out, as well as all pertinent information requested on the form. The last 4 of individual’s SSN is required.
4. Only the government sponsor or alternate can then submit the completed vetting form to bstwpba.fct@usmc.mil.
5. From date of receipt, the processing of vetting form can take up to 10 BUSINESS DAYS, not to include any federal holidays.
	1. All forms should be submitted at minimum 14 days prior to the contract’s start date to ensure smooth processing during onboarding.
	2. Any inquiries regarding vetting status are to be made by contacting Pass and ID directly. Only the government sponsor can check the status of an individual’s vetting.
6. If approved, the individual’s name will be added to the Base Access list, with a favorable status.
7. If denied, the individual’s name will be added to the Base Access list, with a denied remark. The sponsor will be contacted directly with the information for the denial, as well as official correspondence for the individual that will include instructions to appeal if desired.
8. All contractors are required to submit a new vetting form every year to receive updated passes and/or DBids.

**CONTRACTOR RENEWAL**

1. A new vetting form (SECNAV 5512) is completed by the contractor, to include signature and date.
2. Contractor will send the form to government sponsor or alternate (established by the contract).
3. The contract government sponsor will ensure that Sponsor information is filled out, as well as all pertinent information requested on the form. The last 4 of individual’s SSN is required.
4. Only the government sponsor or alternate can then submit the completed vetting form to bstwpba.fct@usmc.mil.
5. From date of receipt, the processing of vetting form can take up to 10 BUSINESS DAYS, not to include any federal holidays.
	1. All forms should be submitted at minimum 14 days prior to the contractor’s pass/ID expiring to ensure processing so that there is no gap in time in receiving the new pass/ID.
6. Any inquiries regarding vetting status are to be made by contacting Pass and ID.
7. If approved, the individual’s name will be added to the Base Access list, with a favorable status.
8. If denied, the individual’s name will be added to the Base Access list, with a denied remark. The sponsor will be contacted directly with the information for the denial, as well as official correspondence for the individual that will include instructions to appeal if desired.
9. Contract extensions and/or renewals will require all contractors be re-vetted if individuals were vetted more than 6 months prior.

**ACCESS REQUESTS**

1. Government and Military Sponsors will submit all access request forms for sponsorship of an individual or group (not special events) that will be onboard the installation for **72 hours or less** to Pass and ID at MCLBB\_PassId@usmc.mil. They are not required to submit a vetting form.
2. All special event access requests will be submitted a minimum of 10 business days prior to the event to bstwpba.fct@usmc.mil. If passes will be needed, the list will be forward to Pass and ID after all individuals have cleared the process. If no passes are needed, the cleared list of individuals will be placed at the corresponding gate for smooth entry on the day of the event.