From:

To: Commanding Officer, Marine Corps National Capital Region –

Marine Corps Base Quantico (Attn: G-3/IPB)

Subj: BASE AUTHORIZATION TO

1. Background. is assigned to the Marine Corps

University Command and Staff College as a Faculty Advisor. Per the

agreement between the United States Marine Corps and XXXXXX,

2. Request temporary access be provided to the following XXXXXXXX. The purpose of the visit is XXXXXXXXXX.

a. Name:

(1) Nationality:

(2) Dates of visit:

(3) Passport Number:

(a) Expires on:

(4) Date of Birth:

(5) Transportation Plan:

3. Upon arrival at MCB Quantico, the visitors will check in at the Visit Control Center (VCC) to obtain a temporary access pass, unless otherwise coordinated prior with Base G-3. Visitors arriving when the VCC is closed, will present this letter (with completed endorsements) at the gate and check in at the VCC the next day that it is open.

4. XXXXXXXXX will escort his guest during the visit.

5. Point of contact for this matter is Name, email address and phone number.

Digital or handwritten signature

First Endorsement

Date:

From: MCB Quantico G-3/IPB

Upon successful completion of background vetting by PMO, the request is approved.

----------------------------------------------------------------------Second Endorsement

Date:

From: MCBQ PMO Services

Background vetting complete, the request is approved.