



444 Western Boulevard  
Jacksonville, North Carolina 28546-6816  
Phone (910) 455-1221

To: Selected Coastal Students

From: John Sharp, Education Representative, MCAS New River

Date: October 14, 2010

Subj: **Base Regulation Changes for Participation in Coastal Classes aboard  
Marine Corps Air Station, New River**

On behalf of the Base Education Chief, MCAS New River and the Coastal Carolina Community College Marine Corps Air Station Office, I would like to welcome you to MCAS New River. We want your time here to be both safe and educational and we are continually striving to accomplish both. To ensure both the security of the Air Station and the educational requirements that brought you to this facility, we request that you read and follow the guidelines listed below:

1. Your Temporary Pass allows you to enter the Air Station and to proceed directly to the Base Education location. Stopping or visiting other facilities on the Air Station is not permitted.
2. The Speed Limit on your route is 35 MPH unless otherwise noted and is strictly enforced. Any traffic violations will result in suspension of driving privileges aboard the Air Station.
3. Between the first and second traffic light on your route to the Educational Facilities is a School Zone. During school hours the speed limit in this area is 25 MPH and is strictly enforced. Please be aware of the School Zone and the children that will be in the area.
4. Cell Phone usage while your vehicle is moving is strictly prohibited and will also result in suspension of your driving privileges. Hands-free operation of your Cell Phone is permitted.
5. If you are unable to complete the courses that you are taking here at MCAS New River, you are required to notify the MCAS New River Coastal Representative in Room 221B or phone (910) 449-6926.

Again, welcome to MCAS New River. If we can be of any assistance to you, please stop by our office or call us. We are here to serve you and to ensure that your time here is enjoyable, educational, and productive.

John C. Sharp  
Educational Representative  
MCAS New River  
AS-212, Rm. 221A  
(910) 449-6926



**OBTAINING A VEHICLE PASS  
FOR CCCC COURSES OFFERED ABOARD  
MARINE CORPS AIR STATION, NEW RIVER  
(MCAS, NEW RIVER)**

*— For students who are not Department of Defense (DOD) Affiliated.*

Students who are not DOD affiliated have the opportunity to secure a temporary vehicle pass to travel on MCAS, New River during the length of their enrollment. Students may obtain or renew their temporary vehicle pass at the start of each new session (for example: a student may obtain a vehicle pass for the 8-week, Fall I Session or for the 8-week, Fall II Session or for a full 16-week Fall session). **No student will be allowed to obtain a temporary vehicle pass prior to the first day of the session.**

**STEP-1** Student must register for one or more CCCC courses to be offered at the MCAS, New River location.

**STEP-2** Once registered for classes aboard MCAS, New River, **students must provide their First Name, Middle Initial and Last Name as indicated on their driver's license, their Student ID number, each course name they are taking, the days and times that each class meets, and the term dates to:**

**John Sharp at 910-449-5369 or [sharpj@coastalcarolina.edu](mailto:sharpj@coastalcarolina.edu) or Sholanthe Gordon at 449-6926 or [gordons@coastalcarolina.edu](mailto:gordons@coastalcarolina.edu);**

Upon receipt of the proper information, the Air Station Office personnel will confirm the course schedule and will then forward the information to the Education Chief, MCAS, New River Lifelong Learning Center. The Education Chief will be the official sponsor for all guests (students and faculty). The Education Chief will forward the information to the front gate. Failure to provide the information to the Air Station office in a timely manner will impede, delay or prevent the student from gaining access to the Air Station when classes begin.

**STEP-3** On the first day of class, the student will check in at the new Pass and I.D. office on the right just before the front gate. **The Pass and I.D. office closes promptly at 4:30pm Monday through Friday.** The student must have the following items with them:

- A. Valid driver's license
- B. Vehicle registration
- C. If the vehicle registration is in a different last name than the student, the student must be an authorized driver on the vehicle insurance form or the student must have a notarized letter indicating that he or she has authority to drive the vehicle.
- D. Written proof of current insurance coverage (an insurance card, letter from the insurance agent or actual policy).

**IF YOU HAVE ANY PROBLEMS OR QUESTIONS, PLEASE CONTACT THE CCCC/MCAS OFFICE AT (910) 449-6926**

# MCAS

Subj: MARINE CORPS AIR STATION (MCAS) NEW RIVER ACCESS CONTROL

## Temporary Passes

- (1) All Non-CAC/Non-DoD ID visitors (not to include non-governmental delivery personnel) shall report to Pass and ID for the issuance of a temporary pass.
- (2) Non-governmental delivery personnel shall report directly to the inspection site. The following documents and/or credentials are required for all visitors/non-governmental delivery personnel prior to the issuance of a temporary pass:
  - A. A valid, current federal or state government Identification containing a photograph.
  - B. If driving a motor vehicle, the following are required:
    - (a) Valid Driver's license.
    - (b) Valid Vehicle registration.
    - (c) Proof of valid vehicle insurance.

**Notice:** Please read the following statement and respond (if needed) by completing the attached Vehicle Use Permit sheet.

If the vehicle is not owned by the individual requesting a pass a signed, notarized letter from the owner giving the requestor permission to drive the vehicle, must be presented prior to obtaining a pass. Use the attached Vehicle Use Permit sheet to obtain notarized signature. Exception to this requirement: If the driver of the vehicle is an immediate family member of the active duty person.

Submit completed notarized sheet to the MCAS Pass and ID office. See Step-3 on the document titled Obtaining A Vehicle Pass for CCCC Courses Offered Aboard Marine Corps Air Station, New River.