



## Marine Air Ground Combat Center (MCAGCC) Base Access 2025

Civilians may participate on base with authorized temporary access passes.

Participants are responsible for tracking their access expiration dates.

ASA does not refund delays caused by missed processing timelines.

This guide provides steps and key details for seamless access.

Updated 8/21/25

### Important Notes

- **Plan Ahead:** Start the process early, as last-minute requests may not ensure same-day or quick access.
- **Visitor Center Hours:** Processing is unavailable on federal holidays, weekends, or during ASA closings.
- **Pass Use Requirements:**
  - When base access is granted, your pass will specify exactly where you are authorized to be.
  - If the Provost Marshal's Office (PMO) scans your pass and you are not at the designated location, your sponsor will be notified, and your pass will be canceled.
  - ASA refunds will not be issued for canceled passes under these circumstances.
  - Sponsorship access will reflect 30-45 minutes before your class/event time starts.
- **Majority of Visits:** Most classes are held at the Community Center, Bldg. **1004**, Cottontail Rd. Twentynine Palms, CA 92277
- **Renewals:** Renewal requests should only be submitted 1.5 weeks before expiration. Renewals require Steps 1 and 3 only.
- **Class Changes, Special Events/Games, or Make-Up Days:** Notify ASA to adjust your access (Steps 1 and 3 for a temporary pass for the day).
- **Base Dress Code:** Civilians must adhere to the base dress code. For details and additional helpful information, visit: [MCCS Base Information](#).

### **MCCS youth sports NEW GUIDELINES for the community center:**

To help maintain a safe and manageable environment during our activities at the Community Center, we (MCCS) are implementing the following guidelines:

- **Practices held at the CC:** Limited to a maximum of **2 parents or legal guardians per athlete** for viewing.
- **Special events** (e.g., Cheer performances at Warhawks games at Felix Field, the Winter Showcase, or other showcases typically held at West Gym): May allow up to **3 additional guests**, for a total of **up to 5 guests per athlete** at these events.

*\*There is limited seating in the gym area. When classes start, if gym viewing is busy, ASA may need to limit to one parent/guardian in the gym seating area. There is a lobby for use.*

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## Access Steps

### Step 1: Contact American Spirit Athletics (ASA)

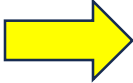
Email Lisa Hemmie at:

 <mailto:Lisa@AmericanSpiritAthletics.com>

**Subject Line:** "ASA Base Access"

Include the following information in the email body:

- Full Legal Name (exactly as it appears on a government-issued ID, e.g., Smith, John James)
- Start Date/Time of Class
- Current Cell Phone Number
- Current Email
- ASA verifies class enrollment, but the USMC base controls base access. Once you submit your request to ASA and receive an email confirmation that it has been received and submitted to MCCS (Marine Corps Community Services), please allow 24 hours before calling the Visitor Center to confirm receipt from our coordinator, Hannah Wach, and schedule your appointment.
  - **Please note:** Managing base access expiration dates is the responsibility of the individual requesting access.



#### Note

To access links, you may need to press and hold the "Ctrl" key while clicking the link to open.

### Step 2: Complete DBIDS Pre-Enrollment

- Complete pre-enrollment online: [DBIDS PRE-ENROLLMENT](#) (link or QR Code)
- You will receive an email confirming receipt of your information.




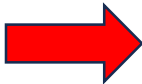
### Step 3: Schedule Your Appointment

- Call the Visitor Center at **760-830-6734** (available 0500-2030) to book your appointment.  
**Visitor Center Address:** At the main gate  
901 Adobe Rd.  
Twentynine Palms, CA 92277

### Marine Corps Community Services (MCCS) Sponsorship

MCCS will sponsor authorized applicants verified by ASA. MCCS Coordinator:

- **Joshua Miller**  [joshua.miller@usmc-mccs.org](mailto:joshua.miller@usmc-mccs.org)  
 760-830-3910



## Preparation for Your Appointment

On the day of your appointment, bring the following:

1. **Proof of Identity** (Physical copy of one):
  - Social Security Card
  - Passport
  - Individual Tax Identification Number (ITIN)
  - Certificate of Naturalization
2. **Driver's License**
3. **Vehicle Documentation:**
  - Physical copy of current insurance
  - Physical copy of current vehicle registration

Missing documents will result in delays or an inability to process your access request.

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## Additional Resources

### MCAGCC Visitor Center Information

Visit the [MCAGCC Visitor Center Website](#) for:

- Detailed DBIDS instructions
- Acceptable forms of ID
- Base access policies

### Base Dress Code and Additional Guidance

Visit [MCCS Base Information](#) for information on the base dress code, community policies, and other helpful tips.

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## Key Reminders

- **ASA is Your First Point of Contact:** Contact ASA before contacting the MCCS/Visitors Center.
- **Keep Track of Expiration Dates:** Temporary passes must be renewed proactively to avoid lapses in access.
- **Bring All Required Documentation:** Missing documents will delay your processing.
- **Stay in Designated Areas:** Ensure you are at the location listed on your pass to avoid cancellation.