



Marine Corps Installations East



Installation Access and Registration Application (IARA) Sponsor Guide

UNCLASSIFIED



Marine Corps Installations East

IARA Sponsor Guide



Access IARA

In order to create a special event and sponsor visitors the user must have a Common Access Card (CAC). The application can be access by going to

<https://webapps.mcieast.usmc.mil/IARA/>

User needs to select their PIV cert or email cert and enter their pin number.

Accept Privacy Notice

User select "I Accept" on the agreement page.

Privacy Policy & User Agreement

Information available on this site is consistent with Marine Corps and DOD policies and the Principles of Information and contains information cleared for public release.

*** External Links -** The appearance of the hyperlinks that are referred to Official Marine Corps web sites does not constitute endorsement by the U.S. Marine Corps of the associated web sites or the information products or services contained therein. For other than authorized activities such as military exchanges and Marine, Reserve and Recreational sites, the U.S. Marine Corps does not exercise any editorial control over the information you may find at other than official Marine Corps websites.

Privacy Information:

- This is an official Marine Corps website, and is provided as a public service by the Marine Corps Division of Public Affairs.
- Information presented on this site is considered public information and may be distributed or copied. Use of appropriate hyperlink/image credits is requested.
- For site management, information is collected for statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is most and least needed, determining technical design specifications, and verifying system performance or problem areas.
- For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise misuse data.
- Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are deleted after regular installation in accordance with National Archives and Records Administration General Schedule 20. All data collection activities are in strict accordance with DOD Directive 5200.1 (reference 52).
- Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

User Agreement:

STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS

By agreeing to this document, you acknowledge and consent that when you access Department of Defense (DOD) information systems, you are accessing a U. S. Government (USG) Information System (IS) that is provided to USG authorized users only. By using this IS, you indicate any device attached to this IS, you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel microcounseling (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- The IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personnel representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided to U.S. Government authorized users only.
- You consent to the following conditions:
 - The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel microcounseling (PM), law enforcement (LE), and counterintelligence (CI) investigations.
 - At any time, the U.S. Government may inspect and seize data stored on this information system.
 - Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government authorized purpose.
 - This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.
 - Notwithstanding the above, using an information system does not constitute consent to personnel microcounseling, law enforcement, or counterintelligence investigations searching or monitoring of the content of privileged communications or data (including work product) that are related to personnel representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below.
 - Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government action for purposes of national administration, operations, protection, or defense, or for counterintelligence security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.
 - The user consents to identification, capture and seizure of ALL communications and data for any authorized purpose (including personnel microcounseling, law enforcement, or counterintelligence investigations). However, consent to identification/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel microcounseling, law enforcement, or counterintelligence investigation against any party and does not require any applicable privilege or confidentiality that otherwise applies.
 - Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a study of confidentiality, is determined in accordance with established legal standards and DOD policy. Users are strongly encouraged to seek private legal counsel or seek redress prior to using an information system if the user intends to rely on the protection of a privilege or confidentiality.
 - Data should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DOD policy.
 - A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protection otherwise would exist under established legal standards and DOD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not require any applicable privilege or confidentiality.
 - These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Furthermore, the U.S. Government shall take all reasonable measures to protect the content of unclassified/protected privileged communications and data to ensure they are appropriately protected.
 - In cases where the user has consented to content searching or monitoring of communications or data for personnel microcounseling, law enforcement, or counterintelligence investigations operations (as opposed to national administration, operations, protection, or defense), the user's consent to such searches does not constitute a personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. The U.S. Government may, solely at its discretion and in accordance with DOD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise authorized use of disclosure of such information.

All of the above conditions apply regardless of whether the access or use of an information system includes the display of a notice and Consent Banner ("Banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.



Initial Log On

User will need to create profile on initial log on.
Fill out all information and select "Save"

IARA  Modify Profile

Last Name

First Name

Rank

Email

Phone Number ###-###-####

Unit

IARA Home Page

The home page for IARA will have announcements and a list of all upcoming special events.

IARA  Special Events ▾ Rosters ▾

Announcements

Gate Closed For Construction on 12/12/2019
The Wilson Gate will be closed due to construction. Please find alternate routes for event traffic.

Bypass Closure
The bypass will be closed for an on-road racing event on 12/25/2019, starting at 0400. Law Enforcement Officials will be handing out prizes for the fastest times. Please arrange for alternate travel routes if necessary.

Upcoming Special Events

Event Begins	Event Ends	Request Deadline	Name	Location
5/15/2019	8/15/2019	5/12/2019	Lejeune High School Football Game	Lejeune High School
6/1/2019	8/20/2019	8/18/2019	Sparkle Party	Lejeune High School
9/5/2019	8/16/2019	8/15/2019	Contemplate a Meaningful Existence Crawfish Boil	Some beach
7/30/2019	7/30/2019	7/27/2019	Red Pen Extravaganza	Chuck's Desk
8/2/2019	8/3/2019	8/3/2019	Block Party	Manston
8/5/2019	8/5/2019	8/2/2019	Hunger Games	Northwest
8/15/2019	8/16/2019	8/15/2019	Traffic Light Fun Run 5k	Western Blvd
9/5/2019	8/15/2019	8/15/2019	Fireworks For No Reason 2: Exploding Boogaloo	Mars
10/31/2019	10/31/2019	10/31/2019	MSgt Test Retirement	Onslow Beach



Create Special Event

In order to create a special event the user must select “Special Events” drop down and then select “Manage Special Events”

Announcements

Gate Closed For Construction on 12/12/2019
The Wilson Gate will be closed due to construction. Please find alternate routes for event traffic.

Bypass Closure
The bypass will be closed for an on-road racing event on 12/25/2019, starting at 0400. Law Enforcement Officials will be handing out prizes for the fastest times. Please arrange for alternate travel routes if necessary.

Upcoming Special Events

Event Begins	Event Ends	Request Deadline	Name	Location
5/15/2019	8/15/2019	5/12/2019	Lejeune High School Football Game	Lejeune High School
8/1/2019	8/20/2019	8/19/2019	Sparkle Party	Lejeune High School
6/5/2019	8/18/2019	8/15/2019	Contemplate a Meaningful Existence Crawfish Boil	Some beach
7/30/2019	7/30/2019	7/27/2019	Red Pen Extravaganza	Chuck's Desk
8/2/2019	9/3/2019	9/3/2019	Black Party	Marston
8/5/2019	8/5/2019	8/2/2019	Hunger Games	Northwest
8/15/2019	8/16/2019	8/15/2019	Traffic Light Fun Run 5k	Western Blvd
9/5/2019	9/15/2019	8/15/2019	Fireworks For No Reason 2: Exploding Boogabo	Mians
10/31/2019	10/31/2019	10/31/2019	MSgt Test Retirement	Onslow Beach

Special Event Page

The special event page will display a list of events that the user is managing. It is also the location to add new events by selecting “Add New Event”

Events

Add New Event

Event Name	Start	End	Close	Event Detail	Status
Past Events					

Special Events ▾ Rosters ▾

Manage Special Events



Create Special Event Form

User will need to fill in the information in the form for the special event. The Backup POC EDIPI is for an individual that you designate to help manage the event. Select "Save" to create the event.

Edit Special Event

In order to edit a special event the user needs to select the pencil icon. This will bring up the event form. The Event Name can not be changed. The date can be changed as long as it meets the requirements of being within three days of event. If individuals have requested sponsorship for the event they will receive an email notification that the event has been changed.

Event Name	Start	End	Close	Event Detail	Status
Marine Corps Birthday	8/7/2019	8/7/2019	8/4/2019	Come celebrate the birth of the Corps	Open 



Send Special Event Invite

The user has an option to send an invite to an individual(s) through the application. This can be accessed by selecting the Envelope icon. User needs to input the email address and separate with a ; and enter any additional comments and select "Send Invite".

Event Name	Start	End	Close	Event Detail	Status
Marine Corps Birthday	8/7/2019	8/7/2019	8/4/2019	Come celebrate the birth of the Corps	Open
Retirement Ceremony (Test)	8/16/2019	8/16/2019	8/13/2019	Retirement to celebrate 20 years of service	Open
Soccer vs Liberty Christian	8/27/2019	8/27/2019	8/24/2019	Varsity Soccer	Open
Jungle Warfare Training	9/12/2019	9/12/2019	9/9/2019	Come watch the Marines Train in the Jungle	Open

Send To:

Invite Information

Event Name: Jungle Warfare Training
 Detail: Come watch the Marines Train in the Jungle
 Information:
 Start Date: 09/12/2019
 End Date: 09/12/2019
 Additional Comments:

Send Invite **Close**

Manage Event Roster

After visitors have gone online and registered for the special event you will receive an email notification. As a sponsor you are responsible for reviewing the individual that requested to attend the event and approve them to be vetted by Pass&ID. In order to access the event roster select "Rosters" then select "Validate Event Roster".

Event Name	Start	End	Close	Event Detail	Status
Marine Corps Birthday	8/7/2019	8/7/2019	8/4/2019	Come celebrate the birth of the Corps	Open

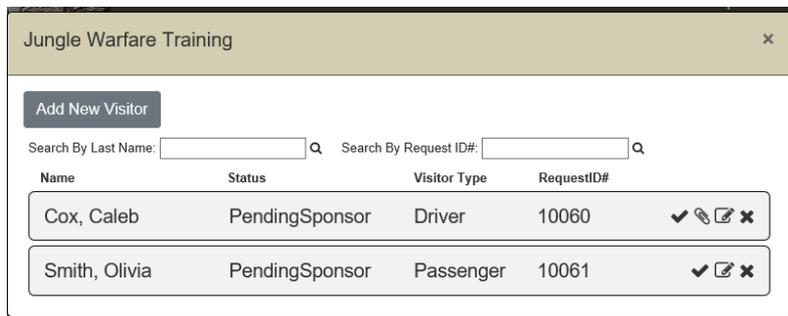
Special Events ▾ Rosters ▾

Validate Event Roster
Validate Pass&ID Roster



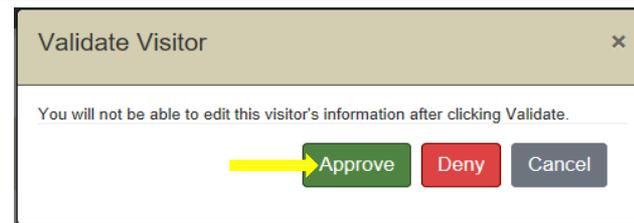
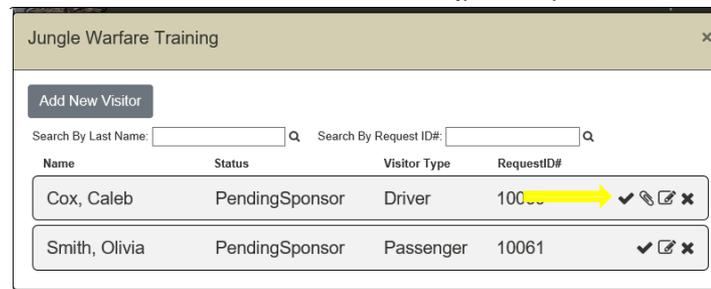
Approve Request

Access the roster by selecting the pencil icon for the event you would like to view the roster for. This will display the list of individuals that have requested to attend the event and get a pass.



Approve Request Cont.

Visitors request can be approved by the sponsor by selecting "Approve All" or by selecting the check mark for an individual then selecting "Approve". Visitor will receive notification that the request is pending vetting.





Manage Roster Add New

The sponsor has the ability to add their own individuals to the roster, however this will require manually retrieving the visitors personal information. By selecting “Add New Visitor” for the roster which will bring up the form. Fill out all information and select “Save”.

Driver Information

Event: Jungle Warfare Training | Visitor Type: Driver

Contact Information

Last Name, First Name, Social Security Number, Date of Birth, Email, Phone Number (999) 999-9999

Driver License Information

Driver's License Number, Driver's License State (AK), Driver's License Expiration Date (mm/dd/yyyy)

Insurance Policy Information

Insurance Policy Number, Insurance Policy Company, Insurance Policy Expiration Date (mm/dd/yyyy)

Car Information

Car Type (Privately Owned), Car Make, Car Model, Car Color, Car Year, License Plate Number, License Plate State (AK)

Save Close

Edit Visitor

A sponsor can edit a visitors information if required by selecting the icon. No PII information can be edited by the sponsor. Select “Save” when complete,

Jungle Warfare Training

Add New Visitor

Search By Last Name: | Search By Request ID#: |

Name	Status	Visitor Type	RequestID#
Cox, Caleb	PendingSponsor	Driver	10060
Smith, Olivia	PendingSponsor	Passenger	10061

Passenger Information

Visitor Type: Passenger

Contact Information

Government ID State of Issue (GA), Government ID Number (0324321231), Government ID Expiration Date (6/9/2020)

Save Cancel



Delete Visitor

The sponsor has the ability to remove an individual from their roster by selecting the X icon and then confirming by selecting “Delete”.

This will send a notification to the visitor that their request has been disapproved by the sponsor.

Name	Status	Visitor Type	RequestID#	
Cox, Caleb	PendingSponsor	Driver	10060	X
Smith, Olivia	PendingSponsor	Passenger	10061	✓ X

Are you sure you want to delete this Visitor?

Delete Close

Process

Once the sponsor has approved a request it will go to Pass&ID for them to conduct the background checks and approve the issuance of a pass.