

## Access Procedures

All personnel living or working at the Presidio of Monterey & Ord Military Community are required to register in the Biometric Identification System (DBIDS). The BIDS registration office is located in building 616. The hours of operation are Monday through Friday from 0730- 1600 hours, closed the 2<sup>nd</sup> and 4<sup>th</sup> Thursday from 1300 – COB, and closed for lunch from 1300 - 1400 hours. All personnel must be registered in BIDS to sponsor guests on to the installation.

**One time guests** – If you are sponsoring a one time guest onto the installation the procedure at Force Protection Condition (FPCON) Level Normal through Bravo is as follows:

- Guests can be sponsored telephonically or you may escort them without physically signing them in at the gate.
- All guests must have an official photo ID (driver's license, state ID card or passport) in their possession.
- If the guests are operating a vehicle without a DoD decal they must obtain a vehicle pass at the Bolio or Franklin gates. To obtain a vehicle pass visitors must have current vehicle registration, vehicle insurance and valid driver's license.
- Guests are not authorized unaccompanied access unless they are on the access roster and have a vehicle pass or the security officers can telephonically contact the sponsor for verification

**Guests 30 days or less** – If you are sponsoring a guest onto the installation for more than 1 day, but less than 30 days at Force Protection Condition (FPCOM) Level Normal through Bravo:

- The sponsor may place the guests on the access roster after the sponsor completes an Application for Installation Access (POM Form 7) and forwards it via email to Physical Security branch at [PRES.InstallationAccess@conus.army.mil](mailto:PRES.InstallationAccess@conus.army.mil).
- The access application must be forwarded at least 48 hours prior to the access date to allow background checks to be completed.
- Only DoD ID cardholders, to include family members, can sponsor personnel on to the installation
- All guests must have an official photo ID (driver's license, state id card or passport) in their possession. If they are operating a vehicle without a DoD decal they must obtain a vehicle pass at the gate. To obtain a vehicle pass, visitors must have current vehicle registration, vehicle insurance and driver's license.
- Guests are authorized unaccompanied access if they are on the access roster and have a vehicle pass.

**Lost or forgotten IDs:** Personnel who have lost or forgotten their DoD ID card may be authorized access after a manual check in the BIDS database at the Bolio or Franklin gate verifies registration in BIDS.

Completed POM Form 7 (Application for Installation Access) is available on the Intranet and should be forwarded electronically to [PRES.InstallationAccess@conus.army.mil](mailto:PRES.InstallationAccess@conus.army.mil).