



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

REPLY TO
ATTENTION OF

IMPM-ZA

JAN 22 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum # 17, Installation Access Procedures for Visitors

1. References:

a. OPORD 15-031 (Implement Installation Access Control Procedures at IMCOM Installations), 21 November 2014

b. Directive-Type Memorandum (DTM) 09-012, Under Secretary of Defense, "Interim Policy Guidance for DoD Physical Access Control" 8 Dec 2009, incorporating change 3, 19 Mar 2013

c. AR 190-13, The Army Physical Security Program, 25 February 2011

d. AR 525-13, Antiterrorism, 11 October 2008

2. Purpose: Provide command policy for access procedures for all personnel living, working, and visiting the Presidio of Monterey (POM).

3. Applicability: This policy applies to all military and Department of Defense (DoD) civilian personnel assigned, attached, located, or employed with the Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC & POM) during Force Protection Conditions (FPCON) Normal through Bravo. During FPCON Charlie and Delta scaled access control measures will be implemented at POM and OMC based on the threat and Command Guidance.

4. Proponent: The proponent for this policy is the Directorate of Plans, Training, Mobilization, and Security (DPTMS), 242-7495. This policy supersedes: the Access Procedures for Visitors policy dated November 26, 2012, and the Taxi Access Policy dated April 17, 2012.

5. Procedure:

a. Unescorted Access. Personnel in lawful possession of a valid form of the following identification credentials are authorized unescorted access to the Presidio of Monterey without an NCIC III background check:

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(1) DoD Common Access Card

(2) DD Form 2A (ACT) (Active Duty Military Identification Card)

(3) DD Form 2 (ACT/RES) [Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)]

(4) DD Form 2 (RET) [United States Uniformed Identification Card (Retired)]

(5) DD Form 2S (ACT/RES) [Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)]

(6) DD Form 2S (RET/RES RET) [United States Uniformed Identification Card (Retired and Reserve Retired)]

(7) DD 1173 [United States Uniformed Services Identification and Privilege Card (persons over the age of 18)]

(8) United States Government Issued authenticated Federal PIV credentials (example: Veteran's Administration PIV and Office of Personnel Management PIV for Personnel Security Investigators and Personnel Security Investigator Contractors).

(9) Uniformed law enforcement and fire firefighters pursuant to their duties under emergency conditions

b. Official Foreign Visitors subject to the provisions of AR 380-10 will be granted unescorted visitor status. The Foreign Visit Systems – Confirmation Module will be used by DPTMS to confirm that a proposed official visit to the Presidio of Monterey has been approved through the Foreign Visits System and to record the arrival of such visitors.

c. Personnel not in possession of one of the valid forms of identification approved for unescorted access listed in paragraph 5a will be considered visitors. Visitors must possess a valid form of the following identification:

(1) State driver's license

(2) DBIDS Card

(3) DA Form 1602 (Civilian Identification and Gold Star Family)

(4) Transportation Security Agency (TSA) issued Transportation Worker Identification Credential (TWIC)

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- (5) DD Form 2574 (Armed Forces Exchange Services ID and Privilege)
- (6) Air Force (AF) Form 354 (Civilian ID)
- (7) DD Form 1934 (Geneva Convention ID card for Medical and Religious)
- (8) DD Form 2764 (US DoD/Uniformed Services Civilian Geneva Convention ID)
- (9) DD Form 489 (Geneva Convention ID card for Civilians)

d. Visitors must be sponsored for access to the installation using the one of the following procedures:

(1) Be escorted onto the installation. Someone in possession of a valid form of identification in paragraph 5a must escort the visitor/s using the Trusted Traveler Program. The escort must be in the same vehicle as the visitor/s and must stay with the visitor/s for the duration of installation access. The Trusted Traveler Program is accepted at all gates. The following personnel possessing a valid DBIDS card are granted escort privileges of visitors onto the installation: Monterey Salinas Transit (MST) Planning Manager, International Hotel Group (IHG) Manager, Children's Creative Learning Center (CCLC) Manager, Presidio of Monterey Services Agency (PMSA).

(2) Be placed on the Installation Access Roster. Placement on the installation access roster authorizes unescorted access for the visitor to the installation. Active duty Service Members and DoD civilians are the only personnel authorized to sponsor visitors for placement on the installation access roster. Sponsor will submit a completed POM Form 7 (POM Application for Installation Access), and email it to usarmy.pom106-sig-bde.list.pres-installationaccess@mail.mil at least 10 working days prior to the requested access date to allow completion of NCIC III background check for adjudication and possible placement on the Installation Access Roster. Purpose of access must be based on mission requirement or need not convenience of the sponsor. See Enclosure 1 (POM Form 7). The POM Form 7 can be found on both the USAG POM and DLIFLC websites.

(a) The reviewing official, Installation Physical Security Officer, will review access justification and consider that information as well as any derogatory information returned through the background check before making an access fitness recommendation to the approving official, the Director of Plans, Training, Mobilization and Security (DPTMS). Alternate approving official is the Installation Security Manager, DPTMS. Derogatory information on the NCIC III check that disqualifies installation access is located in Enclosure 2.

(b) Approving official, DPTMS, will make an access fitness determination based on visit justification and NCIC III background check. If access justification or

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purpose is found insufficient or derogatory information exists, then the access request will be denied.

(c) If access to the installation is denied by the approving official, DPTMS, for derogatory information uncovered in the NCIC III check, an access denial waiver may be submitted. See Enclosure 3 for the Access Denial Waiver process. Access denial waivers will not be accepted for access denial based on insufficient justification or purpose.

(d) Personnel under the age of 18 will not have a NCIC III check conducted.

(3) Be Issued a DBIDS Card. DBIDS cards will be considered for frequent guests to the installation that have a specific mission-related purpose for access.

(a) The reviewing official, Installation Physical Security Officer, will review access justification and consider that information as well as any derogatory information returned through the background check before making an access fitness recommendation to the approving official, DPTMS. Derogatory information on the NCIC III check that disqualifies installation access is located in Enclosure 2.

(b) Approving official, DPTMS, will make an access fitness determination based on visit justification and NCIC III background check. If access justification is found insufficient or derogatory information exists, then the access request will be denied.

(c) If access to the installation is denied by the approving official, DPTMS, an access denial waiver may be submitted. See Enclosure 3 for the Access Denial Waiver process.

e. Visitors on the installation access roster or who have been issued DBIDS cards must have a vehicle pass to drive a vehicle on the installation.

(1) Visitors on the access roster or with DBIDS cards will be issued a vehicle pass at Pvt Bolio Gate Visitor Control Center for the entire time they are on the access roster or for the duration of the DBIDS card.

(2) To obtain a vehicle pass visitors must show proof of vehicle insurance and current vehicle registration. A vehicle rental agreement for visitors operating a rental vehicle will satisfy the requirement for vehicle registration and insurance.

(3) The vehicle pass must be displayed face up on the dashboard so that it is visible through the window of the vehicle.

f. Trusted Traveler Program.

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(1) The Trusted Traveler Program will be used during Force Protection Condition (FPCON) Normal thru Bravo at all Presidio of Monterey gates. The program will not be used during FPCON Charlie and Delta.

(2) Personnel in lawful possession of a valid form of identification found in paragraph 5a may escort no more than four visitors onto the installation in the same vehicle with them. The escort is responsible for the visitors while they are on the installation and must remain with the visitor/s for the duration of the visit.

(3) Each escorted visitor must possess a valid form of identification found in paragraph 5c and show that identification to the gate guard.

(4) Presidio of Monterey housing residents that possess a valid form of approved ID for installation access are granted special Trusted Traveler Program escort privileges for special events at their residence. See paragraph 5.g.(3).

(5) Taxies, food deliveries and tow trucks cannot be escorted onto the installation using the Trusted Traveler Program.

(6) Personnel under the age of 18 may not escort visitors onto the installation using the Trusted Traveler Program under any circumstances.

(7) Escorts found without their visitors while on the installation will be subject to disciplinary action and/or loss of visitor escort privileges.

g. Specific Visitor Types.

(1) Media. Members of the news media will be escorted onto the Presidio by personnel from the Garrison or DLIFLC Public Affairs Offices after prior coordination with DPTMS and POM PD.

(2) Contractors. Sponsors must physically escort, request addition to the access roster or request a DBIDS card IAW paragraph 5d for non CAC-eligible contractors requiring access to the installation. Contractors or vendors requiring access to POM for more than 30 days should request a DBIDS card.

(3) Visitors of POM Housing Residents.

(a) Residents of military housing on the Presidio of Monterey over 18 years of age in possession of a valid CAC or DoD ID card residents will be allowed to escort up to eight (8) guests onto the installation using the Trusted Traveler Program. Total number of vehicles allowed per sponsoring resident is two and the sponsor must be in one of those two vehicles.

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(b) Residents will notify POM PD (242-7860 or 242-7868) of events with visitors at their residence no less than 2 working days in advance of the event.

(c) Sponsoring resident is responsible for all visitors while they are on the installation.

(d) POM housing residents requiring unescorted access for their visitors must submit a POM Form 7 IAW the procedures outlined in paragraph 5.d.(2).

(4) Commercial Delivery Vehicles.

(a) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.

(b) Drivers must possess a valid state issued driver's license, state vehicle registration and proof of insurance.

(c) Unescorted drivers will be cleared through NCIC III prior to making the delivery.

(d) If the vehicle has a seal, the seal's serial number will be checked against the bill of lading to ensure the cargo has not been tampered with. If the seal is broken or the serial number does not match, a 100% inspection of the vehicle will be conducted.

(5) Food Deliveries/Vendors.

(a) Restaurant and food vendor owners must apply for visitor passes for their vendors and drivers using a POM Form 7. Vendors and drivers must be cleared through NCIC III.

(b) Restaurant and food vendor owners may access the POM Form 7 from the USAG POM website.

(c) Drivers must possess a valid state issued driver's license, state vehicle registration and proof of insurance.

(d) Deliveries must have an on-post destination.

(6) Taxies.

(a) Monterey Transit Authority approved taxi drivers must apply for a visitor pass and be cleared through NCIC III.

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(b) Drivers must possess a valid state issued driver's license, valid taxi operator's "hack" license, state vehicle registration and proof of insurance.

(c) Taxis that have enrolled in the Monterey Regional Transit Authority (MRTA) and have the badge/sticker from that program are considered vetted for Installation access. They will be inspected, and if carrying or picking up an authorized passenger, will be allowed on post.

(7) Tow Trucks.

(a) Drivers must apply for a visitor pass and be cleared through NCIC III.

(b) Drivers must possess a valid tow tag, tow truck certificate of registration, tow truck application, cab-card, state issued driver's license, state vehicle registration and proof of insurance.

(c) Vehicles being towed for maintenance reasons will be verified telephonically with the person/s requesting the tow but will not be allowed into the installation until a favorable NCIC III check is conducted on the tow truck driver.

(8) Repossessions.

(a) Creditors, or their agents, requesting access to recover property based on default of a contract or legal agreement are required to coordinate through the POM Police Department.

(b) POM PD will provide an escort and notify the Staff Judge Advocate of the repossession.

(c) The creditor or their agent must adhere to the following procedures:

- i. Copy of title, contract or legal agreement must be presented to POM PD.
- ii. Present evidence that the debtor is in default of the contract or legal agreement.
- iii. Agents must present evidence they are working for the creditor.

(9) Movers.

(a) Drivers of moving trucks will be sponsored by Logistics Readiness Center (LRC) on a POM Form 7 and vetted through a NCIC III check.

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(b) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.

(c) Drivers must possess a valid state issued driver's license, state vehicle registration and proof of insurance.

(10) Gold Star Family Members.

(a) Survivor Outreach Services (SOS), DFMWR will sponsor Gold Star Family Member/s and complete the POM Form 7.

(b) NCIC III check will be completed by DES and forwarded to the Director, DPTMS who will make a fitness determination. Results will be returned to SOS office.

(c) If fitness determination is unfavorable, SOS office will inform Gold Star Family Member of denied access and explain the access denial waiver process.

(d) If fitness determination is favorable, Gold Star Family Member will be issued a DA Form 1602 (Civilian Identification Card) by the SOS office. Date of the NCIC III check will be typed on the DA Form 1602.

(e) DA 1602's from other installations will be accepted for access to the installation.

(11) Patrons of the Children's Creative Learning Center (CCLC).

(a) CCLC staff will submit a POM Form 7 and be vetted using a NCIC III check. If no derogatory information exists, the staff will be issued DBIDS cards for a one year period.

(b) CCLC staff will act as sponsor and submit a POM Form 7 for all new patrons requesting access to the installation to drop off and pick up their children. If no derogatory information exists, CCLC patrons will be placed on the access roster for a one year period.

(12) Privatized Army Lodging, International Hotel Group (IHG) - patrons must possess a valid ID card as identified in paragraph 5a or be escorted onto the installation under the Trusted Traveler Program.

(13) Personnel with Mailboxes at POM Post Office.

(a) Only personnel with valid CAC or DoD ID will be granted unescorted access to check mail at the Presidio post office.

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(b) Personnel without valid CAC or DoD ID card will not be granted access to the installation for the purpose of checking an authorized person's mailbox, regardless of personal relationship or circumstance.

(14) Weddings and Events at the POM Chapel.

(a) The Chaplain's office or a valid CAC or DoD ID card holder may sponsor weddings or special events at the POM Chapel or Chapel Annex.

(b) A POM Form 7 must be completed for all visitors with a favorable NCIC III check before access will be granted. A second option is to request Garrison Commander approval for the wedding or event as a special event (para h). A risk assessment outlining the recommended access mitigation measures will accompany the request to the Garrison Commander.

(15) Family Care Plans.

(a) Service Member must submit a POM Form 7 requesting access (Access Roster or DBIDS) for the care giver.

(b) Care giver will be vetted through NCIC III.

h. Special Event Waiver. If a special event does not allow for escort of visitors or completion of a NCIC III check on visitors, the Garrison Commander may request a special event waiver from the Senior Commander (Commander, Combined Arms Center).

i. Personnel who have lost or forgotten their DoD ID Card may be authorized installation access after a manual check verifies they are in the DBIDS database (Pvt. Bolio St. Gate). If not in the DBIDS database, the person forgetting their DoD ID Card must be escorted on the installation.

j. Expired CAC or DoD ID cards will be confiscated at the gate upon attempted entry.

k. Requests for Presidio/DLIFLC tours and/or access to the Presidio Army Cemetery will be referred to the POM Public Affairs Office at 242-5555 or presidiopao@gmail.com.

6. Unregistered personal firearms are prohibited from entering the installation with or without a concealed carry weapon permit. Official law enforcement officers in performance of their official duties are authorized access with their duty weapons.

7. Access to any installation is a privilege, not a right. Department of Army police/guards

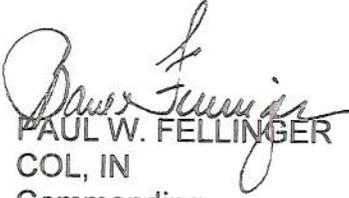
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will deny access to the installation to personnel who cannot provide valid identification or are not on the installation access roster. If the privilege is abused, the Garrison Commander may deny access permanently.

Encl

- 1- POM Form 7
- 2- Access Disqualifying Factors
- 3- Access Denial Waiver Process


PAUL W. FELLINGER
COL, IN
Commanding

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**APPLICATION FOR INSTALLATION ACCESS
(FOR NON U.S. CITIZEN APPLICANTS ONLY)**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRINCIPAL PURPOSE: Provide necessary information to determine if applicant meets the access control requirements. Use of Driver's License is necessary to make positive identification of the applicant.
 ROUTINE USE: None.
 DISCLOSURE IS VOLUNTARY: However, failure to provide information requested may delay or preclude access to the installation.

SECTION I. Should be completed by the sponsor requesting personnel listed below inclusion to the Installation Access Roster to permit entry to the U.S. Army, Presidio of Monterey, California. Sponsor will be responsible for all actions of their guests while on the installation. SECTION II is for information on Non-U.S. Citizen applicants.

SECTION I. SPONSOR'S INFORMATION

SPONSOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL	SPONSOR'S WORK PHONE (Area Code and Number)
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SPONSOR'S ORGANIZATION

SPONSOR'S SSN (Verification required in DEERS/DBIDS)	DATE OF BIRTH (MM/DD/YYYY)	CONTRACT EXPIRATION DATE (Contractors only)
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PURPOSE OF VISIT (Please provide details in the space provided below)

<input type="checkbox"/> Mission Requirement	<input type="checkbox"/> Other

TYPE OF REQUEST ACCESS ROSTER DBIDS CARD INITIAL REQUEST RENEWAL

SIGNATURE	DATE
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SECTION II. INFORMATION ON NON-U.S. CITIZEN APPLICANT(S)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	DRIVER'S LICENSE NUMBER	ISSUING STATE
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DATE OF REQUESTED ACCESS (MM/DD/YYYY)	TIME OF REQUESTED ACCESS
FROM <input type="text"/> TO <input type="text"/>	FROM <input type="text"/> TO <input type="text"/>

DAYS REQUESTED ACCESS MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

CITIZENSHIP	COUNTRY OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)
PASSPORT NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE
VISA NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE
ALIEN REGISTRATION NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE

2. LAST NAME, FIRST NAME, MIDDLE INITIAL	DRIVER'S LICENSE NUMBER	ISSUING STATE
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**APPLICATION FOR INSTALLATION ACCESS
(FOR NON-U.S. CITIZEN APPLICANTS ONLY)**

SECTION II. INFORMATION ON NON-U.S. CITIZEN APPLICANT(S) (Continuation page)			
3. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER	ISSUING STATE
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VISA NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
ALIEN REGISTRATION NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
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ALIEN REGISTRATION NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
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FOR LAW ENFORCEMENT USE ONLY			
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FOR APPROVING AUTHORITY USE ONLY			
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**APPLICATION FOR INSTALLATION ACCESS
(FOR U.S. CITIZEN APPLICANTS ONLY)**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRINCIPAL PURPOSE: Provide necessary information to determine if applicant meets the access control requirements. Use of Driver's License is necessary to make positive identification of the applicant.

ROUTINE USE: None.

DISCLOSURE IS VOLUNTARY: However, failure to provide information requested may delay or preclude access to the installation.

SECTION I. Should be completed by the sponsor requesting personnel listed below inclusion to the Installation Access Roster to permit entry to the U.S. Army, Presidio of Monterey, California. Sponsor will be responsible for all actions of their guests while on the installation.

SECTION II is for information on U.S. Citizen applicants.

SECTION I. SPONSOR'S INFORMATION

SPONSOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL	SPONSOR'S WORK PHONE (Area Code and Number)
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SPONSOR'S ORGANIZATION

SPONSOR'S SSN (Verification required in DEERS/DBIDS)	DATE OF BIRTH (MM/DD/YYYY)	CONTRACT EXPIRATION DATE (Contractors only)
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PURPOSE OF VISIT (Please provide details in the space provided below)

<input type="checkbox"/> Mission Requirement	<input type="checkbox"/> Other

TYPE OF REQUEST ACCESS ROSTER DBIDS CARD INITIAL REQUEST RENEWAL

SIGNATURE	DATE
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SECTION II. INFORMATION ON U.S. CITIZEN APPLICANT(S)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	FULL SSN (Verification required in CLETS)
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DRIVER'S LICENSE NUMBER	ISSUING STATE	DATE OF BIRTH (MM/DD/YYYY)
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2. LAST NAME, FIRST NAME, MIDDLE INITIAL	FULL SSN (Verification required in CLETS)
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DAYS REQUESTED ACCESS MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

**APPLICATION FOR INSTALLATION ACCESS
(FOR U.S. CITIZEN APPLICANTS ONLY)**

SECTION II. INFORMATION ON U.S. CITIZEN APPLICANT(S) (Continuation page)			
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7. LAST NAME, FIRST NAME, MIDDLE INITIAL		FULL SSN (Verification required in CLETS)	
DRIVER'S LICENSE NUMBER	ISSUING STATE	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM <input type="text"/> TO <input type="text"/>		TIME OF REQUESTED ACCESS FROM <input type="text"/> TO <input type="text"/>	
DAYS REQUESTED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY			
8. LAST NAME, FIRST NAME, MIDDLE INITIAL		FULL SSN (Verification required in CLETS)	
DRIVER'S LICENSE NUMBER	ISSUING STATE	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM <input type="text"/> TO <input type="text"/>		TIME OF REQUESTED ACCESS FROM <input type="text"/> TO <input type="text"/>	
DAYS REQUESTED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY			
FOR LAW ENFORCEMENT USE ONLY			
DATE NCIC III CONDUCTED		DISQUALIFYING FACTORS <input type="checkbox"/> YES <input type="checkbox"/> NO	
FOR APPROVING AUTHORITY USE ONLY			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	PRINTED NAME	SIGNATURE	DATE

ENCLOSURE 2 (Access Disqualifying Factors) to Command Policy Memorandum # 17

1. The following factors are automatic disqualifiers for installation access:

a. The NCIC-III contains criminal information about the individual that causes the Garrison Commander or Commandant to determine that the individual presents a potential threat to the good order, discipline, or health and safety on the installation.

b. The installation is unable to verify the individual's claimed identity based on the reasonable belief that the individual has submitted fraudulent information concerning his or her identity in the attempt to gain access.

c. The individual has a current arrest warrant in NCIC, regardless of the offense or violation.

d. The individual is currently barred from entry or access to a Federal installation or facility.

e. The individual has been convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, drug possession with intent to sell or drug distribution.

f. The individual has a U.S. conviction of espionage, sabotage, treason, terrorism or murder.

g. The individual is a registered sex offender.

h. The individual has been convicted of a felony within the past 10 years, regardless of the offense or violation.

i. The individual has been convicted of a felony firearms or explosives violation.

j. The individual has engaged in acts or activities designed to overthrow the U.S. Government by force.

k. The individual is identified in the Terrorist Screening Database (TSDB) as known to be or suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

2. The Garrison Commander can, at any time, add disqualifying factors that would deny an individual access onto the installation. Any additional disqualifying factors need to be published in local policy.

3. Individual that are denied installation access must request the waiver application packet.

ENCLOSURE 3 (Access Denial Waiver Process) to Command Policy Memorandum # 17

1. Sponsors have 45 days from the date of access denial for their visitor to submit the access denial waiver packet to the Garrison Commander.

2. Access Denial Wavier Application Packet.

a. Sponsors and sponsored visitors that have been denied access will do the following:

(1) Obtain a certified copy of their complete criminal history, which must include all arrests and convictions.

(2) Complete an Installation Access Control Denial Waiver Application and provide the packet to the government sponsor, who will be responsible for submission of the waiver application to the Director of DPTMS. All offenses must be listed, along with providing an explanation why the conduct should not result in denial from entering the Army installation. Other factors that should be addressed by the sponsor/applicant are:

(a) Nature and seriousness of the conduct

(b) Specific circumstances surrounding the conduct

(c) Length of time elapsed since the conduct

(d) The age of the individual at the time of the incident/conduct

(e) Proof of efforts towards rehabilitation

(3) Provide a current physical or e-mail address to enable the Garrison Commander to transmit a copy of his/her waiver request determination.

b. The government sponsor will review the individual's packet for completeness and determine whether or not to endorse the waiver. If the government sponsor determines to endorse the waiver, he/she must provide a memorandum. The memorandum must indicate that the sponsor requests that the individual be granted unescorted access to accomplish a specific purpose, as well as the anticipated frequency and duration of such visits. If a visitor no longer has a mission-need for access, the sponsor must inform the Director of DPTMS so that unescorted access to the installation is no longer authorized.

3. Approval Process.

a. The Director of DPTMS will review the access denial wavier applications and make a fitness determination recommendation to the Garrison Commander.

b. The Garrison Commander will review the waiver application and render a

determination that ensures proper protection of good order and discipline, or health and safety on the installation.

c. The Director of DPTMS will provide a copy of the determination to the individual, Director of Emergency Services/Provost Marshal Office and sponsoring agent.

d. Individuals who have had a waiver request denied may request reconsideration from the Garrison Commander after one year from the date of the commander's decision, or earlier if the individual can present significant information that was not available at the time of the original request or that the basis for the original denial was overturned, rescinded or expired.

