



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
U.S. ARMY GARRISON ANSBACH  
UNIT #28614  
APO AE 09177-8614

IMAN-ZA

JAN 22 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy letter #26 – USAG Ansbach Community Installation Access Policy

1. REFERENCE.

- a. Army Regulation 27-10, Military Justice.
- b. Army Regulation 190-22, Search and Seizure.
- c. Army Regulation 190-56, The Army Civilian Police Security Officer Program.
- d. Army in Europe Regulation 190-13. The USAEUR Physical Security Program.
- e. Army in Europe Regulation 190-16, Installation Access Control.
- f. Army in Europe Regulation 525-13, Antiterrorism/Force Protection.
- g. Army in Europe Regulation 600-700, Identification Cards and Individual Logistical Support.
- h. Army in Europe Regulation 27-9, Misconduct by Civilians.
- i. USAEUR Regulation 604-1, Foreign National Screening Program.
- j. Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DOD Physical Access Control".

2. PURPOSE. To establish procedures for Community Installation Access.

3. APPLICABILITY. This policy letter is applicable to all military personnel, DA civilians, local national employees, Family Members, contractors and guests assigned, attached, TDY, conducting business and visiting or training in USAG Ansbach. Individuals subject to the Uniform Code of Military Justice (UCMJ) who violate this policy are subject to administrative action and/or punishment under Article 92, UCMJ. Individuals not subject to the UCMJ are subject to administrative or judicial actions in accordance with applicable Army Regulations and Host Nation laws..

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4. POLICY. The Global War on Terrorism (GWOT) requires our communities to be vigilant and prepared to face an adversary that seeks to gain insight to our operations. Installation access control measures are in place to not only combat this threat, but to ensure the safety and security of those who live and work in our communities. This policy outlines the requirements and procedures for installation access control within USAG Ansbach. Changes in the baseline force protection posture may warrant changes to this policy to ensure the security of our installations. This policy does not apply to restricted areas governed by other regulations.

a. Installation access within the USAG Ansbach Community will be strictly enforced. This policy will not be supplemented or modified without approval of the USAG Ansbach Commander. Army in Europe Regulation (AER) 190-16, Installation Access Control establishes the policy and procedures for the installation access to U.S. Forces installation in the European theater. This policy is intended to supplement AER 190-16 with local procedures and guidelines for areas not specifically covered in the regulation. The procedures of this policy will:

(1) Facilitate the compliance with force protection condition (FPCON) measures related to access control.

(2) Facilitate the identification of individuals who do not have a need or are not entitled to access our communities.

(3) Incorporate the USAG Ansbach Installation Access Control System (IACS) into this policy.

b. Responsibilities:

(1) The USAG Ansbach Directorate of Emergency Services (DES) will:

(a) Serve as the Garrisons access control proponent.

(b) Conduct staff assistance visits and command inspections for IACS registration and installation pass procedures compliance.

(c) Ensure all Installation Access Control Offices (IACO) comply with regulatory requirements.

(2) School buses: All school bus drivers must have a valid installation pass for access to the installation. School bus drivers will vouch for all students on the bus. Drivers that do not have a valid installation pass must be escorted to and from the pickup/drop-off location on the installation by a DoDEA contract bus representative.

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(3) Tour buses: For unaccompanied access, the sponsor of the tour will provide the bus driver and vehicle information prior to arrival. The bus driver, upon initial entry to the installation (first pick-up), will produce a manifest, which lists the time, date, and location of personnel pickup for an authorized tour. When the tour bus returns, a DOD ID card holding tour manager may vouch for the occupants.

(4) Government shuttle buses: All shuttle bus drivers must have a valid installation pass for access to the installation. Shuttle bus drivers may vouch for all occupants on the bus but may not pick up passengers outside the installation.

(5) VIP vehicles: For visiting VIP's, the coordinating office will have a representative at the ACP to assist the guards in expediting when desired or coordinating the access. In the absence of a USAG Ansbach representative, the driver will present his/her DOD ID card or a valid installation pass for access to the installation. Passengers will not be required to produce identification. The vehicle will not be searched.

(6) Military convoys: The convoy commander will remain at the access control point (ACP) to vouch for vehicles/personnel within the convoy.

(7) Military formation, to include physical training (five or more personnel): One person with a DOD ID card can vouch for the rest of the individuals within the main body of the formation.

c. Responsibility of signing guest(s):

(1) Identification:

(a) DOD ID card holders and installation pass holders with sign-in privileges may sponsor up to four individuals at the ACP.

(b) The individual being signed in will present a valid form of a government issued identification (passport or national ID)(for example, US Passport, German Personalausweis, Belgian Identity Card, Italian Carta D'identita, etc.) at the ACP.

(c) Guests will be escorted at all times by a trusted agent (ID card or installation pass holder) to include returning to the ACP to sign out.

(d) Contractors do not have to be signed out by the same person that signed them in, but the escort must be a trusted agent.

(2) Sign-on/Sign-out:

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(a) A valid form of a government issued identification of individuals being signed-in will be relinquished for the duration of their visit to the Security Officer at the ACP.

(b) Guest(s) will receive a receipt form or a control card in exchange for their government issued identification.

(c) Upon completion of the visit, the guest will sign out and provide the Security Officer with the receipt or control card in exchange for their government issued identification.

(3) Guests who are signed in are limited to 24 hour period increments. Family members arriving over weekend/holiday may coordinate with IACO to allow time for the IACO to open and receive an installation pass. If the visit will exceed 24 hours, the sponsor and guest(s) will report to the ACP where the sign-in occurred and will request another 24 hours. Failure of the sponsor to return to the ACP and sign out their guest will result in the loss of sign-in privileges:

(a) First offense: Sponsor loses sign-in privileges for 30 days.

(b) Second offense: Sponsor loses sign-in privileges for 60 days.

(c) Third Offense: Sponsor loses sign-in privileges indefinitely.

d. Signing-in persons 11-17 years of age: Sponsor may be required to provide relationship verification of guest under the age of 18. The MP station will provide immediate decision and further concerns should be referred to the PMO on the next duty day. Clarification of the policies for sign-in of underage persons/minor is to ensure that members of the community, family or friends, are not unduly denied access to the installation during legitimate visit.

(1) A minor is any person under the age of 18. Children under the age of 10 do not need to provide ID documentation to be allowed access to the installation when accompanied by an ID card holder. An individual under the age of 18 can be signed onto the installation if:

(a) The minor is accompanied by a verifiable legal guardian who gives their consent. Verifiable means that the adult in charge of the minor can reasonably demonstrate their authority to give consent. For example, the names match on the government issued identification or the address is the same on the identification documents or paperwork.

(b) The sponsor (the ID card holder signing in the minor) is accompanied by a spouse or a family member.

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(2) For the purpose of this guidance, the definition of a family member is limited to a son, daughter, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, grandparent, and grandparent-in-law.

e. The USAG Ansbach Garrison Commander or designated representative may authorize personnel with Trusted Traveler IAW DTM 09-012, reference j, attachment 3, paragraph 3.e.1:

*The Trusted Traveler procedure allows a uniformed Service Member or Government employee with a valid CAC, a military retiree (with a valid DOD identification credential), or an adult dependent (with a valid DOD identification credential) to present their identification for verification while simultaneously vouching for any vehicle occupants. The number of personnel Trusted Traveler is allowed to vouch for and/or sponsor at any one time will be determined by the Provost Marshal or their designated representative.*

f. Access Control Point (ACP) procedures:

(1) Search authorization: Any vehicle or person attempting to access installation is subject to search IAW AR 190-22 and USAREUR Supplement 1 to AR 190-22.

(2) Forgotten ID Cards: Guards will verify that the individual is authorized access to the installation by performing a manual look-up and a second form of photo identification.

(3) Confiscation:

(a) All DOD identification cards and installation passes that are expired will be confiscated by Security Officer or Military Police. Identification cards or installation passes that are mutilated, have ineligible identification data, or unrecognizable photo will be confiscated if the officers cannot positively verify that the individual matches the picture on the identification card and issued an AE Form 190-168. The AE Form 190-168 is not an access document.

(b) The PMO will also forward confiscated cards to the appropriate office. Installation passes cards will be sent to the IACO and DOD identification cards will be sent to the DEERS identification card office.

(c) Individuals who have their pass or identification card confiscated must provide a second form of identification to be signed in as a visitor until a new pass or identification card is issued.

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(d) Military Police will be notified when an individual fails to comply with any directives or orders, objects to surrendering an expired identification card or installation pass.

g. Installation Passes: The USAG Ansbach DES is the proponent for the installation passes and works with the Directorate of Plans Training Mobilization Security (DPTMS) security manager to ensure this program is managed under the guidelines of the local National Screening Program (LNSP). In regards to the categories listed in AER 190-16, local USAG Commanders may request additional background checks for the following categories:

(1) Official Guest category- Police Good Conduct Certificate, AE Form 604-1B and entered into the LNSP.

(2) Visitor Category (Residing in Europe)- AE Form 604-1B and entered into the LNSP.

(3) Other Category- Police Good Conduct Certificate, AE Form 604-1B and entered into the LNSP.

(4) Delivery Drivers- Installation passes should be initially issued for six months and only when accompanied by the service owner. Drivers who have established themselves in the community through years of service without incident may receive renewals for one year. Owners must supply the IACO copies of the business license and food preparation health certificate. Taxi drivers must provide a "TAXI License" and may be issued a pass for two years.

(5) Agencies who sponsor employees for the installation passes will:

(a) Ensure that privileges for the installation passes are limited.

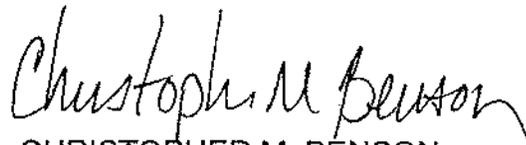
(b) Installation pass holders granted sign-in privileges for official business only are limited to four persons with their vehicle. Persons granted sign-in authority should either be in a supervisory position or have an official need to ensure mission accomplishment (i.e. COR, Project Manager, etc.).

(c) Individuals who abuse their installation pass privileges (i.e., use their installation pass as a means to access the installation for other purposes than the intent of the installation pass) will have their installation pass revoked. Identification cards and installation pass holders who abuse the sign-in privilege (i.e., the guest is unescorted, the guest does not sign-out) may have their sign-in privileges revoked.

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5. PROPONENT. POC for this policy is the USAG Ansbach Director of Emergency Services, DSN: 467-1580.



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