



DEPARTMENT OF THE ARMY

Installation Access Control  
APO AE

MEMORANDUM FOR NCIC Terminal Agency Coordinator, USAREUR-AF, Office of the Provost Marshal, UNIT 29351, Box 111, APO AE 09014

SUBJECT: National Crime Information Center (NCIC) / Interstate Investigative Index (III) check in support of unescorted installation access

1. References:

a. IAW DOD 5200.08-R, Volume 3, Change 1, Physical Security Program: Access to DOD Installations, 18 September 2020

b. AR 190-13, The Army Physical Security Program, 27 June 2019

c. AR 190-45, Law Enforcement Reporting, 27 September 2016

d. AEA 190-16, Installation Access Control, 12 April 2024

2. U.S. citizens requesting unescorted access to an installation in USAREUR-AF, who do not possess a CAC, another Federal personal identity verification card (e.g. federal agency issued credentials, etc.), or other DOD ID card (i.e. DD Forms 2S; 1173; 1173-1; 1173-1S or 2765) are subject to an NCIC/III criminal history record information check (CHRI).

3. If a retiree, or DOD ID card holder, gains employment on the installation as a contractor, that person's "status" will change to a contract employee and an NCIC-III check for access to the installation is authorized.

4. The registration station will be sent a notification for one of the following:

a. Person **DOES NOT** have an identifiable or derogatory NCIC/III record IAW AEA 190-16, Appendix E.

b. Person **DOES** have an identifiable or derogatory NCIC/III record IAW AEA 190-16, Appendix E. In this case, the registrar will be provided with the corresponding FBI Universal Control Number (UCN) and/or State Identification Number (SID) to provide the applicant along with the procedure to validate and request the complete record from NCIC or the originating agency.

c. An active **HOT FILE** (Want/Warrant, Known Suspected Terrorist, Sex Offender Registry, etc.) exists for the person, and that law enforcement (installation / host nation) was notified and will assume responsibility for record validation and response.

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5. The undersigned requests an NCIC check of the following person be conducted IAW this memorandum (See enclosures):

Citizenship	Name	<u>SSN</u> <u>Passport Number</u> <u>Issuing Country</u>	Sex	Race	DOB
US					
		United States			

6. The undersigned affirms they are authorized on behalf of their garrison commander to request NCIC/III checks for US citizens applying for unescorted installation access.

7. The point of contact for this memorandum is the undersigned.

Encl

Scanned Copy of US Passport

Controlled by: Agency/Office listed in the header

CUI Categories: PRVCY

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POC: Signatory of the document

CUI