



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE AND AFRICA
UNIT 29351
APO AE 09014-9351

AEOP-PM-PS (RN 190-16b)

4 May 2021

MEMORANDUM FOR Commanders of United States Army Garrisons

SUBJECT: Exception to Policy to AE Regulation 190-16 to Support the Implementation of USAREUR-AF Defense Biometric Identification System Version 5 (AEA Cmd Memo 2021-001)

This memorandum expires in 1 year.

1. **References.** [Enclosure 1](#) lists references.
2. **Purpose.** This memorandum establishes an exception to the policy in [AE Regulation 190-16, sections II through IV and paragraph 40](#), to provide guidance on access requirements and access control point (ACP) guard actions when upgrading to Defense Biometric Identification System (DBIDS) version 5.
3. **Applicability.** The policy in this memorandum applies to personnel requiring access to U.S. Forces-controlled installations that use DBIDS version 5 to verify access authorization at ACPs.
4. **Responsibility.** United States Army garrison (USAG) directors of emergency services will appoint a primary and an alternate DBIDS USAG Base Security Officer who will authorize USAG DBIDS 5 users, site security managers, registrars, and law-enforcement operators.
5. **Access Requirements.** Personnel may be authorized access to U.S. Forces installations if any of the following applies:
 - a. They possess a valid DOD ID card.
 - b. They possess a valid DBIDS card ([fig 1](#)).
 - c. They are physically escorted by an individual with visitor-sponsor privileges and present one of the following identification documents:
 - (1) International passport.
 - (2) European Economic Area (EEA) national ID card issued by the country of citizenship (for example, the *Personalausweis* in Germany, the *Identiteitskaart* or *carte d'identité* in Belgium, the *carta d'identità* in Italy).

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(3) NATO ID card (Allied Command Operations or Allied Command Transformation Mission Identification System ID card).

(4) Host-nation (HN) military ID card.

(5) EEA HN government-official ID card (for example, *Dienstausweis* in Germany).

(6) EEA HN police ID card (for example, *Polizeidienstausweis* in Germany).

d. They are on an approved access roster and present one of the documents in [c\(1\)](#) through [\(6\)](#) above.

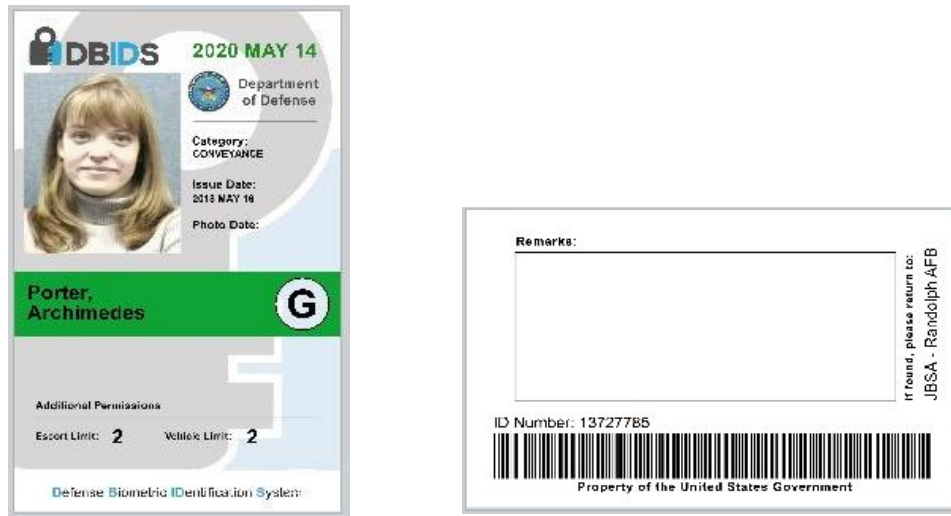


Figure 1. Sample DBIDS Card

6. Installation Access Control Using DOD ID Cards. There are two types of DBIDS 5 registration: implicit and explicit.

a. Implicit Registration at APCs. Most DOD IDs will be implicitly registered in DBIDS when scanned by the ACP guard. DBIDS will confirm that the DOD ID is a current ID with no derogatory flags and will allow access at those APCs that are not restricted. Security managers who control access to restricted areas will provide the

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USAG installation access control office (IACO) a list of authorized individuals. The IACO will grant explicit access for those authorized individuals.

b. Explicit Registration of DOD ID Cards at IACOs. The following DOD ID cards will be registered at IACOs:

(1) DOD Civilian Retiree ID Card. DOD civilian retirees may be registered in the DBIDS for the U.S. or HN installation that is closest to where they physically reside, if approved by the USAG commander. DOD civilian retirees have no status under the NATO Status of Forces Agreement (SOFA) and are in Europe as residents or visitors with no on-base privileges. USAG commander approval memorandums must be on file at the responsible IACO and on the portal of the Office of the Provost Marshal (OPM), HQ USAREUR-AF, and will expire on change of command. Visitors may be registered in DBIDS for the duration of their visit, up to 90 days, or until the date specified on the HN visa. DOD civilian retirees with a valid residence permit from a European Union (EU) member country (for example, *Aufenthaltstitel* in Germany) may be registered in DBIDS for up to 2 years. USAG commanders may also approve the DBIDS cards for spouses of civilian retirees under the "Other" category ([encl 2, para 13](#)). If approved for registration in DBIDS, civilian-retiree common access cards (CACs) will be registered with the following privileges and restrictions:

(a) Days and Times Access is Authorized: 24 hours a day, 7 days a week (24/7).

(b) Force Protection Condition (FPCON) Restriction: Bravo.

(c) Visitor-Sponsor Privileges: Not authorized.

(2) Blue-Stripe CAC. Non-U.S. citizens who have been issued a CAC with a blue stripe will be registered in DBIDS with the corresponding privileges and restrictions as specified by AE Form 190-16A:

(a) Foreign Government Civilian/Local National Employee ([encl 2, para 4](#)).

(b) Foreign Government Contractor ([encl 2, para 5](#)).

(c) Foreign Military/Foreign Military Dependent ([encl 2, para 6](#)).

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(3) Veterans Health Identification Card (VHIC). The VHIC is issued to veterans by the Veterans Administration (VA) in the United States as a form of ID for appointments at VA care facilities. Section 621 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (codified at 10 USC 1065) applies to eligible veterans in the United States and its territories since 1 January 2020. Where allowed by the HN in Europe, registration offices may register the VHIC in DBIDS or issue primary or Family caregivers a DBIDS card in the “Conveyance” category ([encl 2, para 1](#)) if the following requirements are met:

(a) Eligibility Check: Veterans must present their VHIC ([fig 2](#)). The VHIC must display the veteran’s eligibility status. The registrar will verify that one of the following eligibility statuses is listed: Purple Heart, Medal of Honor Recipient, Former Prisoner of War, Service Connected. Primary and Family caregivers must present their VA eligibility letter.

(b) Installation Access: Access is granted to installations that are closest to the veteran’s residence and have a PX or BX, commissary, and clinic; and to the Landstuhl Regional Medical Center or the Rhine Ordnance Barracks Medical Center.

(c) Background Checks:

1. Good Conduct Certificate for veterans residing OCONUS.
2. U.S. National Crime Information Center check.
3. Local National Screening Program screening for veterans residing in Germany.
4. Carabinieri check for veterans residing in Italy.

(d) Visitor-Sponsor Privileges: Spouse only.

(e) Days and Times Access is Authorized: 24/7.

(f) FPCON: Bravo.

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Figure 2. Sample VHIC

(4) DOD IDs Denied Access When Scanned. Individuals with DOD IDs identified in [enclosure 3, table 1](#), as having insufficient permissions require an appointment with the USAG IACO to request installation access. These individuals need to provide the purpose and a justification for their access as well as the dates and times for which access is requested. The USAG commander or the commander's designee will review and approve or disapprove the request.

7. Issuance of DBIDS Cards. Individuals who do not qualify for a CAC will be issued a DBIDS card in one of the 13 categories defined in [enclosure 2](#).

8. Application Process.

a. DBIDS 5 allows an unlimited number of options to identify time and locations for regular, recurring installation access, whereas DBIDS 3 limited access to three areas.

b. Sponsors of blue-stripe CACs and DBIDS cards must securely send a new AE Form 190-16A to the USAG IACO, listing the name of each installation to which access is required on a daily basis, and the time of access. Exceptions are individuals assigned as customs officers, inspector general (IG) inspectors, law-enforcement (that is, Criminal Investigation Division) investigators, and individuals supporting USEUCOM, USAFRICOM, USAREUR-AF, or USAFE/AFAFRICA commanders. Sponsors of these categories can specify access by USAG.

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(1) If additional access is temporarily required (for example, to attend a meeting or training; during TDY), the sponsor will send an email message to the responsible USAG IACO stating the dates and times access is required. The IACO will save the message in portable document format (PDF) and place it in the individual's file on the IACS shared drive.

(2) If additional access is required on a permanent basis, the sponsor will submit a new AE Form 190-16A with the required justification.

9. Escorted-Visitor Paper Pass.

a. The escorted-visitor paper pass provides short-term access (that is, up to 30 days unless further restricted by local policy) to installations when an access roster and a DBIDS card are impractical or not authorized.

b. Visitor sponsors are limited to sponsoring four individuals and their vehicles at any one time. USAG commanders or their designees may authorize an ETP to allow up to 10 individuals and their vehicles.

10. ACP Operations. [Enclosure 3](#) provides detailed information on ACP guard actions.

11. Disposition. The policy in this memorandum will be incorporated into [AE Regulation 190-16](#) before the memorandum expires.

12. POC. The POC is the IACS Program Manager, Office of the Provost Marshal, G3/4 Protect, Office of the Deputy Chief of Staff, G3, HQ USAREUR-AF, at military 537-2264.

[Encls](#)



JOSEPH F. JARRARD
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REFERENCES

John S. McCain National Defense Authorization Act for Fiscal Year 2019

10 USC 1065, Use of Commissary Stores and MWR Facilities: Certain Veterans, Caregivers for Veterans, and Foreign Service Officers

[AE Regulation 190-16](#), Installation Access Control

[AE Regulation 600-700](#), Identification Cards and Individual Logistic Support

[AE Regulation 715-9](#), Contractor Personnel in Germany—Technical Expert, Troop Care, and Analytical Support Personnel

DD Form 2, Retired/Reserve

DD Form 577, Appointment/Termination Record – Authorized Signature

DD Form 1173, Uniformed Services Identification and Privilege Card

DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card

DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card

DD Form 2875, System Authorization Access Request (SAAR)

DA Form 4137, Evidence/Property Custody Document

DA Form 5305, Family Care Plan

[AE Form 190-16A](#), Application for Installation Access

[AE Form 190-16G](#), Installation Access Redress Application

[AE Form 600-700A](#), Army in Europe Privilege and Identification Card

AF Form 357, Family Care Certification

CATEGORIES OF DEFENSE BIOMETRIC IDENTIFICATION SYSTEM (DBIDS) CARDS

1. CONVEYANCE

a. Definition: A broad category for individuals requiring recurring access to U.S. Forces installations for official business or based on an official relationship with the U.S. Government. Examples are as follows:

(1) Official guests whose visits are based on a co-use agreement with the U.S. Government (for example, official visits from other U.S. Federal agencies).

(2) Gold-star and next-of-kin (NOK) survivor Family members who have a survivor access card. The survivor Family member will contact the installation Survivor Outreach Services (SOS) or Army Community Service (ACS) office to verify eligibility and coordinate their visit to the installation access control office (IACO).

(3) U.S. citizens or permanent resident interns participating in exchange programs.

(4) Individuals with member-of-household status. These guests are required to present their AE Form 600-700A for verification.

(5) New U.S. or local national (LN) Government civilian hires who cannot immediately receive a common access card (CAC).

(6) Dependents of same-sex couples (DOD military members, civilians, contractors with technical-expert-status accreditation). Sponsors will review, but not keep, documentation verifying the relationship (for example, marriage license, domestic partnership license, civil union license). If the documentation is not available in English, it must have a certified translation into English.

(7) Individuals approved on a Family Care Plan (DA Form 5305 or Air Force Form 357).

(8) Department of State and U.S. embassy personnel. These include individuals assigned to or on duty with the Department of State, with a U.S. embassy in the USEUCOM area of responsibility, or at U.S. diplomatic or consular posts according to [AE Regulation 600-700](#).

NOTES: 1. The example in (8) above is a special category. The United States Mission in the country in which an individual is stationed will sponsor this category and send DD Forms 577 designating sponsoring officials by email to the Office of the Provost Marshal (OPM), G3/4 Protect, Office of the Deputy Chief of Staff, G3, HQ USAREUR-AF,

at *usarmy.wiesbaden.usareur.list.g34-opm-iacs-operations@mail.mil*. Individuals in this category may obtain their DBIDS card at any IACO. Since these individuals are located throughout Europe, their first visit to a U.S. Forces-controlled installation must be coordinated with the sponsoring organization and the IACO. Background checks and residence and work permits are not required and no restrictions exist; full access is authorized.

2. The examples in (1) through (8) above are merely examples and not all-inclusive. Sponsoring organizations will not use this category when an applicant meets the definition of another, more restrictive category.

b. Expiration:

(1) Valid for 1 year or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, visa, passport), whichever is earlier.

(2) [Exceptions to \(1\)](#) above:

(a) Gold-star and NOK survivor Family member passes are valid up to 3 years, or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, passport).

(b) Department of State and U.S. Embassy personnel passes are valid for the length of the individual's tour (not to exceed 3 years) or until the expiration date of the supporting document (for example, passport, AE Form 600 700A) that was used to obtain the DBIDS card, whichever is earlier.

c. Sponsor: The organization requesting the installation access will perform sponsor responsibilities.

d. Background Checks:

(1) Good Conduct Certificate (GCC): Required for non-U.S. citizens and for U.S. citizens who have lived in the host nation (HN) for more than 12 consecutive months without NATO Status of Forces Agreement (SOFA) status.

(2) U.S. Security Check: Required for U.S. citizens.

(3) HN Background Check: Required, if available, for both non-U.S. citizens and U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status. In Germany, this is the Local National Screening Program (LNSP) screening. The LNSP screening must be initiated before a DBIDS card is issued.

(4) Exceptions to the Requirement for Background Checks:

(a) Background checks are not required for Department of State and U.S. Embassy personnel and for individuals with member-of-household status.

(b) Gold-star and NOK survivor Family members who have been previously vetted during the past 3 years and issued a survivor access card by another CONUS installation (for example, a DBIDS card, automated installation entry (AIE) card).

(c) Because of the broad nature of this category, the responsible installation commander, or his or her designee, may grant exceptions to policy (ETPs) on a case-by-case basis.

(5) Residence and Work Permits: A residence permit may be required for individuals in this category depending on the individual circumstances.

(6) Installations to Which Access is Authorized: Limited to the minimum number based on the individual's official relationship with the U.S. Government.

(7) Days and Times Access is Authorized: Limited to the minimum based on the individual's official relationship with the U.S. Government.

(8) Visitor-Sponsor Privileges: The following individuals are authorized visitor-sponsor privileges:

(a) Gold-star and NOK survivor Family members.

(b) Individuals with member-of-household status.

(c) Dependents of same-sex couples.

(d) Individuals approved by the USAG commander or the commander's designee.

(9) Force Protection Condition (FPCON) Restrictions:

(a) Nonessential personnel: Bravo.

(b) Essential personnel: Charlie.

(c) Essential personnel who are also first or emergency responders, personnel required to perform duties in times of crises or war, individuals with member-of-household status, and dependents of same-sex couples: Delta.

2. FACILITY USE/VENDOR

a. Definition: A vendor who provides merchandise or services not associated with a Government contract. An example would be an individual who is authorized to offer insurances, real estate, or securities for sale, or merchandise (goods) or services (for example, food services such as selling ice cream or chicken from a truck) on U.S. Forces installations, but whose services are not associated with a Government contract.

b. Expiration: Valid for 1 year or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, visa, passport), or until the expiration date of the vendor's permit, whichever is earlier.

c. Sponsor: The United States Army garrison (USAG) or installation within which the vendor conducts business. When access is required for more than one USAG or installation, the applicant must be sponsored by AAFES; the Defense Commissary Agency, Europe; or IMCOM-Europe. This sponsoring authority may not be delegated to subordinate organizations.

d. Background Checks: All background checks must be completed before a DBIDS card is issued.

(1) GCC: Required for non-U.S. citizens, and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status.

(2) U.S. Security Check: Required for U.S. citizens before a regular DBIDS card may be issued.

(3) HN Background Check: Required, if available, for both non-U.S. citizens, and U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status. In Germany, this is the LNSP screening. The screening must be completed and returned with no entries before a regular DBIDS card may be issued.

e. Residence and Work Permits: May be required for non-HN citizens.

f. Installations to Which Access is Authorized: Limited to the installations (listed by name) on which the vendor is authorized to provide goods or services.

g. Days and Times Access is Authorized: Limited to the days and times the vendor is authorized to provide goods and services.

h. Visitor-Sponsor Privileges: Not authorized.

i. FPCON Restriction: Bravo.

3. FOREIGN CIVILIAN VISITOR

a. Definition: A foreign civilian who has been invited by the U.S. Government or who requires extended installation access for official purposes (for example, a VIP, a dignitary, a foreign civilian student assigned to the George C. Marshall European Center for Security Studies in Garmisch, Germany).

b. Expiration: Valid for 1 year or until the expiration date of the supporting document that was used to obtain the DBIDS card, or for the length of a student's tour, whichever is earlier.

c. Sponsor: The requesting organization sponsoring the individual (for example, the Marshall Center).

d. Background Checks: Determined by the commander or the commander's designee based on the purpose of the visit.

e. Residence and Work Permits: Not required.

f. Installations which Access is Authorized: Limited to the installations required for the official visit.

g. Days and Times Access is Authorized: Limited to the minimum based on the purpose of the visit.

h. Visitor-Sponsor Privileges: Not authorized.

i. FPCON Restrictions:

(1) Default: Bravo.

(2) Students at the Marshall Center: Delta.

4. FOREIGN GOVERNMENT CIVILIAN/LOCAL NATIONAL EMPLOYEE

a. Definition: A member of the HN government who requires recurring access for official business or based on an official relationship, a local city official (for example, mayor, fire chief, police chief, forestry official) or employee of the HN government, or a citizen or resident of the HN who is employed by or performing work for the DOD or State Department under an employment contract. The provisions in this paragraph also apply to individuals employed by the HN military working on U.S.-controlled installations and to HN interns.

b. Expiration: Valid for up to 3 years or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, passport), whichever is earlier.

c. Sponsor: The organization with the official relationship to the HN government official, or the LN employee supervisor.

d. Background Checks:

(1) GCC: Required before a DBIDS card may be issued. A GCC is not required for installation-pass renewal.

(2) U.S. Security Check: Required for U.S. citizens before a DBIDS card may be issued.

(3) HN Background Check: Required, if available, both for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status. In Germany, this is the LNSP screening. The LNSP screening must be initiated before a DBIDS card may be issued.

(4) Exceptions: The following categories of individuals are already vetted and do not require additional background checks:

- (a) LN employees hired by a U.S. Consulate.
- (b) LN employees with a current U.S. or NATO Secret or higher clearance.
- (c) Individuals with a DOD CAC.
- (d) HN government officials.

(5) Residence and Work Permits: Not required.

(6) Installations to Which Access is Authorized: Limited to the minimum number required for the HN government or LN employee to perform his or her duties.

(7) Days and Times Access is Authorized: Limited to the minimum required for the HN government official to perform his or her duties, or to the LN employee's work schedule as determined by the sponsor.

(8) Visitor-Sponsor Privileges: For official use only, if justified by the sponsoring organization.

NOTE: Visitor-sponsor privileges, if authorized, may not be granted until the HN background check is complete with no entries. Visitor-sponsor privileges are not authorized during FPCON Charlie and Delta.

(9) FPCON Restrictions:

(a) Nonessential personnel: Bravo.

(b) Essential personnel: Charlie.

(c) Essential personnel who are also first or emergency responders, and personnel required to perform duties in times of crises or war: Delta.

5. FOREIGN GOVERNMENT CONTRACTOR

a. Definition: An individual without NATO SOFA status who lives in the European Union (EU) or a NATO-member country and is contracted to work for the DOD in Europe.

NOTE: Contractors who are trying to establish a contract with the DOD may be granted access only through an individual who has visitor-sponsor privileges or through access-roster procedures.

b. Expiration: Valid for 1 year or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, visa, passport), whichever is earlier.

c. Sponsors:

(1) Individuals appointed in writing as contracting officer's representatives (CORs), alternate contracting officer's representatives (ACORs), or site contracting officer's representatives (SCORs). If a COR, ACOR, or SCOR is not available to perform the sponsor function (for example, if based in CONUS), he or she may appoint in writing an individual assigned to the USEUCOM area of responsibility (AOR) as his or her representative for sponsoring installation access.

(2) Individuals appointed in writing as sponsors for contractors by an OPM-approved agency or organization (for example, the 266th Financial Management Support Center sponsors Community Bank contractors).

d. Background Checks:

(1) GCC: Required for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status.

(2) U.S. Security Check: Required for U.S. citizens.

(3) HN Background Check: Required, if available, both for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status. In Germany, this is the LNSP screening. The LNSP screening must be initiated before a DBIDS card is issued.

e. Residence and Work Permits: Required for individuals who are not citizens of a European Economic Area (EEA) member country. (The USAREUR Installation Access Control System (IACS) SharePoint site provides current guidance.)

NOTE: In Germany, separate work permits are no longer issued to individuals who are not citizens of an EEA member country. Authorization to work must be included in and explicitly indicated on the *Aufenthaltstitel*.

f. Installations to Which Access is Authorized: Limited to the minimum number required for a contractor to perform his or her duties according to the contract performance work statement (PWS) or other contract documentation.

g. Days and Times Access is Authorized: As specified in the PWS or other contract documentation.

h. Visitor-Sponsor Privileges: Installation commanders or their designated appointees may approve visitor-sponsor privileges for official use based on the justification provided on AE Form 190-16A as supported by the PWS.

NOTES: 1. Only third-party contractors and vendors who support the sponsor's contract may be sponsored for an escorted-visitor paper pass ([basic memo, para 9](#)).

2. Visitor-sponsor privileges, if authorized, may not be granted until the HN background check is complete with no entries. Visitor-sponsor privileges are not authorized during FPCONs Charlie and Delta.

i. FPCON Restrictions:

(1) Nonessential personnel: Bravo.

(2) Essential personnel: Charlie.

(3) Essential personnel who are also first or emergency responders, and personnel required to perform duties in times of crises or war: Delta.

6. FOREIGN MILITARY/FOREIGN MILITARY DEPENDENT

a. Definition:

(1) A NATO military member, civilian employee, and their dependent Family members (up to age 21). This category is designed for members of NATO Sending States (active-duty Belgian, British, Canadian, Dutch, and French military) who meet the requirements in [AE Regulation 600-700](#) for NATO personnel assigned to an international military headquarters in Germany, and for foreign liaison officers from NATO member states assigned to a U.S. military headquarters (for example, USEUCOM, USAREUR-AF, USAFE/AFAFRICA).

(2) A member of the armed forces of a foreign nation and his or her accompanying Family members (children up to the age of 21) who are stationed on a U.S. Forces-controlled installation.

(3) A foreign military student assigned to the George C. Marshall European Center for Security Studies in Garmisch, Germany.

b. Expiration: Valid for up to 3 years, for the length of the non-U.S. military member's tour or class dates, or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, a military ID card), whichever is earlier.

c. Sponsor: The responsible U.S. liaison organization (for example, the Marshall Center for its students).

d. Background Checks: Not required.

e. Residence and Work Permits: Not required.

f. Installations to Which Access is Authorized: NATO members are limited to the country of their assignment. HN military members are limited to the minimum required to perform their assigned duties. Students are limited to the location of instruction and dormitories.

g. Days and Times Access is Authorized: As specified by the sponsor.

h. Visitor-Sponsor Privileges: Authorized.

i. FPCON Restrictions: None.

7. LONG-TERM VISITOR

a. Definition: An immediate Family member of the requester, age 16 or older. For the purpose of this regulation, immediate Family members include the requester's sons, daughters, parents, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, grandparents, and grandparents-in-law.

b. Expiration: Valid for the duration of the visit, up to 90 days for Family members residing outside the EEA, and up to 1 year for Family members who are legal residents of the EEA. The duration is subject to the expiration date of the supporting document that was used to obtain the DBIDS card (for example, visa, passport).

c. Sponsor: The requester, who is a DOD ID cardholder who is 18 years or older and who resides on a military installation or in leased Government housing. If the requester resides off a military installation or leased Government housing, the installation commander or his or her designee may approve a DBIDS card based on the extenuating circumstances presented by the requester. Sponsor training is not required.

d. Background Checks:

(1) GCC: Required for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status.

(2) U.S. Security Check: Required for U.S. citizens.

NOTE: Background checks are not required for minors under the age of 18.

e. Residence and Work Permits: Not required for EEA citizens.

f. Installations to Which Access is Authorized: Limited to installations where the requester resides. Requesters visiting another installation with their Family members may request access through the installation IACO.

g. Days and Times Access is Authorized: As specified by the sponsor.

h. Visitor-Sponsor Privileges: Not authorized.

i. FPCON Restriction: Bravo.

8. PERSONAL DELIVERY (RECURRING DELIVERIES OR SIMILAR SERVICES NOT ASSOCIATED WITH A GOVERNMENT CONTRACT)

a. Definition: Individuals who need recurring access to U.S. Forces installations to make deliveries or perform similar services related to their employment (for example, pizza delivery personnel, taxi drivers).

b. Expiration: Valid up to 1 year or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, passport), whichever is earlier.

c. Sponsor: The organization for which deliveries are made or services are performed.

d. Background Checks:

(1) GCC: Required for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status.

(2) U.S. Security Check: Required for U.S. citizens.

(3) HN Background Check: Required, if available, for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status. In Germany, this is the LNSP screening. The screening must be completed and returned with no entries before a regular DBIDS card may be issued.

e. Residence and Work Permits: Required for non-EEA citizens.

f. Installations to Which Access is Authorized: Limited to installations needed to provide services.

g. Days and Times Access is Authorized: Limited to the days and times required to provide services.

h. Visitor-Sponsor Privileges: Not authorized.

i. FPCON Restriction: Bravo.

9. PERSONAL SERVICES

a. Definition: An individual hired and on contract by a requester to perform a service (for example, a nanny, a housecleaner).

NOTE: The IACO is required to review the contract for services as part of the application process.

b. Expiration: Valid for 1 year or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, visa, passport), or through the end of the contract, whichever is earlier.

c. Sponsor: The USAG or installation where the requester resides.

d. Background Checks:

(1) GCC: Required for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status.

(2) U.S. Security Check: Required for U.S. citizens.

(3) HN Background Check: Required, if available, both for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status. In Germany, this is the LNSP screening. The LNSP screening must be initiated before a temporary DBIDS card may be issued. The screening must be completed and returned with no entries before a regular DBIDS card may be issued.

e. Residence and Work Permits: May be required for non-EEA citizens.

f. Installations to Which Access is Authorized: Limited to the installation where the requester resides.

g. Days and Times Access is Authorized: Limited to the time required by the contract.

h. Visitor-Sponsor Privileges: Not authorized.

i. FPCON Restriction: Bravo.

10. PRIVATIZED HOUSING

a. Definition: Individuals and their dependents who physically reside in their personal residence on an installation controlled by the U.S. Forces (for example, H-tenants residing on Smith Barracks, USAG Rheinland-Pfalz).

b. Expiration: Valid up to 3 years or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, passport), whichever is earlier.

c. Sponsor: The responsible organization assigned as the residence point of contact.

d. Background Checks: Not required.

e. Residence and Work Permits: Not required.

f. Installations to Which Access is Authorized: Installation where the personal residence is physically located.

g. Days and Times Access is Authorized: 24 hours a day, 7 days a week.

h. Visitor-Sponsor Privileges: Authorized to sponsor a DBIDS card in the following categories for the installation where individuals physically reside in their personal residence:

(1) Long-Term Visitor ([para 7](#)).

(2) Personal Delivery ([para 8](#)).

(3) Personal Services ([para 9](#)).

i. FPCON Restriction: Delta.

11. U.S. GOVERNMENT CONTRACTOR

a. Definition: A U.S. citizen without NATO SOFA status who is working for a U.S. company based in the United States and is contracted to work for DOD in Europe temporarily.

b. Expiration: Valid for the length of the visit or up to 90 days, whichever is shorter; or valid up to 1 year if the contractor will be making multiple short trips throughout the year not to exceed a total of 90 days. For visits to Germany, a “BACO-90” ([note below](#)) form is required before arriving in Germany. [AE Regulation 715-9](#) provides procedures for the BACO-90 application process. For other countries, the sponsor is responsible for ensuring that all required country documents are completed before the contractor arrives in theater. The IACO will archive or unarchive the DBIDS record as required when the contractor enters or leaves the EEA.

NOTE: “BACO-90” is a shorthand term referring to the process of obtaining “Confirmation of the Exemption from the Requirement to Obtain a German Work Permit.” Additional information can be found on the website of the DOD Contractor Personnel Office (DOCPER), Civilian Personnel Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF (<https://www.europeafrica.army.mil/contractor/>).

c. Sponsors: Individuals appointed in writing as CORs, ACORs, or SCORs. If a COR, ACOR, or SCOR is not available to perform the sponsor function (for example, if based in CONUS), he or she may appoint in writing an individual assigned to the USEUCOM AOR as his or her representative for sponsoring installation access. In Germany and Italy, the sponsor must ensure compliance with DOCPER policy ([AE Reg 715-9](#)).

d. Background Checks: U.S. Security Check is required.

e. Residence and Work Permits: Depending on the HN and the SOFA, residence and work permits may be required. The DOCPER website at <https://www.europeafrica.army.mil/contractor/> and [AE Regulation 715-9](#) provide further guidance.

f. Installations to Which Access is Authorized: Limited to the minimum number required for a contractor to perform his or her duties according to the contract PWS or other contract documentation.

g. Days and Times Access Is Authorized: As specified in the PWS or other contract documentation.

h. Visitor-Sponsor Privileges:

(1) Not authorized, except as stated in (2) below.

(2) Exceptions: Commanders or their designated appointees may approve visitor-sponsor privileges for official use based on the justification provided on AE Form 190-16A as supported by the PWS.

NOTE: Only third-party contractors and vendors who support the sponsor's contract may be sponsored for an escorted-visitor paper pass ([basic memo, para 9](#)).

i. FPCON Restrictions:

(1) Nonessential personnel: Bravo.

(2) Essential personnel: Charlie.

12. VOLUNTEER

a. Definition: An individual identified as a volunteer who requires recurring and unescorted access. Examples include, but are not limited to the following: Volunteers for chapel programs; United Service Organizations; Fisher House; Red Cross; and Family and morale, welfare, and recreation (FMWR) volunteers. Sponsors will submit a justification for access to the IACO who will review the access requirements.

b. Expiration: Valid for 1 year or until the expiration date of the supporting document that was used to obtain the DBIDS card (for example, visa, passport), whichever is earlier.

c. Sponsor: The organization requesting access for the volunteer.

d. Background Checks:

(1) GCC: Required for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status.

(2) U.S. Security Check: Required for U.S. citizens.

(3) HN Background Check: Required, if available, for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status. In Germany, this is the LNSP screening. The LNSP screening must be initiated before a temporary DBIDS card may be issued. The screening must be completed and returned with no entries before a regular DBIDS card may be issued.

NOTE: In Germany, if there is a 90-day or longer delay in the LNSP results, or if a DBIDS card is required immediately due to extenuating circumstances, commanders or their designees may approve the DBIDS card before obtaining a completed LNSP check.

e. Residence and Work Permits: Not required.

f. Installations to Which Access is Authorized: Limited to the installation where the individual is providing volunteer services.

g. Days and Times Access is Authorized: Limited to the time required to perform volunteer services.

h. Visitor-Sponsor Privileges: Not authorized.

i. FPCON Restriction: Bravo.

13. OTHER

a. Definition: Individuals who require recurring and unescorted access, but who do not meet the definition of any other person category. IACOs will review the access requirements for each applicant and evaluate the extenuating circumstances. An example for this category would be a member of an approved private organization (PO) who has no reason to enter U.S. Forces installations other than to participate in PO functions or a spouse or dependent who transports an installation-pass holder who has

either a permanent physical handicap or is temporarily disabled (for example, broken leg, recent surgery) or parents or guardians of DOD dependents.

b. Expiration: Valid for one year or until the expiration date of the supporting document that was used to obtain the DBIDS Card (for example, passport), whichever is earlier.

c. Sponsor: An individual who has knowledge of the access requirement and accepts the sponsor's responsibility. An example is a LN supervisor whose employee is temporarily disabled with a broken leg and requests a DBIDS card for the spouse to drive them to/from work.

d. Background Checks:

(1) GCC: required for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status.

(2) U.S. Security Check: Required for U.S. citizens.

(3) HN Background Check: Required, if available, for non-U.S. citizens and for U.S. citizens who have lived in the HN for more than 12 consecutive months without NATO SOFA status. In Germany, this is the LNSP screening.

NOTE: All background checks must be completed prior to issuing a DBIDS Card. In Germany, if there is a 90 day or greater delay in the LNSP results or if a DBIDS Card is required immediately due to extenuating circumstances, the Installation Commander or their designee may approve the DBIDS Card prior to obtaining a completed LNSP check.

e. Residence and Work Permits: Not required for EEA citizens.

f. Installations which Access is Authorized: Limited to the minimum required.

g. Days and Times Access is Authorized: Limited to the minimum required.

h. Visitor-Sponsor Privileges: Not authorized.

i. FPCON Restriction: Bravo.

ACCESS CONTROL POINT (ACP) GUARD ACTIONS

1. Defense Biometric Identification System (DBIDS) Access Requirements.

a. During gate operations, minors under the age of 16 are not required to show a photo ID when accompanied by an adult (age 18 or older) with the required photo ID registered in the Defense Biometric Identification System (DBIDS). The adult will vouch for the infant's or child's identification (for example, a DOD ID cardholder with a mini-van carrying children).

b. To account for possible COVID-19 delays during preregistration, for a period of 90 days after an ACP has been upgraded to DBIDS 5, individuals can still use their existing, unexpired Installation Access Control System (IACS) installation pass or DOD ID card that requires explicit registration (for example, blue-stripe common access card (CAC)) for access with a second form of photo ID.

2. Personal Digital Assistant (PDA) Scanner Responses.

a. The PDA scanner provides three types of scanned returns (fig 1): Green = Good, Yellow = Warning, Red = Bad.

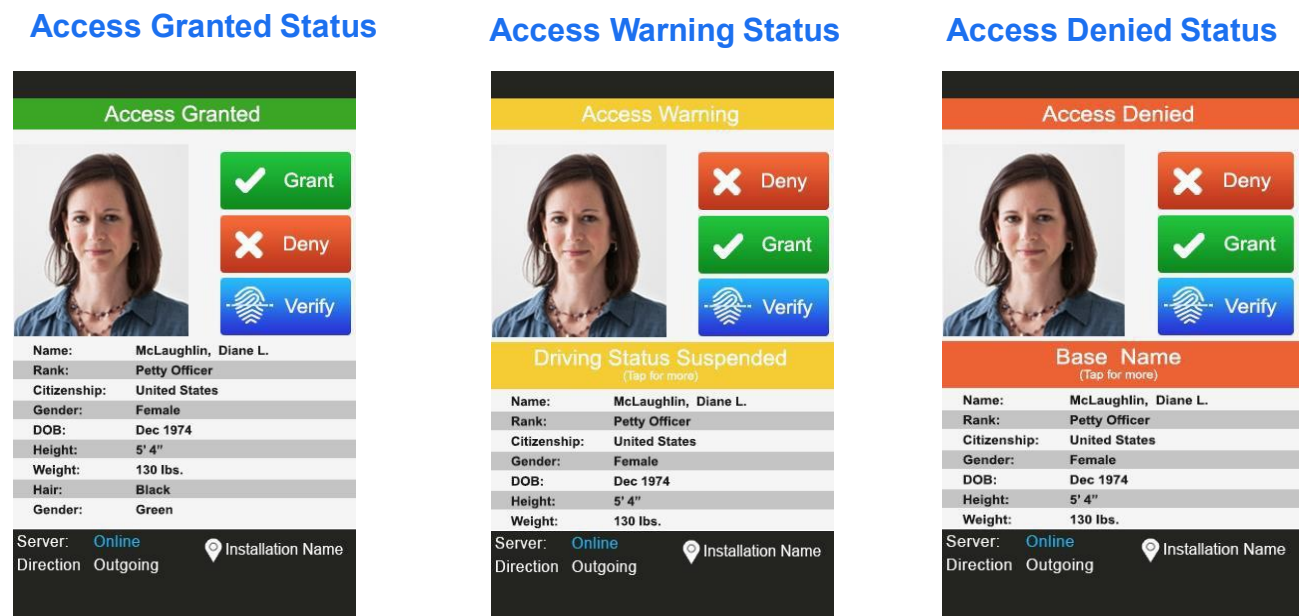


Figure 1. Sample PDA Responses

b. Guards will take the required actions based on the scan responses in [table 1](#).

Table 1 PDA Scan Responses		
Condition Type	Access Message	Required Action
Person Status	RED - Armed and Dangerous	Do not allow on the installation. Raise barrier, contact MP Desk for instructions.
	BARRED - RED: at issuing base - YELLOW: at other bases	Do not allow on the installation. Contact MP Desk for instructions.
	RED - Call Law Enforcement	Do not allow on the installation. Contact MP Desk for instructions.
	YELLOW - Driving Status Suspended	If the individual is driving the vehicle, detain, contact MP Desk, and wait for MP patrol to arrive.
	RED - International Hold	Do not allow on the installation. Contact MP Desk for instructions.
	RED - Missing	
	RED - BOLO	
	RED - Unauthorized Absence	
RED - Wants Warrant Hold		
Expired Sponsor	RED - Sponsor no longer valid	Do not allow on the installation. Contact MP Desk for instructions.
ID Card Not Current	RED - Expired ID card	Do not allow on the installation. Contact MP Desk for instructions. If instructed, confiscate ID, issue DA Form 4137. Do not allow on post without escort.
Insufficient Permissions	RED - Access not authorized at this time	Not allowed on post during this time of day. Do not allow on post without escort.
	RED - Access not authorized on this day	Not allowed on post during this day of the week. Do not allow on post without escort.
	RED - Access denied at this FPCON level	Not allowed on post at this FPCON level. Do not allow on post without escort.
	RED - Access denied at this installation	Do not allow on this installation. Do not allow on post without escort or proper documents.
Other	RED - ID Card is lost or stolen	Contact MP Desk (Physical Security Office, Law Enforcement Office) for instructions.
	YELLOW - Pending DEERS authentication	Network or system error. Check if the computer is on and running. Check the Aruba (Access point), if it has electric power and green light. If not, contact to DBIDS help desk.
	RED - DEERS unable to authenticate	
	ORANGE - Loss of Signal	
	RED - ID error: see DBIDS Registrar	

3. ACP Encounter Management.

a. This is a process that begins at the ACP when the DBIDS alerts the guard with a yellow or red response. The ACP guard will follow the directions in [table 1](#) and [figure 2](#) and contact the MP desk.

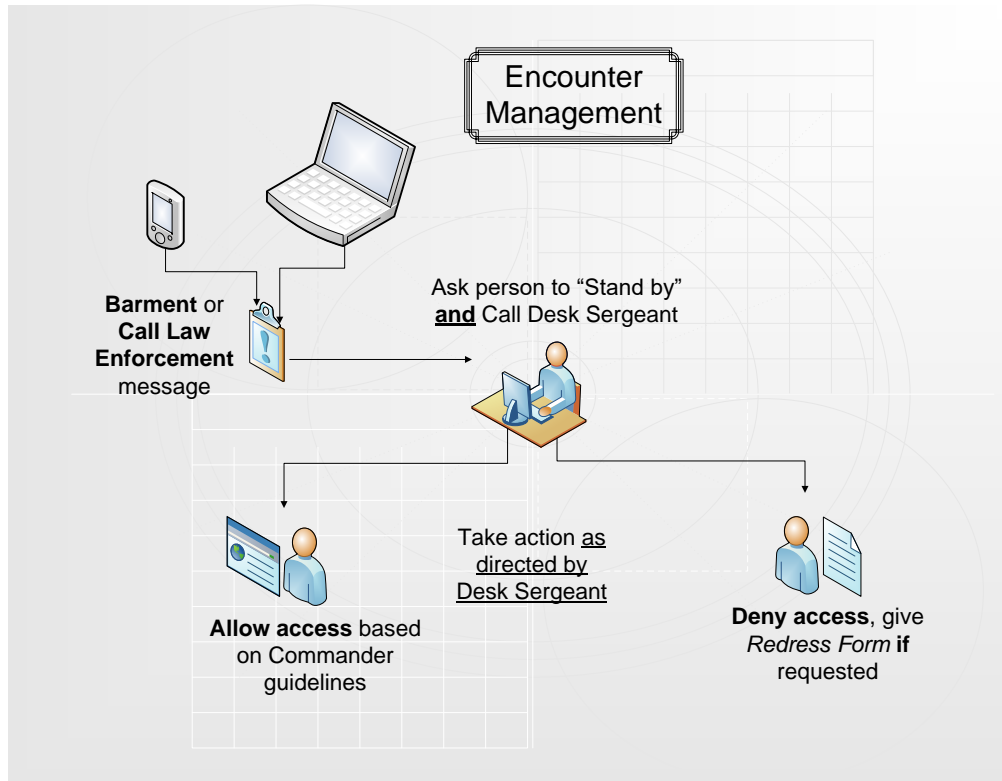


Figure 2. ACP Encounter Management Procedures

- b. When the DBIDS alerts the guard with a yellow or red response, the guard will—
- (1) Tell the person “stand by” and deny access.
 - (2) Read the message on the PDA and follow the instructions in [table 1](#).
 - (3) Call the MP desk and wait for instructions.
 - (4) Not allow the persons in the vehicle to use a cell phone.
 - (5) Be prepared to raise the vehicle barrier.
 - (6) Provide the Access Denial Redress Form (AE Form 190-16G) if the individual questions why he or she is denied access.