

ADVANTOR IDS Secret PIN/ Deleting a IDS User/IDS Foreign Nationals

**New user/new account**

The documentation we need to program a new user (an unaccompanied access roster signed by the Unit’s CDR, Director, or Security Manager see **CUI Format** provided (THE MEMO MUST HAVE THE 4 DIGIT PANEL NUMBER). New user’s MUST BRING A HARD COPY WE DO NOT ACCEPT EMAIL ROSTERS OR DA Form7708’s also you must bring your CAC.

Then all your personnel need to do is come by our office, it only take a few minutes to program a user into the ADVANTOR 6.2 system and issue a secret PIN.

Our staff will train all new users on Arming, Disarming, and Duress procedures in the ADVANTOR 6.2 System. Only exceptions are all active duty O5 or higher or GS/GG 14 or higher. Special Security Officers/ Security Managers may pick –up pin codes for exception personal. PIN code issue hours are from *1300hrs until 1500hrs Monday through Friday* with exceptions of US Holidays and scheduled server maintenance. Currently we are located in building 859 The Installations LAW ENFORCEMENT CENTER see the front desk. Any question please give us a call. DSN#755-9910.

You will be turned away if you do not have the following:

1. ***A hard copy*** of your signed unaccompanied access roster signed by CDR/Director/ or Security Manager.
2. Your Common Access Card/ DBIDS ID/ KATUSA ID
3. DA Form 7708 hard copy if applicable see below. (we do not accept original copy)
4. Korean Nationals that do not have a DEROS the Expiration date of their DBIDS card is used.
5. All Contractors access is set to length of contract.

\*\*\*\*\*NEW\*\*\*\*\*\*\*NEW\*\*\*\*\*\*\*NEW\*\*\*\*\*\*NEW\*\*\*\*\*\*NEW\*\*\*\*\*\*NEW\*\*\*\*\*\*\*NEW\*\*\*

New Screening Requirements per newly released AR 190-13. 27 June 2019

The DA Form 7708 (Personnel Reliability Screening and Evaluation Form) ONLY NEEDED FOR BELOW

**2–21. Personnel Reliability Program**

*a.* Determining reliability. The following positions or duties in Army physical policies require a determination of reliability.

(1) Unaccompanied access to arms, ammunition, and explosives per AR 190-11.

(2) Unaccompanied access to controlled medical substances per AR 190-51.

(3) Employment and retention as a DA police officer or DA security guard, per AR 190-56.

**Deleting a IDS User: ETS/PCS/Chapter/DEROS/Moving Areas/Rotating out /Termination of Employment/15-6 or Criminal Investigation**

A user no longer needs access to an asset simply send us an email at [michael.s.esmon.civ@mail.mil](mailto:michael.s.esmon.civ@mail.mil) or [ben.e.berger.mil@mail.mil](mailto:ben.e.berger.mil@mail.mil) .

**Name:** John Doe

**Organization:** AAFES

**Panel:** 3100

**Date:** (date you want action to take place)

**Summary:** Mr. Doe is moving to another unit and no longer needs access to the Open Storage Area etc….SGT. Billy Bob is under investigation and no longer needs access to the Earth Covered Magazine etc…LTC Jones is in Pre-trial Confinement and will no longer need access to the SIPR Café… Contractor Carol Baskins is now barred from the Installations and no longer needs access to the ADN.

**Foreign Nationals**

No Foreign National’s will receive IDS pins for an asset that secures or transmits or requires protection in the interests of National Security. Classified Military Information (CMI) Categories 1thru 8 . Designated “**TOP SECRET,” “SECRET,”** or “**CONFIDENTIAL**,” as described in Executive Order (EO) 13526. Or areas that disclose above in **oral, visual,** or **documentary form** . EXAMPLES; SIPR Vault, SIPR Café, SCIF, Secured Document room, IOC , TR rooms , Critical Communications Facility (CCF01), Area Distribution Nodes, Classified Information and storage and transmission sites.(CISO1) Secret briefing etc....... please see Security Foreign Disclosure AR

380-10, DODM 5200.01 v4, AR 380-5.

**USFK J2** Delegation of Disclosure Authority (DDA), Foreign Disclosure Officer (FDO) on orders, in reference to what is being to disclosed to R.O.K Staff , R.O.K Military or Foreign Nationals or Foreign Military Officials/Allies. We do not issue any Pins to Designated assets “TOP SECRET,” “SECRET,” or “CONFIDENTIAL,” to Foreign Nationals or R.O.K elements. Classified Military Information (CMI) Categories 1thru 8 see NDP-1 for South Korea and Allies without MFR from above.