



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND AND FORT KNOX**  
**1307 THIRD AVENUE**  
**FORT KNOX, KENTUCKY 40121-2725**

AMIM-KNL

23 August 2023

**MEMORANDUM FOR**

Commanders, Fort Knox Partners in Excellence  
Commanders, All Units Reporting Directly to this Headquarters  
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USAREC

**SUBJECT: Fort Knox Policy Memo 10– Fort Knox Bar Letters**

**1. References.**

a. 18 United States Code, Section 1382.

b. Army Directive 2014-05 (Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Un-Cleared Contractors), 7 March 2014.

**2. Recognizing authority to issue bar letters under the above-cited statute, I direct the following:**

a. The Director of Emergency Services will issue denial instructions, as required by Army Directive (AD) 2014-05, for all Non-Military ID Card personnel.

b. The Garrison Commander will personally issue bar letters for those individuals authorized a Military ID Card, Common Access Card (CAC), and Fort Knox lease residents. The Garrison Commander may delegate to the DES the emergency authority to bar ID card holders and lease residents in cases where individuals have active warrants or cases of potential violence where the safety and security of the installation is at risk.

**3. Bar Requests.** Bar letters may be requested by Brigade or higher level Commanders, Directorate-level Supervisors, DES, the Staff Judge Advocate, or their designees utilizing FK Form 5096-E, Installation Barment Request (Enclosure 2). The DES will prepare and forward the packet through the Administrative Law Division, Office of the Staff Judge Advocate, to the Garrison Commander.

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4. Individuals may request modification or termination of a bar letter by submitting a request to DES. Unless a modification or termination is requested, the bar letter is final, and no new notice will be provided. Non-military ID Card personnel will request such modification or termination using the procedures set forth in Reference B. If the initial request for modification or termination of a bar is denied, individuals must wait 6 months before resubmitting.

5. The Garrison Commander is the delegated authority to bar civilians from the Fort Knox military installation as well as Soldiers adjudicated a punitive or administrative discharge. The Garrison Commander is also the delegated authority to grant or deny all requests to remove individuals from the barred person list. Reconsideration requests must be submitted through the Directorate of Emergency Services to the Garrison Commander.

6. The point of contact for this policy is the Director of Emergency Services, Fort Knox at (502) 624-1776.



JOHNNY K. DAVIS  
Major General, USA  
Commanding

1 Encls  
FK Form 5096-E,  
Installation Barment Request