

## **ACCESS CONTROL BARRED/DENIED ACCESS WAIVER APPLICATION INSTRUCTIONS**

In Accordance with Army Directive 2014-05 and Fort Knox BAR policy a background check has been conducted and it has been determined that you are a potential threat to the good order, discipline, or health and safety of the installation and have been denied access. You are hereby barred from entering Fort Knox and may appeal this denial/BAR to the Director of Emergency Services. In order to appeal this decision the following instructions have been provided and must be completed:

- a. Verify denied access status with the Access Control Office at (502) 624-7014.
- b. Obtain a **CERTIFIED** copy of complete criminal history, which must include all arrests and convictions.
- c. If applicable obtain a letter of support from the Government sponsor. The letter must indicate that the sponsor requests that the individual be granted unescorted access to accomplish a specific purpose, as well as the anticipated frequency and duration of such visits. If the employee is terminated, the sponsor must inform the Access Control office that unescorted access to the installation is no longer authorized.
- d. Write a letter explaining why you are requesting access to the installation, be as detailed as possible. Include an explanation of why your conduct should not result in the denial of access to the installation.
- e. Complete an installation Access Control Denial Wavier Application packet and provide to the sponsor, who will be responsible for submitting the wavier application to the Access Control office. Sponsorship forms are required to be submitted with the Access Control Denial Waiver Application Packet. **ALL OFFENSES** must be listed on the Denial Waiver Application. Other factors the applicant that should address in sections #10 and #11 are:
  - Nature and seriousness of the conduct
  - Circumstances (in specific) surrounding the conduct
  - Length of time elapsed since the conduct
  - Age of the individual at the time of the incident or conduct, and
  - Proof of efforts toward rehabilitation
- f. Provide a current physical or email address to enable the Access Control office to transmit a copy of his/her determination on the waiver request.
- g. Have the Denial Waiver Application Notarized before submitting it for review.
- h. The Government sponsor will review the individual's packet for completeness and determine whether or not to endorse the request for a waiver.

i. If the Government sponsor decides to endorse the waiver, he/she must provide a letter of recommendation for the individual that address the conduct that caused the denial and indicate why the conduct should not prohibit the individual from being granted unescorted access to the installation. The Government sponsor will submit the packet and letter to the Access Control office.

j. The Access Control office will review the wavier application and render a determination that ensures proper protection of good order, discipline, and health and safety on the installation. The Access Control office will provide the individual with a copy of the determination.

k. Individuals who have had a waiver request denied may request reconsideration from the Access Control office 1 year after the date of the final decision. Individuals may request reconsideration earlier if they can present significant information that was not available at the time of the original request or show that the basis for the original denial was overturned, rescinded or expired.

Point of contact for this letter is the Access Control Office Supervisor, at (502) 624-7014.