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Kwajalein Atoll Regulation 190-10  
CHANGE 1

## ENTRY AND EXIT CONTROL



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## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation establishes policy and procedures governing entry to and exit from the United States Army Garrison – Kwajalein Atoll (USAG-KA) and Reagan Test Range (RTR), Republic of the Marshall Islands (RMI). This regulation supersedes any previous editions of USAG-KA Regulation 190-10 (Entry and Exit Control).

### **1-2. Scope**

This regulation is applicable to all persons, ships, and aircraft for entry into USAG-KA for official and unofficial purposes. For official purposes, personnel will use official U.S. Government orders and USAG-KA Form 55-R. For unofficial purposes, USAG-KA Forms 55-R, 480, Community Exchange, Day Pass, or U.S. Government Leave form, Retiree Common Access Card (CAC) for Space-A transit or AAFES access. The entry authorizations issued under this authority are limited to USAG-KA and do not apply for entry into other areas of the RMI. In addition to the authorizations and provisions of this regulation, movement within USAG-KA is subject to further restrictions by the USAG-KA Commander or a designated representative.

### **1-3. References**

Required and related publications as well as prescribed and referenced forms are listed in Appendix A, References.

### **1-4. Terms and Definitions**

Definitions for terms used in this regulation are explained in Appendix I, Glossary.

### **1-5. Records Management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule – Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in the Army Records Information Management System (ARIMS)/RRS -A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed and/or published correctly in ARIMS/RSA-A, see DA Pam 25-403 for guidance.

### **1-6. Change Management**

a. Significant changes will require staffing and approval. When such changes are made, the revision number will be incremented and the change number reset. Minor and/or administrative changes will not need re-approval and only the change number will be incremented.

b. Send comments or suggested improvements to the USAG-KA Provost Marshal Office (PMO) via the Command at Building 730, Kwajalein Atoll, Facsimile (FAX): (808) 580-1410. Or ICE comments managed by the PAIO office 480-9932.

## **1-7. Responsibilities**

### **a. USAG-KA Commander**

(1) Safeguards the Command's Personnel, defense sites, facilities, and equipment to accomplish the USA-KA/USAG-KA mission.

(2) Establishes policies governing the entry into and exit from all areas under the control of USAG-KA and conform with AR 190-13, The Army Physical Security Program.

### **b. Director of Host Nation Activities.**

(1) The Director of Host Nation Activities acts as the designated representative of the Commander for approving eligible transiting Veterans and visit requests of Foreign Nationals wishing to do business with USAG-KA upon completion of vetting by the Directorate of Emergency Services.

(2) The Director of Host Nation Activities acts as the designated representative of the Commander for approving the use of port facilities (i.e. piers, BSR) by RMI vessels for loading/unloading of materiel (not personnel) at USAG-KA. This approval is coordinated with the DSC Supervisor, Harbor Control, and DES to ensure clearance and security of port facilities utilized by RMI vessels.

### **c. Director of Emergency Services**

(1) The Director of Emergency Services is the designated representative of the USAG-KA Commander to review and approve all entry and exit requests to and from USAG-KA.

(2) Provides necessary inquiries to ensure the required identity proofing, vetting, and legitimate purpose for access to USAG-KA.

(3) Provides oversight of the SACC, as defined below, in the administration of this regulation.

**d. Director of Logistics.** The Director of Logistics is responsible for coordinating with the SACC, Entry and Exit, or DSC upon the arrival/departure of all aircraft and ships requesting entry to USAG-KA.

**e. Security and Access Control Contractor (SACC).**

(1) The SACC, IAW with requirements set forth in the Performance Work Statement (PWS) and this regulation, is responsible for the DSC and will establish an office that is responsible for the processing and identification proofing and vetting requirements of all persons and marine vessels arriving and departing USAG-KA via marine transportation from all docks and ports.

(2) The SACC will also establish an Entry/Exit (E/E) office IAW the PWS and this regulation, that is responsible for the processing of all persons and aircraft arriving and departing USAG-KA. The E/E office is further tasked with badging operations and identification proofing and vetting requirements.

**d. Logistic Support Services Contractor Marine Department.** In accordance with requirements set forth in the PWS, the Marine Department is responsible for coordinating with the DSC Supervisor for the docking and berthing of any marine vessel at USAG-KA. A minimum of 24 hours advance notice shall be given to the DSC Supervisor for any impending vessel arrivals.

**e. Logistic Support Services Contractor Aviation Department.** In accordance with requirements set forth in the PWS, Base Operations is responsible for coordinating with the E/E Supervisor for aircraft entry into USAG-KA. Immediate notification shall be given to the E/E Supervisor for any impending aircraft arrivals.

**f. Tenant Activities and Organizations.** All tenant activities and organizations located on USAG-KA are responsible for:

(1) Ensuring that all entry requests and supporting documentation are complete and in compliance with this regulation prior to submission.

(2) Providing Security with an updated work schedule for C-Badge employees as changes occur. Updated work schedule must be sent by the employee's department lead and signed by the organization's Human Resources (HR) representative. Failure to include department lead and HR endorsement will result in denied access.

(3) Immediately notifying Security and the Provost Marshal Office at [usarmy.bucholz.id-pacific.mbx.usag-ka-e-e@army.mil](mailto:usarmy.bucholz.id-pacific.mbx.usag-ka-e-e@army.mil), in writing, of any USAG-KA residents (employee or dependent) or non-resident employees who are terminated, or terminate their own employment, for any reason so that access privileges can be revoked.

(4) Additionally, all tenants and organizations shall submit a list to the security contractor, by the fifth of each month, indicating all employees who have had any employment status changes during the previous month, including changes within the

family unit such as births, adoptions, divorce, children going to college, family members leaving home permanently to usarmy.bucholz.id-pacific.mbx.usag-ka-e-e@army.mil, etc. to review and update access privileges.

g. **Individuals.** All personnel, including family members/dependents, visitors, or guests are subject to this regulation. Sponsors of visitors or guests are responsible for the adherence by their visitors or guests to the policies and restrictions set forth herein. Guest sponsors must be personally present to sign in and out their guests and remain with their guests for the entire duration of their visit. Sponsors are also responsible for the conduct of their guests while at USAG-KA.

h. **Security Escort Coordinator (SEC).** USAG-KA Security Escorts must be U.S. citizens and possess at a minimum a U.S. SECRET clearance. Escorts will ensure Official Foreign Visitors are escorted 24 hours daily, if required by the USAG-KA Commander or designated representative, to preclude access to restricted and unauthorized facilities and/or U.S. Government information, materials, or equipment. These policy requirements will remain in effect unless otherwise directed by the USAG-KA Commander or designated representative. Reports of non-compliance and/or violations of these regulatory policies and procedures by official foreign visitors and/or their sponsor will be forwarded via a written report through the SEC to the USAG-KA Commander for action.

i. **Test Support Division Integrated Process Team.** Responsible to act as the liaison between USAG-KA and the customer wishing to do business on USAG-KA. Will coordinate with customers to ensure necessary security and support measures, including the requirement to ensure escort services, are incorporated into test support documentation to ensure all parties are aware of costs and requirements.

j. **USAG-KA Tenant Test Participants.** Applicable to USAG-KA tenants who request entry of Official Foreign Visitors into USAG-KA for the purpose of affiliation and/or conducting business at USAG-KA concerned with Tenant Activities.

(1) Procedures. USAG-KA Commander or his designated representative will expeditiously notify the tenant/sponsor if official foreign visitors require a security escort. Once the USAG-KA tenant is notified that a security escort is required, under no circumstances will official foreign visitors be allowed unescorted access to USAG-KA. Official foreign visitors will only be allowed to remain overnight on USAG-KA for the minimum time necessary to support the tenant mission. Overnight accommodations may be utilized at the Kwajalein temporary lodging for the duration of the approved visit.

(2) Entry requirements. For tenant visitors to gain entry onto USAG-KA, the visitor and their tenant activity must:

(a) Have an official business and/or affiliation with a tenant activity residing on

USAG-KA.

(b) Submit visit request via USAG-KA tenant activity sponsor. Provide all required information using the approved access request form IAW with Chapter 3.

(c) Submit visit request 45 days prior to requested arrival date for the purpose of administrative processing, arrangement of accommodations, and coordination of security escort requirements between the tenant activity/sponsor and USAG-KA SEC. Visit requests not submitted within the required timeframe may be denied or the visit may be postponed allowing for the required 45-day processing.

(d) The SEC will brief official foreign visitors and their respective tenant/sponsor on the responsibilities of security escort services assigned to them and applicable policies and restrictions (i.e., no access to restricted areas, restricted photography, group integrity, etc.). SEC briefing points must include but not be limited to:

- (i) Number and origin/nationality.
- (ii) The affiliation of the tenant and foreign visitor relations.
- (iii) Mission and/or activities approved by USAG-KA.
- (iv) Duration of visit.
- (v) Prohibited behavior or conduct.
- (vi) Visitor itinerary, if applicable.
- (vii) Immediate actions in response to violations.
- (viii) Violation reporting procedures in accordance with Appendix B.
- (ix) Authorized and unauthorized (escort required) areas on USAG-KA as indicated in Appendix D.

## **Chapter 2**

### **Background and Authority**

#### **2-1. Background**

Certain areas, due to their strategic nature or for purposes of defense, are subject to restrictions regarding the free entry of persons, ships, and aircraft. Such restrictions are imposed for defense purposes because of the unique strategic nature of the area and for the protection of the United States Government military bases, stations, facilities, other installations, personnel, property, and equipment. USAG-KA is one of these areas.

#### **2-2. Authority**

a. The Compact of Free Association Act of 1985 (U.S. Public Law 99-239; Compact of Free Association Act of 1985, amended 2023), its subsidiary agreements, and 32 CFR 525 grants authority of the Department of the Army to control entry of persons, ships, and aircraft into USAG-KA. Installation Management Command – Pacific (ID-P) or US Army Pacific Command (USARPAC) Commanding General, and the USAG-KA Commander or designated representative exercise the granted authority.

b. Army Regulation 190-13 implements Department of Defense Instruction 5200.08, Department of Defense Instruction 3224.03, and Army Directive 2014-05. It prescribes policies and procedures to plan and implement the Department of the Army Physical Security Program. It provides policies on how to use physical security equipment; manage and use identification cards and badges; manage restricted areas; conduct access control for installations and stand-alone facilities; and manage security forces.

## **Chapter 3 Policy**

### **3-1. General Policy**

a. All vehicles, vessels, occupants, and personnel entering USAG-KA are subject to random searches/inspections, and a National Crime Information Center Interstate Identification Index (NCIC-III) background check. Those with derogatory information related to the Army fitness adjudication standards will be denied access to the installation.

b. All U.S. Citizens entering USAG-KA will pre-register with the Automated Installation Entry (AIE) website through a link provided by their organizational HR prior to submitting a 55R or 480. Active Duty military are not required to pre-register with AIE. If a U.S. Citizen does not have a U.S. based address, they will submit a 55R/480 for vetting through NCIC-III.

c. Persons, ships, and aircraft on unofficial business are prohibited from entering USAG-KA until granted permission to enter under the provisions of this regulation. The control of entry into or movement within USAG-KA by persons, ships, or aircraft will be exercised so as to fully protect the physical security of USAG-KA.

d. Entry authorizations will be issued only after the USAG-KA Commander or designated representative has determined that the presence of the person, ship, or aircraft will not, under existing or reasonably foreseeable future conditions, endanger, place an undue burden upon, or otherwise jeopardize the efficiency, capability, or effectiveness of USAG-KA. Factors to be considered shall include, but are not limited to, a national records check, the purpose of the entry, and the possible burden or threats to the defense facilities that the ship, aircraft, or the individual(s) involved may pose or might reasonably be expected to impose on USAG-KA.

e. Entry requests will be evaluated as to whether the entry at the time, and for the purpose stated, will or will not be detrimental to the interest and purposes of national security. Entry authorization may be denied or limited when there are reasonable grounds to believe that approval would constitute a threat to security or good order and discipline.

f. All persons entering USAG-KA must have a valid purpose to enter, have their identity proofed and vetted, and be issued, or in possession of, an authorized and valid access credential (See Appendixes E and F for proofing, vetting, and acceptable identification requirements). All personnel entering USAG-KA must present a valid installation badge, failure to render a badge may result in denial of entry or a law enforcement access control violation report.

g. All contractors who do not possess a Common Access Card (CAC), another

federal personal identity verification card, or other authorized DoD identification card and who request unescorted access to Army installations to include any USAG-KA defense sites must undergo a vetting process to determine their fitness for access (See Appendix F).

### **3–2. Official Badging**

a. Personnel who are authorized to receive a K-badge are individuals who are permanently assigned or employed within the jurisdiction of USAG-KA for 180 days or greater. They may stay in either Army Family Housing, Bachelor Quarters (BQs), or Life Support Areas (LSAs).

b. Permanent residents and their command sponsored dependents, 10 years of age and older will be issued a K-Badge for their respective areas of access in accordance with standard issuing procedures. The process for receiving permanent personnel status is as follows:

(1) Requesting agency, through sponsor organizations, allocates an employee permanent housing in accordance with housing allocations that have been authorized by USAG-KA in the applicable support agreement.

(2) Organization formally requests K-Badge authorization for the new employee and command sponsored dependents/family members through the SACC, the PMO, and the USAG-KA Commander on a USAG-KA Form 55-R. Organizations must submit the Form 55-R no earlier than 90 days and no later than (NLT) 14 days prior to travel start date. 55-Rs submitted after the 14 day NLT date will require an ETP approved by the Director of DES.

(3) All 55-Rs will be emailed to the Entry/Exit email box at: [usarmy.bucholz.id-pacific.mbx.usag-ka-e-e@army.mil](mailto:usarmy.bucholz.id-pacific.mbx.usag-ka-e-e@army.mil)

(4) PMO conducts background checks of the installation bar list and AIE/NCIC III.

(5) USAG-KA Commander or designated representative approves K-Badge(s).

(6) Signed paperwork is forwarded to PMO and Entry and Exit personnel for K-Badge creation.

(7) Personnel without prior written approval for a K-Badge will be issued a Temporary Duty (TDY) badge (boundaries are applicable) until K-Badge is authorized.

c. Temporary personnel will be issued a TDY badge for the duration of their mission in accordance with standard issuing procedures. Badges will be turned in at the DSC or Airport Terminal upon departure from USAG-KA.

- d. Refer to Chapter 8 of this regulation for Non-Resident Employment (C-Badge).
- e. Official Foreign Visitors must submit the visit request 45 days prior to the requested arrival date for the purpose of administrative processing. See Chapter 4, paragraph 4-1.
- f. All badge holders are required to have their badges on their person, regardless of their location, and to present badges when asked by local authorities. Those without K-Badges or an escort will be escorted by security away from the premises to secure their badge, verify identification, or contact an escort.
- g. All personnel who lose their badge must be escorted by their supervisor to the PMO to submit a report immediately.
- h. The USAG-KA Commander is the approving authority for exceptions to this policy.

### **3-3. USAG-KA Prohibited and Contraband Items**

- a. Individuals entering USAG-KA may not have in their possession (on their person, luggage, mailed items, or household goods) any of the following items: illegal narcotics/drugs (to include Betel Nut), other items prohibited in USAG-KA Regulation 190-1 (Prohibition of the Use, Possession, Distribution, and Purchase of Intoxicating Substances on USAG-KA), illegal drug paraphernalia, firearms (to include individual firearm components), ammunition, explosives, bow and arrow, BB/Pellets or air guns, paintball guns, and other projectile weapons. Personal powered transportation devices such as scooters, skateboards, bicycles (e-bikes) are prohibited.
- b. No U.S. Government property or USAG-KA retail goods will exit USAG-KA without the approval of the USAG-KA Commander, or designated representative. See USAG-KA Regulation 190-41.
- c. SACC personnel assigned to the DSC (Kwajalein and Roi-Namur) and the Air Terminals will conduct inspections of all property entering and exiting USAG-KA in compliance with DoD Directives, Army Regulations, Transportation Security Administration (TSA) Regulations, PWS, and USAG-KA Regulations and Policy Letters. All persons are on notice that as a condition of entry to any USAG-KA Defense Sites, they are subject to random safety and security inspections or searches as permitted by law.

### **3-4. Third Country Nationals (TCN)**

- a. Entry of TCNs for residency or visits to USAG-KA is not authorized except when such entry shall serve the interests of the U.S. Government and then only for specified periods and under prescribed conditions. Entry requests will be sent to the USAG-KA SACC Entry and Exit no earlier than 90 days and NLT 14 days prior to the

requested travel start date.

b. TCN spouses and family members/dependents of sponsors/principals assigned to USAG-KA may be granted entry authorization by the USARPAC Commander, the USAG-KA Commander, or designated representative so long as the sponsor/principal remains on duty or resides within USAG-KA. Each TCN spouse and/or family member/dependent must have in their possession acceptable identification (See Appendix E), a valid passport, and a valid VISA. If married, the sponsor must provide an original or certified copy of the marriage certificate prior to their arrival on island.

### **3–5. Excluded/Barred Persons**

a. All persons requesting unescorted access to USAG-KA will be checked against the USAG-KA Bar and Suspension List. Persons barred or suspended will not be permitted unescorted access to USAG-KA.

b. Excluded/barred persons may enter USAG-KA only when under emergency situations and approved by the USAG-KA Commander or a designated representative grants permission for entry or transit through USAG-KA. While they are within the jurisdiction of USAG-KA, they are subject to such restrictions and controls as the USAG-KA Commander or designated representative may impose. Persons will be escorted by security personnel while on USAG-KA. Approval must be received to board USAG-KA ferries and aircraft. Foreign Nationals send requests in writing for entry/transit through the Director of Host Nation Activities for the Provost Marshal. Under emergency circumstances, contact the Director of Host Nation Office for excluded/barred foreign national persons.

### **3–6. Unauthorized Persons**

Unauthorized persons will not be allowed to disembark from ships or aircraft at USAG-KA except at the discretion of the USAG-KA Commander or designated representative. In-transit aircraft passengers may be authorized to disembark during aircraft ground time only to remain at all times within specified portions of the terminal building. In emergency situations, the USAG-KA Commander or designated representative may grant entry of unauthorized personnel after required proofing and vetting.

### **3–7. Entrance to Other Areas of the Republic of the Marshall Islands**

No person will be permitted to disembark at USAG-KA for the purpose of entering the RMI without possessing the proper documentation, to include RMI Customs and Immigration authorization, as applicable. Visitation to territory not under USAG-KA control requires advance approval by the RMI LNO Office. Requests are to be submitted through the Directorate of Host Nation Activities for visitation approval. Visitation by watercraft requires an approved float plan; overnight trips on personally owned vessels require a float plan with the PMO. Visitation to Ebeye by USAG-KA residents is exempted from prior approval but guests must log in/out with the Kwajalein Police checkpoint at the Ebeye Dock.

### **3–8. Unauthorized Marine Vessels and Aircraft**

Unauthorized marine vessels and aircraft shall not enter USAG-KA unless an emergency exists, and the USAG-KA Commander or designated representative has granted such permission. Unauthorized marine vessels and aircraft along with crew, passengers, and cargo are subject to seizure or detention as authorized by law.

### **3–9. Military Areas**

Entry authorizations issued under this regulation do not restrict the authority of the USAG-KA Commander or designated representative to impose and enforce proper regulations restricting movement into or within portions of USAG-KA reserved for military operations.

### **3–10. Exceptions to Policy and Waivers**

Only the USARPAC Commander, IMCOM-Pacific Director, USAG-KA Commander, or designated representative has authority to grant exceptions or waive the requirements of this regulation.

### **3–11. Security Clearances**

All Government employees and contractors assigned to USAG-KA will have a valid security clearance if applicable to job related requirements and responsibilities.

### **3–12. Authorized USAG-KA Entry Points**

a. USAG-KA Air Terminal. All persons entering or departing USAG-KA via commercial or military aircraft are required to be processed by the Entry and Exit Office in the USAG-KA Air Terminal.

b. DSC Kwajalein and DSC Roi-Namur. All persons entering or departing USAG-KA via marine vessels are required to be processed through the respective DSC. DSC Kwajalein is located at building 623, and DSC Roi-Namur is located at building 8250. USAG-KA residents who own private marine vessels or individuals renting USAG-KA recreational vessels are permitted to enter and depart through the Small Boat Marina. However, such individuals shall not allow any unauthorized persons to board their vessels or allow such persons to make unauthorized entry into or exit from USAG-KA. These unauthorized individuals are further prohibited from removing any goods in violation of USAG-KA Regulation 190-41.

### **3–13. USAG-KA Entry Authorization**

All persons entering USAG-KA via commercial aircraft, military aircraft, or any marine vessel who are here for official or unofficial business, are required to have approved entry authorization prior to arriving at USAG-KA. All persons entering USAG-KA must present acceptable identification (See Appendix E) and paperwork at the time of entry.

### **3–14. Government Travel Orders**

Approved official government travel orders to USAG-KA constitute entry authorization. Space-A regulations regarding individuals traveling on military flights to Kwajalein must still meet USAG-KA entry requirements for entry onto USAG-KA. Individuals who wish to enter USAG-KA must have acceptable identification (See Appendix E) and official orders that state they are performing PCS, TDY, are on leave to USAG-KA or are eligible transiting Space-A passengers. A copy of the approved government travel orders must be provided to the SACC Entry and Exit office NLT 14 days prior to the travel date.

### **3–15. Revocations**

a. The USAG-KA Commander, or designated representative may revoke an entry authorization for misconduct, termination of status, or upon being advised of the discovery of information which would have been grounds for denial of the initial request. Such a revocation will be confirmed in writing. When an entry authorization is revoked, a one-way permit normally will be issued, as appropriate, to permit the ship, aircraft, or person to depart the area. USAG-KA will notify the RMI Department of Immigration of any personnel departing the Garrison and intending to remain in the RMI.

b. When an entry authorization is revoked, the individual (or Guest Sponsor in the case of revocation of entry authorization for a guest or employer of an employee) is responsible to ensure the immediate departure from the installation. Failure to depart is a violation of this regulation and may result in denial of future entry requests and/or other sanctions. In addition, individuals who have entered USAG-KA illegally shall be detained to await the next available marine vessel or air transport off of USAG-KA.

### **3–16. Appeals**

Appeals to an entry denial or a revocation/bar order issued by the USAG-KA Commander may be filed with the Senior Mission Commander. An appeal must completely explain the purpose of the proposed entry and provide reasons why the entry should be authorized or why the revocation/bar order should not be enforced.

### **3–17. Renewals**

Approved entry authorizations may be extended or renewed upon request prior to the expiration date. Extensions must have a valid justification and must be in writing. Failure to provide adequate justification may result in denial. It is the responsibility of every entrant to depart USAG-KA upon expiration of the entry authorization unless such authorization has been extended or renewed. Failure to depart is a violation of this regulation and may result in denial of future entry requests or other sanctions.

## **Chapter 4 Residents (K-Badge) and Official Visitors**

### **4-1. Policy**

a. Persons in the following categories can enter USAG-KA with official PCS/TDY orders, approved Form 55-R, and applicable identification (see Appendix E). Refer to Chapter 3, paragraph 3-2 for USAG-KA badging requirements.

(1) K-Badge residents of USAG-KA regardless of reason for travel.

(2) Official TDY visitors with travel orders.

(3) Crews of ships and aircraft authorized to enter USAG-KA for official business.

b. Non-US Citizens visitors and excluded persons require specific permission from the USAG-KA Commander or designated representative for entry into or visitation on USAG-KA.

c. News media representatives and foreign nationals on official business must have approval from the USAG-KA Commander to visit USAG-KA.

### **4-2. Procedures**

a. Entry requests for official visits are accepted at Entry and Exit Bldg. 687. An on-site tenant activity/organization or sponsor must submit all entry requests digitally to the Entry and Exit mailbox at [usarmy.bucholz.id-pacific.mbx.usag-ka-e-e@army.mil](mailto:usarmy.bucholz.id-pacific.mbx.usag-ka-e-e@army.mil) through their HR representative or travel office as appropriate. Requests will be submitted 14 days prior to travel start date. Requests not received 14 days prior to initiation of travel will be denied unless an ETP is submitted. All approved entry requests will be valid for entry into USAG-KA for 7 days following the requested/approved entry. If the entry cannot take place during this 7-day period, the entry request must be resubmitted.

b. All applicants will be kept fully informed of the actions/decisions pertaining to his/her application. Normally, a response will be forwarded to the requestor within ten days after receipt of a request.

c. Upon entry into USAG-KA all individuals shall have on their person, and present to the SACC, an approved entry authorization and acceptable identification (see Appendix E). Individuals not meeting the above requirements may be denied entry into USAG-KA. All individuals entering USAG-KA are subject to inspection and screening.

d. All individuals undergoing Permanent Change of Station (PCS) to USAG-KA are required to report to the E/E office for badge issue upon arrival. If there are technical delays with badging equipment, then the individual will return as soon as the system is operational to complete the required in processing procedures. These procedures include preparing badging requests, taking photographs, and badge issuance.

e. All tenant activities and organizations are required to notify the E/E office seven days prior to any permanent resident departing for PCS from USAG-KA via Form 55-R. Tenant activities and organizations are further required to notify the E/E office within seven days of any births, adoptions, marriage, or divorce of their employees.

f. For personnel who are TDY to USAG-KA, organizational HRs will submit their 55R's for only the duration of their physical stay on the installation. Submitting a 55R for longer than the TDY is not authorized (example: submitting a 55R covering a year because the individual will make multiple TDY trips during that time). A new AIE registration and 55R must be submitted for each visit to USAG-KA.

## **Chapter 5**

### **Entry Authorizations for Marine Vessels**

#### **5-1. Policy**

a. All marine vessels, except those which have been denied entry or have had a prior entry authorization revoked, may enter the territorial waters surrounding USAG-KA with a proper entry authorization. Entry requests must be processed in accordance with the procedures in paragraph 5-2. United States Military vessels do not need prior approval to enter USAG-KA but must notify the USAG-KA Command of intent to visit to ensure pier/berthing space availability. The maritime boundary is three nautical miles from the shoreline of any US defense site.

b. All vessels entering USAG-KA, excluding Active-Duty military vessels, are subject to inspections. All individuals entering USAG-KA are subject to inspection and screening. Active-Duty military vessels may only be inspected under authorization of the vessel's Commanding Officer.

c. Captains of vessels planning to enter USAG-KA shall not knowingly permit excluded persons to board their vessels.

d. No vessels other than official USAG-KA vessels or USAG-KA registered privately owned vessels shall be permitted to enter Kwajalein or Roi-Namur between the hours of sunset to sunrise without specific approval by the USAG-KA Commander or designated representative. Entry onto other defense sites is in accordance with Chapter 14

e. Authorization for entry of a vessel does not authorize personnel to disembark onto USAG-KA defense sites.

#### **5-2. Procedures**

a. Entry requests shall reach the USAG-KA Commander or designated representative with notification to the E/E Supervisor and DSC Supervisor at least 14 days prior to travel start date of the desired entry date and shall include the following:

- (1) Name, nationality/citizenship, and address of the operator.
- (2) Name, nationality/citizenship, and address of the owner.
- (3) Gross tonnage of vessel.
- (4) Name of vessel.

(5) Place of registry and registry number.

(6) Crew and passenger list. Must include full legal name (last name, first name, middle initial), nationality/citizenship, social security number, date of birth, place of birth, and current residence of all crew members and passengers.

(7) Last port of call prior to entry into USAG-KA.

(8) Purpose of Visit.

(9) Cargo listing (manifest).

(10) Whether the vessel, excluding U.S. military vessels, is equipped with firearms, or explosives.

(11) Whether the crew or passengers have firearms or explosives in their possession.

b. Routine entry requests for the following vessels shall reach the USAG-KA Commander or designated representative, Directorate of Host Nation Activities, E/E Supervisor, and the DSC Supervisor at least 24 hours prior to the desired entry date:

(1) RMI private or public vessels.

(2) Any vessels in distress (as soon as possible).

(3) U.S. public vessels which are authorized to enter defense areas by the controlling Defense Department Agency.

c. The USAG-KA Directorate of Logistics and the Logistics Support Services Contractor Marine Department shall coordinate all entry requests for vessels with the DSC Supervisor.

d. Entry authorizations may be granted for single or multiple entries. Authorization for multiple entries will not exceed a 30-day period.

e. All vessels entering Roi-Namur must radio the Roi-Namur Security Detachment prior to entering the 3-mile limit due to safety restrictions. Channel: 12; Frequency: 156.600Mhz; Call sign: Roi DSC.

## **Chapter 6**

### **Entry Authorizations for Aircraft**

#### **6-1. Policy**

a. Private aircraft are prohibited from entry into USAG-KA unless the aircraft commander declares an emergency or authorized approval is granted from the USAG-KA Commander or designated representative. All other aircraft, except those which have been denied entry or have had a prior authorization revoked, may enter USAG-KA airspace upon request and approval by the USAG-KA Commander or designated representative and notification to the E/E Supervisor. All aircraft entering USAG-KA are subject to inspections.

b. Captains of aircraft planning to enter USAG-KA airspace shall not knowingly permit excluded persons to board their aircraft.

c. The official operating hours of Bucholz Army Airfield (AAF) are Tuesday - Saturday, from 0530 to 1900 and Monday 0530 to 2200. No aircraft, except USAG-KA aircraft, are permitted entry during non-operational hours unless approved by the USAG-KA Commander or designated representative.

d. Transient aircraft, carrying non-duty transient passengers, are not permitted entry into USAG-KA for the purpose of remaining overnight unless approved by the USAG-KA Commander or designated representative.

#### **6-2. Procedures**

a. The Logistics Support Services Contractor Aviation Department Base Operations will process requests for regularly scheduled airlines (i.e., ATI, APA, United, or AMI). Base Operations shall provide a 72-hour projection of all inbound flights to the E/E Supervisor daily and shall provide immediate notification of any deviations. Any violations of rules and time will be submitted to the installation command team. See appendix B.

b. Access to the installation will be denied to non-manifested personnel or badge holders during non-work hours.

c. All aircraft, other than those regularly scheduled, must obtain entry authorization from the USAG-KA Commander or designated representative and notify the E/E Supervisor 14 days prior to entering USAG-KA airspace.

d. Military/DoD Civilian/DoD Contractor Aircrew that remain overnight (RON) for no longer than 48 hours do not require additional base access request. Aircrew will check-in and register with E/E access control supervisor upon arrival and before

entering USAG-KA installation. Aircrew will be registered and receive aircrew badge to always be in their possession while on the installation. Shopping privileges will be IAW USAG-KA Reg 190-41.

e. The Logistics Support Services Contractor Aviation Department Base Operations shall coordinate all entry requests for aircraft landings with the E/E Supervisor.

f. Entry authorizations may be granted for either single or multiple entries, with authorization for multiple entries not to exceed a 30-day period.

## **Chapter 7**

### **Non-Resident Employment**

#### **7-1. Non-Resident Contractor Employees (C-Badge)**

##### a. Policy

(1) Non-resident contractor employees are authorized entry into USAG-KA for the times and days indicated on their badge or employee work schedule and must be in a paid status. Non-resident employees are authorized to enter USAG-KA 90 minutes prior to the start of their workday and must check in at the DSC to depart USAG-KA no later than 90 minutes after the end of their workday. Remaining on USAG-KA beyond the authorized access times is a violation of this regulation and considered trespassing.

(2) All non-resident employees must be 18 years or older.

(3) For employment access the sponsor must submit a USAG-KA Form 2 (day pass), NLT 24hrs prior to the DSC.

(4) Non-resident employees are prohibited from bringing any other person, including their children and any other dependents, into USAG-KA under this program.

##### b. Procedures

(1) After being hired by an on-site organization, the employer will submit a Form 55-R. Employers will record the employee's actual work hours on the request. Failure to do so will result in denied entry. The employee will be required to report to the E/E Office to be processed prior to performing any work on USAG-KA.

(2) After approval by the E/E Supervisor and required proofing and vetting in accordance with Appendix E and/or Appendix F, the E/E Badging Office will issue the employee a C-Badge. A C-Badge may be used as acceptable identification for entry onto USAG-KA.

(3) Telephonic extensions are not authorized. On Roi-Namur, schedule changes will be submitted to the on-duty DSC staff at the Roi-Namur Security Detachment. Schedule changes are authorized for work (official) purposes only and shall not exceed a 30-day period. If the assignment is the employee's normal work schedule, no housing arrangements or retail privileges will be granted. If housing is required, requests for exception will be forwarded through the DSC Supervisor to the USAG-KA Installation Management and PMO. Supervisors or employees who submit a false schedule change are subject to administrative action. Employees who are on TDY from Kwajalein to Roi-Namur or Roi-Namur to Kwajalein must have their schedule changes submitted by their permanent supervisor.

(4) Employees, who have forgotten, lost, or misplaced their badges, will not be allowed unescorted access. Employees who have lost or damaged their badges, are required to immediately notify their servicing HR. HR representatives must escort their employee to the PMO to file a police report. A Fee will be paid to the LOGCAP Cash Cage. Once a police report has been filed and fee assessed, HR Representatives will submit a new 55-R to E/E for processing.

(5) Employees flying for the day on official business may fly using their C-badge when they have submitted written authorization from their supervisor. The authorization letter must state that it is for official business, the name of the supervisor, contact phone number, and time of departure/return. Supervisors must submit schedule changes to the DSC in cases where the worker is required to remain overnight.

(6) Employers are responsible to submit all schedule changes, to include sick days, leave days, and days released early to ensure the worker is only permitted access with the C-badge for work. If the individual needs to enter USAG-KA during non-work times, they will need to utilize an appropriate access program. The supervisor will be held accountable if they grant the C-badge worker unauthorized access due to not updating their schedule. This includes ensuring the badge is turned in and canceled upon termination.

## **7-2. Non-Resident Employees with Overnight Privileges**

### **a. Policy**

(1) Allow non-resident workers performing certain functions requiring early, late, or off hours (not in accordance with Kwajalein and Roi-Namur ferry schedules) to stay overnight at either Kwajalein or Roi-Namur to accomplish their job in accordance with procedures outlined in paragraphs 7-1 b, (3) and (6).

(2) Unless otherwise authorized by this regulation, non-resident workers who are authorized to stay overnight at Kwajalein or Roi-Namur are not authorized to sponsor guests.

(3) Non-resident workers with overnight privileges are only authorized those privileges on the island where the majority of their work is performed. (Example: C-badge Workers on Roi-Namur are not authorized overnight access to Kwajalein.)

### **b. Procedures**

(1) Procedures are in accordance with Chapter 3, paragraph 3-2, and Chapter 5. However, further restrictions apply and are annotated in the remarks section on the Form 55-R/K-Badge. Justification and schedule are required when submitting Form 55-R. Annotations include:

- (a) Specific island overnight authorization.
- (b) No sponsorship privileges.
- (c) No Surfway access.
- (d) Hospital/Medical Care Privileges.

(2) It is the employer's responsibility to notify the E/E Supervisor in the event of a change to the employee's schedule and/or termination. Submit a new 55-R for re-badging purposes.

### **7-3. Non-Resident Domestic Workers (Domestic Worker Program)**

#### **a. Policy**

(1) Domestic workers include house cleaners, yard workers, and childcare providers. All domestic workers must be 18 years of age or older.

(2) Domestic workers may access USAG-KA to perform work under legitimate employment contracts with USAG-KA residents residing in family housing. Domestic workers are not permitted for residents of Bachelor Quarters (BQs). Each household is authorized one domestic worker three days per week. Households that require childcare services must have a dependent child under the age of 13 to qualify for this service. Proof of a child's date of birth must be provided when submitting a contract for approval. Residents requiring childcare services are authorized one domestic worker seven days per week and may establish an alternate domestic worker as a backup on a case-by-case basis.

(3) Domestic worker contracts are restricted to the hours of 0530 to 1830. The employer will determine the exact day and time that the domestic worker is required on island. The employer will note this day and time on the contract form. Domestic workers are not permitted to sponsor anyone onto USAG-KA. If a time extension or other exception is required, the employer must make a request to the DSC.

#### **b. Procedures**

(1) Prior to employment, all domestic workers are required to undergo a tuberculosis (TB) test (annually thereafter) at the Ebeye Hospital and obtain a KALGOV work permit. The TB test results, KALGOV Work Permit, and proof of age documents for childcare, will be filed at the Host Nation Activities Office. The Host Nation Activities Office will compile a roster of individuals who have completed the required TB testing, and ensure completion of an employment contract signed by the prospective employee and employer, and ensure that all contracts are kept current. Contracts will be limited to

a period of six months and may be renewed by processing a new contract. (D-badge will only be issued if roster is provided by Host Nations to E/E [usarmy.bucholz.id-pacific.mbx.usag-ka-e-e@army.mil](mailto:usarmy.bucholz.id-pacific.mbx.usag-ka-e-e@army.mil)).

(2) USAG-KA residents seeking to employ a Kwajalein Atoll resident are responsible for completing a domestic worker contract with the domestic worker and taking the completed contract to the Host Nation Activities Office.

(3) E/E personnel will issue a D-Badge to the domestic worker after he/she has submitted acceptable identification (see Appendix E), Entry and Exit has validated the employee against the bar roster, and the Host Nation Activities Office has approved the contract.

(4) Employers are responsible for the conduct of their employees at all times and will ensure that employees depart as required by this regulation. Employers shall notify the PMO if a domestic worker fails to report for work so that a check can be conducted to ensure that the worker has not entered USAG-KA. If a domestic worker is terminated or quits, the employer will immediately contact the PMO and Host Nation Activities Office. The PMO will notify the E/E Supervisor.

(5) Employers are responsible to notify the DSC Supervisor if a domestic worker is not required for work on a scheduled day or if a schedule change is required. Domestic workers are not permitted access to USAG-KA on days that they do not actually work as contracted.

(6) D-badge and C- Badge holders are not authorized access to Surfway, nor can they use someone else's K- badge number to shop. Shopping at the retail area (downtown Kwajalein) is authorized. Purchases at the Shoppette are limited to \$35 dollar a day and outlined in AR 190-41.

(7) Employers of domestic workers are required to notify the Host Nation Office of any changes or cancellation to contracts to ensure there is no unauthorized access to the installation by unemployed personnel. Employers are responsible for the conduct of any employees released from their contract and maintaining access to the Garrison if the Host Nation Office is not notified within one business day of the cancellation of a contract.

## **Chapter 8**

### **Unofficial Guests**

#### **8-1. General Policy**

a. Guest Sponsors are authorized to host unofficial visitors at USAG-KA pursuant to the policies and procedures specified herein.

b. Guest Sponsors may not leave Kwajalein Atoll while sponsoring a visitor into USAG-KA. Guest Sponsors must remain with their guest(s) on the same island within Kwajalein Atoll. Requests for exceptions during emergency situations will be considered on a case-by-case basis. Requests will be routed through the sponsor's HR representative and PMO to the USAG-KA Commander.

c. Guests under 18 years of age are only allowed if accompanied by a parent or legal guardian or if the Guest Sponsor has written permission from the minor Guest(s)' parents. Guests under 21 years of age may not enter or reside in the BQs as noted in USAG-KA Housing Management Regulation without approval of the USAG-KA Commander or designated representative.

d. Quarters, logistical support services, and facilities at USAG-KA are limited. Therefore, unofficial visitors will be limited to avoid undue burden on these services and facilities. Guest sponsorship of unofficial visitors will be approved or restricted at the discretion of the USAG-KA Commander or designated representative.

e. Except as authorized for Unofficial Overnight Guests (480), Medical Access Program, and Funeral Wake Access Program, no overnight unofficial visits are authorized. The USAG-KA Commander or designated representative is the approving authority for any request for overnight visits not specifically covered in this Regulation.

f. Requests for exceptions will be forwarded in writing through the sponsor's HR and PMO to the USAG-KA Commander. All requests for access that do not meet the requirements of this regulation and do not request an exception from the USAG-KA Commander, may be disapproved and returned to the requester without action.

g. Guest Sponsors are responsible to ensure that all requests are legible, accurate, complete, and in compliance with this regulation. Failure to comply may result in denial.

h. Guest Sponsors are responsible for their guests' adherence to the policies and restrictions set forth herein. Guest Sponsors must be personally present to sign in and out their guest(s), always present with their guests, and are responsible for the conduct of their guests while at USAG-KA.

i. C-Badge Workers who desire to remain on USAG-KA after work as a guest must check out at the DSC and be signed back in under the appropriate guest sponsorship program. C-Badge access is for work purposes only and C-Badges will be turned into the DSC for the duration of the sponsorship visit.

j. Except as permitted by USAG-KA Regulation 190-41, guests are not authorized to use USAG-KA retail facilities.

k. Any individuals with unescorted access to the installation under USAG-KA access programs may patronize the Bank of the Marshall Islands branch on Kwajalein during operational hours. Individuals may only process through the DSC as permitted for their employment or pursuant to another access program. Guests are limited to shopping IAW USAG-KA Regulation 190-41.

## **8-2. Unofficial Overnight Guests (480 Program)**

### **a. Policy**

(1) Unless otherwise noted below, a Guest Sponsor is allowed to host a guest or guests at USAG-KA for up to a maximum of 90 days, known as “guest days”, during a 12-month calendar period beginning January 1st and ending December 31st. (For example, 90 guest-days can be accumulated by hosting a single guest for 90 days, 2 guest for 45 days each, or 5 guests for 18 days each.) Carry-over of any unused balance of guest-days beyond a calendar year is not permitted. At no time shall a Guest Sponsor have more than a total of 5 guests on island and in no instance shall this regulation be construed as to allow any occupancy limitation to be exceeded.

(2) Guests, ten years of age and older, will count towards guest sponsorship days.

(3) An individual guest may not be sponsored on Kwajalein for more than 90 days in any calendar year even if multiple sponsors are involved to include spouse sponsorship (spouse sponsorship request counts towards the employee on orders/assignment to Kwajalein unless employed on Kwajalein Atoll with sponsorship rights). Back-to-back visitations beyond 90 days which carry over into a new year are not permitted by any individual guest. There must be a 30-day break between visits. The E/E Office will maintain a database to ensure no sponsor or guest exceeds the 90-day authorization.

(4) Guest Sponsors may not use this program to invite visitors for the purpose of obtaining medical/dental services, establishing a business in the RMI, establishing permanent residency, or adopting RMI children. The USAG-KA Day form (HRO) is the appropriate form for those applying for employment within USAG-KA.

(5) The 480 program is not to be used to seek employment on USAG-KA. Residents may not sponsor a guest with the intent of the guest seeking their own employment on the installation. If a permanent resident's employment is terminated, they are not authorized to be a sponsored guest on another resident's 480 while they attempt to seek employment with another organization.

(6) Guests who are sponsored on a 480 program must have MEDEVAC insurance to cover the cost of any emergency medical travel. Guests will acknowledge they have MEDEVAC insurance when completing the 480 form.

(7) The unmarried child of a sponsor, who is under the age of 23 and currently enrolled as a full-time student in an accredited institution of higher learning located at least 249 Nautical Miles from Kwajalein Island on a normally scheduled break from academic instruction, shall be permitted to visit USAG-KA. Such time shall not count against their sponsor's guest days in any given calendar year. To qualify for this student visitor exemption from the normal provisions of this regulation, a sponsor shall submit a USAG-KA Form 480 accompanied with a "Letter of Good Standing" signed by the academic institution's Registrar within 30 days of submitting the USAG-KA Form 480 or National Student Clearing House to obtain proof of enrollment. "Online" institutes of higher learning do not qualify as institutes of higher learning for purposes of this provision. The failure of the sponsor to properly submit the "Letter of Good Standing" from the academic institution will subject the sponsor to count the otherwise approved visit against the 90 guest days. Producing a "Letter of Good Standing" after arrival at USAG-KA will not allow retroactive credit against the sponsor's guest days. Student visitors who commit misconduct during their visit are subject to the revocation of the student visitor exemption in addition to any other appropriate administrative sanctions. All other provisions of this regulation apply and in no instance will any guest exceed their 90-day allotted guest days per calendar year.

(8) The unmarried child of a sponsor who is under contract to join a branch of the U.S. Armed Forces is permitted to visit USAG-KA and such time does not count against their sponsor's guest days in any given calendar year. To qualify for this exemption, the sponsor of the future Service Member must submit a USAG-KA Form 480 accompanied with a copy of their respective service enlistment contract within 30-days of submitting the Form 480. The failure of the sponsor to properly submit the service enlistment contract subjects the sponsor to count the otherwise approved visit against the 90 guest days. Producing a service enlistment contract after their dependency status changes to visitor status will not allow retroactive credit against the sponsor's guest days. Persons who fall under this exemption and commit misconduct during their visit are subject to the revocation of the exemption in addition to any other appropriate administrative sanctions.

#### b. Procedures

(1) Utilize USAG-KA Form 480 to make requests for Unofficial Overnight

Guests. The appropriate organization's site manager or designated representative, such as the HR representative, will ensure that the form follows this regulation, ensure all necessary documentation is attached, recommend approval or disapproval, and sign the request. If recommending disapproval, attach a detailed explanation with reason of denial.

(2) Upon approval, the Form 480 will be forwarded to E/E, ATTN: Entry and Exit Supervisor for review. All HR approved requests will be submitted to the E/E 30 days prior to the travel start date for outside the Marshall Islands guests. For local 480s meaning those who reside inside the Marshall Islands, forms will be submitted to E/E 14 days prior to the date sponsorship will begin. E/E Office will verify available guest days. Once the Form 480 is verified by E/E it will be sent to PMO for background checks and approval/disapproval and returned to E/E for staffing.

(3) Requests must include proof that authorized housing is to be provided for the visitor. Authorized housing is Army Family Housing, Bachelor Quarters, or the Kwaj Lodge.

(4) It is the responsibility of the Guest Sponsor to ensure that the visitor departs no later than the expiration date on the approved Form 480. Any changes in either the dates of arrival (outside the authorized 7-day window) or dates of departure must be furnished in writing to the Entry and Exit immediately for review and approval.

(5) Requests for extension past 90 days in a calendar year will not be approved unless there is compelling reason for the extension. The USAG-KA Commander is the approval authority.

### **8-3. Unofficial Day Guests**

#### **a. Policy**

(1) The Guest Sponsorship Program allows USAG-KA residents to sponsor Kwajalein Atoll residents for day (non-overnight) visits. A maximum of 50 guests are authorized each day on Kwajalein and 25 guests on Roi-Namur. All visitors will count against the guest sponsorship maximum authorizations regardless of age.

(2) Sponsors are authorized to sponsor no more than three guests under this program. Additionally, if one of the guests is a minor child, that child must be accompanied by a legal guardian. A total of three guests are authorized to visit USAG-KA at any one time. Guest Sponsorship is permitted daily during the week (Tuesday - Saturday) and one weekend day (Sunday or Monday).

(3) Guests sponsored under this program must remain in the presence of their sponsor while on the installation.

(4) Third Country Nationals (TCNs) may be sponsored under this program on a case-by-case basis, requests for entry will be routed through the PMO for Authorization/Approval. Requests must be submitted NLT 14 days prior to the requested access date.

b. Procedures.

(1) Guests are authorized to visit during the following hours:

(a) Tuesday - Saturday: 1600 to ½ hour preceding the last boat.

(b) Sunday, Monday and Holidays: 0900 to ½ hour preceding the last boat. Sponsorship must not exceed seven hours.

(2) Guest Sponsors must submit a DSC Form 2 to the DSC Supervisor during business hours NLT 1200 (noon) the day prior to the requested date of sponsorship. Sponsors can apply at DSC desk or DSC mailbox (usarmy.bucholz.id-pacific.mbx.usag-ka-dsc@army.mil). After verification to clarify incomplete or inaccurate information, the request will be approved or disapproved prior to the sponsor departing the DSC.

(3) Guest Sponsors must show their badge at time of request submission to establish their identity. Sponsors will also be required to show their badge at the time they sign their guests onto USAG-KA. In addition, the guest must present acceptable identification (see Appendix E) prior to entry onto USAG-KA.

#### **8-4. Community Exchange Program**

a. Policy.

(1) Guest Sponsors and recognized USAG-KA organizations may sponsor guests, groups, or organizations under this program on weekends (Saturday afternoon through Monday night), legal holidays, and other command sponsored events on Kwajalein and Roi-Namur. Sponsorship requires one Guest Sponsor for every five guests, except for command sponsored events after USAG-KA Commander authorization.

(2) If not otherwise prohibited, a Guest Sponsor may sponsor up to five guests during specially designated events, such as: Holiday Tree Lighting Ceremony, Mani Day, Halloween, graduation day, legally recognized holidays, or any other day officially designated by the USAG-KA Commander.

(3) Except for command sponsored events, the total number of guests allowed under this program shall not exceed 100. The USAG-KA Commander may issue a "not to exceed" number of guests for command sponsored events. Requests are approved on a first-come, first-served basis and subject to form legibility, accuracy, completeness, and compliance with this regulation.

(4) Guests sponsored under this program must remain in the presence of their sponsor while on the installation.

b. Procedures.

(1) Requests for Community Exchange must be submitted on a Community Exchange Program Request Form 14 days in advance. Sponsors may obtain forms from their HR representative. HR representatives submit the form to the DSC mailbox (usarmy.bucholz.id-pacific.mbx.usag-ka-dsc@army.mil). Requests for Community Exchange can be submitted up to 30 days in advance for Halloween and high school graduation activities. Authorized hours are 1630 to 1/2 hour preceding last boat on Saturdays; 0930 to 1/2 hour preceding last boat on Sundays, Mondays, holidays, and other command sponsored events. Each event will have a six-hour time limit.

(2) Sponsoring organizations must designate a point of contact in their entry request.

(3) Guests are authorized access to recreational areas such as the tennis courts, beaches, sports playing fields, and theaters, as well as the sponsor's residence.

## **8-5. Sports Team Sponsorship Program**

a. Policy.

(1) The Sports Team Sponsorship Program allows Kwajalein Atoll residents to participate and compete with USAG-KA residents in various sporting events on a space available basis. The following sports are recognized as official USAG-KA-sponsored sport activities: Softball, Basketball, Volleyball, Soccer, Kwajalein Swim Team, and Inner Tube Water Polo.

(2) No spectators or relatives of team members are authorized entry under this program except during the final championship game as noted below.

(3) Swim meets will be treated as championships for purposes of this regulation.

b. Procedures.

(1) The sports team manager, club, or organization president is responsible for submitting a team roster (including the full name, age, and citizenship of each participant) and any changes to the Community Activities Supervisor, who will ensure that the proper forms are completed. All teams will have at least one Guest Sponsor, who is at least 21 years old. This sponsor is authorized to sponsor one team per league, per season and up to ten athletes. The Community Activities Supervisor will provide a

copy of the team roster to the DSC Supervisor and PMO.

(2) The Community Activities Supervisor will provide season schedules to the DSC Supervisor and PMO at least 24-hours prior to the schedule taking effect. The Community Activities Supervisor must coordinate any changes directly with the DSC supervisor after the original schedule has been modified and approved. The Community Activities Supervisor is required to schedule all sports activities to coincide with ferry schedules.

(3) The Roi-Namur Community Activities Supervisor will provide the original team rosters to the Roi-Namur Security Detachment OIC and PMO for review and approval. The Roi-Namur Community Activities Supervisor must ensure that transportation (not official transportation) will be available for Enniburr residents before approving team rosters.

(4) All badge holders may report directly to the sporting event after work if it follows block (5) commute hours, the competitor will not have to sign out at the DSC from shift work and sign back for sporting event.

(5) Team members are allowed entry two hours prior to the game and allowed one hour following the game to depart USAG-KA (no later than 1/2 hour preceding the last boat).

(6) Practice times. In-season practice sessions may be requested for periods not to exceed two hours. Requests for in-season practice will be submitted to the DSC Supervisor for approval. Requests for out-of-season practice times for upcoming seasons or special events must be submitted through the Community Activities Supervisor to the PMO. All requests must provide the following information: USAG-KA Guest Sponsor's name, Guest Sponsor's badge number, date requested, times, roster of all players (include name, age, sex, and citizenship), and the location of the activity. Requests must be submitted NLT 14 days in advance on a Community Exchange Form.

c. Spectators.

(1) Each non-resident team member, upon prior approval, are authorized to bring no more than four individuals as spectators to attend the final championship game for the sport program or swim meets in accordance with the posted schedule.

(2) The sports team manager is responsible for submitting a list of spectators (including the full name, age, sex, and citizenship of each spectator) to the Community Activities Supervisor, who will ensure that the proper forms are completed. The Community Activities Supervisor will provide the original copies to the DSC Supervisor NLT 24 hours prior to the championship game.

(3) Spectators sponsored under this program must remain in the presence of their sponsor while on the installation.

## **8-6. Medical Access Program**

a. Policy. This program allows Kwajalein Atoll residents entry to USAG- KA for medical referrals based upon a request from the RMI Government and a written medical referral from the Ebeye Hospital.

### b. Procedures

(1) All medical referral letters will be submitted by the attending Medical Official from Ebeye or Enniburr to the Kwajalein Hospital and Host Nation Activities Office for approval by the duty Doctor/attending M.D. Access will be limited to the patient, necessary medical attendants, and one adult immediate family member.

(2) Once approved by the duty Doctor/attending M.D., the letter will be forwarded to the DSC, ATTN: DSC Supervisor.

(3) If a patient is on the USAG-KA Barred and Suspension List or a foreign national and is seeking medical attention, he or she must receive approval from the PMO and will be escorted.

(4) Patients and visitors granted access under this program shall not proceed north of 6th Street without express permission from the PMO.

(5) The Kwajalein medical facility will notify Security when all nonresident patients are released from care so they can be escorted off the installation.

c. Visitation. Individuals who are hospitalized at the Kwajalein Hospital will be permitted to have a maximum of one visitor at a time during hospital visiting hours and one adult immediate family member for an overnight attendant. Individuals requesting to visit a patient who are currently barred or suspended from USAG-KA will be denied entry. Special hospital visitation requests will be submitted by the Kwajalein Hospital to the Host Nation Activities Office and DSC, ATTN: DSC Supervisor for approval.

## **8-7. Active Duty/Retiree Service Members**

a. Policy. Service member/dependents (Enrolled in DEERS) may visit the installation for purposes of accessing retail facilities (not including Surfway), participation in community events, or visitation (no overnight stays). Dependents (Enrolled in DEERS) above the age of ten who do not have physical possession of their dependent ID card are not authorized to enter the installation.

b. Procedures.

(1) Active-Duty members and retirees of the U.S. Armed Forces who use Space-Available travel through Air Mobility Command for follow on flights are authorized use of USAG-KA billeting facilities during their layover. Active Duty must be in a leave status as certified with a valid leave form.

(a) Request must include leave form, if applicable, room reservation, and arrival/departure flight itineraries. The PMO will certify eligibility by placing the requester on a USAG-KA Form 55-R. The request will be approved or denied based on status of local background check.

(b) Host Nation Activities will be the point of contact for RMI and Freely Associated States (FAS) citizens in the U.S. Armed Forces.

(c) Billeting will be provided on a strictly space-available, non-mission impacting basis. The rate charged will be at the current rate. Individuals may only reside on the Garrison until the next available flight to their final destination. The use of residential housing is prohibited.

(d) Service members or retirees and accompanying dependents under this section are not authorized to sponsor guests.

(2) Active duty and retiree Service Members/dependents not transiting with Space-A (e.g. residents or tourists of the Marshall Islands) are permitted access to the installation according to the procedures for Unofficial Day Guests (paragraph 8-3) with the following amended procedures:

(a) The Directorate of Host Nation Activities will serve as the sponsor. Personnel requesting sponsorship must submit a Form-2 to the Host Nation Office no later than 24 hours prior to the requested time/date.

(b) Individuals must have the DoD issued ID card. This will serve to confirm the individual's status and assist with vetting to allow for special consideration/timelines for access to the installation.

(c) Access under this provision is limited to enable access to AAFES facilities and vendors, participation in community events, and visitation of USAG-KA residents. Spending and export limits are outlined in USAG-KA Regulation 190-41.

(d) All other restrictions, including duration of visits, will be in accordance with Unofficial Day Guest provisions (paragraph 8-3)

(e) Personnel transiting USAG-KA on United Airlines, Air Marshall Islands, or any other air/marine vessel are not permitted to remain overnight under this access program. Visitors under this provision must access USAG-KA through the air terminal or Dock Security Checkpoint. Access to port facilities is restricted. In instances where a private vessel's passengers desire to visit USAG-KA under this provision would thus need to dock/moor on a Marshallese facility and then transit via ferry to the DSC.

(f) The USAG-KA Hospital/Clinic are not Military Treatment Facilities. Active Duty and retiree Service members/dependents are not eligible for care the the USAG-KA hospital/clinic unless it is an emergency (life, limb, or eyesight).

(3) Additional time on island may be requested through a sponsored access program. Exceptions to this policy will be considered on a case-by-case basis and only in extreme circumstances such as unavailability of flights.

## **8-8. Funeral and Wake Access Program**

### **a. Policy.**

(1). This program allows Kwajalein Atoll Residents to enter USAG-KA to observe traditional RMI wakes (Ilomej).

(2) Access under this program is restricted to a maximum of 20 guests per day, between the hours of 0800 and ½ hour preceding the last boat. Guests are not allowed overnight stays on USAG-KA, except for 4 Immediate Family Members who may remain with the deceased overnight. Guests authorized to remain with the deceased overnight must remain in the morgue area upon approval of the USAG-KA Commander or designated representative.

(3) Deaths involving RMI VIPs or their Immediate Family Members are allowed up to 30 guests at one time. Additionally, a maximum of 8 Immediate Family Members are authorized to remain overnight with the deceased.

### **b. Procedures**

(1) The RMI Liaison Office will submit a written request, to include all additions and deletions, to the DSC Supervisor. Requests will include the full name, age, sex, and citizenship of all desired guests. In keeping with RMI customs, the eldest relative will determine which Immediate Family Members will remain overnight. These names will be designated on the entry request.

(2) The access list will be reviewed and validated every 24 hours by the RMI Liaison Office, who must submit in writing any changes to the DSC Supervisor. During non-duty hours, the RMI Liaison Office must deliver the request to the DSC Supervisor.

## **Chapter 9**

### **Education Access Programs**

#### **9-1. Policy**

Various organizations on USAG-KA provide for the educational development of Kwajalein Atoll residents. These organizations must be official USAG-KA approved activities (elements of the Kwajalein Atoll School System).

#### **9-2. Ri-Katak Program**

a. Each year several RMI children are selected to attend regular classroom education within the Kwajalein School System. This enhances the educational experience of both communities. Classes are scheduled from 0800 to 1600, Tuesday through Saturday. The RMI Liaison Office and USAG-KA Directorate of Host Nation Activities are the sponsors of the student education program, Ri-Katak.

b. Students must have their badges to access the installation. Students who do not have their badge upon arrival at the DSC will have their identity confirmed by a School Teacher and will be escorted by a School Teacher. Students of grade 6 and below will not be permitted to enter onto USAG-KA before 0700 or remain after 1900 without proper authorization submitted by the school administration to the DSC Supervisor. Jr/Sr High School students, grades 7 through 12, are authorized to be on USAG-KA daily from first boat to last boat during the school year.

c. During the summer months, beginning on the day after the Kwajalein Jr/Sr High School graduation, Ri-Katak Jr/Sr students, grades 7 through 12 are authorized to be on USAG-KA daily from the first boat to the last boat provided they have an approved permission slip (student access USAG-KA Form 2) (see Appendix H), and student's tuition from prior school year is fully paid as verified by Host Nation (NOT to exceed 14 days).

d. Transportation is provided each day for RMI students to and from each school facility. Due to safety concerns, school buses are not permitted onto Echo Pier to conduct any loading or unloading of students.

e. All students are required to process through the DSC. Each student will be verified against the authorization list provided by the Superintendent of Education prior to entering USAG-KA.

f. The Head of Schools, through the USAG-KA Directorate of Host Nation Activities, will provide the DSC Supervisor with a list of students who have been accepted into the education program for the upcoming year at least 14 days prior to the start of the school year. Each list entry will include no more than two names of either their parent's or guardian's full legal names. If the list changes during the school year, the Superintendent must notify the DSC of the change. The Head of Schools will also

provide the DSC Supervisor with a master calendar listing school activities that may require parental/guardian visits. This list of school events will be considered sufficient authorization allowing parents/ guardians entry to USAG-KA for each activity listed. The Superintendent will submit separate authorization for parents/guardians of Marshallese children attending Kwajalein school activities not listed on the master calendar.

g. Parents/guardians of Ri-Katak students enrolled in the Kwajalein School System may attend all approved Kwajalein school events and activities with their child. The school will furnish a chaperone for students unaccompanied by the parent/guardian for school activities.

h. The Head of School is required to notify the USAG-KA Directorate of Host Nation Activities immediately when an RMI student is dropped from or added to the program. Further, the USAG-KA Directorate of Host Nation Activities will immediately notify the DSC Supervisor if any student is suspended or expelled from the school system so that their name can be removed from the authorized student list.

## **Chapter 10 Commute List Program**

### **10-1. Policy**

a. The commute list system was established in conjunction with the RMI as a means of allowing RMI residents access to certain establishments on USAG-KA.

b. The commute list allows a maximum of 50 RMI residents to enter USAG-KA to conduct business (40 for Kwajalein and 10 for Roi-Namur). These 50 authorizations have been allocated to the RMI Liaison Office to distribute appropriately to the various RMI/KALGOV government agencies, for the legitimate purposes as defined by the USAG-KA Commander or his designee. All individuals must present acceptable identification upon entry/departure (see Appendix E) and be at least 21 years old. All individuals will count against the commute list authorization.

c. Individuals on the commute list are permitted up to two-hours entry into USAG-KA between the hours of 0800 and 1430, 7 days per week. No additional time or extensions will be authorized without the approval of the PMO. All commuters must sign in and out at the DSC. All commuters, regardless of time of entry, will depart no later than 1430.

d. The above does not pertain to individuals on the Roi-Namur commute list for the purpose of utilizing the AAFES coin operated laundry facility. The patrons of the laundry facility are not restricted to the two-hour limit. Third Island residents that are not C-Badge holders may utilize Roi-Namur laundry facility from 0800-1600 on weekdays and 0800-1430 on weekends. C-Badge workers on Roi-Namur may utilize the laundry facilities from 1600 until the last boat on weekdays and from 1430 until the last boat on weekends as long as they are not on the clock.

e. During Roi-Namur Bank of Marshall Islands business hours, the Roi-Namur DSC will maintain a running list of no more than five patrons to conduct banking at any given time. This program allows no more than two hours to conduct business at the bank. During this timeframe, the restrictions on the commute list's maximum numbers do not apply. The use of the bank will be maximized in accordance with this paragraph.

f. Residents of Third Island are authorized access to Roi-Namur's Surfway. This is the only authorized transport of Surfway purchased food off USAG-KA/Roi-Namur and does not apply to Kwajalein. Third Island residents will at no time purchase bulk-items. Ebeye residents and Kwajalein C-badge holders are not authorized to transport Surfway goods through Kwajalein DSC.

## **10-2. Procedures**

a. The RMI Liaison Office is responsible for ensuring that slots allocated to the RMI are distributed appropriately to the various RMI/KALGOV government agencies. Each authorized RMI/KALGOV agency is required to provide a daily commute list for its area of responsibility to the SACC DSC Supervisor no later than 1600 the day prior. Once the list is submitted, no changes will be made unless requested by the RMI Liaison or the Directorate of Host Nation Activities. Persons on the commute list are required to sign in and out at the DSC. To guarantee compliance with current Department of the Army access control measures, commute lists are required to contain the following information: date of entry, time of entry (maximum of two hours), individual's full name, age, sex, and purpose of visit.

b. Legitimate purposes for access to USAG-KA under the commute list program are as follows:

(1) Conducting business at a USAG-KA contractor human resources office.

(2) Conducting business at the RMI Liaison office.

(3) Scheduling flights with Air Marshall Islands or United Airlines representatives.

c. The USAG-KA Commander or designated representative may approve additional legitimate purposes for entry upon request.

d. Individuals granted access to USAG-KA under the commute list program shall not proceed to any other location not required for the listed legitimate purpose without express permission from the PMO.

e. Individuals who do not depart by the 2-hour limit or who visit other locations outside of the legitimate purposes stated above are in violation of this regulation and subject to administrative action.

## Chapter 11

### Unofficial Guests Traveling Space-Available Aboard USAG-KA Aircraft or Other Private and Commercial Flights for Atoll Travelers. Otherwise Known as the USAG-KA Fly-Out Program

#### 11-1. USAG-KA Fly-Out Program

a. The purpose of this program is to govern and moderate all privileges and restrictions to non-USAG-KA personnel utilizing the Bucholz AAF. This includes but is not limited to the utilization of the AMC "Space-A Flights", United Airlines, and Air Marshall Islands (AMI) flights. All privileges and restrictions apply towards the movement of non-USAG-KA personnel described below between the DSC and the E/E at Bucholz AAF.

b. Marshallese Born Citizen. To provide proof of Marshallese born citizenship, individuals must provide a passport annotating Marshallese citizenship. Passport will also annotate Marshallese born citizenship. All small children must show proof via birth certificate that they are authorized to accompany the adult/parent. Marshallese born citizens are authorized to enter the island two hours before and leave the island two hours after their respective flights. An optional bus will be provided to transport baggage to and from the DSC/airport terminal 20 minutes prior to check-in for departure.

c. Area Restrictions. Full access North of 9th street. All areas south of 9th Street are considered restricted for "Fly-out Personnel". "Fly-out Personnel" will be allowed to shop at the DSC and the AAFES Food Court. No access to Surfway, Zamperini Dining Facility, or any additional retail goods location is granted.

d. Third Country Nationals. Regardless of Marshallese citizenship, individuals with passports annotating a nationality or place of birth other than that of the RMI, Freely Associated States of Micronesia, or the United States as proof of citizenship are considered "third country nationals". Third country nationals and their baggage will be escorted by the SACC between the DSC and E/E. No shopping privileges or unescorted access outside of the E/E or DSC is permitted.

e. Non-USAG-KA American Citizens. To provide proof of American citizenship, individuals must provide a passport annotating American citizenship. This includes American citizens who have not been previously vetted through orders, 55R/480, day pass, transient, or another form through the PMO. These individuals will have the option to be transported with their baggage between the DSC and E/E or be allotted 20 minutes to transit between the DSC and E/E.

f. United Nations. A United Nation (UN) Passport is not an authorized form of Identification to enter the installation. The individual arriving or departing USAG-KA must provide a passport from the country of citizenship indicating nation of origin.

g. Dependent Exceptions: Dependents are only allowed to join passport-holding citizens of any nation if they also produce a passport. Their classification as shown above will be dependent upon their passport.

## **11-2. Intra-Atoll Fly-Out Program**

a. Individuals requesting air travel from Roi-Namur to Kwajalein or Kwajalein to Roi-Namur via USAG-KA Intra-Atoll space-available services will be required to submit acceptable identification (see Appendix E). Children under the age of 16 must be accompanied by a parent or guardian. A "Fly-In/Out" Badge will be issued upon presenting identification as listed above at the DSC and surrendered when out-processing USAG-KA at their destination (Roi-Namur or Kwajalein).

b. An individual with the intention of flying the same day must inform the DSC Officers and obtain a "Fly-In/Out" Badge. The "Fly-In/Out" Badge must remain with the individual until out-processing USAG-KA at their destination (Roi-Namur or Kwajalein). If the individual is unable to fly that day, the "Fly-In/Out" Badge will be returned to the DSC at the time of out-processing from entry.

c. If an individual is unable to board any of the flights, they will immediately report to the DSC to process off USAG-KA. Use of a two-hour window before and after their flight when there is no flight will be considered abuse of the access control program and is subject to administrative action.

d. Any individual on the USAG-KA Barred or Suspension List and individuals who are considered Third Country Nationals will be escorted from the DSC to the Atoll Terminal and vice versa.

e. Area Restrictions: Full access North of 9th street. All areas south of 9th Street are considered restricted for "Fly-out Personnel". "Fly-out Personnel" will be allowed to shop at the DSC and the AAFES Food Court. No access to Surfway, Zamperini Dining Facility, or any additional retail goods location is granted.

## **Chapter 12**

### **Special Allowances for RMI Official Visitors (RDV)**

#### **12-1. Policy**

a. Establishes USAG-KA's E/E policies, procedures, and privileges for approved RMI visitors, government officials, and traditional leaders (Host Nation will provide updated lists to E/E monthly). All policies and procedures outlined within this section are subject to the discretion of the USAG-KA Commander or designated representative and may be adjusted or terminated as necessary. Requests for exceptions to these policies and procedures will be considered on a case-by-case basis through the RMI Ministry of Foreign Affairs to the U.S. Embassy and USAG-KA Directorate of Host Nation Activities for approval.

b. The Directorate of Host Nation Activities, in coordination with the U.S. Embassy and the RMI Ministry of Foreign Affairs and Trade, will ensure compliance and are responsible for maintaining current and accurate lists of individuals afforded the above privileges.

c. All RMI visitor requests will be submitted through the Directorate of Host Nation Activities. All overnight access requests will be submitted in accordance with Chapter 4, paragraph 4-11. Requests for day access will be submitted in accordance with Chapter 8

#### **12-2. Procedures**

a. If an RDV badge has not been issued, a completed entry request will be sent by the RMI MOFAT to USAG-KA to conduct official business and the E/E Supervisor will issue the appropriate badge.

b. Individuals approved under this section may be issued installation access and badges while actively serving in official positions.

#### **12-3. Authorized Officials**

##### **a. Traditional Leaders**

(1) Four Paramount Family Leaders. The four paramount family leaders and recognized Leroij and Iroij of Kwajalein Atoll, as identified in writing, have been selected by the USAG-KA Commander to have special access and limited retail shopping privileges on USAG-KA as defined in USAG-KA Regulation 190-41. Each Paramount Leader is permitted one permanently assigned proxy and up to two assistants. Proxies

are not afforded “assistants” and cannot sign in other people under the RDV principle’s name. See Appendix G.

(2) Other Traditional Leaders. Other traditional leaders listed under this section are extended the same privileges as the Paramount Family Leaders. See Appendix G.

(3) Landowners (Alaps). Alaps for the four Paramount Family Leaders and as appointed by each respective Paramount Chief or Leroij are permitted access to those respective islands to visit their holdings. Alaps are authorized access to USAG-KA on Saturdays between 0700-1900 for a maximum of two hours. See Appendix G.

b. Authorized Government Officials. The following RMI elected government officials have been designated by the USAG-KA Commander to have special access and limited retail shopping privileges on USAG-KA. Under no circumstances may these privileges be delegated to another individual.

(1) The President and First Spouse of the Marshall Islands.

(2) Current members of the Presidential Cabinet.

(3) Current elected Senators representing Kwajalein Atoll.

c. Authorized Officials on Official Business. The following RMI and Kwajalein Atoll Government (KALGOV) officials have been designated by the USAG-KA Commander to have special access and limited retail shopping privileges when conducting official business on USAG-KA. Under no circumstances may these privileges be delegated to another individual.

(1) Current elected members of the Nitijela who are not members of the Presidential Cabinet.

(2) The Chaplain of the Nitijela.

(3) The Mayor of Ebeye.

(4) Selected City Councilmen and City Managers.

(5) Selected GRMI representatives on Ebeye.

## **Chapter 13**

### **Procedures for Access to USAG-KA Restricted Areas**

#### **13-1. Policy**

- a. Establishes policies and procedures governing the entry and exit of USAG-KA Restricted Areas.
- b. The Kwajalein and Roi-Namur airfields, Echo Pier, and the fuel piers on Kwajalein, Roi-Namur, Meck Island, United/ATI air terminal, and other USAG-KA Defense Sites are restricted areas and require special authorization to enter.
- c. All individuals requiring access to these restricted areas are required to obtain authorization from the E/E Supervisor through their Facility Security Officer (FSO).
- d. Entry will be approved for official business only.
- e. Restricted Area Access Badges issued pursuant to this section do not entitle an individual access to any facility located in the restricted areas.
- f. Badges issued under authority of this chapter are valid for a period of two years.

#### **13-2. Procedures**

- a. Individuals requiring continuous access to perform official duties in these restricted areas will request badging through their employer/organization. Employers will complete Form 55-R. Requests will then be forwarded through the employee's department manager to the organization's Facility Security Officer (FSO) who will verify that the individual is cleared for access to the restricted area(s). The FSO will then forward the request to the E/E Supervisor for review.
- b. After approval, the individual will receive a Restricted Area Access Badge (Non-Classified Areas).
- c. Individuals must present their Restricted Area Access Badge to SACC officials prior to entering these restricted areas at designated checkpoints. Individuals are further required to always display their badge while in the restricted areas. Access to restricted areas will be denied if the individual does not have the access badge.
- d. Access to Echo and Yokohama piers during stevedoring and hazardous operations is restricted to work crews.

e. Unescorted access through the United/ATI security terminal is limited to only United Airlines and ATI employees, the Garrison Commander, the Provost Marshal, and Director of Host Nation Activities. Individuals are not authorized beyond the security checkpoint when assisting others who are departing the island. The Garrison Commander, Provost Marshal, and Director of Host Nations are authorized to escort additional personnel beyond the security checkpoint when conducting official business.

f. BLDG 687 (Entry/Exit) is considered a restricted area during reception operations. Reception operations consist of processing new arrivals via aircraft. Personnel are not authorized in the secured and fenced-in area of E/E during this time. Personnel are not authorized to enter the restricted area for the purposes of welcoming new arrivals to the installation. All welcome parties must wait outside of the building. This policy does not apply to the Garrison Commander, Garrison CSM, Deputy Garrison Commander, Host Nation Activities personnel, PAO, and security personnel who are conducting official business.

## **Chapter 14**

### **Travel to USAG-KA Defense Sites and Non-USAG-KA Islands**

#### **14-1. Policy**

a. Establishes policies and procedures for USAG-KA residents, visitors, and TDY personnel traveling to any USAG-KA Defense Site (excluding Kwajalein and Roi-Namur) and other non-USAG-KA areas of Kwajalein Atoll.

b. All USAG-KA Defense Sites, are restricted areas and require special authorization to enter. All individuals requiring access to USAG-KA Defense Sites, other than Kwajalein and Roi-Namur will be required to obtain authorization from the E/E Supervisor through their Facility Security Officer (FSO). Generally, these sites are restricted to official business only.

c. The Status of Forces Agreement between the U.S. and the RMI exempts USAG-KA residents from obtaining a passport or visa to enter and travel within the RMI. However, other requirements must be satisfied to enter non-USAG-KA islands. Access to restricted areas must be filled out on the 55-R and HRs must provide a list of all FSO to the SACC.

#### **14-2. Procedures**

##### **a. Travel to Non-USAG-KA Islands in Kwajalein Atoll:**

(1) All individuals desiring to travel to any non-USAG-KA island via private or USAG-KA marine recreational vessels must first obtain written authorization from the RMI Liaison Office. The Directorate of Host Nations is available to assist with requests to the RMI Liaison Office.

(2) Individuals entering a non-USAG-KA island must enter through an official port-of-entry if available.

(3) Individuals are not required to obtain approval for day trips to Ebeye or Enniburr. However, overnight trips to Ebeye or Enniburr and any travel to other non-USAG-KA island within Kwajalein Atoll requires approval from the RMI. Individuals should consult the RMI Liaison for specific RMI requirements. Additionally, the requestor must fill out a Security and Access Control RMI Special Request, Form 104-1.

##### **b. Travel to USAG-KA Defense Sites (Excluding Kwajalein and Roi-Namur):**

(1) Entry onto any USAG-KA Defense Site (excluding Kwajalein and Roi-Namur) is prohibited, except as noted below.

(2) Individuals are authorized to land on Gagan Island or the USAG-KA area of Carlos Island after obtaining written authorization from the E/E Supervisor. Requesters shall use the "RMI Special Trip Request" form. Entry to the non-USAG-KA area of Carlos is prohibited unless written authorization is also obtained from the RMI Liaison Office.

## **Chapter 15**

### **Foreign Military Aircraft Entering USAG-KA**

#### **15-1. Policy**

a. All foreign military aircraft desiring to enter USAG-KA for the purpose of providing crew breaks or refueling stops must first request approval through the U.S. State Department. If approved by the U.S. State Department, Commanders of foreign military aircraft shall comply with Chapter 6.

b. Entry into USAG-KA is restricted to Monday 0530 to 2200 and Tuesday - Saturday, from 0530 to 1900 and during emergencies.

c. All foreign military aircraft entering USAG-KA are subject to inspection by the SACC. Aircraft may be denied entry for failure to comply.

#### **15-2. Procedures**

a. All foreign military must obtain Entry Authorization from the USAG-KA Commander or designated representative 14 days prior to entering USAG-KA airspace.

b. The Aviation Department Base Operations shall coordinate Entry Requests for aircraft landings with the E/E Supervisor.

c. The aircraft commander of any foreign military aircraft entering USAG-KA must be in possession of the following:

(1) Approved USAG-KA Entry Authorization.

(2) Invitational travel orders issued by the U.S. Department of Defense through the U.S. State Department.

(3) Acceptable identification (see Appendix E) for all crew and passengers.

d. The SACC is responsible for the following:

(1) Processing all Entry Requests.

(2) Processing all arriving/departing aircraft crew and passengers to include briefings and baggage inspections.

## **Chapter 16**

### **Third Country National (TCN) Pass Through**

#### **16-1. Policy**

a. Entry into USAG-KA by certain individuals presents concerns relating to Operations Security (OPSEC). These individuals may have been cleared by RMI Immigration to travel or reside within the RMI, but this does not automatically grant entry authorization to USAG-KA. In accordance with DoDD 3200.11: Major Range and Test Facility Base (MRTFB), a MRTFB may be used by other DoD users (including DoD training users), and by individuals outside the Department such as US Government Agencies, State and local governments, allied foreign governments and commercial entities.

b. All persons entering USAG-KA must have a valid purpose to enter, have their identity proofed and vetted, and be issued, or in possession of, an authorized and valid access credential (see Appendix E). TCNs and other persons passing through USAG-KA without a valid purpose to enter will receive security escort.

#### **16-2. Procedures**

a. All individuals transiting through USAG-KA will be screened by security personnel to determine whether the person(s) are TCNs. The E/E or DSC representative will review the individual's passport to determine citizenship.

b. Patrols will escort all TCNs and other persons passing through USAG-KA without a valid purpose to the DSC or the E/E Air Terminal.

c. Once an individual has been identified as a TCN, the E/E representative will provide a copy of the individual passport to the DSC and security representative office. The PMO, intelligence agencies and the RMI Liaison Office will be notified of all such individuals transiting through USAG-KA.

d. Under no circumstances will non-sponsored Foreign Nationals be authorized "Remain Overnight" privileges on USAG-KA.

e. Authorization to search any mode of travel for security posture, increased threats and emergency will go through DES and the Garrison commander.

## **Chapter 17 Installation Out-processing**

### **17-1 Policy**

a. This chapter governs the required use of USAG-KA Form 137-2a (Installation Clearance Record) and the USAG-KA in/out processing form. All permanent residents are required to out-process commonly used installation activities when conducting PCS from USAG-KA.

b. USAG-KA Form 137-2a and the in/out processing form supplements Department of the Army and tenant organizations' out-processing requirements and does not supersede those requirements.

c. The Installation Clearance Record ensures readiness for all permanent residents permanently departing USAG-KA, closes out personnel and finance records, and ensures debt to the government and its instrumentalities is identified and action is taken to obtain payment before transition.

### **17-2. Procedures**

a. Permanent residents will obtain USAG-KA Form 137-2a and or in/out processing form from their organization's HR representative or supervisor in the event the organization does not have an HR component 14 days prior to date of travel.

b. Residents must clear required Installation activities and return the completed form, along with their access badge, to E/E on the day of travel. Failure to comply may result in delayed departure and/or administrative action.

MATTHEW J. CANNON  
COL, AR (FA40)  
Commanding

## **Appendix A**

### **References**

#### **18 U.S.C. 1001**

Statements of Entries Generally

#### **18 U.S.C. 1382**

Entering Military, Naval, or Coast Guard Property

#### **26 U.S.C. 152**

IRS Code Definition of Dependent

#### **50 U.S.C. 797**

Security Regulations and Orders; Penalty for Violation

#### **32 CFR 525.1**

Entry Authorization Regulation for Kwajalein Missile Range

#### **SMDC-IN-S Policy No. 380-10**

International Security: Foreign Disclosure and Contacts with Foreign Governments or International Organizations

#### **DoD 5200.08-R**

Physical Security Program, Change 2

#### **DoDI 5200.08**

Security of DOD Installations and Resources and the DoD Physical Security Review Board, Change 3

#### **DoDD 5230.20**

Visits and Assignments of Foreign Nationals

#### **DoDI 1000.25**

DoD Personnel Identity Protection (PIP) Program

#### **U.S. Public Law 99-239**

Compact of Free Association Act of 1985, amended 2024

#### **AR 95-2**

Air Traffic Control, Airfield/Heliport, and Airspace Operations, 31 March 2016

**AR 190-13**

The Army Physical Security Program

**AR 600-8-14**, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel

**USAG-KA Regulation 210-21**

Control of Alcoholic Beverages and Intoxicants on USAG-KA

**USAG-KA Regulation 190-41**

Control of Retail Items and Resale of Goods at USAG-KA

**USAG-KA Regulation 190-50**

Administrative Bar Actions, and Access Violation Procedures

**Army Directive 2014-05**

Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors

**Homeland Security Presidential Directive (HSPD) 12**

## **Appendix B Violations, Sanctions, and Penalties**

### **B-1. Policy.**

This appendix addresses Chapter 9 Unofficial Overnight Guests, access violations, and criminal violations.

### **B-2. Procedure.**

The PMO is responsible for the administration and enforcement of the penalties prescribed within this regulation. Violations of the programs will be documented and maintained on file at the Office of the Provost Marshal.

### **B-3. Violations.**

Violations and penalties are divided into three categories: (1) Criminal, (2) Administrative Time Violations, and (3) Administrative Rules Violations.

#### **a. Criminal**

(1) Any individual who violates this regulation or any other regulation governing the protection and security of military or naval aircraft, airport, air facilities, vessels, harbors, ports, piers, waterfront facilities, bases, forts, posts, laboratories, stations, vehicles, equipment, explosives, other property or places subject to the jurisdiction, administration, or in the custody of the DoD, may be subject to criminal prosecution pursuant to Section 21 of the Internal Security Act of 1950 (Title 50 U.S.C. Section 797) and Department of Defense Directive 5200.8, Security of DOD Installations and Resources, dated December 2005. Public Law 99-239 provisions grant U.S. jurisdiction on the USAG-KA Defense Sites.

(2) Any individual who knowingly and willfully makes a false or misleading statement or representation in any matter within the jurisdiction of any department or agency of the United States may be subject to criminal prosecution pursuant to Title 18 U.S.C. Section 1001.

(3) Any individual who enters a military installation for any purpose prohibited by law or regulation or re-enters a military installation after being ordered not to re-enter by the Commander or any police officer may be subject to criminal prosecution pursuant to Title 18 U.S.C. Section 1382.

b. Time Violations. This applies to all access programs in this regulation. Guests who violate any of the time requirements will be cited with a trespass violation.

(1) when a guest(s) fails to exit USAG-KA by the prescribed exit time on their badge.

(2) The offense of trespassing is processed if a guest remains overnight on USAG-KA without authorization.

c. Rules Violations. This applies to all access programs in this regulation. USAG-KA sponsor(s) and their guests who fail to comply with the requirements will be cited for a rule's violation.

d. Violation Notices

(1) The PMO will issue violation notices to the sponsor and their Guests.

(2) Violation notices will be served on the guests and sponsor with copies forwarded to the sponsor and guests respective company HRO or Administration Office. If the guest is a Kwajalein Atoll resident and does not work at USAG-KA, a copy of the violation notice will be forwarded to the RMI Liaison Office for delivery to the violator. Copies of all violation notices, along with a listing of current and previous violators, will be maintained at the PMO.

(3) Representatives of tenant activities or organizations who violate the access programs are also subject to any applicable penalties.

e. Sanctions and Penalties

(1) Sanctions and penalties are provided by law and regulation.

(2) Penalties for Criminal Violations: See the relevant criminal statute(s).

(3) Sanctions for Time Violations: See USAG-KA Regulation 190-50 (Administrative Bar Actions, and Access Violation Procedures)

(4) Sanctions for Rules Violations: As defined in individual program

(a) First Violation – Warning.

(b) Second Violation - 30-Day Suspension of visit/sponsorship privileges.

(c) Third Violation – Administrative Bar Action.

**NOTE:** Individuals who have committed a Time Violation under any of the Access Programs may have also committed a Rule Violation. These individuals will be subject to the sanctions provided under each type of violation (Time and Rules).

## **Appendix C**

### **Procedures for Replacing Lost or Damaged Badges**

#### **C-1. Policy**

You are responsible for keeping your ID card in good condition, and you are the only person allowed to use the card. Any person willfully altering, damaging, lending, counterfeiting, or using these cards in an unauthorized manner may have their privileges revoked and administrative or criminal charges assessed against them. All badges that are unreadable or damaged may be confiscated by the PMO or SACC upon inspection. Badge holders will be required to report to the E/E office during normal business hours to obtain a new badge.

#### **C-2. Procedures**

An individual who loses or damages his/her USAG-KA Installation Access Badge ("C," "K," "D," and TDY Visitor Badges) must undertake the following steps to obtain a replacement.

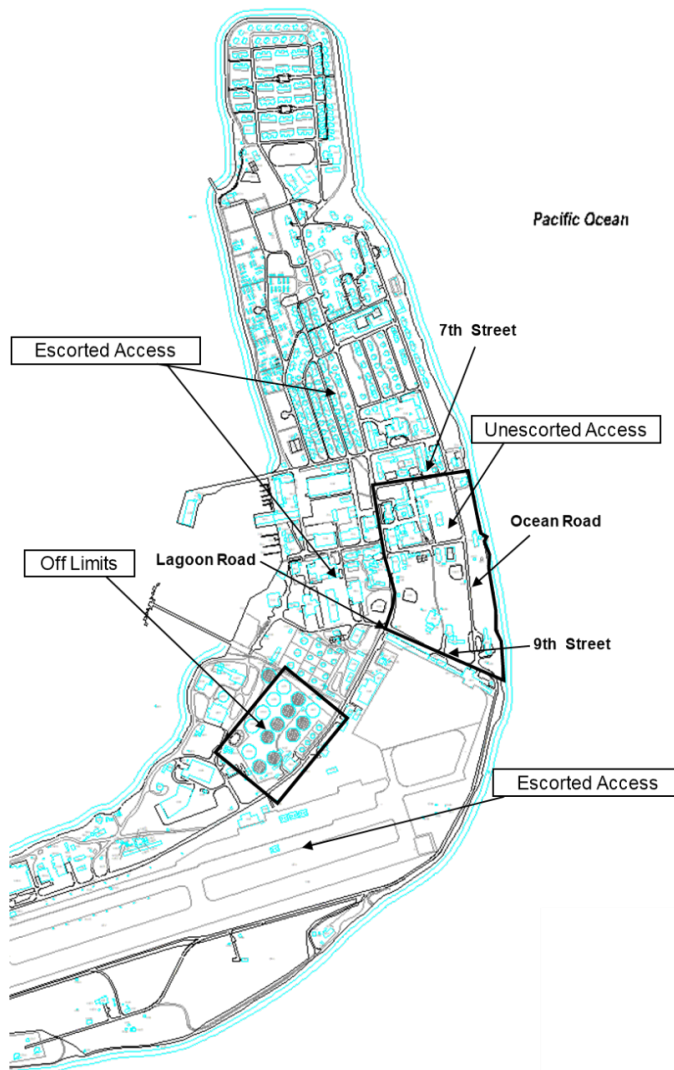
- a. If your badge is lost or stolen, you must file a police report and provide copy to E/E office.
- b. Individual will report to the LOGCAP "Cash Cage" located in building 702 and pay the required lost badge fee. The lost badge fee is dictated by the annual installation Catalog of Services. The Cash Cage will provide the individual with a receipt for record keeping.
- c. The individual must bring copy of police report and their receipt showing payment of the lost badge fee to E/E office and complete a new Form 55-R for a new badge at time of visit. You will also be required to provide alternate ID to confirm identity prior to being issued a new badge.
- d. SACC will verify all information provided and will then issue a new USAG-KA installation access badge. If additional information is required by the SACC officer, individual may be required to retrieve additional information prior to receiving badge.

## Appendix D Foreign Visitors Authorized Visit Areas

### D-1. Access Restrictions:

a. Unescorted Access. Unescorted access is restricted to the USAG-KA “down-town” area. Down-town boundaries include 7th Street (Northern Boundary), Pacific Ocean (Eastern Boundary), 9th Street (Southern Boundary), and Lagoon Road (Western Boundary). Access outside the boundaries is unauthorized.

b. Escorted Access. Visitors must have an escort in all other areas not outlined above.



## **Appendix E**

### **Identity Proofing Requirements and Authorized Identification**

#### **E-1. Policy**

a. All persons entering USAG-KA must have a valid purpose to enter, have their identity proofed and vetted, and be issued or in possession of an authorized and valid USAG-KA access credential.

b. Persons possessing the following types of identification shall be considered identity proofed and vetted for unescorted access to USAG-KA.

(1) DoD-issued Common Access Card (CAC).

(2) DoD-issued card in accordance with DoDI 1000.13 (Military or Dependent Identification Cards).

(3) Federal Personal Identity Verification (PIV) credentials in conformance with DoDI 5200.01.

(4) Transportation Worker Identification Credentials (TWIC).

c. Non-Federal Government and non-DOD-issued card holders who request unescorted access to USAG-KA require identity proofing and vetting to determine fitness and eligibility for access.

d. Persons requesting unescorted access who are not in possession of identification as required by paragraph E-1, b., will present one of the following types of identification to security personnel for the purposes of identity proofing. All identification in this section must be current and compliant with the Real ID Act.

(1) U.S. passport or U.S. passport card.

(2) U.S. Permanent Resident Card or U.S. Alien Registration Receipt Card (INS Form I-551).

(3) Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine-readable U.S. immigrant visa.

(4) Foreign passport with a current arrival-departure record (INS Form I-94) bearing the same names as the passport and containing an endorsement of the

alien's nonimmigrant status, if that status authorizes the alien to work for the employer.

(5) Employment authorization document that contains a photograph (INS Form I-766).

(6) For a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with INS Form I-94 or INS Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status. Endorsement must not be expired and proposed employment is not in conflict with any restrictions or limitations identified on the form.

(7) Driver's license or identification card issued by a U.S. State or outlying possession of the United States with a photograph and biographic information such as name, date of birth, gender, weight, height, hair color, eye color, and address.

(8) Identification card issued by U.S. Federal, U.S. State, or U.S. local government agencies with a photograph and biographic information such as name, date of birth, gender, weight, height, hair color, eye color, and address.

(9) U.S. Military or draft record.

(10) U.S. Coast Guard Merchant Mariner Card.

(11) Native American tribal document.

e. Persons requesting unescorted access who are under the age of 18 and are unable to present a document listed in subparagraph d., (1) through (11), above, will present one of the following types of identification to Law Enforcement personnel for the purposes of identity proofing:

(1) School identification card.

(2) School record or report card.

(3) Day care or nursery school record.

(4) Birth certificate.

f. The following derogatory information will be submitted for a bar from installation.

(1) Criminal arrest information that the individual presents a potential threat to the good order, discipline, or health and safety on the installation.

(2) The individual's identity cannot be verified against claimed identity due to submitting fraudulent information to gain access.

(3) The individual has a current arrest warrant, regardless of the offense or violation.

(4) The individual is currently barred from entry or access to a federal installation or facility.

(5) The individual has been convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, drug possession with intent to sell, or drug distribution.

(6) The individual has a U.S. conviction for espionage, sabotage, treason, terrorism, or murder.

(7) The individual is a registered sex offender.

(8) The individual has a felony conviction within the past ten years, regardless of the offense or violation.

(9) The individual has been convicted of a felony firearms or explosives violation.

(10) The individual has engaged in acts or activities designed to overthrow the U.S. Government by force.

(11) The individual is identified as known to be or suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

(12) If individual(s) threatened bodily harm to security or law enforcement agents, they will be subject to permanent bar or at a minimum 1-year bar.

g. Upon initial entry to USAG-KA, a person presenting the identification in subparagraph d. above, law enforcement personnel will query U.S. government

authoritative data sources to vet the claimed identity and determine fitness of the individual. Additional periodic or random checks may be conducted upon subsequent entries.

h. All persons requesting unescorted access to USAG-KA will be checked against the USAG-KA Bar and Suspension List. Persons barred or suspended will not be permitted unescorted access to USAG-KA.

i. After required proofing and vetting, persons allowed unescorted access will be provided with a locally produced, temporary issue, visitor identification that provides the date and period of time for which access is granted. A C-Badge may be used as acceptable identification for entry onto USAG-KA after the C-Badge holder has been appropriately proofed and vetted in accordance with this Appendix.

## **Appendix F USAG-KA Vetting Procedures**

### **F-1. Policy**

a. All persons over the age of seventeen years will receive appropriate vetting prior to receiving installation access and USAG-KA badge. A minimum of a National Crime Information Center (NCIC) check (or equivalent for non-US citizens) and a USAG-KA bar check are mandatory for all personnel.

b. All agencies sending personnel, permanent or temporary, without a current DOD Common Access Card (CAC) or security clearance will provide USAG-KA with:

(1) A memorandum outlining the organization's security vetting process.

(2) A memorandum attesting to the completion of vetting for each of their employees to include accompanying dependents over the age of seventeen years with no derogatory results found. If derogatory information is discovered during the vetting process, that information must be submitted to the PMO for adjudication prior to approval for travel to USAG-KA.

c. Appendix E of this regulation outlines the derogatory information that could lead to denied access. All derogatory information will be vetted by PMO for fitness prior to access.

d. Per AR 190-13, DoD CAC holders, and/or security clearance holders, have been previously vetted and will be authorized unescorted access to USAG-KA. Agencies requesting access will identify these personnel to USAG-KA.

### **F-2 Process**

Prior to installation access and issuance of a USAG-KA access badge, vetting will be completed in accordance with this regulation.

a. Residents (including dependents over the age of seventeen years) who do not have a DoD CAC or do not possess a current U.S. Security Clearance will be vetted in accordance with this regulation. Derogatory information discovered during the vetting process could result in adverse administrative action by USAG-KA Commander.

b. Sponsoring agencies are required to identify future employee(s) and applicable dependent(s), conduct vetting, and provide vetting results to the USAG-KA PMO a minimum of 14 workdays prior to the individuals' starting date for travel. As individuals arrive on USAG-KA, E/E personnel will confirm appropriate vetting results are available and issue applicable USAG-KA badging.

c. Sponsors will submit visitor requests (USAG-KA Forms 480 and 55-R) as required by this regulation, 14 days in advance of starting date for travel. The PMO will conduct internal checks and provide feedback as appropriate to the sponsor or forward approval to E/E personnel. As visitors arrive at USAG-KA, E/E will confirm vetting results are available and issue applicable USAG-KA visitor badge.

**Appendix G**  
**RMI Traditional Leaders**

USAG-KA 190-10	<b>TRADITIONAL LEADERS.</b> Shopping privileges. May arrive on first ferry and depart on last ferry Sunday through Saturday. Authorized one (1) proxy and up to two (2) assistants. Shopping Limit \$250. USAG-KA 190-10, Chapter 12.						
	<b>TRADITIONAL LDRS</b>	<b>POSITION</b>	<b>DOMAIN (MOJEN)</b>	<b>DAYS</b>	<b>TIMES</b>	<b>REMARKS</b>	<b>BADGE#</b>
<b>THE FOUR (4) PARAMOUNT FAMILY LEADERS</b>							
	KABUA, Michael (proxy Julius Johnson)	Irojlaplap	JEIMATA	Sun-Sat	1st-last boat	Shopping privileges/proxy/ 2 assistants	RDV
	LOEAK, Christopher (proxy Bruce Loeak)	Irojlaplap	LOEAK	Sun-Sat	1st-last boat	Shopping privileges/proxy/ 2 assistants	RDV
	LOEAK, Christopher (proxy Felix Loeak)	Irojlaplap	LITOKWA	Sun-Sat	1st-last boat	Shopping privileges/proxy/ 2 assistants	RDV
	REIMERS, Catherine Neimat (proxy Lanny Kabua)	Leroij	LAELAN	Sun-Sat	1st-last boat	Shopping privileges/proxy/ 2 assistants	RDV
<p>Note 1: Michael Kabua ascended title with passing of Imata Kabua. Christopher Loeak ascended title with passing of Kotak Loeak</p> <p>Note 2: With passing of Christopher Loeak, the Irojlaplap title is vacant until filled; hence both Loeak and Litokwa domains, which were under Christopher Loeak, pend appointment of a Irojlaplap.</p>							

<b>OTHER TRADITIONAL LEADERS AND PROXIES.</b> Leroij Anta Kabua-James is extended the same privileges as the Paramount Family Leaders. Heirs Shopping Limit \$150. Proxies may use shopping privileges if paramount chiefs are not using them.							
	KABUA-JAMES, ANTA	Leroij	JEIMATA	Sun-Sat	1st-last boat	Shopping privileges/ proxy/2 assistants	RDV

KABUA, DRILE KILI	Heir	JEIMATA	Sun-Sat	1st -last boat	Shopping privileges/ 2 attendants	RDV
KABUA, AKLINA	Heir	JEIMATA	Sun-Sat	1st -last boat	Shopping privileges/ 2 attendants	RDV
KABUA, AMY	Heir	JEIMATA	Sun-Sat	1st -last boat	Shopping privileges/ 2 attendants	RDV
JAMES, MORRISON JR	Heir	JEIMATA	Sun-Sat	1 <sup>st</sup> -last boat	Shopping privileges/ 2 attendants	RDV
KABUA, TINA	Heir	JEIMATA	Sun-Sat	1 <sup>st</sup> -last boat	Shopping privileges/ 2 attendants	RDV
KABUA, ANJOJO	Heir	JEIMATA	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV
KABUA, MORRIE	Heir	JEIMATA	Sun-Sat	1st- last boat	Shopping privileges/ 2 attendants	RDV
KABUA, TELMONG	Heir	JEIMATA	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV
KABUA, LIEOM JILALA	Heir	JEIMATA	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV
JOHNSON, JULIUS	Proxy	JEIMATA	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV
LOEAK, RITOK	Heir	LOEAK & LITOKWA	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV
LOEAK, PAUL	Heir	LOEAK & LITOKWA	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV

SOLOMON, ATLINA	Heir	LOEAK & LITOKWA	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV
LOEAK, BRUCE	Proxy	LOEAK	Sun-Sat	1st -last boat	Shopping privileges/ 2 attendants	RDV
LOEAK, FELIX	Proxy	LITOKWA	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV
REIMERS, ROBIN	Heir	LAELAN	Sun-Sat	1st -last boat	Shopping privileges/ 2 attendants	RDV
LOMAE, JOERINE	Heir	LAELAN	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV
ISHIMURA, GODFREY	Heir	LAELAN	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV
KABUA, LANNY	Proxy	LAELAN	Sun-Sat	1st-last boat	Shopping privileges/ 2 attendants	RDV

<b>ALAPs for the four (4) MOJEN and as appointed by each respective IROIJLAPLAP or LEROIJ. Each Alap is authorized access to USAG-KA on Saturdays for two (2) hours. Shopping privileges limited to AAFES/\$35 daily/on island consumables/no export.</b>							
<b>Irojlaplap MICHAEL LAMANINI KABUA</b>							
PAUL, David	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx	
RIKETA, Jesse L., Sr	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx	
ANJOLOK, Kelly	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx	
JATIOS, Juren	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No.	

	MATAUTO, Lawson	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	LOEAK, Betty	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	JITIAM, Ray	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	DRIBO, Richard	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	BALOS, Madeline	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	MAKPHI, Jae	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	JERICHO, Meria	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	RUBON, Witko	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	JEADRIK, Carmen	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	ANEJ, Garden	ALAP	JEIMATA	Saturdays	2 hours	Shopping privileges	RDV Badge No.
<b>Leroij CATHERINE NEIMAT REIMERS</b>							
	ANJOLOK, Roselina	ALAP	LAELAN	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	AMOS, Kotae	ALAP	LAELAN	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	MULLER, Philomena	ALAP	LAELAN	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	LEJJENA, Jedrik	ALAP	LAELAN	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx

	MEA, Homer	ALAP	LAELAN	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	SCHMIDT, Herman	ALAP	LAELAN	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
<b>Irojlaplap CHRISTOPHER LOEAK</b>							
	MAWILONG, Elbi	ALAP	LOEAK & LITOKWA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	WAJAR, Mercina	ALAP	LOEAK & LITOKWA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	KILMA, Juliet	ALAP	LOEAK & LITOKWA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	TEN, Kimo	ALAP	LOEAK & LITOKWA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	LOEAK, Ebil	ALAP	LOEAK & LITOKWA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	CLAMEN, Aister	ALAP	LOEAK & LITOKWA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	LAKJIN, Russel	ALAP	LOEAK & LITOKWA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx
	ATNEJ, Molly	ALAP	LOEAK & LITOKWA	Saturdays	2 hours	Shopping privileges	RDV Badge No. xx

# Appendix H RI-KATAK Student Parental Permission

**PARENTAL PERMISSION AND  
HOLD HARMLESS AGREEMENT**  
*(READ CAREFULLY)*

PARENT'S NAME: \_\_\_\_\_ PH #: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

EMAIL (optional): \_\_\_\_\_

I am the lawful parent of:

\_\_\_\_\_ [CHILD'S NAME] \_\_\_\_\_, a participant in the Kwajalein School

System's RI-Katak Guest Schooling Program. Understanding that my child desires to regularly visit US Army Garrison Kwajalein, to continue interaction and association with Kwajalein Schools classmates during the school's summer vacation, I hereby grant permission for my child to visit US Army Garrison Kwajalein Atoll under the same terms and conditions as the permission granted to participate in the RI-Katak Guest Schooling Program.

I understand that I remain responsible for my child's conduct and compliance with all rules, regulations, and policies governing visits to US Army Garrison Kwajalein Atoll, and that this privilege shall be revoked if my child fails to comply.

Kwajalein resident \_\_\_\_\_ [SPONSOR'S NAME] \_\_\_\_\_ has agreed to sponsor my child's

visits, and may be contacted at:

\_\_\_\_\_ [TELEPHONE]

\_\_\_\_\_ [QUARTERS NUMBER]

In consideration of the privilege and benefit above described, I agree to release and hold harmless the United States of America, its officers, agents, employees, and assigns, from any liability for damages or injury to persons or property that may arise or be incident to my child's visitation of US Army Garrison Kwajalein. I further agree to indemnify the United States for any damage or injury caused by any negligence or misconduct of my child.

**BY SIGNING, I DECLARE THAT I HAVE READ AND VOLUNTARILY ENTER INTO THE TERMS OF THIS WAIVER AND HOLD HARMLESS AGREEMENT.**

\_\_\_\_\_  
[PARENT'S PRINTED NAME] [SIGNATURE] DATE

**SPONSOR'S CONCURRENCE -- BY SIGNING, I DECLARE THAT I HAVE READ AND VOLUNTARILY AGREE TO SPONSOR AND MONITOR THE WHEREABOUTS AND ACTIVITIES OF THE RI-KATAK PARTICIPANT NAMED ABOVE.**

\_\_\_\_\_  
[SPONSOR'S PRINTED NAME] [SIGNATURE] DATE

\_\_\_\_\_  
[RIKATAK PARENT-REP PRINTED NAME] [SIGNATURE] DATE

\_\_\_\_\_  
[USAG-KA HOST NATION ACTIVITIES NAME] [SIGNATURE] DATE

## **Appendix I Third Country National Vetting**

### **Operational Contracting Support Foreign Supply and Services Antiterrorism Clauses**

Supply and Service Contracts awarded to non-US companies and executed outside the United States and territories will contain the contract clauses below:

a. Background Checks: Contracts will include either the general background check language or the specific language below depending on country of execution

(1) Background Checks General: Vendor will provide a national background check clearance from the prospective employee's country of citizenship. The background check provided must be current and not expired. The documentation must state that the employee does not have a criminal or derogatory record. Background check documents will be submitted to Entry and Exit along with a 55R and the employee's passport.

(2) Background Checks Thailand: Vendor will ensure that employees supporting this contract will have a favorable, Fingerprint Background Check conducted by the Royal Thai Police prior to beginning work on the contract. Background check can be no older than two years (24 Months) from the start date of contract work. Vendor will ensure that any workers that are replaced due to sickness or other emergency also meet the background check requirement. More information regarding Thai background checks can be found at: <http://www.criminal.police.go.th/index.php#> or call 02-205-2200, 02-205-2201.

(3) Background Checks Philippines: Vendor will ensure that employees supporting this contract will have a favorable, National Bureau of Investigation (NBI) or Philippine National Police (PNP) Clearance. Clearance check can be no older than two years (24 Months) from the start date of contract work. Vendor will ensure that any workers that are replaced due to sickness or other emergency also meet the clearance requirement. For more information regarding clearances, consult the NBI or PNP websites: NBI website - <https://www.nbi.gov.ph/> or PNP website - <http://www.pnp.gov.ph/>

b. Host Nation Base Access: General. Vendor will coordinate directly with host nation military bases to ensure their employees meet access requirements and are able to perform the contract on the host nation base. The US government cannot waive any requirements for access to host nation military bases. The vendor is responsible for delivering items to the location specified in this SOW. Inability to access military or host nation locations is NOT a reasonable justification for failure to deliver. Vendor and employees may be required to attend a security briefing prior to accessing host nation installation.

c. Personal Identification: Employees will carry a government produced Identification (National ID, Driver's License, Passport, etc.) displayed on their person while executing this contract. If the US Government or Host Nations issues the employee a badge, the badge will always be worn while in the work area and removed when outside of the work area.

d. Vehicle Placards: Vehicle placards, if provided by the US or Host Nation government, will be displayed as directed. Exercise Support Memorandums, if provided by the US government will be kept in the vehicle.

e. Consent to Search: Access to Host Nation Military bases and/or US controlled areas implies a consent to have vehicles, personal items, and person searched for weapons, explosives, contraband, or any other illegal or unlawful item(s).

f. Cellphone Use: Vendor and employees will adhere to cellphone and personal electronic device (PED) policy on host nation military bases and in US controlled areas. Areas where cell phone and PED use is prohibited will be clearly marked with signs in the local language.

g. Social Media Guidance: Vendor will distribute to all employees the US government provided social media guidance prior to the start of the exercise. The US will monitor Social Media traffic during the exercise for violations of this guidance by vendors and/or their employees. Violations of the Social Media Guidance may result in contract termination and/or a vendor being barred from future contracts with the US government.

## **Appendix J Glossary**

### **Authorized Housing**

Army Family Housing or Bachelor Quarters. Life Support Areas (LSAs) or “man camps” are not considered authorized housing.

### **Accompanied Status**

Sponsors/principals authorized to be permanently accompanied by their legal Family members/dependents.

### **Alien**

Persons who are not citizens, nationals, nor permanent resident aliens of the United States of America.

### **Badge Worker**

An RMI resident or other Foreign National that lives in the RMI, other than USAG-KA Defense Sites and is employed by the U.S. Government, a USAG-KA contractor, or USAG KA residents.

### **Compact of Free Association Act of 1985**

The agreement between the United States and the Government of the Marshall Islands including its subsidiary agreements (U.S. P.L. 99-239; Compact of Free Association Act of 1985, amended 2003).

### **Command Sponsored Events**

Any command sponsored event or holiday as deemed by the USAG-KA Commander.

### **Family Member**

Spouse of sponsor/principal or the unmarried custodial child of the sponsor who is under the age of 19 and has not graduated from an accredited high school.

### **Dock Security Checkpoint (DSC)**

The Dock Security Checkpoint on Kwajalein is in Bldg. 623, adjacent to the entrance of Echo Pier. On Roi-Namur, it is in Bldg. 8250, adjacent to the entrance of Yokohama Pier.

### **Entry Authorization**

Authorization by the USAG-KA Commander or designated representative, for a person, ship, or aircraft to enter USAG-KA, the surrounding territorial sea, or the airspace above.

### **Entry Request**

A form submitted to the PMO that is used to request entry authorization into USAG-KA for official or unofficial visits.

**Excluded/Barred Person**

A person whose authority to enter USAG-KA or to remain on USAG-KA has been denied or revoked. A person issued a bar order or suspended from access, and thereby prohibited from entering any of the 11 Defense Sites that comprise USAG-KA in the Kwajalein Atoll area.

**Foreign National**

A person belonging to or owing allegiance to a country other than the United States of America.

**Guest Sponsor**

A person who is authorized to sponsor guests because they are an off island hire contract employee who is assigned family housing or bachelor quarters, U.S. military, or Department of the Army Civilian permanently assigned to the command.

**Immediate Family**

Includes but not limited to spouse, children, mother, father, sister, brother, mother-in-law, and father-in-law. Immediate Family does not include girlfriend or boyfriend.

**Kwajalein Atoll Resident**

For this regulation, a Kwajalein Atoll resident is defined as a native-born citizen of the RMI, or any other foreign national who physically resides within the Kwajalein Atoll chain, other than on USAG-KA Defense Sites. Physical residence must be at least a year.

**Non-resident Employees**

Employees of USAG-KA or one of its several tenant activities who are neither residents nor authorized residency at USAG-KA.

**Official Visitor**

An individual on official business or duty at USAG-KA; May include Government personnel, contractor employees, subcontractors, and personnel having official affiliation with and business involving support of recognized USAG-KA tenant organizations.

**Permanent Change of Station (PCS/In or Out)**

Military or U.S. Government Civilian personnel who have orders assigning them to official duties at USAG-KA for a period greater than one year; Military or U.S. Government Civilian Personnel who have orders to permanently depart from USAG-KA.

**Permanent Personnel**

Residents and their command sponsored dependents that are permanently assigned housing (family housing or bachelor quarters) on USAG-KA IAW the tenant/mission partner installation support agreement.

**Permanent Resident Aliens**

Citizens who hold allegiance to a specific foreign country, and who have entered the United States under an immigrant status, and who are the holder of a Permanent Resident Card.

**Public Ship or Aircraft**

A marine vessel or aircraft owned by or belonging to a government and not engaged in commercial activity

**Registry**

Registration of a ship or aircraft in accordance with the laws and regulations of the country.

**Republic of the Marshall Islands Registry**

Registration of a ship or aircraft in accordance with the laws of the RMI.

**Residents**

Sponsors/principals who are permanently assigned official duties at USAG-KA, and for those in an accompanied status, their Family members/dependents that live on USAG-KA with them.

**SACC**

USAG-KA Security and Access Control Contractor.

**SACC DSC Supervisor**

Supervisor of the Dock Security Checkpoint (DSC) personnel. Address: SACC, APO AP 96555. Located in Bldg. 623.

**SACC E/E Supervisor**

Supervisor of the Entry and Exit personnel. Address: SACC, APO AP 96555. Phone Numbers: Local: 480-2144, Commercial Voice (808) 580-2144, DSN 315-480-2144

**Temporary Personnel**

Official visitors with duty at USAG-KA (i.e., Temporary Duty (TDY) personnel and unaccompanied construction contractor personnel) and all personnel residing in transient lodging (e.g., Kwaj Lodge, TDY housing, work camps, or ships).

**Tenant Activities**

USAG-KA contractors and U.S. or RMI government organizations physically located on USAG-KA as authorized by the USAG-KA Commander

**Third Country National (TCN)**

Persons who are not citizens, nationals, nor permanent resident aliens of the United States of America or the RMI. Persons who reside in the RMI but hold citizenship outside of the RMI and U.S. without a Permanent Resident Card are considered Third Country Nationals.

**Transient**

Traveler who is transiting USAG-KA through airport and marine port.

**Travel Order/Authorization**

Any form authorizing an individual to travel on official U.S. Government business or to perform duty at USAG-KA.

**Unaccompanied Personnel Housing**

Facilities (Bachelor Quarters (BQs)) intended for use as domicile by unaccompanied personnel assigned to USAG-KA.

**Unaccompanied Status**

Sponsors/Principals not authorized accompanied status.

**Unauthorized Person**

Any person without entry rights under the authority of this regulation.

**Unofficial Visitor**

Any individual not traveling on official U.S. Government business or duty desiring to visit USAG-KA.

**USAG-KA Defense Sites**

U.S. Army Defense Sites and areas in the RMI controlled by the United States Government for use as activities of the Department of Defense Major Range and Test Facility Base. (Kwajalein, Roi-Namur, Meck, Gagan, Legan, Illeginni, Omeleck, Eniwetak, Ennugarret, Gellinam, and Carlos - also known as "Ennylabegan"). USAG-KA is further defined as all defense sites in Kwajalein Atoll, the Mid Atoll Corridor, and other areas in the RMI, including seabeds, water areas, and the airspace adjacent to, or in the vicinity thereof, to which the United States Government has exclusive rights and entry control by agreement with the RMI.

**USAG-KA Airspace**

The airspace above and adjacent to the Kwajalein Atoll is as defined in DoD Regulation AP3A (Area Planning 3A).

**USAG-KA Commander**

The on-site commander of the U.S. Army Garrison Kwajalein Atoll. Address: Commander, U.S. Army Garrison Kwajalein Atoll, Building 730 APO AP 96555-0001.

**USAG-KA Provost Marshal**

The Provost Marshal Office (PMO) is the proponent and adjudicator of this regulation. Address: Commander, U.S. Army Garrison Kwajalein Atoll, ATTN: Provost Marshal Office, APO AP 96555-0001.