

**FORT LEAVENWORTH
ACCESS CONTROL QUICK REFERENCE GUIDE**

As of 29 July 2019

Person Type	Unescorted Access Credential	Duration	Sponsor Required	Trusted Traveler	Sponsor Privilege / Duration
Uniformed Service Member	CAC	ID Expiration	N/A	Yes	Yes / Up to 60 Days
DoD Civilian	CAC	ID Expiration	N/A	Yes	Only if "Appointed Sponsor"
DoD Contractor	CAC	ID Expiration	N/A	No	No
Military Spouse	Teslin	ID Expiration	N/A	Yes	Yes / Up to 60 Days
Military Dependent	Teslin	ID Expiration	N/A	Yes	No
Military Retiree / Spouse	Teslin	ID Expiration	N/A	Yes	No
Federal Employee	PIV/TWIC	ID Expiration	N/A	Yes	No
On Post Partner (ex: USD 207)	LAC	90 days to 12 Months	Yes	No	No
Gold Star Family Member	Gold Star Card	ID Expiration	N/A	No	No
Service Connected Veteran	VHIC	ID Expiration	N/A	No	No
Visitor/Contractor/Local Business / Delivery	Pass	Up to 7 Days	No	No	No
Visitor/Contractor/Local Business / Delivery	Pass	8 - 30 Days	Yes	No	No
Visitor/Contractor/Ft. Leavenworth Resident	LAC	90 Days - 12 Months	Yes	No	No

Trusted Traveler Escort Privilege. CAC holders and Teslin ID holders (age 16 and older) may escort personnel who require access, without receiving a Criminal History Check at the Visitor Control Center but must remain with those escorted for the duration of their visit on FLTLVN. Escorted personnel in the same vehicle as their escort may utilize any lane at any open gate. Authorized escorts responsible for personnel in multiple vehicles (their vehicle and one additional vehicle) will utilize the far right lane at Grant Gate only. Individuals unable to meet identity and proofing requirements may be granted escorted access to the installation, in accordance with DoD regulations.

Special Event Access Control Measures. IAW AR 190-13, the Senior Commander has the authority to waive NCIC-III screening when it is impractical to enforce. The Garrison Commander through the Physical Security Office and VCC will provide final approval all Special Event requests and access. **The two categories of Special Events are Installation and Hosted events.**

Installation Events: Large functions (i.e. 4th of July and Post Yard Sale, etc) where persons not possessing a valid DoD access credential are directed to a specific gate(s) and security measures are conducted prior to entrance onto FTLVN. The Garrison Commander determines which events are Installation Events and approves the level of screening/compensatory security measures for the event.

Hosted Events: Small functions on the Installation (i.e. weddings, proms, promotion ceremonies, retirements, etc.) where a significant portion of the guests may be persons not possessing a valid DoD access credential. The on-post event sponsor may submit a Special Event Request to the Physical Security for review and approval. To submit a Special Event Request, the sponsor must contact Physical Security during duty hours at 913-684-3533/3501/3601 no later than 30 days prior to the event.

Foreign Visitors/ International Military Students: Official Visitors to Fort Leavenworth will be vetted through the G2 at 684-0035/0029 while all unofficial visitors will be vetted through the 902nd MI and the Visitor Control Center (VCC). IMS will proceed to the VCC to establish appropriate identity/purpose and receive a LAC, pass or get CAC credentialed. Foreign Nationals and IMS will report to the VCC with their Orders and Passport to have their ID credentialed.

Legend: Common Access Card (CAC), Personal Identity Verification (PIV), Transportation Worker Identity Credential (TWIC), Local Access Credential (LAC), Dependent and Retiree ID Cards (TESLIN)

The Trusted Traveler Program (TTP) allows for uniformed Service members and spouses, DOD employees, and retired uniformed Service members and spouses to vouch for occupants in their immediate vehicle, provided the Trusted Traveler vehicle operator possesses a valid identification card.

**** Access control policy is subject to change without prior notification based on current FPCON or as determined by the Director of Emergency Services, Garrison Commander, or Senior Commander.**

Any questions contact the Physical Security Office 913-684-3533/3501/2321 or VCC at 913-684-3600/3601