



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
415 SHERMAN AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-2300

REPLY TO
ATTENTION OF

ATZL-SJA-AL

16 FEB 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 15, Bars to the Installation

1. REFERENCES:

- a. 32 C.F.R. 635.4 Administration of expelled or barred persons file.
- b. Title 18 United States Code 1382, Entering military, naval, or Coast Guard property.
- c. AR 600-20, Army Command Policy, 18 Mar 08.

2. PURPOSE. To prescribe the procedures for imposing, modifying, or removing a bar to entering the Fort Leavenworth Military Installation.

3. APPLICABILITY. This command policy applies to the imposition, modification, or the removal of a bar to the United States Military Reservation of Fort Leavenworth.

4. GENERAL.

a. It is the intent of the Commanding General, U.S. Army Combined Arms Center and Fort Leavenworth to implement all necessary and lawful measures to ensure the security, military fitness, and good order and discipline of the United States Military Reservation of Fort Leavenworth, as well as to protect the installation's property and personnel. An individual may be barred from entering Fort Leavenworth to achieve that intent.

b. The Commander, U.S. Army Garrison, Fort Leavenworth, is delegated the approval authority to bar any individual from entering Ft Leavenworth, as well as to modify or remove any bar that has been imposed. This delegation of authority will not be further delegated and can be withdrawn at any time.

c. A recommendation to bar an individual will be made by submitting a memorandum through the Office of the Staff Judge Advocate, (Administrative Law), identifying the individual to be barred and stating the reason why he or she should be barred. The Office of the Staff Judge Advocate will staff the recommendation as necessary to the Garrison Commander for decision.

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d. An individual who is barred from entering Fort Leavenworth shall be notified of the action in writing by certified mail, return receipt requested.

(1) The letter shall state that the individual is barred entirely or shall describe the limitations imposed when entering Fort Leavenworth.

(2) When a bar is based upon information contained in military police records, the letter will refer to the appropriate acts or incidents.

(3) The letter shall state the effective date of the bar and any termination date.

(4) The letter shall also state that it is the barred individual's responsibility to request the removal or modification of the bar. The letter will state that any request to modify or remove the bar will be made to the Garrison Commander through the Office of the Staff Judge Advocate, Administrative Law Division.

e. When an individual is barred from the installation:

(1) The Office of the Staff Judge Advocate will maintain the originals of the staffing action, the notification letter, and any return receipt that is received.

(2) The Director of Emergency Services will be provided:

(a) A copy of the letter or order barring the individual.

(b) The staffing action, which shall describe the reasons for the bar, and if the action was based on a military police report, that report shall be identified.

(c) The effective date of the bar and any termination date (bars can be for a specified or indefinite period of time).

f. The Director of Emergency Services will maintain a list of barred persons.

g. When a military police record results in the issuance of a bar letter:

(1) The Director of Emergency Services will forward a copy of the bar letter to Director, U.S. Army Crime Records Center (USACRC) to be filed with the original military police record.

(2) The record of the bar will be recorded in Centralized Operations Police Suite (COPS), Military Police Reporting System module, under Barring.

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h. An individual who requests modification or removal of a bar will submit his or her request along with justification to the Office of the Staff Judge Advocate, Administrative Law Division.

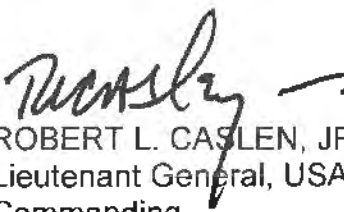
(1) The Office of the Staff Judge Advocate will then staff the request as necessary before forwarding a recommendation to the Garrison Commander for decision.

(2) The Office of the Staff Judge Advocate will send a letter to the individual informing him or her of the decision.

5. RESPONSIBILITIES. The Director of Emergency Services and Provost Marshal shall enforce the provisions of the bar. A person who violates a bar order may be prosecuted by the United States Attorney in United States District Court.

6. SUPERSESSION. This memorandum supersedes Command Policy # 04-09, Bars to the Installation, dated 30 Mar 09.

7. PROPONENCY. The proponent for this command policy is the Staff Judge Advocate (Division of Administrative Law), Office of the State Judge Advocate, 415 Custer Avenue, Fort Leavenworth, KS 66027-2313, (913) 684-4943.


ROBERT L. CASLEN, JR.
Lieutenant General, USA
Commanding

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