



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

1. References:

- a. Directive-Type Memorandum (DTM) 09-013, Under Secretary of Defense, "Interim Policy guidance for DOD Physical Access Control" 8 Dec 2009, Incorporating Change 3, March 19 2013
- b. AR 190-13, The Army Physical Security Program, 25 February 2011.
- c. AR 525-13, Antiterrorism, 11 October 2008.

2. Purpose: Provide command policy for access procedures for all personnel living, working and visiting Fort Hunter Liggett (FHL) and Parks Reserve Forces Training Area (PRFTA), during Force Protection conditions (FPCON) Normal through Bravo. During FPCON Charlie and Delta scaled access control measures will be implemented at FHL and PRFTA based on the threat and command guidance.

3. Applicability: This policy applies to all military and Department of Defense (DoD) civilian personnel assigned, tenant units, located or employed with FHL and PRFTA.

4. Procedure:

a. Unescorted Access. Personnel in lawful possession of a valid form of the following identification credentials are authorized unescorted access to FHL/PRFTA without an NCIC III background check:

- (1) DoD Common Access Card.
- (2) DD Form 2A (ACT) (Active Duty Military Identification Card).
- (3) DD Form 2 (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card [Active and Reserve]).
- (4) DD Form 2 (RET) (United States Uniformed Identification Card [Retired]).

IMHL-ES

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

(5) DD Form 28 (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card [Active and Reserve]).

(6) DD Form 2S (RETIRES RET) (United States Uniformed Identification Card [Retired and Reserve Retired]).

(7) DD 1173 (United States Uniformed Services Identification and Privilege Card [persons over the age of 18]).

(8) United States Government Issued authenticated Federal PIV credentials (example: Veteran's Administration PIV and Office of Personnel Management PIV for Personnel Security Investigators and Personnel Security Investigator Contractors).

(9) Uniformed law enforcement and fire firefighters pursuant to their duties under emergency conditions.

b. Official Foreign Visitors subject to the provisions of AR 380-10 will be granted unescorted visitor status. The Foreign Visit Systems-Confirmation Module will be used by Security Manager-DPTMS to confirm that a proposed official visit to FHL/PRFTA has been approved through the Foreign Visits System and to record the arrival of such visitors.

c. Personnel not in possession of one of the valid forms of identification approved for unescorted access listed in paragraph 4a will be considered visitors. Visitors must possess a valid form of the following identification:

(1) State driver's license

(2) DBIDS Card

(3) DA Form 1602 (Civilian Identification and Gold Star Family)

(4) Transportation Security Agency (TSA) issued Transportation Worker Identification Credential (TWIC)

(5) DD Form 2574 (Armed Forces Exchange Services ID and Privilege)

(6) Air Force (AF) Form 354 (Civilian ID)

(7) DD Form 1934 (Geneva Convention ID card for Medical and Religious)

IMHL-ES

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

(8) DD Form 2764 (U.S. DoD/Uniformed Services Civilian Geneva Convention ID)

d. Visitors must be sponsored for access to the installation using the one of the following procedures:

(1) Be escorted onto the installation. Someone in possession of a valid form of identification in paragraph 4a must escort the visitor(s) using the Trusted Traveler Program. The escort must be in the same vehicle as the visitor(s) and must stay with the visitor(s) for the duration of installation access. The Trusted Traveler Program is accepted at FHL Bradley gate and PRFTA Main Gate. The following personnel possessing a valid DBIDS card are granted escort privileges of visitor(s) onto the installation.

(2) Be placed on the Installation Access Roster. Placement on the installation access roster authorizes unescorted access for the visitor to the installation. Active duty Service Members and DoD Civilians are the only personnel authorized to sponsor visitors for placement on the installation access roster. Sponsor will submit a completed FHL Form 7 (FHL Application for Installation Access), and email it to us.army.hunterliggett.id-pacific.mbx.des-sec-and-acc-req@mail.mil at least 14 working days prior to the requested access date to allow completion of NCIC III background check for adjudication and possible placement on the Installation Access Roster. Purpose of access must be based on mission requirement or need not convenience of the sponsor. See Enclosure 1 (FHL Form 7). The FHL Form 7 can be found on both the FHL and PRFTA websites.

(a) The reviewing official, Installation Physical Security Officer, will review access justification and consider that information as well as any derogatory information returned through the background check before making an access fitness recommendation to the approving official, the Director of Emergency Service (DES). Alternate approving official is the Installation Physical Security Officer, DES. Derogatory information on the NCIC III check that disqualifies installation access is located in Enclosure 2.

(b) Approving official, DES, will make an access fitness determination based on visit justification and NCIC III background check. If access justification or purpose is found insufficient or derogatory information exists, then the access request will be denied.

(c) If access to the installation is denied by the approving official, DES, for derogatory information uncovered in the NCIC III check, an access denial waiver may be submitted. See Enclosure 3 for the Access Denial Waiver process. Access denial

IMHL-ES

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

waivers will not be accepted for access denial based on insufficient justification or purpose.

(d) Personnel under the age of 18 will not have a NCIC III check conducted.

(3) Be Issued a DBIDS Card. DBIDS cards will be considered for frequent guests to the installation that have a specific mission-related purpose for access.

(a) The reviewing official, Installation Physical Security Officer, will review access justification and consider the information as well as any derogatory information returned through the background check before making an access fitness recommendation to the approving official, DES. Derogatory information on the NCIC III check that disqualifies installation access is located in Enclosure 2.

(b) Approving official, DES, will make an access fitness determination based on visit justification and NCIC III background check. If access justification is found insufficient or derogatory information exists, then the access request will be denied.

(c) If access to the installation is denied by the approving official, DES, an access denial waiver may be submitted. See Enclosure 3 for the Access Denial Waiver process.

e. Visitors on the installation access roster or who have been issued DBIDS cards must have a vehicle pass to drive a vehicle on the installation.

(1) Visitors on the access roster or with DBIDS cards will be issued a vehicle pass at Visitor Control Center for the entire time they are on the access roster or for the duration of the DBIDS card.

(2) To obtain a vehicle pass visitors must show proof of vehicle insurance and current vehicle registration. A vehicle rental agreement for visitors operating a rental vehicle will satisfy the requirement for vehicle registration and insurance.

(3) The vehicle pass must be displayed face up on the dashboard so that it is visible through the window of the vehicle.

f. Trusted Traveler Program.

(1) The Trusted Traveler Program will be used during Force Protection Condition (FPCON) Normal thru Bravo at FHL/PRFTA gates. The program will not be used during FPCON Charlie and Delta.

IMHL-ES

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

(2) Personnel in lawful possession of a valid form of identification found in paragraph 4a may escort no more than four visitors onto the installation in the same vehicle with them. The escort is responsible for the visitors while they are on the installation and must remain with the visitors/s for the duration of the visit.

(3) Each escort visitor must possess a valid form of identification found in paragraph 4c and show that identification to the gate guard.

(4) FHL/PRFTA housing residents that possess a valid form of approved ID for installation access are granted special Trusted Traveler Program escort privileges for special events at their residence. See paragraph 4.g (3).

(5) Taxies, food deliveries and tow trucks cannot be escorted onto the installation using the Trusted Traveler Program.

(6) Personnel under the age of 18 may not escort visitors onto the installation using the Trusted Traveler Program under any circumstances.

(7) Escorts found without their visitors while on the installation will be subject to disciplinary actions and/or loss of visitor escort privileges.

g. Specific Visitor Types.

(1) Media. Members of the news media must be escorted onto the FHL/PRFTA from the Garrison or Public Affairs Offices after prior coordination with FHL/PRFTA DPTMS and Police Departments (PD).

(2) Contractors. Sponsors must physically escort, request addition to the access roster, or request a DBIDS card IAW paragraph 4d for Non-CAC eligible contractors requiring access to the installation. Contractors or vendors requiring access to FHL/PRFTA for more than 30 days should request a DBIDS card.

(3) Visitors of FHL/PRFTA Housing Residents.

(a) Residents of military housing on FHL/PRFTA over 18 years of age in possession of a valid CAC or DoD ID card residents will be allowed to escort up to eight (8) guest onto the installation using the Trusted Traveler Program. Total number of vehicles allowed per sponsoring resident is two and the sponsor must be in one of those two vehicles.

IMHL-ES

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

(b) Residents will notify FHL/PRFTA PD (831-386-2526 or 925-875-4735) of events with visitors at their residence no less than 2 working days in advance of the event.

(c) Sponsoring resident is responsible for all visitors while they are on the installation.

(d) FHL/PRFTA housing residents requiring unescorted access for their visitors must submit a FHL Form 7 IAW the procedures outlined in paragraph 5.d.(2).

(4) Commercial Delivery Vehicles.

(a) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.

(b) Drivers must possess a valid state issued driver's license, state vehicle registration and proof of insurance.

(c) Unescorted drivers will be CLEARED through NCIC III prior to making the delivery.

(d) If the vehicle has a seal, the seal's serial number will be checked against the bill of lading to ensure the cargo has not been tampered with. If the seal is broken or the serial number does not match, a 100% inspection of the vehicle will be conducted by FHL/PRFTA DASGs and or DACPs.

(5) Food Deliveries Vendors.

(a) Restaurant and food vendor owners must apply for visitor passes for their vendors and drivers using FHL Form 7. Vendors and drivers must be cleared through NCIC III.

(b) Restaurant and food vendor owners may access the FHL Form 7 from the USAG FHL/PRFTA website.

(c) Drivers must possess a valid state issued driver's license, state vehicle registration and proof of insurance.

(d) Deliveries must have a stated destination on FHL/PRFTA.

(6) Taxies.

IMHL-ES

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

(a) Monterey Transit Authority approved taxi drivers must apply for a visitor pass and be cleared through NCIC III.

(b) Drivers must possess a valid state issued driver's license, state vehicle registration and proof of insurance.

(c) Taxies that have enrolled in Monterey Regional Transit Authority (MRTA) and have the badge/sticker from that program are considered vetted for Installation access. Taxies will be inspected, and if carrying or picking up and authorized passenger, will be allowed on post.

(7) Tow Trucks.

(a) Drivers must apply for a visitor pass and be cleared through NCIC III.

(b) Drivers must possess a valid tow tag, tow truck certificate of registration, and tow truck application, cab-card, state issued driver's license, state vehicle registration and proof of insurance.

(c) Vehicles being towed for maintenance reasons will be verified telephonically with the person(s) requesting the tow but will not be allowed onto the installation until favorable NCIC III check is conducted on the tow truck driver.

(8) Repossessions.

(a) Creditors, or their agents, requesting access to recover property passed on the default of a contract or legal agreement are required to coordinate through the FHL/PRFTA PD.

(b) FHL/PRFTA PD will provide an escort and notify the Installation Legal Office (ILO) of the repossession.

(c) The creditor or their agent must adhere to the following procedures:

(1) Copy of Title, contract or legal agreement must be presented to FHL/PRFTA PD.

(2) Present evidence that the debtor is in default of the contract of legal agreement.

(3) Agents must present evidence they are working for the creditor.

IMHL-ES

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

(9) Movers.

(a) Drivers of moving trucks will be sponsored by Presidio of Monterey Logistics Readiness Center (LRC) on a FHL Form 7 and vetted through a NCIC III check.

(b) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.

(c) Drivers must possess a valid state issued driver's license, state vehicle registration and proof of insurance.

(10) Gold Star Family Members.

(a) Survivor Outreach Services (SOS), DFMWR will sponsor Gold Star Family Member(s) and complete the FHL Form 7.

(b) NCIC III check will be completed by FHL/PRFTA PD and forwarded to the Director, DES who will make a fitness determination. Results will be returned for SOS office.

(c) If fitness determination is unfavorable, SOS office will inform Gold Star Family Member of denied access and explain the access denial waiver process.

(d) If fitness determination is favorable, Gold Star Family Member will be issued a DA Form 1602 (Civilian Identification Card) by the SOS office. Date of the NCIC III check will be typed on the DA Form 1602.

(e) DA 1602's from other installations will be accepted for access to the installation.

(11) Patrons of the Children's Creative Learning Center (CCLC).

(a) CCLC staff will submit a FHL Form 7 and be vetted using a NCIC III check. If no derogatory information exists, the staff will be issued DBIDS cards for a one year period.

(b) CCLC staff will act as sponsor and submit a FHL Form 7 for all new patrons requesting access to the installation to drop off and pick up their children. If no derogatory information exists, CCLC patrons will be placed on the access roster for a one year period.

IMHL-ES

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

(12) Privatized Army Lodging, International Hotel Group (IHG) - patrons must possess a valid ID card as identified in paragraph 4a or be escorted onto the installation under the Trusted Traveler Program.

(13) Personnel with Mailboxes at FHL Post Office.

(a) Only personnel with valid CAC or DoD ID will be granted unescorted access to check mail at the FHL post office.

(b) Personnel without valid CAC or DoD ID card will not be granted access to the installation for the purpose of checking an authorized person's mailbox, regardless of personal relationship or circumstance.

(14) Weddings and events at the FHL/PRFTA Chapels.

(a) The Chaplain's office or a valid CAC or DoD ID card holder may sponsor weddings or special events at the FHL/PRFTA Chapel or Chapel Annex.

(b) A FHL Form 7 must be completed for all visitors with a favorable NCIC III check before access will be granted. A second option is to request Garrison Commander approval for the wedding or event as a special event (para. h). A risk assessment outlining the recommended access mitigation measures will accompany the request to the Garrison Commander.

(15) Family Care Plans.

(a) Service Member must submit a FHL Form 7 requesting access (Access Roster or DBIDS) for the care giver.

(b) Caregiver will be vetted through NCIC III.

(16) Special Event Waiver. If a special event does not allow for escort of visitors or completion of a NCIC III check on visitors, the Garrison Commander may approve a special event waiver.

(17) Lost or Expired DoD ID Card.

(a) Personnel who have lost or forgotten their DoD ID Card may be authorized installation access after a manual check verifies they are in the DBIDS database. If not in the DBIDS database, the person forgetting their DoD ID Card must be escorted on the installation.

IMHL-ES

SUBJECT: U.S. Army Garrison Fort Hunter Liggett Access Standard Operating Program (SOP) for Visitors

(b) Expired CAC or DoD ID cards will be confiscated at the gate upon attempted entry.

6. Unregistered personal firearms are prohibited from entering the installation with or without a concealed carry weapon permit. Official law enforcement officers in performance of their official duties are authorized access with their duty weapons.

7. Access to any installation is a privilege, not a right. Department of Army Police/Guards will deny access to the installation to personnel who cannot provide valid identification or are not on the installation access roster. If the privilege is abused, the Garrison Commander for both FHL/PRFTA may deny access permanently.

5. Proponent: The proponent for this policy is the Directorate of Emergency Service, 831-386-2526.

Encl

1. FHL Form 7
2. Access Disqualifying Factors
3. Access Denial Waiver Process

ANNA VEGA
Physical Security Supervisor

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