



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

AMIM-PMG-ZA (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #6, Installation Access Policy

1. References.

- a. Department of Defense (DoD) Manual 5200.08 Volume 3, Physical Security Program: Access to DoD Installations, 2 January 2019, incorporating Change 1, 18 September 2020
- b. Directive-Type Memorandum (DTM) 09-012, Under Secretary of Defense, "Interim Policy Guidance for DoD Physical Access Control" 8 Dec 2009, incorporating change 9, 23 August 2018
- c. Under Secretary of Defense for Intelligence and Security, Clarifying Guidance on Installation Access Credentials, 8 April 2020
- d. Army Directive 2021-02, Access to Army Installations by Foreign Nationals and Section 621-Eligible Veterans and Caregivers, 13 January 2021
- e. AR 190-13, The Army Physical Security Program, 27 June 2019
- f. AR 600-78, Army Suitability Program, 25 October 2018
- g. AR 525-13, Antiterrorism, 17 February 2017
- h. IMCOM OPORD 15-031 (Implement Installation Access Control Procedures at IMCOM Installations), 21 November 2014
- i. FRAGO 01 to IMCOM OPORD 15-031 (Implement Installation Access Control Procedures at IMCOM Installations), 23 January 2015
- j. FRAGO 02 to IMCOM OPORD 15-031 (Implement Installation Access Control Procedures at IMCOM Installations), 23 January 2015
- k. FRAGO 03 to IMCOM OPORD 15-031 (Implement Installation Access Control Procedures at IMCOM Installations), 23 January 2015

l. FRAGO 04 to IMCOM OPORD 15-031 (Implement Installation Access Control Procedures at IMCOM Installations), 13 April 2015

m. FRAGO 05 to IMCOM OPORD 15-031 (Implement Installation Access Control Procedures at IMCOM Installations), 28 April 2015

n. Extension of Exception to Policy – U.S. Army Criminal Investigation Division (USACID) Special Agents Exemption from Searches and Escort of non-DoD Affiliated Personnel

o. Army Directive 2021-02 (Access to Army Installations by Foreign Nationals), 13 January 2021

2. **Scope.** This policy standardizes access control requirements and procedures for all personnel and vehicles entering the United States Army Garrison Presidio of Monterey (USAG POM). This includes access control procedures, personnel and vehicle screening, valid identification (ID), sponsorship and escort requirements, and issuance of temporary passes in accordance with AR 190-13 Chapter 8.

3. **Authority.** The primary organization and specific personnel who oversee the implementation of this policy include but are not limited to:

a. The Garrison Commander (GC) retains final approval authority for all personnel and vehicle access to the installation.

b. The Director of Emergency Services (DES) implements all aspects of this policy and, if necessary, will make recommendations or request through the GC an amendment or change to procedures outlined in the policy. The DES is advised by, and acts in coordination with, the installation Physical Security Officer (PSO) and Antiterrorism Officer (ATO).

c. Department of the Army Security Guards (DASG) verify the ID of all persons and vehicles attempting to enter the installation through the Visitor Control Center (VCC) or Access Control Points (ACP) IAW the references above.

4. **General policy (punitive).**

a. The possession of valid credentials or ID does not provide the bearer with absolute or unimpeded access to the installation. Unescorted access does not allow a person automatic access to restricted areas inside the installation.

b. All entry to and exit from the installation will occur through manned ACPs or the Enhanced Security Pedestrian Gates (ESPG).

c. All personnel and vehicles entering the installation will be stopped and screened by DASG and must provide a valid credential or ID to gain access. All vehicles are subject to search in accordance with the Random Antiterrorism Measure Program (RAMP) procedures. Refusal to provide a valid credential or ID, or to allow a vehicle search, is grounds for refusal to enter the installation.

d. DASG will refuse entry to the installation to any person displaying behavior contrary to good order and discipline. This includes preventing access to vehicles displaying symbols, stickers, banners, flags, or other visual presentations, or those with an audible signature (i.e. loud music to the point that the DASG is not be able to communicate effectively), contrary to good order and discipline or in violation of Army Regulation.

e. All vehicles entering the installation will have a valid and current registration, proof of insurance, and be safe for operation. Motorcyclists must have a motorcycle safety card (service members only) and be safe for operation.

f. DASG will enforce all applicable traffic and safety laws and regulations on all personnel and vehicles passing through an ACP.

g. Sponsors and escorts are responsible for the conduct of their visitors while on the installation. Those who abuse sponsorship or escort privileges by failing to meet the requirements of this policy or misrepresenting a visitor's purpose for installation access may have their sponsorship and / or escort privileges suspended or revoked. Persons whose privileges are suspended or revoked will be notified in writing of the reason for and duration of the suspension or revocation and instructions on how to appeal.

5. Access to the USAG POM installation.

a. **Valid purpose.** All persons accessing the installation shall have a valid purpose for entry. A valid purpose includes, but is not limited to:

(1) Employment on, or a resident of, USAG POM.

(2) Appointments or meetings with installation activities, to include inspections.

(3) Affiliation with or visiting residents of POM housing. This includes authorized guests of Army lodging on the installation.

(4) Attending publicly advertised academic, social, or other recreational events, including conferences, lectures, or graduation ceremonies.

(5) Performing contracted work or maintenance on the installation in support of a tenant activity, to include commercial deliveries to tenants or residents of the installation.

(6) Participating in events approved by the GC.

b. Unauthorized purposes. DASG will deny access to any person unable to provide a valid purpose for accessing the installation. Unauthorized purposes include, but are not limited to:

(1) Protesting, demonstrating, or engaging in political speech prohibited by Army Regulation.

(2) Engaging in any activity or event not expressly approved by the GC or not otherwise advertised to the general public.

(3) Patronizing a commercial entity, vendor, or other sales activity located on the installation when not otherwise authorized.

c. Persons with DoD or VA-issued ID. Persons possessing a valid and current DoD or Department of Veterans Affairs (VA) identification are authorized unsponsored, unescorted access to the installation. Refer to paragraph 6.a. of this policy for qualifying DoD or VA credentials.

d. Persons without a DoD-issued ID. All persons not possessing a qualifying DoD or VA credential require a sponsor or escort for installation access. The baseline background check for entrance to Army installations is a review of the individual's records using the National Crime Information Center and Interstate ID Index III (NCIC-III) and Terrorist Screening Database (TSDB). These background checks are strictly enforced. The results of these checks will determine an individual's requirement for a sponsor or escort.

e. Sponsorship requirements. Only DoD ID card holders, and those approved by the GC, may sponsor visitors onto the installation by completing the POM Form 7 (for US citizens) or POM Form 7-1 (for non-US citizens). Sponsors of visitors are responsible for the conduct of those visitors while on the installation, regardless of if the visitor is granted unescorted access.

(1) All sponsors will go to the VCC to have their CAC ID verified for eligibility to sponsor a visitor after submitting the POM Form 7 or 7-1.

(2) Any visitor who does not meet the fitness requirements of the NCIC-III and TSDB checks will be denied access to the installation unless an exception to policy is granted.

(3) See enclosure 1, POM 7 and enclosure 2, POM 7-1 to this policy for procedures and instructions for pre-screening. See paragraph 5.i. for procedures to request an exception to policy (waiver) to NCIC-III / TSDB fitness requirements.

f. **Escort requirements.** Visitors without a DoD issued identification and not vetted against or unable to meet the fitness requirements of the NCIC-III and TSDB checks will be escorted at all times on the installation.

(1) Personnel authorized to escort visitors are uniformed Servicemembers and their spouses, retired Servicemembers and their spouses, and DoD Civilian or contract employees holding appropriate DoD Common Access Card (CAC) credentials. See paragraph 6.a and 6.b. for escort approved forms of ID.

(2) Authorized personnel may escort no more than 4 visitors at one time.

(3) Escorts will directly accompany the visitor for the entire duration of the visit, regardless of circumstances. Violation of this policy may result in revocation of escort privileges.

(4) Visitors must be in possession of a REAL ID compliant state driver's license, state ID card with photo, valid US passport, or a valid foreign passport cleared by the US State Department. Visitors without a REAL ID must provide a secondary form of ID to access the installation. See paragraph 6.d. Visitors must present this identification at the VCC prior to installation access.

(5) USAG POM will not provide escorts for visitors of tenant units. Tenant units are solely responsible for providing authorized escorts and transportation for their visitors on the installation.

g. **Trusted Traveler program.** This program is SUSPENDED indefinitely on USAG POM. This policy will be updated should the program be reinstated at the discretion of the GC.

h. **Denial of access to the installation.** People seeking to enter the installation may be denied access if the results of the NCIC-III or the TSDB checks contain any of the following derogatory information:

(1) Criminal information about the individual that causes the Garrison Commander to determine that the person's presence on the installation threatens good order, discipline, health, or safety.

(2) Claimed identity cannot be verified; reasonable belief that the visitor submitted fraudulent identity information to gain installation access.

(3) Current arrest warrant in NCIC-III, regardless of the offense or violation.

(4) Current bar from entry or access to a federal installation or facility.

(5) Conviction of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, or drug possession with intent to sell or distribute.

(6) Conviction for espionage, sabotage, sedition, treason, terrorism, or murder.

(7) Being registered as a sex offender.

(8) Felony conviction within the last 10 years regardless of the offense or violation.

(9) Felony conviction for a firearms or explosives violation regardless of when the conviction occurred.

(10) Engaged in acts or activities designed to overthrow the U.S. Government by force.

(11) Identified in the NCIC Known or Appropriately Suspected Terrorist (KST) file or TSDB report as known to be, or is suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

i. Procedures to request an exception to policy (waiver) to NCIC-III / TSDB fitness requirements. Visitors who fail to meet screening requirements due to derogatory information listed in paragraph 5.h. but still desire access to the installation must have an approved exception to policy (waiver) before escorted access will be granted. Visitors must perform the following actions:

(1) Complete Access Control Denial Waiver Application (Enclosure 3) in full and verify with a notary countersignature.

(2) Obtain a notarized copy of their complete felony criminal history to include the disposition of all convictions.

(3) Obtain a letter of endorsement from a person authorized to sponsor and escort visitors on the installation in accordance with paragraphs 6.a. and 6.b. of this policy.

(4) Submit a letter and the completed access control denial waiver application to the Garrison Commander requesting the access denial be waived. The letter must include all offenses, and an explanation why the conduct should not result in denial of access to the installation.

Note 1: The Garrison Commander will render a determination in the interest of good order, discipline, health, and safety on the installation. The GC will provide this

determination to the applying visitor and the DES and Physical Security offices to ensure applicable access control databases are updated.

Note 2: Persons who have a waiver request denied may request reconsideration from the Garrison Commander one (1) year after the date of the Commander's decision. Persons may request reconsideration earlier if they can present significant information that was not available at the time of the original request or show that the basis for the original denial was overturned, rescinded, or expired.

6. Accepted forms of identification for installation access.

a. **DoD Common Access Card (CAC).** The CAC is the standard ID card for active and reserve uniformed military members, DoD Civilians, eligible contractors, and designated foreign nationals. All CAC IDs are issued with an affiliation color code in a white circle under the expiration date. This visual depiction makes it easier for color-impaired security officials to identify bearers who are military, government civilians, contractors, or foreign nationals. The affiliation color codes are:

(1) "W" for white. Bearer is a uniformed military member, DoD Civilian employee, or eligible contractor. Authorized to sponsor or escort visitors on the installation.

(2) "G" for green. Bearer is a government contractor. Authorized to sponsor or escort visitors on the installation with the permission of the GC.

(3) "B" for blue; states "Identification Card" on bottom front of card. Bearer is a non-US citizen. IAW reference 1o., holders of blue-stripe CACs are not authorized to escort or sponsor persons seeking access to Army installations.

b. **Other DoD-issued or recognized ID cards.** In general, only the DD Form 2S series of ID cards allow the bearer to sponsor or escort another visitor on the installation. Card holders should verify their authorization with the VCC before attempting to sponsor or escort.

(1) DD Form 2S (RES) (Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Green)); DD Form 2S (RET) (United States Uniformed Services Identification Card (Retired) (Blue)); or DD Form 2S (RES RET) (United States Uniformed Services Identification Card (Reserve Retired) (Red)).

(2) DD Form 1173 (Uniformed Services Identification and Privilege Card); DD Form 1173S (PRIV) (United States Uniformed Services Identification and Privilege Card (Dependent) (Tan)); DD Form 1173-1 (Department of Defense Guard and Reserve Family Member Identification Card); or DD Form 1173-1S (PRIV) (United States Uniformed Services Identification and Privilege Card) (Reserve Dependent) (Red).

(3) DD Form 2765 (Department of Defense/Uniformed Services Identification and Privilege Card) (Tan).

(4) DA Form 1602, Civilian ID Card.

(5) DD Form 489, Geneva Convention Card for Civilians.

(6) DD Form 1934, Geneva Convention Card for medical and religious persons.

(7) DD Form 2574, Armed Forces exchange ID and privileges card.

(8) Veteran's Health Identification Card (VHIC). This card is issued by the Department of Veterans Affairs and recognized by the DoD as an approved credential for point-of-sale eligibility at commissary, exchange and MWR Category C activities (e.g., clubs, golf courses, and recreational vehicle parks). The VHIC holder must still have a background check completed, and their card enrolled at the VCC in order to enter the installation using the VHIC alone. Affected personnel categories are:

(a) Veterans with service-related disabilities.

(b) Caregivers of Veterans with service-related disabilities.

(c) Certain surviving spouses.

(d) Purple Heart recipients.

(e) Medal of Honor recipients.

(f) Former prisoners of war.

c. Installation-issued ID and passes. Issuance of these locally issued IDs and access passes requires an authorized sponsor per paragraph 6.

(1) Automated Installation Entry (AIE) Photo Card. The AIE photo card provides a means to effectively vet a population that requires long-term, recurring, and unescorted access to the installation. Generally, these visitors do not have a direct DoD affiliation. The AIE photo card may be issued for up to one year based on the visitor's access requirements. The AIE photo card must be renewed annually to validate sponsorship and continued purpose for access. Persons eligible to receive an AIE photo card are:

(a) Municipal, county, state, and federal government officials or their support staff.

(b) Contractors, sub-contractors, or privatized utility and telecommunications employees performing services or construction on the installation.

- (c) Vendors who have an establishment located on the installation.
 - (d) Non-profit, non-federal entities (NFE) with a recurring purpose on the installation.
 - (e) Commercial or federal delivery drivers with a regular route on the installation, or those that provide an installation service (such as towing).
 - (f) Residents of privatized family housing who do not possess a DoD-issued ID, to include long-term caregivers or family care plan designees.
 - (g) Gold Star Family members (Survivor Access Badge). See paragraph 7.f. for additional information.
- (2) AIE temporary visitor pass (paper). The AIE temporary paper pass allows short-duration, unescorted access to visitors for a one-time or infrequent basis, provided applicants pass background checks as described in paragraphs 5.d through 5.f. This temporary pass is most appropriate for visitors of individual residents of USAG POM and those not performing an official function or service to the broader installation. Examples include attendees of graduations or other ceremonies, non-dependent family members or friends of residents, guests of on-post privatized lodging, those attending publicly advertised events, religious services, or commercial delivery drivers conducting a one-time delivery or pickup of goods.
- (a) This pass may be issued up to 30 days in duration, depending on the visitor's access requirements. Exceptions to this duration are approved only by the DES Director or GC.
 - (b) Unescorted access may be revoked if RAM procedures are implemented and/or the Force Protection Condition (FPCON) is increased, or at the direction of the GC restricting broader installation access.
 - (c) Persons operating a motor vehicle must produce a valid permanent or temporary REAL ID compliant state or U.S. territories Driver's License (DL), a current vehicle registration, and current insurance. Those without a REAL ID compliant DL must comply with additional ID requirements in paragraph 6.d. A vehicle inspection may be conducted at the ACP.
 - (d) All others applying for a visitor pass must produce a REAL ID compliant state or US territories ID or other identification that complies with paragraph 6.d.
 - (e) ACP security personnel will scan all passes and examine IDs during gate operations to ensure passes are valid.

(f) Visitor passes are non-transferable.

d. **REAL ID Act.** All persons over the age of 18 not possessing a DoD-issued ID are required to provide a REAL ID compliant state ID or DL to access the installation. State-issued Enhanced Driver's Licenses and identification cards (EDL/EID) meet the requirements of this law for access. Acceptable alternative forms of ID that will verify a non-REAL ID are:

- (1) U.S. Passport or Passport Card
- (2) U.S. Government issued, authenticated Federal PIV credentials
- (3) Permanent resident card (Green Card)
- (4) Veterans' Health Administration ID (VHIC)
- (5) For people under 18, a school ID card that contains a photo
- (6) U.S. Coast Guard Merchant Mariner Card or Transportation Work ID Card (TWIC) issued by the Department of Homeland Security (DHS)
- (7) Foreign passport with a temporary I-551 stamp or temporary I-551 with printed notation on a machine-readable immigrant visa
- (8) Employment authorization document that contains a photograph (INS Form I-776)

Note: REAL ID compliant IDs and DLs contain a star marking on the face of the card. Most EDLs and EIDs do not contain the star marking but will state "ENHANCED" on the DL/ID and this is acceptable.

7. Additional access procedures. For those activities not addressed below, see paragraph 6.c. for additional information.

a. **Commercial vehicles.** All commercial vehicles must access the installation through Private Bolio Gate ACP. Drivers must either have an AIE photo card or temporary visitor pass issued by the VCC. In addition, they must provide security personnel with a bill of lading showing the contents of the vehicle and destination. All commercial vehicles are inspected. Those with explosive material must be escorted to their destination and back to the ACP.

Note: A commercial vehicle is defined as any vehicle larger than an enclosed fifteen (15) passenger van (not used for passenger transportation), or any commercial vehicle pulling an enclosed trailer of any size, and all commercial fuel trucks.

b. Contracted services access. All POM organizations or activities that contract for services, work, or other activities must include within their contract, work order, or service agreement that “all non-Government employees must first be vetted through an NCIC-III check in order to work on and/or access the installation.” The Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR) will submit a POM 7 or POM 7-1 to the Private Bolio Visitor Control Center (VCC) to initiate the contractor’s receipt of an AIE credential for access.

c. On-demand transportation or delivery.

(1) Taxi cabs. For unsponsored, unescorted access, drivers must apply for an AIE temporary visitor’s card at the VCC by submitting a POM 7, must possess a valid REAL-ID compliant DL or supporting ID, must possess a valid taxicab operator’s ‘hack’ license, and must have a Monterey Regional Transit Authority (MRTA) sticker affixed to the driver’s side lower corner of the rear window. Vehicle registration and proof of insurance must be valid and current.

(2) Ride-share and food delivery services. Currently there is no program for drivers of commercial ride-share or food delivery services to gain unsponsored, unescorted access to the installation. For those drivers who wish to conduct these commercial services on USAG POM they must have a sponsor and comply with all requirements of paragraph 5.d., paragraph 6.c.2), and paragraph 6.d. Drivers must demonstrate a valid purpose for each visit, which can be accomplished by showing the ride-sharing hail or food delivery order on a smartphone or identifying the person and building for the pickup or delivery. This policy will be updated when the Garrison Commander implements a program to accommodate these services on the installation. Sponsors are responsible for the conduct of an unescorted driver while they are operating on the installation.

d. Retired military or other DOD ID card holders in a contract status. Personnel possessing a DoD-issued ID who wish to drive for a commercial ride-share or food delivery service or otherwise gain employment on the installation as a contractor are not permitted to use the DoD-issued ID for installation access while performing commercial or contract services. They must obtain a sponsor apply for an AIE temporary visitor pass or photo card at the VCC, and that credential must be used when accessing the installation. See paragraph 6.c for additional information.

e. Retired DOD Civilians. ID cards are no longer issued to retired DoD Civilians (see DoD memorandum, Civilian Retiree Identification Card Termination, dated 17 February 2023). The retiree must bring their SF-50 to the VCC to obtain an AIE photo card to for access to Morale, Welfare, and Recreation (MWR) facilities on USAG POM. This card will be renewed annually.

f. Gold Star Family access (Survivor Access Badge). The Survivor Access Badge will be used for both Gold Star Family members and next of kin survivors. These

persons are the family or survivors of a Servicemember who lost their life while serving on active duty. This includes service members who lose their lives while assigned to a Reserve or National Guard unit in drill status. Eligible survivors are the remarried widow or widower (widows and widowers are eligible to retain their dependent ID card), parent, child, stepchild, child through adoption, sibling, or half-sibling of the deceased Service member.

(1) The Survivor Access Badge is an AIE photo card marked with 'Survivor' on the face of the card. This card may be issued for a 3-year period during which time no additional vetting is required.

(2) To obtain the Survivor Access Badge, authorized persons must contact the installation Survivor Outreach Services (SOS) coordinator, who will receive and review requests for access card(s) and verify eligibility. The SOS coordinator will forward the request to installation access control to be vetted for unescorted installation access. Survivors who have previously been vetted and issued a Survivor Access Badge at another installation that is enrolled in the Defense Manpower Data Center (DMDC) Identity Matching Engine for Security and Analysis (IMESA) database, through either AIE or the Defense Biometric Identification System (DBIDS), can be automatically registered at another IMESA installation. This is done by presenting this same credential for access at the ACP, without undergoing vetting again at the VCC provided the bearer has a valid purpose for entry.

g. Federal, state, and municipal law enforcement or government official access.

(1) Federal, state, and local government officials driving official or emergency vehicles (in a non-emergency capacity) or privately owned vehicles (POV) must present their credentials to ACP security personnel. All federal, state, and local emergency vehicles responding to an emergency (mutual / automatic aid plan) on the installation must proceed to the pre-established staging area and/or notify the POM Police desk. If advance notification is not received, POM Police must verify the response with the appropriate emergency agency.

(2) Federal Law Enforcement (LE) officials are authorized unescorted access and are permitted to carry their issued firearms but are required to show Personal Identity Verification (PIV) credentials upon request and must inform security personnel at the ACPs of the fact that they are armed. The carry of personally owned weapons (POW) is not authorized.

(3) State and local LE officials on-duty are permitted unescorted access and are permitted to be armed. Those in plainclothes while on official duty must provide state driver's license, their agency's badge and/or credentials (Bs and Cs) and inform security personnel at the ACP if they are armed. State and local LE officials off-duty are not permitted to be armed.

(4) IAW reference n. US Army Criminal Investigative Division (USACID) agents, while in the performance of their official duties, are –

(a) Exempt from routine inspections or searches of their person, possessions, materials, vehicles, criminal evidence and occupants during normal force protection conditions. This guidance will be suspended under FPCON Charlie and Delta. Agents must present their DOD CAC and badge or credentials at the ACP. This exception does not apply to a search incident to a probable cause stop for other offenses and does not apply to off-duty agents or those driving personal vehicles.

(b) Authorized to escort non-DoD affiliated personnel on the installation without a requirement for the visitors to show photo identification or process through the visitor control center. Agents must present their DOD CAC and badge or credentials at the ACP for this approval. Agents will escort these personnel off post upon conclusion of official business.

h. **Media.** POM Public Affairs Office (PAO) personnel will meet all media visitors who wish to access the installation outside of the ACPs. The suggested initial meeting location for any media is the VCC. Media visitor(s) must be always escorted by a POM PAO representative while they are on the installation.

i. **Special events.** The GC may designate certain widely attended functions as 'Installation Special Events' where NCIC-III screening for each attendee may be determined impractical. Agencies or event sponsors wishing to receive this designation for a planned event must coordinate approval through the Directorate of Plans, Training, Mobilization, and Security (DPTMS) for GC approval. General access procedures for these events include:

(1) Groups are required to submit to the VCC a manifest of all attendees in advance of the event using an excel spreadsheet. Transportation operators will be required to present a valid and REAL-ID compliant DL or augmenting ID to security personnel at the VCC. The spreadsheet will include the following: Name, Driver License number, last 4 SSN. The POM 7 or 7-1 will be used as the cover sheet. The sponsor will fill out the sponsor portion only, digitally sign and send to usarmy.pom.106-sig-bde.list.pres-installationaccess@army.mil.

(2) Individual attendees over the age of 18 are required to apply for an AIE temporary visitor pass. Prospective visitors are encouraged to use the online pre-screening process to expedite receipt of a pass at the VCC. Attendees and passengers of the vehicle over the age of 18 will undergo identity screening at the ACP or other security checkpoint.

(3) All vehicles are subject to a 100% inspection by ACP security personnel before accessing the Installation. Anyone refusing an inspection of their vehicle or

possessions will be denied access to POM. If a person is denied access all ACP's will be notified to ensure access is not granted at another ACP.

(4) Additional measures or modification of the measures above may be authorized by the GC as needed.

j. **Foreign cadets and staff.** Foreign national cadets and staff may receive an AIE temporary visitor pass for 30 days (longer if necessary) that allows unescorted access to the installation while awaiting receipt of the "blue band" CAC card. An email from the appropriate Department leadership to the Access Control OIC is required to validate an individual's qualification for this accommodation.

k. **Presidio of Monterey Cemetery.** Personnel requiring access to the Presidio of Monterey Cemetery must coordinate with the Public Affairs Office (PAO) at POMPAO@army.mil. The PAO will submit a POM Form 7 or 7-1 for the individual(s) requesting installation access. If approved, access will be granted for a specific day and time block for visitation.

8. This policy remains in effect until canceled or superseded in writing. The point of contact is DES, Physical Security at 520-684-5999.

Encl

1- POM Form 7

2- POM Form 7-1

3- Access Denial Waiver Process

DISTRIBUTION: G

DANIEL S. ARTINO

COL, AV

Commanding

ENCLOSURE 3 (Access Denial Waiver Process) to Presidio of Monterey Command Policy #6,
Installation Access Policy

1. Sponsors have 14 days from the date of access denial for their visitor to submit the access denial waiver packet to the Physical Security Officer.

2. Procedures.

a. Visitors must perform the following actions:

1) Complete Access Control Denial Waiver Application (Enclosure 3) in full and verify with a notary countersignature.

2) Obtain a notarized copy of their complete felony criminal history to include the disposition of all convictions.

3) Obtain a letter of endorsement from a person authorized to sponsor and escort visitors on the installation in accordance with paragraphs 6.a. and 6.b. of this policy.

4) Submit a letter and the completed access control denial waiver application to the Garrison Commander requesting the access denial be waived. The letter must include all offenses, and an explanation why the conduct should not result in denial of access to the installation.

5) Provide a current physical or e-mail address to enable the Physical Security Officer to transmit a copy of the waiver request determination.

Note 1: The Garrison Commander will render a determination in the interest of good order, discipline, health, and safety on the installation. The GC will provide this determination to the applying visitor and the DES and Physical Security offices to ensure applicable access control databases are updated.

Note 2: Persons who have a waiver request denied may request reconsideration from the Garrison Commander one (1) year after the date of the Commander's decision. Persons may request reconsideration earlier if they can present significant information that was not available at the time of the original request or show that the basis for the original denial was overturned, rescinded, or expired.

3. Approval Process.

a. The Physical Security Officer will review the access denial waiver applications and make a fitness determination recommendation to the Garrison Commander.

b. The Garrison Commander will review the waiver application and render a determination that ensures proper protection of good order and discipline, or health and safety on the installation.

c. The Physical Security Officer will provide a copy of the determination to the individual, Director of Emergency Services/Provost Marshal Office and sponsor.

d. Individuals who have had a waiver request denied may request reconsideration from the Physical Security Officer after one year from the date of the Commander's decision, or earlier if the individual can present significant information that was not available at the time of the original request or that the basis for the original denial was overturned, rescinded, or expired.

ACCESS CONTROL DENIAL WAIVER APPLICATION

WARNING: ANY MISREPRESENTATION OR OMISSION OF INFORMATION MAY RESULT IN DENIAL OF THE REQUEST

AUTHORITY: Public Law 110-181, The 2008 National Defense Authorization Act, Section 109.
PRINCIPAL PURPOSE. You are completing this form because you seek an exception to policy for installation access due to a disqualifying felony conviction.
ROUTINE USE: National Crime Information Center Interstate Identification Index (NCIC III) criminal history check using the Department of Defense database.
DISCLOSURE IS VOLUNTARY: Disclosure of information is voluntary. However, applicants’ failure to complete the form in full, will result in a delay or denial of installation access.

REQUEST FORM

Please type or print clearly; attach additional sheets if necessary

1. Name *(First/Middle/Last)*

2. Current Address *(Number and street, City, State, and Zip Code)*

3. E-mail address: _____
Do you want your decision emailed rather than mailed to you? YES____ NO____

4. Current Telephone Number
Home: () _____ Work: () _____

5. Reason for requesting access to Presidio of Monterey (POM):

6. What job has POM offered you: _____

7. Does your job require a security clearance: YES____ NO____

8. Attach a copy of all documents certified by the Clerk of the Court, from all your conviction(s)

State of _____
County of _____

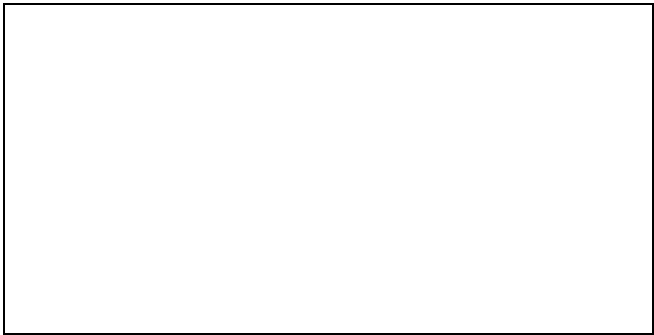
ENCLOSURE 3 (Access Denial Waiver Process) to Presidio of Monterey Command Policy #6, Installation Access Policy

Under the penalty of perjury, the undersigned has examined this request for review and to the best of my knowledge and belief, it is true, complete, and correct.

Your printed name

Your Signature

Date (*month, Day, Year*)



Notary Seal

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared and acknowledged the execution of the foregoing instrument as his/her voluntary act and deed.

Witness, my hand and Notarial Seal, this____day of _____,20____

Notary Public, Written Signature

**APPLICATION FOR INSTALLATION ACCESS
(FOR U.S. CITIZEN APPLICANTS ONLY)**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Public Law 110-181, The 2008 National Defense Authorization Act, Section 109.

PRINCIPAL PURPOSE: Provide necessary information to determine if applicant meets the installation access requirements in accordance with the U.S. Army Garrison, Presidio of Monterey Command Policy # 17, Installation Access Procedures for Visitors. Use of Date of Birth, Driver's License number and Social Security Number (SSN) are necessary for positive identification of the applicant in the Department of Justice database. Use of SSN includes the full 9-digit or the last 4-digit only.

ROUTINE USE: National Crime Information Center Interstate Identification Index (NCIC III) criminal history check using the Department of Defense database.

DISCLOSURE IS VOLUNTARY: Disclosure of SSN and other information is voluntary. However, applicant's failure to provide full name, Date of Birth, Driver's License number, and SSN will result in a delay or denial of installation access. Sponsor's failure to provide Date of Birth and SSN when requesting a Defense Biometric Identification Data System (DBIDS) card for an applicant will result in denial of DBIDS card issue.

Information collected in this form is FOR OFFICIAL USE ONLY. Sponsors will collect the required applicant information individually and not provide applicant access to each other's protected personal information. Once completed, if submitted via email using government computer, this application must be sent encrypted to the shared access email address: usarmy.pom.dlflc.mbx.pom-installation-access@army.mil. If using personal email, ensure that the security of your email system is adequate for sending sensitive information before choosing to transmit as this contains Personally Identifiable Information.

SECTION I. SPONSOR'S INFORMATION (To be completed by the sponsor requesting personnel listed below for inclusion to the Installation Access Roster to permit entry to the U.S. Army, Presidio of Monterey, California. Sponsor will be responsible for all actions of their guests while on the installation).

a. SPONSOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL

b. SPONSOR'S WORK PHONE (Area Code and Number)

c. SPONSOR'S ORGANIZATION

d. DATE OF BIRTH (MM/DD/YYYY)

e. CONTRACT EXPIRATION DATE (CONTRACTORS ONLY)

f. TYPE OF REQUEST (Select one only)

☐ DBIDS CARD	<i>Enter Sponsor's Full SSN. This is required to verify enrollment in the Defense Enrollment Eligibility Reporting System (DEERS)</i>		
☐ ACCESS ROSTER	☐ INITIAL REQUEST	☐ RENEWAL	

g. PURPOSE OF VISIT (Please provide details in the space provided below)

☐ Mission Requirement	☐ Other
--	--------------------------------

SIGNATURE

DATE

SECTION II. INFORMATION ON U.S. CITIZEN APPLICANT(S)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL

SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.

DRIVER'S LICENSE NUMBER

ISSUING STATE
AL

DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM

TO

TIME OF REQUESTED ACCESS

FROM

TO

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

2. LAST NAME, FIRST NAME, MIDDLE INITIAL

SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.

DRIVER'S LICENSE NUMBER

ISSUING STATE
AL

DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM

TO

TIME OF REQUESTED ACCESS

FROM

TO

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

3. LAST NAME, FIRST NAME, MIDDLE INITIAL

SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.

DRIVER'S LICENSE NUMBER

ISSUING STATE
AL

DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM

TO

TIME OF REQUESTED ACCESS

FROM

TO

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

**APPLICATION FOR INSTALLATION ACCESS
(FOR U.S. CITIZEN APPLICANTS ONLY)**

SECTION II. INFORMATION ON U.S. CITIZEN APPLICANT(S) (Continuation page)

4. LAST NAME, FIRST NAME, MIDDLE INITIAL		SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.	
DRIVER'S LICENSE NUMBER	ISSUING STATE AL	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM TO		TIME OF REQUESTED ACCESS FROM v TO v	
DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY			
5. LAST NAME, FIRST NAME, MIDDLE INITIAL		SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.	
DRIVER'S LICENSE NUMBER	ISSUING STATE AL	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM TO		TIME OF REQUESTED ACCESS FROM v TO v	
DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY			
6. LAST NAME, FIRST NAME, MIDDLE INITIAL		SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.	
DRIVER'S LICENSE NUMBER	ISSUING STATE AL	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM TO		TIME OF REQUESTED ACCESS FROM v TO v	
DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY			
7. LAST NAME, FIRST NAME, MIDDLE INITIAL		SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.	
DRIVER'S LICENSE NUMBER	ISSUING STATE AL	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM TO		TIME OF REQUESTED ACCESS FROM v TO v	
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8. LAST NAME, FIRST NAME, MIDDLE INITIAL		SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.	
DRIVER'S LICENSE NUMBER	ISSUING STATE AL	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM TO		TIME OF REQUESTED ACCESS FROM v TO v	
DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY			

FOR LAW ENFORCEMENT USE ONLY

DATE NCIC III CONDUCTED	DISQUALIFYING FACTORS ☐ YES ☐ NO
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FOR APPROVING AUTHORITY USE ONLY

☐ APPROVED ☐ DISAPPROVED	PRINTED NAME	SIGNATURE	DATE
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**APPLICATION FOR INSTALLATION ACCESS
(FOR NON U.S. CITIZEN APPLICANTS ONLY)**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Public Law 110-181, The 2008 National Defense Authorization Act, Section 109.

PRINCIPAL PURPOSE: Provide necessary information to determine if applicant meets the installation access requirements in accordance with the U.S. Army Garrison, Presidio of Monterey Command Policy # 17, Installation Access Procedures for Visitors. Use of Date of Birth, Driver's License number and Social Security Number (SSN) are necessary for positive identification of the applicant in the Department of Justice database. Use of SSN includes the full 9-digit or the last 4-digit only.

ROUTINE USE: National Crime Information Center Interstate Identification Index (NCIC III) criminal history check using the Department of Defense database.
DISCLOSURE IS VOLUNTARY: Disclosure of SSN and other information is voluntary. However, applicant's failure to provide full name, Date of Birth, Driver's License number, and SSN will result in a delay or denial of installation access. Sponsor's failure to provide Date of Birth and SSN when requesting a Defense Biometric Identification Data System (DBIDS) card for an applicant will result in denial of DBIDS card issue.

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c. SPONSOR'S ORGANIZATION

d. DATE OF BIRTH (MM/DD/YYYY)

e. CONTRACT EXPIRATION DATE (CONTRACTORS ONLY)

f. TYPE OF REQUEST
(Select one only)

☐ DBIDS CARD

Enter Sponsor's Full SSN. This is required to verify enrollment in the Defense Enrollment Eligibility Reporting System (DEERS)

☐ ACCESS ROSTER

☐ INITIAL REQUEST

☐ RENEWAL

g. PURPOSE OF VISIT (Please provide details in the space provided below)

☐ Mission Requirement

☐ Other

SIGNATURE

DATE

SECTION II. INFORMATION ON NON-U.S. CITIZEN APPLICANT(S)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL

DRIVER'S LICENSE NUMBER

ISSUING STATE
AL

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM

TO

TIME OF REQUESTED ACCESS

FROM

TO

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

CITIZENSHIP

COUNTRY OF BIRTH

DATE OF BIRTH (MM/DD/YYYY)

PASSPORT NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

VISA NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

ALIEN REGISTRATION NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

2. LAST NAME, FIRST NAME, MIDDLE INITIAL

DRIVER'S LICENSE NUMBER

ISSUING STATE
AL

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM

TO

TIME OF REQUESTED ACCESS

FROM

TO

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

CITIZENSHIP

COUNTRY OF BIRTH

DATE OF BIRTH (MM/DD/YYYY)

PASSPORT NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

VISA NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

ALIEN REGISTRATION NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

**APPLICATION FOR INSTALLATION ACCESS
(FOR NON-U.S. CITIZEN APPLICANTS ONLY)**

SECTION II. INFORMATION ON NON-U.S. CITIZEN APPLICANT(S) (Continuation page)

3. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER	ISSUING STATE AL
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM TO		TIME OF REQUESTED ACCESS FROM v TO v	
DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY			
CITIZENSHIP	COUNTRY OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)	
PASSPORT NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
VISA NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
ALIEN REGISTRATION NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	

4. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER	ISSUING STATE AL
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM TO		TIME OF REQUESTED ACCESS FROM v TO v	
DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY			
CITIZENSHIP	COUNTRY OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)	
PASSPORT NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
VISA NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
ALIEN REGISTRATION NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	

5. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER	ISSUING STATE AL
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM TO		TIME OF REQUESTED ACCESS FROM v TO v	
DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY			
CITIZENSHIP	COUNTRY OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)	
PASSPORT NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
VISA NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
ALIEN REGISTRATION NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	

FOR LAW ENFORCEMENT USE ONLY

DATE NCIC III CONDUCTED	DISQUALIFYING FACTORS ☐ YES ☐ NO
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FOR APPROVING AUTHORITY USE ONLY

☐ APPROVED	PRINTED NAME	SIGNATURE	DATE
☐ DISAPPROVED			