



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

IMRP-ZA

22 JUL 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #14, H-Tenants Access Procedures

1. Reference:

- a. Army in Europe Regulation 190-16, "Installation Access Control", dated 27 April 2017
- b. Army in Europe Regulation 525-13, "Antiterrorism", dated 16 October 2013
- c. Army in Europe Regulation 1-3, "International and Other Agreements", dated 22 April 2015

2. Purpose: This policy provides procedures for host nation personnel (H-Tenants) residing on Smith Barracks, United States Army Garrison Rheinland-Pfalz (USAG RP) to request installation access for themselves and individuals associated with them. Installation access control procedures are IAW AER 190-16.

3. Applicability: This policy applies to all H-Tenants and associated individuals who are residing on or require access to Smith Barracks, which is controlled by the USAG RP.

4. Policy:

a. H-Tenants will be issued installation passes; including all children age ten and above in the Local National Employee category.

b. H-Tenants may request installation passes in the following categories for associated individuals that demonstrate a required recurring need to access the installation:

- (1) Delivery Personnel
- (2) Personal Service employee
- (3) Family Member (Immediate Family Member Living in Europe)
- (4) Other

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c. H-Tenants may request an access roster during Force Protection Condition (FPCON) Bravo for nonrecurring special events or when issuing an installation pass is not practical or authorized.

d. Installation access will be restricted as noted in this memorandum IAW the current FPCON. Army in Europe Regulation 525-13 describes the FPCON system as a principle means through which commanders apply an operational decision on how to best protect personnel, information and material resources against the threat.

5. Procedures:

a. Obtaining an Installation Pass for H-Tenants:

(1) Definition: H-Tenants are host nation individuals who reside on Smith Barracks, USAG RP and family or other individuals residing with them on a permanent basis. Residence on a "permanent basis" means a resident who now considers the home as his or her principle place of residence, currently and for the foreseeable future and the resident has registered in accordance with German Law with the Baumholder Einwohnermeldeamt.

(2) H-Tenants are authorized a regular pass under the category of Local National Employee.

(3) The installation pass is valid for a period not to exceed five years.

(4) The installation pass is valid for 24 hours a day, 7 days a week.

(5) H-Tenant are self-sponsored and required to report to the IACS office located in Building 8873, near intersection of Berschweiler Strasse and Marconi Road with their Personalausweis indicating their current address on Smith Barracks. Children under the age of 18 must be accompanied by their parent or guardian and have a valid form of identification (birth certificate or kinderausweis).

(6) Background checks are not required.

(7) H-Tenants age 18 and above are authorized Visitor Sponsor Privileges and able to sign up to four guests. Visitor Sponsor privileges are not authorized at FPCON Charlie and Delta.

(8) H-Tenants are authorized access up to and including FPCON Delta.

b. H-Tenant requesting an Installation Pass for one of the above categories IAW AER 190-16 are required to submit the request to the IACS register detailing the requirements for access. Access request forms may be found at the Wetzlar IACS office. After the request is submitted, it will be reviewed and the H-Tenant will be notified when

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the individual requiring access can report to the IACS Office located in building 8873. The individual is required to bring with them their host nation passport or personal ausweiss and a GCC in order to be issued an installation pass.

(1) LNSP screening is required to be completed before Delivery Personnel obtain an installation pass.

(2) A copy of the contract (e.g. nanny, dog-sitter, housecleaner, nurse, personal assistant) for a Personal-Service Employee is required for the USAG to review. Upon approval, the individual hired as a Personal-Service Employee may be issued an installation pass in this category.

c. Canceling Installation Passes: It is the responsibility of the H-Tenant to notify the IACS office if any pass is no longer needed prior to its expiration date.

d. Coordination:

(1) USAG RP Public Affairs Office (PAO) will be the liaison for the H-tenants and the USAG-RP for any issues or concerns in reference to this policy letter.

(2) USAG RP PAO will maintain an up to date roster of H-Tenants and provide a copy to the USAG RP Directorate of Emergency Services (DES).

(3) Requests for special access consideration not covered in this policy should be submitted in writing through the USAG-RP PAO to USAG-RP DES. Requests will be forwarded to the United States Army Europe (USAREUR) Office of the Provost Marshal (OPM) for review and recommendations will be submitted to the USAG-GC for final decision. All requests and subsequent decisions will be maintained on file at the IACS office. An example of a special access consideration could include a request for a Personal-Service Employee (nurse) to have access at FPCON Delta due to medical necessity.

(4) USAREUR G8 Agreements Division will be the final authority for settling installation access disputes with the appropriate host nation agencies IAW AER 1-3 (international and Other Agreements), dated 22 April 2015.

7. Proponent: The proponent for this policy is the DES at DSN 493-4022.



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