



**DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON ALASKA  
1046 MARKS ROAD  
FORT WAINWRIGHT, ALASKA 99703**

**AMIM-AKL-S**

**AUG 23 2023**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Access Control Rosters for Events, Contractors and MWR onto Fort Wainwright (USAG Fort Wainwright Policy #30)**

**1. References:**

a. DoD Manual 5200.08 Volume 3, Physical Security Program: Access to DoD Installations, dated 2 Jan 19.

b. AR 190-13 Chapter 8, Army Physical Security Program, dated 27 Jun 19.

2. Purpose: This policy is to establish access control rosters for entry onto the Fort Wainwright Military Reservation that are prepared and submitted in accordance with the procedures outlined in this policy letter.

3. Each directorate/activity/unit/organization (LRC, DPW, DFMWR, BLM, etc.) is responsible for submitting a contractor or vendor access roster for the organization. Units and agencies are responsible for updates and changes in their respective rosters. Access rosters are submitted in the following manner:

a. Prepare using a pre-formatted spreadsheet (enclosed) provided by the Garrison Physical Security Division at 361-9011/7560. Use the following data fields:

- (1) Company
- (2) Last Name
- (3) First Name
- (4) End of Contract Date or End of Access Date
- (5) Sponsoring Agency (LRC, DPW, DFMWR, DPTMS, etc.)

b. Additions are highlighted in blue; deletions are highlighted in red.

c. Sponsorship expiration dates for passes will not exceed one (1) year. Passes are provided for up to 7-90 days or with special consideration for the issuance of long term passes. Unit and agencies will, at minimum, validate these rosters monthly. Rosters not validated will be terminated. This does not apply to the Golf Course and Birch Hill (see paragraph 4.b. for guidance).

d. The spreadsheet is sent via email to the Fort Wainwright Physical Security Division. Please call (907) 361-9011/7560 for email address information.

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e. The Master Access Roster is updated within 48 hours. Rosters must be submitted at least one business day prior in order to be included in the update Monday through Friday (excluding holidays).

**4. Non-DoD-affiliated Personnel:**

a. For off-post groups and individuals (i.e. sports teams, special events, volunteers) requesting access to Fort Wainwright facilities, to include activities other than MWR, the Access Control Rosters for entry onto Fort Wainwright process is the same as above with the following additional requirement: the directorate/activity/unit/organization that is responsible for the facility being used or team requesting access (i.e. DFMWR for access to Youth Services) are responsible for the access roster submission. Coordination for access can only be accomplished through the responsible agency. The responsible agency will prepare the access roster for the off-post group and submit it according to the procedure described in paragraph 3. Passes will be issued according to standard operation procedures.

b. The Golf Course, PFC Ice Rink and Birch Hill are MWR facilities. Individuals with an official Season Pass are authorized a season access pass to match the season of the facility sponsored by MWR; individuals must be proofed and vetted at the Visitor Control Center (VCC) as appropriate. The Golf Course may be reached at 353-6233; Birch Hill at 353-2706; and the PFC Ice Rink at 353-7223.

c. The MWR league and team rosters are submitted in accordance with this policy and approved by the Director, FMWR or her/his representative. Team rosters only contain the personnel that require repeated weekly access to the installation for events and the passes will reflect the times the facilities are made available to the team. The roster is submitted by the government sponsor. Rosters contain players over the age of 16 that require access and in the event the player is a minor, the roster must contain the player and the player's parents or legal guardians who are over 18 years of age who will be transporting the player. Personnel on league or team rosters are authorized up to a 30 day pass. All other guests need to obtain a pass at the VCC when wishing access. Rosters are maintained by the sponsoring agency; there will be no individuals on a roster that possess an authorized ID card for access or under age 16; sponsors submitting rosters will ensure persons placed on roster are not DoD ID Card holders. MWR coordinates all passes through the Physical Security Division for access control.

d. Fort Wainwright is used for a number of different types of public recreational use. All areas that are determined open for recreational use may be closed temporarily

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during periods of military use. Recreational areas are areas that are open to all types of recreation, including off-road vehicles (ORVs). Modified recreational use areas are areas that are open to hunting, fishing, trapping, hiking, skiing, and berry picking, but are not open to any type of ORV, except in the winter. Limited recreational use areas are restricted to all types of recreational use year round except hiking, skiing, bird watching, berry picking and other low impact recreation activities. Off-limit areas are restricted to public access and use year round. The Director, FMWR or her/his representative must ensure anyone that is accessing Fort Wainwright lands for recreation is aware of the off-limits areas and the weapons policy.

e. All users of Army lands are required to register for a Recreational Access Pass (RAP) and are urged to call into the U. S. Army Alaska Recreation Tracking System (USARTRAK) system for updates regarding the opening/closing of training areas for recreational use and managed by Outdoor Recreation at [www.usartrak.isportsman.net/](http://www.usartrak.isportsman.net/). The automated, sign-in USARTRAK phone numbers are: 353-3181 at Fort Wainwright; 873-3181 at Fort Greely; and 384-3181 at Joint Base Elmendorf-Richardson (JBER). The area code for all numbers is 907. Recreational users of Fort Wainwright must sign into the USARTRAK system before proceeding to their intended fishing or hunting area. Failure to properly sign-in could lead to a citation. Hunters on Fort Wainwright and Fort Greely may call either number. Hunters at JBER must use the 384 prefix. Fort Wainwright and Fort Greely RAP holders who have problems checking in may call the Environmental Office at 361-9686 for assistance.

5. In the event that the Force Protection Condition (FPCON) Level is elevated to CHARLIE, this policy becomes void; no public access to MWR activities/facilities is authorized.

6. The Garrison Commander is the final approving authority for access to post. Inclusion on an access roster does not guarantee access to post. The Garrison Commander may deny entry to anyone at any time. Access may be limited to times and dates as specified by the Garrison Commander.

7. This policy supersedes USAG Fort Wainwright Policy #30, subject: Access Control Rosters for Events, Contractors and MWR onto Fort Wainwright, dated 18 Jan 22.

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8. The point of contact for this policy is the Director of Emergency Services at 361-4689.

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JASON A. COLE  
COL, LG  
Commanding

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