



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
JOINT BASE LEWIS-MCCHORD YAKIMA TRAINING CENTER
970 FIRING CENTER ROAD
YAKIMA, WA 98901-9399

IMLM-YTC-ZA

19 June 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Yakima Training Center (YTC) Policy Statement #11, Access Control Procedures

1. References.

a. Army Directive, 2014-05, Policy and Implementation for Common Access Card Credentialing and Installations Access for Uncleared Contractors, dated 7 Mar 14.

b. Army Regulation, 190-13, The Army Physical Security Program Chapter 8, dated 25 Feb 11.

c. HQDA EXORD, 033-15 Installation Access (Directed Actions), dated 7 Nov 14.

d. HQDA EXORD, 110-16 Real ID Act Implementation, dated 08 Feb 16.

e. IMCOM OPERATIONS ORDER 15-031, Implement Access Control Procedures at IMCOM Installations, DTG 211313Z NOV14.

f. IMCOM FRAGO 06 to OPORD 15-031, DTG 151950ZJUN16.

g. HQ USNORTHCOM Force Protection Directive 16-264 (FPCON Waivers), DTG 202030Z SEP 16.

2. Purpose. This policy establishes policies and procedures for governing positive control of visitors, commercial contractors, or other individuals visiting or utilizing YTC.

3. Scope. This policy applies to all individuals assigned to YTC and to visitors, contractors, and others who require physical access to the installation.

4. Screening and Vetting (IAW Annex D to OPORD 15-031)

a. Screening (Identity Proofing): Department of the Army Security Guards (DASG) performing installation access control will verify a person's need to have access to the

This policy statement supersedes Policy Statement #11 dated 11 July 2018.

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installation and perform a physical and visual inspection on identification cards of all occupants.

The DASG will match the photograph on the identification card (ID) to the person presenting the ID and verify authenticity by checking the anti-counterfeit or fraud protection embedded in the credential.

(1) Personnel in lawful possession of a valid form of the following forms of ID are authorized unescorted access to the installation without needing a National Crime Information Center Interstate Identification Index (NCIC-III) check conducted:

(a) DoD CAC: Military (Active, Reserve, National Guard), Civilian Employee (Active and Retired), Contractor, foreign military serving with U.S. Forces

(b) DD Form 2: Armed Forces of the United States-Geneva Conventions ID Card (Active, Reserve, Retired)

(c) PIV Card (Personal Identification Verification) issued by the federal government

(d) PIV-I Card (Personal Identification Verification - Interoperable) issued by the federal government

(e) U.S. Military ID (all members of the U.S. Armed Forces (including retirees and dependent ID card holders and veterans)

(f) DD Form 1173 and 1173-1 (Adult only. See below for juvenile restrictions)

(g) DD Form 2765

(2) In accordance with the Real ID Act, personnel in lawful possession of a valid form of the following forms of ID are authorized unescorted access to the installation after a favorable NCIC-III check is conducted:

(a) Valid state driver's license from a state that is compliant with the Real ID Act. Personnel presenting a standard driver's licenses from Washington, Minnesota, Missouri, and American Samoa require a Real ID Act acceptable form of ID for unescorted access as listed in (c) – (t) of this paragraph

(b) Enhanced Driver's License

(c) U.S. Passport or U.S. Passport Card

(d) Veterans Health Identification Card issued by the U.S. Department of Veterans Affairs

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- (e) DHS "Trusted Traveler" Cards (Global Entry, Nexus, Sentri, Fast)
- (f) TWIC (Transportation Worker Identification Credential)
- (g) Merchant Mariner Card issued by DHS/United States Coast Guard (USCG)
- (h) Driver's license issued by the U.S. Department of State
- (i) Border Crossing Card (Form DSP-150)
- (j) U.S. Certificate of Naturalization or Certificate of Citizenship (Form N-550)
- (k) U.S. Permanent Resident Card/Alien Registration Receipt Card (Form I-551)
- (l) Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable immigrant visa
- (m) U.S. Refugee Travel document or other travel document or evidence of immigration status issued by DHS containing a photograph (permit to re-enter FORM I-327 and refugee travel document Form I-571)
- (n) Employment authorization document with photograph issued by the DHS (Form I-766)
- (o) In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with a Form M I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the aliens nonimmigrant status, as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
- (p) Identification card issued by federal, state, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address
- (q) U.S. military or draft record
- (r) Native American Tribal photo ID
- (s) Foreign government issued passport with a current arrival-departure record (INS Form 94) bearing the names as the same name as the passport and containing an endorsement of an aliens nonimmigrant status, if that status authorizes the alien to work for the employer

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(f) PIV-I Card (Personal Identification Verification - interoperable) issued by non-federal government entities

(3) Official foreign visitors (e.g., Foreign Liaison Officer, Foreign Exchange Personnel, and Cooperative Program Personnel) subject to the provisions of AR 380-10 will be granted unescorted visitor status. The Foreign Visit System-Confirmation Module will be used to confirm that a proposed official visit to an Army installation by a foreign Government representative has been approved through the Foreign Visits System, and to record the arrival of such visitors.

b. Vetting. DASG will request a check of records by the YTC Police Desk Sergeant through NCIC-III for all non-military affiliated personnel (e.g. non-Common Access Card (CAC) holding visitors and contractors).

(1) Unescorted access will not be granted without completing a favorable NCIC-III screening

(2) Personnel under the age of 18 are exempt from the NCIC-III check

5. Non-Military Affiliated Personnel

a. Escorted Personnel.

(1) Non-military affiliated personnel will be vetted through NCIC-III prior to being escorted on the installation.

(2) The escorted person must present a valid state driver's license, state ID with photo, or a valid U.S. passport, or a valid passport from other countries cleared by the State Department. The escorted person must also present valid vehicle registration and proof of vehicle insurance.

(3) Only personnel defined in paragraph 3.a.(1) (a) – (e) are authorized to escort non-military affiliated personnel.

b. Unescorted Non-Military Affiliated Personnel.

(1) In addition to the Real ID Act requirements, the unescorted person must also present valid vehicle registration and proof of vehicle insurance.

(2) Visitors and contractors (less than 30 days) will be issued a temporary vehicle pass from the ACP or Visitor Control Center, Bldg. 101.

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(3) Long term visitors and, in coordination with the applicable Contracting Officer Representative, contractors (greater than 30 days) will be issued an Installation Access

Card after a favorable NCIC-III check. The Installation Access Card is issued by the YTC Police Desk Sergeant, Bldg. 159 and is valid for one year unless the duration of the stay/contract is less than one year but more than 30 days.

(a) Long term visitors and contractors must be sponsored on YTC by personnel as defined in paragraph 3.a.(1)(a)-(e).

(b) Long term visitors will not be granted unescorted access to MWR and AAFES facilities. Contractors will be granted unescorted access to MWR and AAFES facilities.

(c) Contractors are required to submit a completed YTC Access Roster for all employees engaged in work on the installation. Contractors employing foreign nationals are required to submit the completed YTC Access Roster to the YTC Police Chief no later than 10 business days prior to the contract work start date.

(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) All delivery vehicles may be subject to vehicle inspection.

(d) Drivers must be cleared through NCIC-III prior to making the delivery.

(e) If the vehicle is sealed, 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.

(5) Food Deliveries/Vendors.

(a) Vendors and 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) Vehicles are subject to inspection prior to being granted access.

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(d) Deliveries must have an on-post destination.

(e) Frequent deliveries (i.e. more than twice a week) require a completed YTC Access Roster and an Installation ID will be issued upon a favorable NCIC-III check.

(6) Taxies.

(a) 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, a valid taxicab operator's license, state vehicle registration, and proof of insurance.

(c) Vehicles are subject to inspection prior to being granted access.

(d) Taxis will not be granted trusted traveler.

(7) Tow Trucks.

(a) Tow truck 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, tow truck application, cab-card, valid state issued driver's license, state vehicle registration, and proof of insurance.

(c) Vehicles are subject to inspection prior to being granted access.

(d) Tow truck drivers will not be granted trusted traveler.

(e) Vehicles being towed for maintenance reasons will be verified telephonically with the person(s) requesting the tow, but will not be allowed on the installation without a NCIC-III check.

(8) Repossessions.

(a) Creditors, or their agents, requesting access to recover property based on default or a contract or legal agreement are required to coordinate the recovery through the YTC Police.

(b) The YTC Police will notify the Staff Judge Advocate and provide an escort.

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

1. Copy of title, contract or legal agreement must be presented.

2. Present evidence that the debtor is in default or the contract or legal agreement.

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

(9) Gold Star Family (DA Form 1602).

(a) A NCIC-III check will be conducted and the date of the check will be entered on the DA Form 1602 prior to issuance.

(b) Gold Star Family Member IDs from other installations will be accepted.

(10) Special Events.

(a) Special events include, but are not limited to, change of command, change of responsibility, and MWR events (e.g. Selah/Army Base Race, Easter Egg Hunt, etc).

(b) Prior to the event, a risk analysis will be accomplished for the development of compensatory security measures when NCIC-III screening is impractical and regulatory requirements cannot be met (e.g. event traffic and parking will be restricted to specific locations). The risk analysis will be included in the waiver submission to the Senior Commander.

6. Trusted Traveler Program (TTP).

a. Use of the TTP is limited to members of the YTC Command Group (i.e. Commander, CSM, DGC, and Directors).

b. The YTC TTP is governed and implemented locally and is not recognized by other installations. YTC does not recognize other installation's TTP.

7. Access Denial Waiver Process.

a. DACP/SG personnel performing the access control mission and conducting the NCIC-III checks will deny installation access to any individual that has any of the following derogatory information on the NCIC-III check:

(1) The NCIC-III contains criminal information about the individual that causes the senior commander to determine that the individual presents a potential threat to the good order, discipline, or health and safety on the installation.

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(2) The installation is unable to verify the individual's claimed identity based on the reasonable belief that the individual has submitted fraudulent information concerning his or her identity in the attempt to gain access.

(3) The individual has a current arrest warrant in NCIC, regardless of the offense or violation.

(4) The individual is currently barred from entry or access to a Federal installation or facility.

(5) The individual has been convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, drug possession with intent to sell or drug distribution.

(6) The individual has a U.S. conviction of espionage, sabotage, treason, terrorism or murder.

(7) The individual is a registered sex offender.

(8) The individual has been convicted of a felony within the past 10 years, regardless of the offense or violation.

(9) The individual has been convicted of a felony firearms or explosives violation.

(10) The individual has engaged in acts or activities designed to overthrow the U.S. Government by force.

(11) The individual is identified in the Terrorist Screening Database (TSDB) as known to be or suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

(a) When this capability becomes available to DoD, security personnel performing installation access control personnel will strictly follow the Federal Bureau of Investigation's published engagement protocols.

(b) In cases where a contractor or visitor is denied access based on derogatory information obtained from an NCIC or NCIC-III check, the individual may request the waiver application packet.

8. Access Denial Waiver Application Packet.

a. The access denial waiver application packet will instruct the individual to do the following:

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(1) Obtain a certified copy of their complete criminal history, which must include all arrests and convictions.

(2) Complete an Installation Access Control Denial Waiver Application and provide the packet to the government sponsor, who will be responsible for submission of the waiver application to the Senior Commander. All offenses must be listed, along with providing an explanation why the conduct should not result in denial from entering the Army installation. Other factors that should be addressed by the sponsor/applicant are:

(a) Nature and seriousness of the conduct

(b) Specific circumstances surrounding the conduct

(c) Length of time elapsed since the conduct

(d) The age of the individual at the time of the incident/conduct

(e) Proof of efforts towards rehabilitation

(f) Provide a current physical or e-mail address for transmission of a copy of the waiver request determination

b. The government sponsor will review the individual's packet for completeness and determine whether or not to endorse the waiver. If the government sponsor determines to endorse the waiver, he/she must provide a memorandum. The memorandum must indicate that the sponsor requests that the individual be granted unescorted access to accomplish a specific purpose, as well as the anticipated frequency and duration of such visits. If a contractor employee is terminated, the sponsor must inform the Police Chief so that unescorted access to the installation is no longer authorized.

c. The Director of Emergency Services (DES) will review the access denial waiver application and make a fitness determination decision that ensures proper protection of good order and discipline, or health and safety on YTC.

d. Individuals who have had a waiver request denied may request reconsideration from the Deputy to the Garrison Commander after one year from the date of the DES'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.

9. Local Access Control Procedures.

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a. Department of the Army Security Guards at the Visitor Control Center (VCC) will establish and maintain a visitor log which will indicate the visitor's name, vehicle make, model, license plate number, the date and time of entry and the duration of the pass. The visitor will be required to provide a valid driver's license, vehicle registration, and proof of insurance.

b. Contractors employing foreign nationals are required to submit the completed YTC Access Roster to the YTC Police Chief not later than 10 business days prior to the contract work start date. The completed rosters will be forwarded to the 902nd Military Intelligence Detachment and the US Immigration and Customs Enforcement Agency. The access rosters will be checked to determine the status of each employee listed.

c. Recreational users are required to comply with the current YTC Policy Statement involving YTC Outdoor Recreation. For their safety, users of the John Wayne Trail will be encouraged to communicate with the YTC Police Desk Sergeant upon entering the trail and when leaving.

d. Native American access is governed by the current YTC Policy Statement involving Native American access.

e. All media will check in at the VCC, Building 101 and the security guards will notify the YTC Police Desk Sergeant. The Desk Sergeant will notify the DGC immediately.

f. Homeowners and their guests shall be allowed to pass through the access control point after stopping to identify themselves and their intended destination. Access to any portion of the installation requires full compliance with existing access control procedures.

g. Due to the existence of outside entity infrastructure on YTC, personnel representing the following companies will be permitted unescorted access to the installation, after a favorable NCIC-III check, for the purpose of maintenance and inspection of their property:

- (1) Roza Irrigation
- (2) Cascade Natural Gas Company
- (3) Pacific Power
- (4) Bonneville Power Administration
- (5) Puget Sound Energy
- (6) Kittitas County Public Utilities Division

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(7) Olson Honey Company

h. Personnel representing the following waste management companies will be permitted unescorted access to the installation, after a favorable NCIC-III check, for the purpose of picking up waste and replacing waste containers:

(1) Yakima Waste

(2) Waste Management

10. Point of contact for this policy is, YTC Police Chief, 509-577-3571.


LUKE A. WITTMER
LTC, SF
Commanding