

DEPARTMENT OF THE ARMY
USAWC & CARLISLE BARRACKS
CARLISLE, PA 17013

CBks Regulation
No. 190-7

23 January 2018

Military Police
INSTALLATION ACCESS CONTROL

1. Purpose. This regulation prescribes procedures for granting access to Carlisle Barracks (CBks). Access control restricts, and/or controls entrance to CBks to only those authorized persons and their vehicles.
2. Scope. This regulation applies to all Service members, Family members, Federal employees, Contractors, Civilians, and Foreign Nationals visiting or conducting official business on CBks.
3. Policy. See Chapters 1 – 5 for subject-specific policy.

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Chapter 1 Introduction

1.1. Purpose. This regulation establishes responsibilities and procedures for granting access to Carlisle Barracks (CBks).

1.2. References:

a. Army Regulation 190-13, The Army Physical Security Program, Chapter 8, 25 February 2011.

b. Army Regulation 380-10, Foreign Disclosure and Contacts with Foreign Representatives, 14 July 2015.

c. Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors, 7 March 2014.

d. HQDA EXORD 033-15, Installation Access (Directed Actions), 7 November 2014.

e. IMCOM OPORD 15-031, Implement Access Control Procedures at IMCOM Installations, 21 November 2014.

1.3. Administrative Control. The Director of Emergency Services (DES) is responsible for the management and control of installation access. Installation Directorates and Commands are responsible for notifying DES of revoked Common Access Cards (CAC) privileges when CACs are not retrieved.

Chapter 2 Installation Access Policy

2.1. General.

a. Scope. To standardize access control requirements for entering Carlisle Barracks (CBks) relating to vehicle and personnel screening, identification (ID) documents, and access control passes.

b. Authority. Authority to control access to U.S. Army Installations varies based on jurisdiction, property rights, and geographic location. Within U.S. jurisdiction, commanders publish and enforce guidance to protect installation resources in accordance with Department of Defense (DOD) and Army policy. DOD Instruction (DODI) 5200.08, security of DOD installations and resources and DOD Physical Security Review Board, prohibit individuals from entering military installations within the jurisdiction of the United States for a purpose prohibited by law or lawful regulation, or reentering an installation after being ordered not to reenter by an officer in command of the installation.

c. Policy. All personnel desiring access to Carlisle Barracks will enter the installation through an authorized Access Control Point (ACP). Security personnel will verify identification and validate a person's reason to be on the installation prior to entering. Authorized identification documents do not automatically constitute access. Vehicle drivers, occupants, pedestrians and bicyclists are subject to security inspections IAW force protection directives when suspicious activity is observed or when directed by Random Antiterrorism Measure Program (RAMP).

d. Individuals who disrupt, impede, interfere, or assault Department of the Army Security Guards (DASGs) or other security personnel in the performance of ACP operations will be detained by DASGs. Law enforcement personnel will return individuals to the CBks police station for processing. Individuals may be titled under the Uniform Code of Military Justice (UCMJ) or Title 18, Sec 111, U.S. Code.

Chapter 3
Access Control Procedures

3.1. Screening, Vetting and Identity Proofing.

a. Screening. Security personnel performing installation access control will verify a person's need to have access to the installation and perform a physical (touch) and visual inspection of all identification documents of occupants. The inspection will include:

- (1) Visual match of the photograph on the card to the face of the person presenting the ID.
- (2) Verifying authenticity by checking the anti-counterfeit or fraud protection measures embedded in the credential.

b. Vetting. At a minimum, checks will be made through the National Crime Information Center Interstate Identification Index (NCIC-III), Army Law Enforcement Reporting and Tracking System (ALERTS) and the Terrorist Screening Database (TSDB) to determine if the person requesting unescorted access presents a potential threat to the good order, discipline or the security of CBks.

- (1) Unescorted access will not be granted without completing a favorable NCIC III and ALERTS screening.
- (2) Personnel under the age of 18 will not have a NCIC III check conducted.

c. Identity Proofing. All persons age 18 and over requesting installation access shall present one of the following identification credentials for purpose of identity proofing:

- (1) U.S. passport or U.S. passport card.
- (2) Permanent resident card or Alien Registration Receipt Card (INS Form 1-551).
- (3) Foreign passport with a temporary (1-551) stamp or temporary (1-551) printed notation on a machine-readable immigrant visa.
- (4) Foreign passport with a current arrival-departure record (INS Form 1-94) bearing the same names as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.
- (5) Employment authorization document that contains a photograph (INS Form 1-766).
- (6) In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with INS Form 1-94 or INS Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

(7) Driver's license or identification card issued by a state or outlying possession of the United States, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

(8) 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.

3.2. Escorted Access. Uniformed service members and their Family members to include juveniles (juveniles can only escort other juveniles 17 years old and younger), DOD employees, and contractors with CACs assigned to CBks and retired uniformed service members and their spouses are authorized to escort Non-DOD affiliated personnel to include visitors.

a. Non-DOD affiliated personnel will be escorted while on the installation that were not vetted through NCIC-III and ALERTS.

b. The escorted person must present either a valid state driver's license, state identification card with photo, a valid U.S. passport, or a valid passport from other countries cleared by the U.S. Department of State.

c. Unofficial foreign national visitors not on military orders are required to report to the visitor center for vetting and require an escort by an adult DOD ID cardholder for access to Carlisle Barracks. It is not possible to conduct NCIC-III checks on foreign citizens who do not possess U.S. social security number or U.S. driver's license. DES will check the terrorist organizational member list, U.S. Wants and Warrants and U.S. Hot Files before issuing a CBks Escort Required pass.

d. Unofficial foreign visitors may gain unescorted access with the approval of the Senior Commander. Refer to Appendix D and process CBks Form 296-R-E to the Senior Commander for approval.

e. Escorts (adult DoD ID card holders) may vouch for personnel under the age of 18 who do not possess a valid picture identification card.

f. Escorts will maintain constant contact and ensure their guest(s) follow laws, regulations, and policy while on post. The escort will ensure all guests depart the installation. The escort will immediately report violations of their guests to the DES. Escorts may be held accountable for negligent execution of these duties.

3.3. Authorized Unescorted Access.

a. Persons in possession of the following identification cards shall be considered vetted for unescorted access to CBks without needing a NCIC-III check conducted:

(1) DOD CAC

(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)
- (5) DD Form 2S (ACT/RES) Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)
- (6) DD Form 2S (RET/RES RET) United States Uniformed Identification Card (Retired and Reserve Retired)
- (7) United States government issued authenticated Federal PIV credentials.
- (8) DD 1173, United States Uniformed Services Identification and Privilege Card.

b. Official foreign visitors (foreign liaison officer, foreign exchange personnel, and cooperative program personnel) subject to the provisions of AR 380-10 will be granted unescorted visitor status. All foreign visitors are required to coordinate through AWC G2 to be granted this access. The foreign visit system-confirmation module is 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. A check of NCIC-III and/or TSDB records will not be conducted for official foreign visitors.

3.4. Trusted Traveler Program (TTP).

- a. The Senior Commander initiated the TTP for use during FPCONS NORMAL, ALPHA, and BRAVO. The Senior Commander may suspend the TTP based on local threat or may revoke individual trusted traveler privileges. The trusted traveler procedure allows a uniformed service member and their Family members to include juveniles (juveniles can only escort other juveniles 17 years old and younger), government employee with a valid CAC, a military retiree and their dependents (with a valid DoD identification credential) to present their identification for verification while simultaneously vouching for any vehicle occupants and one trail vehicle.
- b. Members identified as trusted travelers are entirely responsible for the actions of all occupants for whom they vouch and for meeting all local security requirements for escort as established by Army Regulations and requirements of the Senior Commander.
- c. Trusted travelers cannot vouch for persons with foreign passports or identification cards who must be cleared IAW AR 190-13, paragraph 8-2.
- d. 100% ID checks shall be conducted on a random basis. During these random checks, drivers and all adult occupants are required to provide IDs.

3.5. Uncleared Contractors and Vendors.

a. All contractors requiring unescorted access to the installation on a recurring basis for a period of six months or more, shall receive a CAC. CACs are issued through the Contractor Verification System (CVS) program. Issuance of a CAC requires a favorable Federal Bureau of Investigation (FBI) fingerprint check, successful submission of a National Agency Check with Inquiries (NACI) equivalent or higher background investigation to the Army's investigative service provider and a favorably adjudicated NACI equivalent or higher investigation from a federal department or agency will be accepted. Contractors eligible for a CAC are encouraged to contact their Contracting Officer Representative (COR) to begin the process to obtain CACs as soon as possible to avoid delays.

b. Contractors and vendors requiring physical access to the installation longer than 24 hours and less than six months but do not require access to a DOD computer network are not eligible for a CAC. Non-CAC eligible contractors who have a contractual agreement will have a government employee sponsor who will provide the contractual agreement with a cover memorandum signed by a verifying officer, vouching for the need to possess an Installation Pass. The expiration date of the pass will be the end date of the contract or visit, or the expiration of the sponsor's credential, whichever comes first. Sponsors will be held responsible for notifying the Director of Emergency Services or appropriate installation issuing office of terminated contract employees and for turn in of expired or revoked identification. Subcontractors will be bound by the same requirement.

c. All contractors and subcontractors who do not possess a CAC and do not meet the requirements of paragraphs a - b above with valid federal or state picture identification may request a pass. A pass will only be issued to persons with a valid reason for unescorted access who complete a favorable NCIC III and ALERTS screening.

d. Use of Military ID cards by retirees, reservists and dependents is prohibited for contractor use. All contractors and subcontractors possessing a valid Military ID and requiring access to the installation for contractor related reasons will comply with paragraphs 3-5a - 3-5c.

3.6. Uncleared (Non-CAC) Visitors.

a. All Non-CAC/Military ID holders requesting unescorted access to the Installation will report to the visitor center with a valid federal or state picture identification. Upon favorable vetting (NCIC-III and ALERTS) a Visitor Pass or CBks Badge will only be issued to persons with a valid reason for unescorted access.

b. Non-CAC/Military ID holders not vetted (NCIC-III and ALERTS) shall be escorted while on the Installation IAW paragraph 3.2. The escort is responsible for all actions of the visitor(s) while on the installation.

3.7. Special Events.

a. The Senior Commander may waive NCIC III screening for personnel attending special events and activities when screening is impractical.

b. The G3 is the delegated authority to coordinate USAWC activities designated as special events with the DES when it is impractical to conduct NCIC III screening.

c. The Garrison Commander is the delegated authority to coordinate all Non-USAWC activities designated as special events with the DES when it is impractical to conduct NCIC III screening.

d. Compensatory security measures for designated special events are located in Annex C, maintained by the Directorate of Emergency Services, Physical Security Officer, building 454.

e. Installation Sponsored Special Events. Sponsored special events are those occasions planned and executed by a Carlisle Barracks command, directorate or DOD ID cardholder where the attendees are personally known by the event's sponsor. When it is impractical to conduct NCIC-III screening for an event, the sponsor will request approval from the Senior Commander, Garrison Commander or authorized designee for DES to allow entry without conducting visitor NCIC-III background checks. These events include:

Graduation Ceremonies	Opening Ceremony
Education Policy and Leadership Center Regional Leadership Forum	The Commandant's National Security Program
Patriot's Day	Leadership Harrisburg Area
National Security Strategy Week	The Harrisburg Foreign Policy Reception
Black History Observance	Education Dinners
Industry Day	Retirement/Promotion Ceremonies
Birthday Parties	Weddings

f. Installation Non-Sponsored Events. Non-sponsored special events are occasions approved by the Senior Commander or Garrison Commander where the number and identity of the expectant visitors is unknown. DES is permitted to allow entry of non-sponsored event visitors without conducting NCIC-III screenings when authorized by the Senior Commander or Garrison Commander. These events include: Installation level yard sales, funerals, Halloween, and non-DoD ID cardholder sponsored weddings of 25 or more guests.

g. Visitors without a DOD sponsor escort attending a special event require a special event access list approved by the DES. Upon approval, attendees will process through Claremont ACP for vetting against the approved special event access list.

3.8. Fitness Determination.

a. Unescorted Access Determination. The Senior Commander, or designated representative(s), will, in the absence of an approved waiver, deny uncleared contractors,

subcontractors, and visitors unescorted access to the installation based on the results of the NCIC III check that contain credible derogatory information indicating the individual may present a threat to good order, discipline, or health and safety on the installation.

b. Derogatory information includes, but is not limited to the following:

(1) The NCIC III contains criminal arrest information about the individual which causes the Senior Commander or designated representative(s), to determine the individual presents a potential threat to the good order, discipline, or health and safety on CBks.

(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 III, regardless of the offense or violation.

(4) The individual is currently barred from entry to a federal installation 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, or drug possession with the intent to sell or drug distribution.

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

(7) The individual is a registered sex offender.

(8) The individual has a felony conviction within the past 10 years, regardless of offense.

(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.

3.9. Access Denial Waiver Process. In cases where an uncleared visitor, contractor, or subcontractor is denied access based on derogatory information obtained from an NCIC III check, the individual may request an access denial waiver application packet from the visitor center.

a. Access Denial Waiver Application Packet. The access denial waiver application packet instructs the individual to do the following:

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

(2) Obtain a letter of support from their government sponsor. The letter must indicate that the sponsor requests the individual be granted unescorted access to accomplish a specific purpose, the anticipated frequency and duration of such visits.

(3) Complete the installation access control denial waiver application and provide the packet to the government sponsor, who is responsible for submission of the waiver application to the Senior Commander or designated representative. All offenses must be listed, along with an explanation why the conduct should not result in denial from entering Carlisle Barracks. 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.

(4) Provide a current physical or e-mail address to enable the Senior Commander, or their designated representative, to transmit a copy of his/her waiver request determination.

b. The government sponsor will review the individual's packet for completeness and take the following actions:

(1) Determine whether or not to endorse the request for a waiver.

(2) If the sponsor endorses the waiver request, he/she must provide a letter of recommendation for the individual that addresses the conduct that caused the denial and indicate why the conduct should not prohibit the individual from being granted unescorted access to CBks.

(3) Submit the waiver request packet to the Senior Commander or designated representative for consideration.

(4) If a contractor or subcontractor employee is terminated, the sponsor must inform the Senior Commander, or his designated representative, and DES that unescorted access is no longer supported.

3.10. Approval Process for Access Denial Waiver Applications.

a. The designated government official(s) will review the access denial waiver applications and make a fitness determination recommendation to the approving authority. The Senior Commander or the Garrison Commander is the approving authority.

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

c. The Senior Commander or Garrison Commander will provide a copy of the determination to the individual, the government sponsor, and DES.

d. Individuals who have had a waiver request denied may request reconsideration from the Senior Commander or Garrison Commander 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.

Chapter 4 Credentialing

4.1. Credentialing.

a. **CBks Badge.** The CBks Badge is a DBIDS-like credential with photo, name and expiration date, issued to personnel 18 years or older requiring physical access to the installation for more than 30 days within a one year period. The phrase "Escort Required" when applicable shall include the sponsor's information (name, unit and phone number).

b. **Visitor Pass.** The Visitor Pass is a machine generated paper credential with name and expiration date issued to personnel requiring physical access to the installation for 30 days or less. The phrase "Escort Required" when applicable shall include the sponsor's information (name, unit and phone number).

c. **Sponsored Visitor.** Sponsored Non-CAC/Military ID holders requesting unescorted access to the Installation will report to the visitor center with their sponsor or CBks Form 228 signed by the sponsor and a valid federal or state picture identification. Upon favorable vetting (NCIC-III and ALERTS), a CBks Badge or pass will be issued to persons with a valid reason for unescorted access. Length of badge/pass IAW sponsor's request but shall not exceed one year.

d. **Non-Sponsored Visitor.** Non-CAC/Military ID holders requesting unescorted access to the Installation will report to the Visitor Center with a valid Federal or State picture identification. Upon favorable vetting (NCIC-III and ALERTS), issue a Visitor Pass to persons with a valid reason for unescorted access IAW the following time frames:

(1) Issue a pass not to exceed one year for the following categories of visitors:

(a) Reoccurring Delivery Drivers: FEDEX, UPS, etc.

(b) Moving truck drivers

(c) Bus drivers

(d) Reoccurring Service Providers: These are personnel who provide routine services to installation i.e. Copier Repair, Taxi Drivers, Comcast Employees, etc.

(e) Personnel who provide a service for a specific period of time (i.e. Instructors).

(f) Family visitors of residents.

(g) Chapel volunteers

(h) Balfour Beatty Employees

(i) IHG Employees

- (j) Navy Federal Credit Union customers possessing membership card
- (2) Issue a pass not to exceed 30 days for the following categories of visitors:
 - (a) Pizza/Flower delivery drivers.
 - (b) Employees of moving companies (non-drivers).
 - (c) Personnel who reside on CBks but have not received an ID.
 - (d) UBER and LYFT drivers.
 - (e) Navy Federal Credit Union customers not in possession of a membership card.
- (3) Issue personnel attending a college class a pass to cover the period of the class.
- (4) IHG guest up to length of stay not to exceed seven days.
- (5) Personnel who are making a one-time entry for delivery will be issued a one day pass.
- (6) Non-family member visitors to residence will be issued a one day pass unless sponsor submits CBks Form 228 requesting longer pass.

4.2. Special Categories.

a. Commercial Delivery Vehicles.

- (1) Visitor pass issuance authorized for commercial delivery drivers who possess a valid state issued driver's license, state vehicle registration, proof of insurance, a valid need to enter the installation and a clear NCIC-III check.
- (2) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.
- (3) All delivery vehicles will be subject to a vehicle inspection.
- (4) If the vehicle has a seal, check seal's serial number against the bill of lading for cargo tampering. If the seal is broken or the serial number does not match, conduct vehicle inspection.

b. Food Deliveries/Vendors.

- (1) Visitor pass issuance authorized for food delivery drivers and vendors who possess a valid state issued driver's license, state vehicle registration, proof of insurance, a valid need to enter the installation and a clear NCIC-III check.

(2) All vehicles are subject to inspection prior to access.

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

c. Taxi, UBER and LYFT Drivers.

(1) Visitor pass issuance authorized for TAXI, UBER and LYFT drivers who possess a valid state issued driver's license, valid taxicab operator's license, UBER or LYFT plaques, state vehicle registration, proof of insurance, a valid need to enter the installation and a clear NCIC-III check.

(2) Vehicles are subject to inspection before access is granted.

(3) Taxi, UBER and LYFT drivers are not granted trusted traveler status. Unvetted passengers will undergo NCIC-III check as applicable.

d. Tow Trucks.

(1) Visitor pass issuance authorized for tow truck drivers who possess a valid state issued driver's license, valid tow tag, tow truck certificate of registration, and tow truck application, cab card, state vehicle registration, proof of insurance, a valid need to enter the installation and a clear NCIC-III check.

(2) Vehicles are subject to inspection before access is granted.

(3) Tow truck drivers are not granted trusted traveler status.

e. Repossessions.

(1) Creditors, or their agents, requesting access to recover property based on default of a contract or legal agreement are required to coordinate through the DES and undergo NCIC-III check.

(2) The watch officer will provide an escort after the NCIC-III check is complete and notify the Command Judge Advocate.

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

(a) Present copy of title or contract agreement.

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

(c) Repossessing agent will present evidence they work for the creditor.

f. Movers.

(1) Visitor pass issuance authorized for drivers who possess a valid state issued driver's license, state vehicle registration, proof of insurance, a valid need to enter the installation and a clear NCIC-III check. No exceptions are granted to escort moving truck drivers or their helpers.

(2) Workers of movers shall possess a valid ID, valid need to enter CBks and a clear NCIC-III check.

(3) Juvenile moving company crew members shall proceed unescorted onto the installation to perform work.

(4) Moving truck drivers shall not be granted trusted traveler status.

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

(6) Vehicles are subject to a vehicle inspection.

g. Gold Star Family Procedures (DA Form 1602).

(1) Gold Star Family passes issued upon coordination and validation of entitlement with the Survivor Outreach Services (SOS).

(2) NCIC III check required prior to pass issuance.

(3) DES will coordinate with the SOS Office and ensure the date of the NCIC III check is typed onto the pass.

(4) Gold Star Family member pass from other Installation accepted provided NCIC-III checks are annotated. Date of NCIC III check valid for three years.

h. Family Care Plans. When a Family care plan is executed, the caregiver must be properly vetted prior to access to the installation.

i. Family Visitors. Ensure NCIC-III check conducted prior to pass issuance.

j. Privatized Army Lodging (IHG Hotels). Ensure NCIC-III check conducted prior to pass issuance to hotel guest and IHG employees.

k. Residential Communities Initiative (RCI Housing). Ensure NCIC-III check conducted prior to pass issuance to RCI employees and subcontractors.

Proponent for this regulation is the
Directorate of Emergency Services

Encls

//signed//
JOHN S. KEM
Major General, U.S. Army
Commandant

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Appendix A – Denial Waiver Application to CBks Access Control Regulation

1. You have been denied access to the Carlisle Barracks installation based on the results of the National Crime Information Center (NCIC) III and Terrorist Screening Data Base (TSDB) Checks which contain credible derogatory information.

2. Access Denial Waiver Process:

a. If you request a waiver for being denied access to Carlisle Barracks, the Senior Commander, or his designated representative, will offer the following process:

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

(2) Obtain a letter of support from your government sponsor (As Applicable). The letter must indicate that your sponsor requests that you be granted unescorted access to accomplish a specific purpose, as well as the anticipated frequency and duration of such visits.

(3) Complete an installation access control denial waiver request and provide the packet to your government sponsor (As Applicable), who is responsible for submitting the waiver application to the Senior Commander, or their designated representative. All offenses must be listed, along with an explanation why the conduct should not result in denial of access to the Carlisle Barracks. Other factors the sponsor/applicant must address are the:

(a) Nature and seriousness of the conduct, circumstances (be specific) surrounding the conduct.

(b) Length of time elapsed since the conduct, your age at the time of the incident or conduct and proof of efforts toward rehabilitation.

(c) Provide a current physical or email address to enable the Senior Commander, or designated representative, to transmit a copy of his determination regarding the waiver request.

b. Your government sponsor (As Applicable) will review the packet for completeness and determine whether or not to endorse the request for a waiver.

c. If your government sponsor (As Applicable) decides to endorse the waiver, he/she must provide a letter of recommendation for you which addresses the conduct that caused the denial and indicates why the conduct should not prohibit you from being granted unescorted access to CBks. The government sponsor (As Applicable) will submit the packet and letter to the Senior Commander, or his designated representative.

d. The Senior Commander, or his designated representative, will review the waiver application and render a determination which ensures proper protection of good order, discipline, and health and safety on the installation. The Senior Commander, or

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designated representative, will provide you with a copy of the determination.

3. If you have had a waiver request denied you may request reconsideration from the Senior Commander, or his designated representative, one year after the date of the Commander's decision. You may request reconsideration earlier if you 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.

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

<u>REQUEST FORM</u>			
Please type or print neatly; Attach additional sheets if necessary			
1. Name (<i>First/Middle/Last</i>)			
2. Current Address (<i>Number and Street, City, State, and ZIP Code</i>)			
3. Email address: Do you want the decision emailed back or mailed to you? _____ Yes			
4. Current Telephone Number Home () _____ - _____ Work () _____ - _____			
5. Reason for requesting access to Carlisle Barracks?			
6. What job has Carlisle Barracks offered you?			
7. Does your job require you to have a security clearance?			
8. List Your ENTIRE Criminal History (<i>except traffic and other infractions</i>) as follows:			
CRIME FOR WHICH YOU WERE ARRESTED	CRIME FOR WHICH YOU WERE CONVICTED (OR INDICATE IF DISMISSED OR Nolle Presque)	NAME & ADDRESS OF COURT OR AGENCY	DISPOSITION (INCLUDE SENTENCE AND CONVICTION DATE)

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

10. In your own words, explain the facts of each felony, and why you should be able to come on post. Attach additional sheets if necessary.

11. Explain any circumstances that lessen the seriousness of the felony conviction(s) and show that you have been rehabilitated. Attach additional sheets if necessary.

12. Have you been denied access by any other Federal Organization? *(please circle)*

a. Yes No

b. If yes, indicate the reason for the denial.

13. List all references you would like the review officer to consider on your behalf. Include name, address, telephone number, and relationship:

VERIFICATION

State of _____

County of _____

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.

Signature

Printed Name

Date (Month, Day, Year)

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

Appendix B – CBks Installation Access Control Application

Please provide the following information for completion of a National Crime Information Center (NCIC) and Army Law Enforcement Reporting and Tracking System (ALERTS) Installation access check.			
NAME: _____ <small>Last, First, Middle</small>		_____ <small>Maiden (If applicable)</small>	
SSN#:	DRIVERS LICENSE # / STATE ID #:	STATE:	
DOB: _____ <small>(Date of Birth) YYYY/MM/DD</small>	PRIMARY PHONE: _____	SEX: _____	
HOME ADDRESS: _____ <small>Street City State Zip</small>			
REASON FOR VISIT:			
<input type="checkbox"/> GOVERNMENT SPONSOR INFORMATION: _____ <small>(NAME/AGENCY/PHONE #)</small>			
END DATE OF PASS REQUESTED: _____ <small>(NOT TO EXCEED ONE YEAR)</small>		GOVERNMENT SPONSOR SIGNATURE	
<input type="checkbox"/> NO GOVERNMENT SPONSOR		REQUESTED END DATE OF PASS: _____ <small>NOT TO EXCEED 30 DAYS</small>	
I have been advised that my gaining access to the Carlisle Barracks Installation is contingent upon successful completion of a criminal history background check. I understand that the background check includes accessing information within the NCIC and ALERTS. I have been advised that all information received from these checks will be maintained within the Directorate of Emergency Services and properly destroyed at the completion of the purpose of request.			
SIGNATURE OF APPLICANT: _____			
LAW ENFORCEMENT USE BELOW THIS LINE ONLY			
() No adverse information found. () Adverse information found Installation Access Control is cleared by this office. () Adverse information found Installation Access Control is NOT cleared by this office.			
PRINT NAME / SIGNATURE / DATE _____			
INITIALS & DATE OF CHECK ONLY			
DL	NCIC	ALERTS	PASS#
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
<small>AUTHORITY: 5 USC 552a(b), 10 USC 3013, Title 10 United States Code, Section 3012(g), E.O. 9397 PRINCIPLE PURPOSE: To provide law enforcement officials with means by which information may be accurately identified in order to enforce security provisions. ROUTINE USE: Your social security number is used as an additional/alternate means of identification to facilitate filing and retrieval. DISCLOSURE: Disclosure of your social security number is voluntary. Failure to disclose the information requested precludes consideration of an application for access to the Carlisle Barracks Installation through the use of a temporary pass or as part of an event list. Personnel not submitting to a background check will be denied unescorted access to the Carlisle Barracks Installation.</small>			

CBks (DES) Form 228-R-E Rev May 16

Appendix C – Special Event Compensatory Security Measures

1. This Annex is maintained by the Directorate of Emergency Services, Physical Security Officer, building 454.

Appendix D – Unofficial Foreign Visitor Unescorted Pass Application

UNOFFICIAL FOREIGN VISITOR UNESCORTED PASS APPLICATION

IAW CBks Regulation 190-7

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 552a(b), 10 USC 3013, Title 10 United States Code, Section 3012(g), E.O. 9397

PRINCIPLE PURPOSE: Carlisle Barracks officials will use this information to conduct a security assessment on foreign visitors who wish to obtain unescorted access to the installation.

ROUTINE USE: The provided information will be used by Carlisle Barracks Officials, or other government agencies as necessary to assist in screening potential unescorted foreign visitors.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent access to the installation.

To Be Completed by Sponsor:

Visitor last Name:	First:	Middle:
Date of Birth:	MALE <input type="radio"/>	FEMALE <input type="radio"/>

U.S. Local Street Address where guest is staying:

Name of Hotel (if applicable): Address:		
City:	State:	Zip Code:
Date entered United States:	Start date of visit:	End date of visit:
Country of Citizenship:		Country That Issued Passport:
Passport #:	Visa #	
Other ID:		

Explain Details and Purpose of visit:

Government Sponsor Information:

Name:	Agency:
E-Mail:	Phone:
Signature:	Date:

	RECOMMEND APPROVAL	RECOMMEND DISAPPROVAL	SIGNATURE
VISITOR CENTER	<input type="radio"/>	<input type="radio"/>	
G2	<input type="radio"/>	<input type="radio"/>	
G3	<input type="radio"/>	<input type="radio"/>	
DES	<input type="radio"/>	<input type="radio"/>	
	APPROVE	DISAPPROVE	
SENIOR COMMANDER	<input type="radio"/>	<input type="radio"/>	

Appendix E – Definitions

Definitions IAW HQDA EXORD 033-15 Installation Access except where noted

ACCESS CONTROL. Access control is designed to restrict and/or control entrance to property and/or Installations to only those authorized persons and their conveyances. Persons authorized access shall be either escorted or unescorted.

ACCESS DENIAL WAIVER PROCESS. In cases where an individual is denied access based on derogatory information identified during the required NCIC-III check, personnel at the access control point or visitor control center will issue instructions on how to submit a waiver for consideration.

ADJUDICATION. An examination of a person's character or conduct over time, resulting in a favorable or unfavorable determination of their employment suitability, eligibility for access to classified information, materials, or areas, or for their retention in federal employment.

COMMON ACCESS CARD (CAC) ELIGIBLE. CAC eligibility is defined in DODM 1000.13:

1. Both physical access to a DOD facility and access, via logon, to DOD networks on-site or remotely. Access to the DOD Network must require the use of a computer with government-controlled configuration or use of a DOD-approved remote access procedure.
2. Remote access, via logon, to a DOD network using DoD-approved remote access procedures.
3. Physical access to multiple DOD facilities or multiple Non-DoD federally controlled facilities on behalf of the DOD (applicable to DOD contractors only) on a recurring basis for a period of six months or more.

Upon determination of eligibility, CAC issuance requires a minimum standard of background vetting in order to comply with HSPD-12. A CAC may be issued on an interim basis based on a favorable National Agency Check or a Federal Bureau of Investigation (FBI) National Criminal History Check (Fingerprint Check) adjudicated by appropriate approved automated procedures or by a trained security or Human Resource (HR) Specialist, and successful submission to the Investigative Service Provider (ISP) of a NACI or a Personnel Security Investigation (PSI) equal to or greater in scope than a NACI. Contract sponsoring agency should determine the acceptable level of risk when developing the statement of work. CAC issuance to Contractor Personnel who require physical access only to a single Installation provides physical access to every DOD Installation worldwide.

CREDENTIALING. DTM 09-012 defines an access credential as "a physical artifact issued by the Federal, State or Local Government that attests to one's right to credit or authority. The access credential contains and/or depicts characteristics, authorizations,

Appendix E – Definitions

and privileges for physical access and internal security controls. The term “CREDENTIALING” primarily refers to the required process for CAC issuance which complies with HSPD-12.

ESCORT AUTHORITY. Escort authority allows an individual, with an authorized form of identification that certifies they have been successfully identity proofed and favorably vetted to vouch for any vehicle occupants, or pedestrians if walking through a pedestrian gate, and escort personnel onto an installation without identity proofing or vetting them. Army members, including Uniformed Service Members and Spouses, DOD Employees, CAC holding contractors, and retired uniformed service members and spouses are authorized to escort personnel.

ESCORTED PERSONNEL. Non-DOD affiliated personnel will be escorted while on the Installation. Personnel who require access, without determination of fitness, who must be accompanied by a sponsor with authorization to escort the individual. The escort requirement is mandated for the duration of the individual’s visitation period. Non-DOD Foreign visitors must be vetted and issued an access credential prior to entry.

FITNESS DETERMINATION. Fitness is the “level of character and conduct determined necessary for the basis of access control decisions”. A fitness determination is required per DTM 09-012, AR 190-13 and AD 2014-05 prior to granting unescorted access to Army Installations and facilities.

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-12. Presidential Directive, issued in August 2004, which called for a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and employees of Federal Contractors for access to Federally-controlled facilities and networks. The Federal Information Processing Standards Publication (FIPS PUB) 201 describes minimum requirements for a Federal Personal Identify Verification (PIV) System. The CAC is DOD’S FIPS 201 compliant PIV.

IDENTITY PROOFING. Identify proofing is the process of providing or reviewing federally authorized acceptable documentation for authenticity. Identity proofing includes visually matching the photograph with the face of the person presenting the identification and verifying authenticity by visually checking the anti-counterfeit or fraud protection measures embedded in the credential.

LOCAL ACCESS IDENTIFICATION (PASSES AND CARDS). Individuals receiving a local access identification must have a valid need to enter and must conform to identity proofing, vetting against NCIC-III, and fitness determination requirements.

NATIONAL CRIME INFORMATION CENTER (NCIC). The FBI electronic clearinghouse of crime data available to Criminal Justice Agencies nationwide, 24 hours a day, 365 days a year. The NCIC Database consists of numerous files related to property and persons. The system also contains images that can be associated with NCIC records to help agencies identify people and property items. DOD Policy requires vetting for Installation access against the NCIC Database.

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NATIONAL CRIME INFORMATION CENTER – INTERSTATE IDENTIFICATION INDEX (NCIC-III). The Interstate Identification Index, which contains automated criminal history record information, is accessible through the same network as NCIC. AR 190-13 establishes NCIC-III as the Army standard for Installation access vetting.

SPONSORSHIP. Allows approved individuals affiliated with the DOD to take responsibility for verifying and authorizing an applicant's need for a locally produced identification credential to facilitate unescorted access to an Installation.

SUITABILITY. Suitability refers to a person's identifiable character traits and conduct sufficient to decide whether employment or continued employment would or would not protect the integrity or promote the efficiency of the service. Suitability is distinguishable from a person's ability to fulfill the qualifications of a job, as measured by experience, education, knowledge, and skills. This definition is from the DOD Defense Civilian Personnel Advisory Service (A GUIDE FOR EMPLOYEES, THE SUITABILITY GUIDE FOR EMPLOYEES), as extracted from 5 CFR 731. A suitability determination means a decision by OPM or an Agency with delegated authority that a person is suitable or is not suitable for employment in covered positions in the Federal Government or a specific Federal Agency.

TRUSTED TRAVELER PROGRAM (TTP). Commanders may establish a TTP for use during FPCONS NORMAL, ALPHA, and BRAVO within their implementation policy as local security conditions permit. The TTP allows a Uniformed Service Member or Government Employee with a valid CAC, a Military Retiree (with a valid DOD Identification Credential), or an adult dependent (with a valid DOD Identification Credential) to present their identification token for verification while simultaneously vouching for any vehicle occupants. Members identified as trusted travelers are responsible for the actions of all occupants for whom they vouch and for meeting all security requirements for escort as established by the Installation Commander. Contractors cannot participate in the Trusted Traveler Program.

UNESCORTED INSTALLATION ACCESS. Senior Commanders will not grant unescorted Installation access without the required identity proofing, vetting and fitness determination for personnel who do not possess a CAC, another Federal Personal Identity Verification Card or other DOD Identification Card. Individuals must have a validated need for access and undergo vetting to determine their fitness for access.

UNCLEARED. An Army employee or candidate for employment (whether military, civilian or contractor) who is in a low risk, non-sensitive position that does not require a security clearance. An uncleared employee may be further defined into two categories: (1) CAC eligible and (2) requiring physical access at the local level to an installation or stand-alone facility. Both uncleared categories include a requirement for background vetting, whether the NACI and adjudicated FBI fingerprint check for CAC issuance, or an NCIC check for local Installation access.

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UNESCORTED INDIVIDUALS. Personnel who have been identity proofed and favorably vetted are eligible for unescorted access within the Installation. But are, however, still subject to any controlled or restricted area limitations, as appropriate. Unescorted access will not be granted without completing a favorable NCIC-III screening.

VETTING. An evaluation of an applicant's or a card holder's character and conduct for approval, acceptance or denial for the issuance of an access control credential or physical access. This includes the requirements for a NACI/FBI fingerprint check for issuance of a CAC or the NCIC-III check prior to issuance of Local access identification.