



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**ATLANTIC REGION**  
**GARRISON COMMAND**  
**1 KARKER STREET, BUILDING 4, SUITE 5900**  
**FORT BENNING, GEORGIA 31905-5000**

Reply to  
Attention of

Office of the Commander

05 November 2014

Dear Family and Loved Ones,

Congratulations, your loved one has become a member of the finest fighting force in the world. Garrison Command shares in the pride of your Soldier's accomplishment and to help facilitate your ability to share in your Soldier's Graduation Ceremony, please plan your travels with the below requirements in mind.

Fort Benning Military Reservation requires identity proofing and vetting personnel not affiliated with the Department of Defense (DoD). Those who do not have a U.S. Government Common Access Card (CAC) and/or Uniformed Services Identification (ID) Card, and wish access to Fort Benning, will be checked through the National Crime Information Center Interstate Identification Index (NCIC-III) before being granted unescorted access onto the installation.

The NCIC-III check is used to determine fitness for granting unescorted access to the installation. If derogatory information is found during the check, access will be denied.

Such derogatory information includes, but is not limited to, the following:

- a. Criminal arrest information about the individual that causes the Installation Commander to determine that the individual presents a potential threat to good order, discipline, or health and safety on the installation.
- b. 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.
- c. The individual has a current arrest warrant in NCIC, regardless of the offense or violation.
- d. The individual is currently barred from entry to a Federal installation or facility.
- e. 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.
- f. The individual has a U.S. conviction for espionage, sabotage, treason.
- g. The individual is a registered sex offender.
- h. The individual has a felony conviction within the past 10 years, regardless of the offense or violation.
- i. The individual has been convicted of a felony firearms or explosives violation.
- j. The individual has engaged in acts or activities designed to overthrow the U.S. Government by force.

k. The individual is identified in the Terrorist Screening database 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 non DoD member with a favorable NCIC-III check will be granted a visitor pass.

The specific requirements of the Visitor's Pass includes:

- a. Personal Identifiable Information (PII) submitted by the visitor in order to obtain the visitor's pass.
- b. Valid current picture identification (i.e. Drivers License, State Identification Card, Passport, etc).
- c. A NCIC-III favorable background check.

The process will take approximately 10 minutes, depending on the volume of customers, and access to NCIC-III at the Visitor Control Center (VCC).

Upon verification of your identity (Federal or State picture identification), a bar-coded, scannable visitor pass will be issued. This will provide you access onto the installation at any Access Control Point (ACP) during your visit.

Sincerely,

MICHAEL S. HUERTER  
COL, IN  
Garrison Commander