

DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE  
1 KARKER STREET  
FORT BENNING, GEORGIA 31905-5000

**MCoE Regulation 190-13**

**INSTALLATION ACCESS CONTROL**

---

**Summary.** This regulation prescribes policies and procedures for granting access to Fort Benning, Georgia. For the purposes of this regulation, the words 'Fort Benning' shall include the installation of Fort Benning, Camp Merrill, and the Morale, Welfare, and Recreation Destin Army Recreation Area. Access control restricts, and/or controls entrance to Fort Benning to only those authorized persons and their vehicles. Persons authorized access will be either escorted or unescorted. This regulation supersedes MCoE Regulation 190-13, 10 December 2013.

**Applicability.** This regulation applies to all Service members, Family members, federal employees, Civilians and foreign nationals visiting or conducting official business on Fort Benning.

**Punitive nature material.** This regulation is punitive in nature. Individuals who are subject to the Uniform Code of Military Justice (UCMJ) who violate this regulation are subject to administrative or judicial action under the UCMJ. Individuals not subject to the UCMJ are subject to administrative or judicial actions in accordance with applicable federal, state, and local laws or regulations.

**Availability.** This publication is available on the MCoE Administrative Publications SharePoint site @ <https://benna0shrpt2/sites/pubs/default.aspx>

**Effective Date:** The effective date of this regulation is upon signature of the installation commander or his designee.

---

**Contents**

<b>Chapter 1</b>		
<b>Introduction</b>	<i>Paragraph</i>	<i>Page</i>
Purpose .....	1-1 .....	3
References .....	1-2 .....	3
Administrative Control .....	1-3 .....	3
<b>Chapter 2</b>		
<b>Installation Access Policy</b>		
General .....	2-1 .....	3
<b>Chapter 3</b>		
<b>Access Control Procedures</b>		
Screening and Vetting .....	3-1 .....	3-4
Unescorted Access .....	3-2 .....	4-5
Trusted Traveler Program .....	3-3 .....	5
Uncleared (Non-CAC) Visitors (Contractors and Vendors) .....	3-4 .....	5
Uncleared (Non CAC) Visitors (All Others) .....	3-5 .....	6
Fitness Determination .....	3-6 .....	6-7
Access Denial Waiver Application Packet .....	3-7 .....	7
Approval Process for Denial Waivers .....	3-8 .....	7
Access Control Review Appeal Board .....	3-9 .....	7-8
Escorted Access .....	3-10 .....	8
<b>Chapter 4</b>		
<b>Credentialing</b>		
Credentialing Categories .....	4-1 .....	8-9
Special Events .....	4-2 .....	9-10
Special Categories .....	4-3 .....	10-11

	<i>Page</i>
References .....	12
Appendix A – Designation to Determine Fitness for Installation Access .....	13
Appendix B – Installation Access Denial .....	14-15
Appendix C – Fort Benning Access Control Denial Waiver Application .....	16-17
Appendix D – Fort Benning Georgia Access Request Form .....	18
Appendix E – NCIC-III Request Cover Sheet Memo (Bulk Pre-Vetting).....	19
Appendix F – NCIC-III Request Roster (Bulk Pre-Vetting).....	20

## Chapter 1 Introduction

### 1-1. Purpose.

This regulation establishes policies, responsibilities and procedures for granting access to Fort Benning.

### 1-2. References.

Required and related publications and referenced forms are listed on Page 12.

### 1-3. Administrative Control.

The Directorate 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 Card (CAC) privileges when CACs are not retrieved. The Directorates, Commands, and Agencies are responsible for identifying and notifying DES of their Government Employee Sponsors (GES). Directorates, Commands, and Agencies are also responsible for reporting changes in GES as well as the removal of employees from contracts.

## Chapter 2 Installation Access Policy

### 2-1. General.

a. Scope. To standardize access control requirements for entering Fort Benning, Georgia relating to vehicle and personnel screening, identification (ID) documents, long term access control card and temporary passes.

b. Authority. Authority to control access to United States Army Installations varies based on jurisdiction, property rights, and geographic location. Within US jurisdiction, commanders publish and enforce guidance to protect installation resources in accordance with (IAW) Department of Defense (DoD) and Army policy. DoD Instruction (DoDI) 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB), prohibit individuals from entering military installations within the jurisdiction of the U.S. 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. HQDA EXORD 033-15. All personnel desiring unescorted access to Army installations will enter the installation through an authorized Access Control Point (ACP) and be vetted using the National Crime Information Center (NCIC) Interstate Identification Index (III). Security personnel will validate persons have a valid reason to be on the installation. Security personnel will verify the identification of all persons entering Fort Benning through the installation's Visitor Control Centers (VCC) and ACPs IAW the references on page 12.

d. Individuals who disrupt, impede, interfere, or assault Department of the Army Security Guards (DASG) or other security personnel in the performance of ACP operations will be detained by DASGs. Law Enforcement personnel will return these individuals to the Military Police (MP) Station for processing. Individuals may be titled under the UCMJ or Title 18, US Code, Sec III.

## Chapter 3 Access Control Procedures

### 3-1. Screening and Vetting.

a. Screening (Identity Proofing). 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 on all identifications of occupants. The inspection will include:

1. Visual match of the photograph on the card to the person presenting the ID.
2. Verifying authenticity by checking the anti-counterfeit or fraud protection embedded in the credential.
3. Authenticating cards using automated means where physical access control systems (PACS), such as Automated Installation Entry (AIE), have been fielded.

#### b. Vetting.

1. NCIC-III. A check of records through the NCIC-III is the Army's baseline background check for entrance onto Army installations for non-CAC holders to include visitors. The Federal Bureau of Investigations (FBI) permits the use of NCIC-III for vetting of visitors to ensure the security of military installations.

2. ID Requirements. All persons age 18 and over must present a valid picture identification card for access to the installation.

(a) Vehicle occupants who are 18 years of age or older must be in possession of a valid picture identification card (for example, driver's license, state identification, DD Form 1173 (Uniformed Services Identification and Privilege Card), DD Form 2 series, or passport issued by an authoritative agency (state/federal) so they can be readily identified while on the installation.

(b) Occupants below the age of 18 who do not possess a valid picture identification card may be vouched for by an adult occupant of the vehicle who has been cleared to enter the installation.

c. ID Documents. DoD CAC, per DoDI 8190.3 is the standard identification card for Active and Reserve uniformed personnel, DoD Civilian employees, eligible contractors and some designated foreign nationals. The CAC shall be the principal access control card which enables access to buildings, facilities, installations, and some limited controlled areas.

d. Unescorted access will not be granted without completing a favorable NCIC-III screening.

e. Escorted Personnel.

1. Non-DoD affiliated personnel who have not been vetted through the NCIC-III will be escorted while on the installation at all times.

2. The escorted person must present 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 State Department (ie, appropriate Visa granting entry into the United States).

3. Only those personnel who have been granted unescorted access without an NCIC-III check (ie, CAC/MIL ID holder) are authorized to escort non-DOD affiliated personnel. AIE card holders are not authorized escort privileges.

f. The Installation Commander will not grant unescorted installation access without the required identity proofing, vetting and fitness determination for all 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.

### **3-2. Unescorted Access.**

a. Personnel in lawful possession of a valid form of the following identification credentials are authorized unescorted access onto the installation without an NCIC-III check being conducted:

1. DoD CAC
2. DD Form 2, Armed Forces of the US-Geneva Convention ID (Reserve)
3. DD Form 2, The Uniformed Services ID Card (Retired)
4. DoD Civilian Retiree Card
5. DD Form 1173, The Uniformed Services ID and Privilege Card (Military Dependents/Family Members)
6. DD Form 2574, Armed Forces Exchange Services ID and Privilege Card
7. US Government issued authenticated Federal PIV credentials
8. Transportation Security Administration (TSA) issued Transportation Worker Identification Credential (TWIC)

9. Local, state and federal law enforcement, Fire and EMS officials driving official or emergency vehicles or privately owned vehicles whether armed or unarmed must present their credentials. Fort Benning Law Enforcement, Fire, EMS and requested emergency responders on an active emergency response are not required to show identification. Prior notice to ACPs will be made through Fort Benning emergency dispatchers.

b. Personnel in lawful possession of a valid form of the following identification credentials are authorized unescorted access onto the installation after a favorable NCIC-III check is conducted:

1. Valid state drivers license (DL)
2. AIE badge or pass
3. GOLD STAR card
4. School District Employees ID (only until the installation has a locally produced badge)
5. Valid Federal or state issued picture identification (ie. State ID, US Passport)
6. DD Form 2764, US DoD/Uniformed Services Civilian Geneva Convention Identification.
7. Air Force (AF) Form 354, Civilian ID card.

8. DA Form 1602 (Civilian Identification and Gold Star Family)
9. DD Form 1934, Geneva Convention ID Card for Medical and Religious Personnel
10. Foreign Passports, VISA, and/or Resident Alien Number (In some cases, foreign guests will require an escort)

### 3-3. Trusted Traveler Program (TTP).

a. The TTP may be initiated by the Installation Commander upon the commissioning of an AIE system. The Installation Commander at his discretion may suspend the TTP based on local threat or may revoke individual trusted traveler privileges. The TTP allows uniformed service members and spouses, DoD employees, and retired uniformed service members and spouses to vouch for occupants in their immediate vehicle, provided the trusted traveler vehicle operator possesses a valid identification card. The Installation Commander allows family members 16 years or older to participate in the TTP, provided the individual is the vehicle operator and that he or she possesses a valid DoD ID card and state DL. The intent of the TTP is to-

1. Expedite access to the installation for uniformed service members and spouses, DoD employees, and retired uniformed service members and spouses.

2. Provide a high degree of security with faster vehicle throughput.

3. Mitigate traffic congestion on adjoining highways.

4. Provide for flexibility for trusted travelers to vouch for family members and official visitors.

b. The TTP is not authorized for contractors, AIE card holders, volunteers, or family care providers.

c. The TTP does not authorize vehicle occupants to enter a MEVA, defense critical asset, task critical asset, limited area, or exclusion area without first meeting the security requirements and procedures for those areas.

d. Trusted travelers are responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by Army Regulations and requirements of the Installation Commander.

e. Trusted travelers cannot vouch for persons with foreign passports or identification cards who must, instead, be cleared per AR 190-13, paragraph 8-2.

f. The TTP will be suspended at FPCONs Charlie and Delta.

### 3-4. Uncleared (Non-CAC) Visitors (Contractors and Vendors).

a. All contractors requiring unescorted access to the installation on a recurring basis and require access to a DoD computer network, shall receive a CAC. CACs are issued through the Contractor Verification System (CVS) program. To avoid delays in gaining required access to the installation, contractors eligible for a CAC are encouraged to contact their Contracting Officer Representative (COR) to begin the process to obtain a CAC as soon as possible.

b. Contractors and vendors requiring physical access to the installation 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 GES provide the contractual agreement with a cover memorandum signed by a verifying officer vouching for the need to possess an AIE card to the Contract Badging Office (Bldg 19). The expiration date of the AIE card will be the end date of the contract or visit, or the expiration of the sponsor's credential, whichever comes first. Sub-contractors will be bound by the same requirement.

c. Military ID cards for retirees, reservists and dependents are for non-contractor use. All contractors and sub-contractors possessing a valid Military ID and requiring access to the installation for contractor related reasons will comply with paragraph 3-5a or 3-5b. Military ID holders working as non-CAC contractors will be issued an AIE card for contractor use.

d. All contractors and sub-contractors who do not possess a CAC will report to the VCC with valid federal or state picture identification to be issued a temporary pass. A temporary pass will only be issued to persons with a valid reason for unescorted access who successfully pass a check of NCIC-III and the post exclusion/bar roster.

e. Foreign contractors are required to possess a valid Visa. Their GES will validate this Visa with the MCoE G-2, and upon validation submit the foreign contractor's application.

f. If an AIE Card is lost or stolen, personnel will report it to the MP Station (Bldg 215, Wold Ave) and to his or her GES. The GES will provide a memorandum verifying that the individual is still under a particular contract. The memorandum will be taken to the Contractor Badging Office, where the AIE Card will be replaced.

### 3-5. Uncleared (Non-CAC) Visitors (All Others).

a. All Non CAC/Military ID holders with a valid reason to require unescorted access to the installation will report to the VCC with a valid Federal or state picture identification to be issued a temporary pass. A temporary pass will only be issued to persons with a valid reason for unescorted access and pass a check of NCIC-III and the post exclusion roster.

b. Non CAC/Military ID holders may be escorted by a DoD sponsor. The DoD sponsor must meet the criteria of paragraph 3-2a.1-3 with caveat. The Non CAC/Military ID holder will be physically escorted by the DoD sponsor at all times while on the installation. The DoD sponsor is responsible for all actions of the sponsored non-CAC/Military ID holder while on the installation.

c. Special Events. An NCIC-III screening for personnel attending special events and activities may be waived where screening is impractical. The Fort Benning Garrison and MCoE maintain a list of authorized Special Events. The sponsoring agency is required to staff a packet consisting of a Deliberate Risk Assessment Worksheet (DRAW), as well as a plan to isolate traffic and ensure that event participants remain contained within the event confines. Exceptions to this must be approved, in writing, by the Installation Commander or their designated representative. Compensatory security measures for special events will be implemented for non-DoD credentialed individuals without a DoD sponsor escort. For large special events (ie. football games, 4<sup>th</sup> of July, graduations, concerts) non-DoD credentialed visitors without a DoD sponsor escort will be directed to enter the installation through the identified special event gates where security measures are conducted prior to entrance onto the installation. Non installation level special events (ie. weddings, reunions, unit functions) the DoD sponsor will coordinate their event through the Contract Badging Office. Not all events will be special events. Non-DoD credentialed visitors without a DoD sponsor escort attending the event will be directed to a specific ACP where they will be vetted against the special event access list for that particular special event.

d. Graduation visitors without a valid DoD ID or AIE pass will be vetted against the graduating class roster. The Military ID holder will be designated as the GES for the duration of the visit. Additional screening measures will be used to validate fitness for entry.

e. Non-CAC/Military ID holders residing on Fort Benning with a sponsor, may apply for an AIE Card at the Contract Badging Office.

f. Agent Card holders may apply for an AIE Card at the Contract Badging Office. A valid photo ID and the Agent Card will be required for the issuance of the AIE Card.

### 3-6. Fitness Determination.

a. Unescorted Access Determination. The Installation Commander 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 contains credible derogatory information indicating the individual may present a threat to good order, discipline, or health and safety on the installation. Such derogatory information includes, but is not limited to the following:

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

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 of 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 the intent to sell or drug distribution. (No Time Limit)

6. The individual has a US conviction for espionage, sabotage, treason, terrorism or murder. (No Time Limit)

7. The individual is a registered sex offender. (No Time Limit)

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

9. The individual has been convicted of a felony firearms or explosives violation. (No Time Limit)

10. The individual has engaged in acts or activities designed to overthrow the U.S. Government by force. (No Time Limit)

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.

b. Access Denial Waiver Process. In cases where an uncleared contractor, subcontractor or visitor is denied access based on derogatory information obtained from an NCIC-III check, the Installation Commander will offer the process outlined in Para 3-7, only if the individual requests a waiver. The waiver packet must be endorsed by a GES in order to be considered by the Installation

Commander or his designated representative. Additionally, if the GES would like to sponsor the contractor for continued access, they may do so at this point in the process. If the individual is requesting a waiver based on completion of the First Offender Act and the court documentation specified in Para 3-7a.3. shows that the charge should not be considered a conviction under First Offender Status, the denial may be administratively lifted without having to go through the Review Board. The individual cannot have any additional offenses of any kind (charges or convictions) beyond the first offender notation in order for the denial to be lifted at this point. If any other charges show up on the NCIC-III, the Access Denial Waiver Application Packet must be submitted IAW Para 3-7.

c. The Contractor Badging Office will not accept Denial Waiver Packets. The GES will submit them to the Installation Hearing Officer at SJA.

### **3-7. Access Denial Waiver Application Packet.**

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

1. Obtain a certified copy of their complete criminal history, which must include all arrests and convictions. They cannot receive the copy that was used to make the access determination.

2. Complete an Installation Access Control Denial Waiver Application and provide the packet to the GES, who will be responsible for submission of the waiver application to the Installation 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

3. If the individual is requesting a waiver based on completion of the First Offender Act, the petition for discharge of defendant (First Offender Act) must be attached: The document should cite State of XXX vs. XXX, Docket Number, and Court. It MUST be signed by the presiding judge.

4. Provide a current physical or e-mail address to enable the Installation Commander to transmit a copy of his/her waiver request determination.

(a) The government sponsor will review the individual's packet for completeness and determine whether or not to endorse the waiver.

(b) If the government sponsor determines to endorse the waiver, he/she must provide a letter. The letter 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.

(c) If a contractor employee is terminated, the sponsor must inform the DES, Bldg 19 so that unescorted access to the installation is no longer authorized.

### **3-8. Approval Process for Denial Waivers.**

a. The designated government official(s) will review the access denial wavier applications and make a fitness determination recommendation to the approving authority. The Installation Commander is the approving authority unless otherwise delegated.

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

c. The Installation Commander or delegated official will provide a copy of the determination to the individual, and to the DES/Provost Marshal Office (PMO) and sponsoring agent.

d. Individuals who have had a waiver request denied may request reconsideration from the Installation 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.

### **3-9. Access Control Appeal Review Board (ACARB).**

a. In accordance with the provisions of enclosure 2, Army Directive 2014-05, Adjudication Standards and Procedures for Using the National Crime Information Center and Terrorist Screening Database for Installation Access Control of Unescorted, Uncleared Contractors, and the Access Control Appeal Review Board will be used to recommend approval or disapproval for access to the installation.

- b. The Access Control Appeal Review Board will be comprised of the following members:
1. Deputy Garrison Commander, President of the Board; voting member.
  2. Chief of Administrative Law, Staff Judge Advocate (SJA); voting member.
  3. Director of Family Morale, Welfare and Recreation; voting member.
  4. Director of Public Works; voting member.
  5. Director of Logistics Readiness Center; voting member.
  6. Director of Emergency Services; non-voting member.
  7. Installation Hearing Officer (IHO); non-voting member.
- c. The IHO will prepare/present the appeal packets to the ACARB for review.
- d. Appeal Packets. Incomplete packets are remanded back to GES before being considered. Completed Packet must include:
1. Criminal History
  2. Appendix C, MCoE 190-13-1 Access Control Regulation, Fort Benning Access Control Denial Waiver Application (complete and signed)
  3. GES Recommendation
- e. Board Evaluation Criteria. If the GES does not support the appeal then, in absence of any additional evidence to support the appeal, the board will recommend denial of the appeal. The board will evaluate complete packets using the following criteria:
1. Nature and seriousness of the conduct
  2. Specific circumstances surrounding the conduct
  3. Length of time elapsed since the conduct
  4. The age of the individual at the time of the incident
  5. Proof of efforts toward rehabilitations
  6. Number of derogatory criteria triggered by the person's criminal history
- f. Denials may be specified. The board may recommend a limited denial whereby the person is allowed to access post on specific days, times and locations for a specific purpose. For example, a person may be allowed to enter post Mon – Fri 0900 - 1700 hrs to go to work at Building 123. The board will review each appeal packet and vote on granting the appeal or denying the appeal. The results of the board will be presented to the Garrison Commander as Recommend Approval for Appeal or Recommend Denial for Appeal.

### **3-10. Escorted Access.**

- a. DoD personnel in possession of approved forms of ID as listed in Para 3-2.a.1-3, may escort personnel on post. The personnel being escorted do NOT require an NCIC-III check and are NOT required to report to the VCC. Escort personnel are entirely responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by Army Regulations and requirements of the Installation Commander.
- b. Responsibility of DoD personnel providing escort to un-vetted personnel. Escorts will ensure their guest(s) follows 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 PMO. Escorts may be held accountable for negligent execution of these duties.

## **Chapter 4 Credentialing**

### **4-1. Credentialing Categories.**

- a. Installation Commander will use locally produced AIE badges and AIE temporary passes for all unescorted non-DoD affiliated personnel gaining access to the installation.
1. The AIE card may be issued to personnel who will need regular access to the installation for a period of 30 days or longer and not to exceed one year.



2. The AIE paper pass will have the expiration date fully visible and be issued for short term installation access. The AIE paper pass will be issued to those individuals who only need access to the installation for a period of 30 days or less.

b. Personnel requiring an AIE card because they do not qualify for a CAC will request a card through their GES. The GES will provide the request to the Contractor Badging Office to obtain the AIE card. The request will be processed through the NCIC-III and be vetted against disqualifying criteria found in Army Directive 2014-05. Personnel who pass NCIC-III vetting will be notified through their GES of the time, date and location to report to the Contractor Badging Office for issuance of a card.

1. GES Responsibilities:

(a) The GES is the government representative who conducts the initial assessment of a person's need for access and fitness in accordance with IMCOM OPORD 15-031 and this policy.

(b) The GES ensures that the personnel that they request unescorted access for have a valid need to enter post.

(c) The GES will be informed by agencies on the installation of any violations of law, policy or regulations by the personnel they sponsor.

(d) The GES may request revocation of a sponsored person's privileges based on the information available to them.

(e) The GES provides input during the appeals process for sponsored denials.

c. Personnel can renew AIE cards and request for special events coordination at the Contractor Badging Office from 0900 - 1600 hrs Tuesday through Thursday. The Badging Office is closed all other days.

1. Lindsey Creek VCC is open 24 hours 7 days a week for those who need to get a temporary visitors pass.

2. Harmony Church VCC is open from 0600 - 1400 hrs Monday through Friday.

d. 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.

e. REAL ID ACT Implementation: DLs and ID Cards from non-compliant states cannot be used as the sole source for identity proofing for unescorted access to Military Installations and facilities. This information is subject to change as states meet the requirements of the REAL ID Act. The most current information can be located on the Fort Benning website at <http://www.benning.army.mil/GateInfo/>.

#### 4-2. Special Events.

a. Installation Commanders may continue to grant waivers for special events IAW AR 190-13, Para 8-6.

b. A DRAW will be accomplished to assist in developing compensatory security measures when NCIC-III screening is impractical and regulatory requirements cannot be met. This risk analysis must be coordinated through the G-2, Directorate of Plans, Training, Mobilization, and Security (DPTMS), and DES, and submitted for signature to the Garrison Commander or Installation Commander depending on level of risk. The event sponsor is responsible for the staffing of this packet. The following are examples to be considered when planning the event:

1. Isolate event traffic and parking to specific locations.

2. Transport attendees to and from the event utilizing government transportation.

3. Direct event traffic to specific ACPs where security measures are conducted prior to attending the event.

4. Local threat assessment conducted by the G-2.

c. The organization is required to build a Deliberate Risk Analysis Worksheet (DRAW):

1. Once the DRAW has been completed it must be submitted to the appropriate agencies.

2. Obtain approval by classification:

(a) Very High (VH) - Commanding General

(b) High (H) - Community functions, Garrison Commander

(c) High (H) - Brigade functions, Brigade Commander

(d) Medium (M) - Community functions, Garrison Commander

(e) Medium (M) - Battalion functions, Battalion Commander

(f) Low (L) - Director or Company Commander

3. Notify DES of event and provide final DRAW.

#### 4-3. Special Categories.

##### a. Commercial Delivery Vehicles

1. All Commercial vehicles 5 tons or greater are required to use Harmony Church (ACP 7).
2. Drivers must possess a current bill of lading for the specific delivery containing an on-post destination.
3. Drivers must possess a valid state issued DL, state vehicle registration, and proof of insurance.
4. All delivery vehicles may be subject to a vehicle inspection.
5. Unless escorted, drivers will be cleared through NCIC-III prior to making the delivery.
6. If the vehicle has a seal, 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.

##### b. Food Deliveries / Vendors

1. Vendors and drivers must apply for a visitor pass and be cleared through NCIC-III.
2. Drivers must possess a valid state issued DL, state vehicle registration and proof of insurance.
3. All vehicles are subject to inspection prior to being granted access.
4. Deliveries must have an on-post destination.
5. Installation Commander will determine if a food delivery or vendor drivers are issued an installation badge or pass.
6. No food delivery/vendor will receive a pass longer than one day without a GES.

##### c. Taxis, Shuttles, Uber

1. Taxi drivers must have a AAFES contract and be cleared by NCIC-III.
2. Drivers must possess a valid DL, valid taxicab operator's "hack" license, vehicle registration, and proof of insurance.
3. Vehicles are subject to be inspected before access is granted.
4. Taxi drivers will not be granted trusted traveler status.

##### d. Tow Trucks

1. Tow truck drivers must apply for a visitor pass and be cleared by NCIC-III.
2. Drivers must possess a valid tow tag, tow truck certificate of registration, tow truck application, cab-card, valid DL, state vehicle registration, and proof of insurance.
3. Vehicles are subject to be inspected before access is granted.
4. Tow truck drivers will not be granted trusted traveler status.
5. Vehicles being towed for maintenance reasons will be verified telephonically with the person(s) requesting the tow.
6. Non MWR tow truck drivers will not be issued long term AIE cards/passes. Passes will be for the specific tow.

##### 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/PMO.
2. The Police Desk will provide an escort and notify the Installation SJA.

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

- (a) Copy of title, contract or legal agreement must be presented.
- (b) Present evidence that the debtor is in default of the contract or legal agreement.
- (c) Agents must present evidence they are working for the creditor.

f. Movers

- 1. Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.
- 2. Drivers must possess a valid state issued DL, state vehicle registration, and proof of insurance.
- 3. All delivery vehicles may be subject to a vehicle inspection.
- 4. Long term are passes may be authorized with a transportation GES and favorable NCIC-III.

g. Gold Star Family Procedures (AIE GOLD STAR)

- 1. Ensure that the NCIC-III check is conducted prior to issuance of AIE GOLD STAR Card.
- 2. Coordinate with the Survivor Outreach Services (SOS) Office and ensure all required paperwork to include favorable NCIC-III check is complete.
- 3. Fort Benning will accept AIE GOLD STAR issued by other installations.
- 4. GOLD STAR cards will be valid for entry.

**References**

**Section I  
Required and Related Publications**

Homeland Security Presidential Directive-12  
DTM 09-012  
DTM 14-005  
Army Directive 2014-05  
AR 190-13, Chapter 8  
IMCOM OPORD 15-031  
Gold Star Installation Access IMCOM Memorandum  
DoDI 5200.08  
DoDI 8190.3  
HQDA EXORD 033-15  
AR 380-10  
Real ID Act

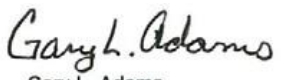
**Section II  
Referenced Forms**

FB (DES) Installation Access Form  
Installation Access Denial Memorandum  
Fort Benning Access Control Waiver Denial Application  
SF 85/86

**FOR THE COMMANDER:**

**CLINTON W. COX**  
COL, IN  
Garrison Commander

**Gary Adams**  
Director of Human Resources

  
Gary L. Adams  
Director, Human Resources

**DISTRIBUTION:**  
A  
3 – Publications Management (IMBE-HRA)

**Appendix A – Designation to Determine Fitness for Installation Access**



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**IMCOM DIRECTORATE TRAINING**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON**  
**1 KARKER STREET, MCGINNIS-WICKAM HALL**  
**FORT BENNING, GEORGIA 31905**

IMBE-ESP-S

8 June 2017

MEMORANDUM FOR Directorate of Emergency Services, Fort Benning, Georgia

SUBJECT: Designation to Determine Fitness for Installation Access

1. In accordance with the provisions of Enclosure 2, Army Directive 2014-05, Adjudication Standards and Procedures for Using the National Crime Information Center and Terrorist Screening Database for Installation Access Control of Unescorted, Uncleared Contractors, I hereby designate the authority to determine fitness for installation access to Fort Benning, Georgia to the following duty positions:

- a. Directorate of Emergency Services (DES), Chief, Physical Security Division, Access Denial Authority
- b. DES, Chief of Police, Access Denial Authority
- c. DES, Police Division Branch Chiefs, Access Denial Authority
- d. DES, Department of the Army Security Guard (DASG) Supervisors, Access Denial Authority
- e. DES, DASG Leads, Access Denial Authority
- f. Military Police (MP) Duty Officers, Access Denial Authority
- g. MP Patrol Supervisors, Access Denial Authority
- h. MP Desk Sergeants, Access Denial Authority

2. I retain authority to cancel or withdraw this delegated authority at any time. This delegation is subject to review by the new commander upon my change of command.

3. This delegation has been coordinated with the Fort Benning Staff Judge Advocate who concurs with my action. The point of contact is Mr. Dick Gordon, Office of the Staff Judge Advocate, Chief Administrative and Civil Law, at (706) 545-1130.

  
 CLINTON W. COX  
 COL, IN  
 Garrison Commander



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
IMCOM DIRECTORATE - TRAINING  
1 KARKER STREET, MCGINNIS-WICKAM HALL  
FORT BENNING, GEORGIA 31905-5000

REPLY TO  
ATTENTION OF:

IMBE-ESP-S

\_\_\_\_\_  
(Date)

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Installation Access Denial

1. You are hereby denied access to the Fort Benning Military Reservation because of the conduct detrimental to good order and discipline and performing this installation's military mission.
2. In accordance with the Army Directive 2014-05 your denial from Fort Benning is for the following reason(s):

Derogatory information related to number \_\_\_\_\_ of the 11 disqualifying factors.

3. This denial is permanent. However, you may rebut the allegations contained in paragraph 2 and present any evidence on your behalf by submitting a Fort Benning Access Control Denial Waiver Application. Your rebuttal must contain the following documents:

- a. Obtain a certified copy of your complete criminal history, which must include all arrests and convictions.
- b. Obtain a letter of support from your Government Sponsor. The letter must indicate that the sponsor requests that you be granted unescorted access to accomplish a specific purpose, and the anticipated frequency and duration of such visits. If you are a terminated contractor employee, the sponsor must notify the installation commander and unescorted access will not be authorized.
- c. Complete an Access Control Denial Waiver Application and provide the packet to the Government sponsor. The Government sponsor is responsible for reviewing your waiver application's completeness. Waiver applications endorsed by government sponsors will be submitted to the installation Hearing Officer. Waiver applications submitted without an original Government sponsor endorsement will be considered incomplete and returned without action. All offenses must be listed, along with an explanation of why the conduct should not result in installation access denial. Other factors the sponsor/applicant should address are the:

1. Nature and seriousness of the conduct
2. Circumstances (in specific) surrounding the conduct
3. Length of time elapsed since the conduct
4. Age of individual at the time of the incident or conduct
5. Proof of efforts toward rehabilitation

d. Provide a current physical or email address to enable the Installation Commander to provide a copy of the waiver request decision.

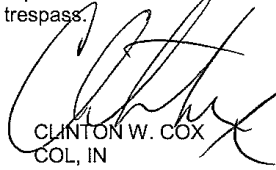
4. This information must be provided to your Government sponsor who will forward approved applications to the Installation Hearing Officer.

IMBE-ESP-S

SUBJECT: Installation Access Denial

5. If you are a disabled Veteran and are entitled to Fort Benning VA Clinic treatment, you may access the installation for this purpose via the shuttle transportation service provided by the VA. You must board the shuttle at the 13<sup>th</sup> Street location in Columbus and show a valid VA ID card at the checkpoint when entering the Installation. You must depart the installation via the shuttle transportation service.

6. Entering the Fort Benning Military Reservation for any reason after the date of this memorandum, without a valid letter issued by the Directorate of Emergency Services authorizing escorted or unescorted access will constitute criminal trespass in violation of Section 1382, Title 18, United States Code, and is punishable by a fine of not more than \$5000 or imprisonment for not more than six months, or both. Violators are subject to prosecution for criminal trespass.



CLINTON W. COX  
COL, IN  
Garrison Commander

ACKNOWLEDGEMENT:

I acknowledge receiving the foregoing access denial order and understand that I may submit an Access Control Denial Waiver Application to my Government sponsor. If endorsed by my Government sponsor, the waiver application will be forwarded to the Installation Hearing Officer and the Installation Commander. I further acknowledge that I am not authorized to access the installation unless I possess written documentation issued by the Directorate of Emergency Services, the Garrison Commander or his designee authorizing me escorted/unescorted access. Violating this order will constitute criminal trespass and may result in my prosecution for this offence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Denial Memo No. \_\_\_\_\_



## FORT BENNING ACCESS CONTROL DENIAL WAIVER APPLICATION

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

APPLICATION REQUEST			
Please type or print neatly; Attach additional sheets if necessary			
1. Name (First/Middle/Last)			
2. Current Address (Number and Street, City, State, and ZIP Code)			
3. Email address: Do you want your decision emailed back to you rather than mailed to you? <input type="checkbox"/> Yes			
4. Current Telephone Number Home ( ) - - Work ( ) - -			
5. Reason for requesting access to Fort Benning?			
6. What job has Fort Benning offered you?			
7. Does your job require you to have a clearance?			
8. List Your <b>ENTIRE</b> 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 NULL PROS.)	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.			



<b>FORT BENNING GEORGIA ACCESS REQUEST FORM</b> <small>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)</small>				CIRCLE ONE:      Long-Term Pass      Civilian	
Complete this form and return to your Fort Benning sponsor. A National Crime and Information Center (NCIC) check will be conducted prior to granting access to the installation. By signing this application, you affirm/swear the information provided is true. That a knowing and willful false statement on this application can be punished by barment from the installation, a fine, imprisonment or both. (18 U.S.C. Section 1001). Furthermore, that under the authority of 50 U.S.C. Section 797 and DoD 5200.8, the installation commander has imposed a continuing obligation for you to disclose to Fort Benning, within 24 hours, if you're convicted of any criminal offenses that occur while you have unescorted access authority to Fort Benning					
<b>Section I. PERSONAL INFORMATION</b>					
1. NAME (Last, First, Middle)		2. DRIVER'S LICENSE #/State	3. Social Security Number	4. DATE OF BIRTH (YYYYMMDD)	
5. CURRENT ADDRESS (Include City/State/ZIP Code)			6. HOME PHONE NUMBER		WORK PHONE NUMBER
7. SEX	8. RACE		9. EYE COLOR	10. HAIR COLOR	11. HEIGHT
<b>Section II. PLACE OF BIRTH</b>					
1. CITY		2. STATE (If applicable)		3. COUNTRY	
4. U.S. CITIZEN? (If no, answer question 5)			5. LIST IMMIGRATION DOCUMENT TITLE, DOCUMENT NUMBER, AND EXPIRATION DATE (If applicable)		
<b>Section III. WARNING: CONSENT TO SUBJECT SEARCH/SEIZURE, VEHICLE TOWING, REIMBURSEMENT, IMPOUNDMENT</b>					
By accepting this pass you give your consent to search of your vehicle while it is entering on, or leaving Fort Benning. If your vehicle is towed or impounded, you agree to reimburse the towing agent on behalf of the vehicle owner/operator.					
_____					
<b>Section IV: ATTESTATION</b>					
I attest to the fact that I have been briefed by my sponsor and understand the purpose for the NCIC check. I understand the information on this form is being collected in accordance with 50 U.S.C., Section 797, and DoD 5200.8, and federal laws. Permitting the installation commander to limit access to the installation for security reasons and that this data will be used to screen personnel who have or are seeking access Fort Benning. I have voluntarily completed this form and shall provide the Army a specimen of my fingerprints, if/when requested. I hereby give my consent and authorization for the Army to conduct any additional background screenings deemed necessary over the next 12 months, to include comparing/checking my fingerprints against local, state, and federal criminal databases. I understand (a) criminal offense(s) may be prosecuted in federal court. The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief, and is provided in good faith. I understand that a knowing and willfully false statement on this application can be punished by fine or imprisonment or both (18 U.S.C section 1001).					
I understand approvals/denials take 3-5 working days and can be verified by phone by calling the Visitor Center, M-F, 7:30am-5pm (706-544-9103/706-544-9124).					
Applicant Signature: _____			Date: _____		
Fort Benning Sponsoring Agency name (i.e. 2 CES, AAFES, Base Education Office): _____					
ACCESS DENIALS. If denied, you may appeal in writing to the Garrison Commander. If you appeal, you must provide a copy of supporting documentation (i.e. court minutes, expunged records, etc.) that may mitigate your security issues to the Visitor Center at Lindsey Parkway.					
<b>Section V. FOR USE BY FORT BENNING SPONSORING ORGANIZATION OR AGENT CARD/VISITOR SPONSOR ONLY</b>					
1.) Days of the week and hours requesting authorization to enter Fort Benning. (Circle all that apply)					
<u>    </u> <u>    </u> <u>    </u> <u>    </u> <u>    </u> <u>    </u> <u>    </u> M. Tu. W. Th. F. Sa. Su.					
Dates of pass: _____		Earliest hour: _____ AM / PM		Latest hour: _____ AM / PM	
Fort Benning sponsoring organization/agency (i.e. 2 CES, AAFES, Base Education Office): _____					
2.) Print contact information of Fort Benning sponsor/base agency representative:					
Last Name: _____		First Name: _____		Middle Initial: _____	
Social Security Number _____					
Title/Rank: _____		Phone: _____		Email: _____	
_____			_____		
Signature			Date		
Completed form signed by Fort Benning sponsor turned in to Visitor Center at Lindsey Parkway Fort Benning Georgia					
<b>Section VI. PRIVACY ACT STATEMENT</b>					
Authority: 50 USC Section 797; E.O. 9397 PRINCIPAL PURPOSE(S): The purpose for requesting personal information is to assist Access Control personnel in documenting contractor employee suitability for access to Fort Benning. Social security number and date of birth are necessary to identify the person and records. This information may be used to determine suitability of person desiring access to Fort Benning; as well as, for lawful purposes including law enforcement and litigation. This information will be used to generate state and federal criminal history records checks. INTENDED USE: For all personnel who are not authorized a Common Access Card (CAC) and require regular and frequent access to the installation in performance of their official duties. DISCLOSURE: Disclosure of requested information is voluntary; however, failure to provided information will result in access privileges being refused or withdrawn. The Privacy Act Statement will apply throughout the duration of the Army contract while serving in the capacity of prime contractor or subcontractor/supplier employee.					

DEPARTMENT OF THE ARMY  
SPECIFIC UNIT HEADER  
FORT BENNING, GEORGIA 31905-5000

XXX-XX-XX

06 November 2015

MEMORANDUM FOR Directorate of Emergency Services (ATTN: Guard Branch)

SUBJECT: National Crime Information Center Interstate Identification Index (NCIC-III)  
Checks for Unescorted Access

1. Request the roster of attached personnel be vetted through NCIC-III in accordance with the requirements of unescorted access to the installation.
2. The Contract Number associated with each employee is annotated on the attachment or Memorandum of Understanding/Agreement (IF APPLICABLE)
3. The point of contact is the undersigned at 706.XXX.XXXX or XXXXXXXX.XXXXXX.civ@mail.mil.

STANDARD SIGNATURE BLOCK  
TITLE  
ORGANIZATION

