DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

REPLY TO
ATTENTION OF

IMHL-ES

23 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #10-7, Installation Access

1. REFERENCES.

a. AR 190-13, The Army Physical Security Program.

b. AR 190-16, Physical Security.

c. AR 525-13, Antiterrorism.

d. Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DOD Physical Access Control.

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

f. DOD Instruction 2000.16, DOD Antiterrorism Standards.

g. IMCOM Operations Order 15-031, Implement Access Control Procedures at IMCOM Installations.

2. PURPOSE. To establish policies, procedures, and responsibilities for installation access on U.S. Army Garrison, Fort Hunter Liggett (USAG FHL).

3. APPLICABILITY. This policy applies to all individuals requesting access to USAG FHL installations and sites.

4. POLICY.

a. Responsibilities.

(1) The Directorate of Emergency Services (DES) is responsible for screening and vetting all individuals requesting access, unescorted or escorted, on USAG FHL.

(2) The Fitness Determination Board is responsible for reviewing and making access determinations for individuals with a derogatory background check as outlined in Army Directive 2014-05, paragraph 3.b.

b. Authority for Access.

(1) All personnel requesting access onto USAG FHL must have a valid purpose.

(2) Barred individuals are denied access to the installation.

(3) Unit commanders and facility managers make access decisions related to their restricted areas. Only personnel having a need and appropriate security clearance level for the activity are granted access.

(4) In the event of increased Force Protection Conditions (FPCON), additional security requirements will apply in accordance with DOD Instruction 2000.16.

5. PROCEDURES.

a. Screening and Vetting.

(1) 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 their identification.

(2) Unescorted Personnel.

(a) DOD affiliated individuals with proper identification as outlined in Army Directive 2014-05 will be granted unescorted access to the installation.

(b) A National Crime Information Center Interstate Identification Index (NCIC-III) records check will be conducted on all non-DOD individuals requesting unescorted access. Unescorted access will not be granted without completing a favorable NCIC-III screening.

(c) Personnel under the age of 18 will not have a NCIC-III check conducted. Non-residents of the installation must be sponsored by a DOD affiliated individual.

(3) Escorted Personnel.

(a) Non-DOD affiliated individuals that are not vetted through NCIC-III or not granted a favorable screening will be escorted while on the installation.

(b) 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 a country cleared by the State Department.

(c) Only DOD affiliated personnel who have been granted unescorted access are authorized to escort non-DOD affiliated personnel.

b. Unescorted Access Denial.

(1) Individuals will be denied unescorted access to the installation based on the results of a NCIC-III check that contain credible derogatory information indicating the individual may present a threat to the good order, discipline, or health and safety on the installation.

(2) Such derogatory information includes, but is not limited to, items outlined in Army Directive 2014-05, paragraph 3.c.

(3) Individuals who have been denied access may request an access denial waiver packet from the Physical Security Office, Visitor Control Center or the Access Control Point and follow instructions outlined in USAG FHL Policy 10-8, Installation Access Denial Waiver Process.

c. Special Events.

(1) The Senior Commander, or his/her designee, may waive NCIC-III vetting for special events IAW AR 190-13.

(2) A risk analysis is completed to assist in the development of mitigating security measures when NCIC-III screening is waived.

6. PROPONENT. The Director of Emergency Services is the proponent for this policy. The POC is the FHL Physical Security Officer at (831) 386-3882.

JAN C. NORRIS
COL, SC
Commanding

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