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US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BUCHANAN
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OCT 18 2018

MEMORANDUM FOR ALL PERSONNEL REQUESTING ACCESS INTO UNITED STATES ARMY GARRISON (USAG) FORT BUCHANAN

SUBJECT: Policy Memorandum No. 12, Installation Access Policy

1. References.

- a. Army Regulation 190-13, The Army Physical Security Program, dated February 25, 2011
- b. DoD Instruction 1000.13, "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals", January 23, 2014
- c. Directive-Type memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control", December 8, 2009, Incorporating Change 7, April 17, 2017
- d. Operations Order 15-031, Implement Access Control Procedures at IMCOM Installations (U)

2. Purpose. To establish the policy, procedures, and guidelines for controlling access into Fort Buchanan to prevent unauthorized access while ensuring the security, safety, and protection of personnel, and resources on the installation. The Garrison Commander may modify this policy without notice to ensure the safety of personnel and the security of the installation.

3. Applicability. This policy is applicable to all civilians or military personnel requesting access into Fort Buchanan.

4. Policy. All persons requesting access to Fort Buchanan are required to have a valid purpose to enter, have their identity proofed and vetted, and in possession of an authorized valid access credential or visitor's pass issued by the Fort Buchanan Directorate of Emergency Services (DES).

5. Procedures.

- a. In accordance with reference 1e, all Department of Defense (DoD) affiliated pedestrians and occupants of Vehicles requesting access at an installation Access Control Point (ACP) must present to the Security Guards a valid credential photo ID.

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b. Children under the age of 16 are not required to have a photo ID, but must be accompanied by an identified adult with an approved ID or credential.

c. The Security Guards (SG) conduct a physical and visual inspection of the ID card to visually match the photograph on the card to the person presenting the identification. The Security Guard simultaneously conducts a comparison and visual review of the card for unique topology and security design requirements. The visual check of the card includes verifying authenticity by checking the anti-counterfeit and/or fraud protection measures embedded in the credential. During peak traffic periods the SG may use the physical and visual inspection of ID cards or Rapid Scan to authenticate documents.

d. Individuals in possession of a valid form of DoD or federally approved identification/credentials are authorized unescorted access to Fort Buchanan. The following personnel with authorized ID card or credentials may enter through Fort Buchanan Vega Gate #1 or The Borinqueneers Gate (See enclosure 1, (1a-u).

e. Individuals who do not have an authorized DoD ID card or authorized federal credential must request an installation pass. An installation pass will only be issued to individuals with valid photo identification card (ID) issued by a local, state, or federal government agency. Authorization to access the installation will be determined at the ACPs for visitors based on a valid purpose to enter, and their identity proofed and vetted to determine fitness and eligibility for access. Visitors must obtain a visitor's pass from the Visitor Control Center (VCC) at Building 670, located at The Borinqueneers Gate (See enclosure 1, (2a-l). A request could be done by taking a hard copy of the official email to the VCC by the person requesting access through the point of contact/sponsor.

(1) Persons requesting access shall provide justification and/or purpose for access to the Fort Buchanan installation and its facilities.

(2) The Garrison Commander shall determine the recurring requirement and frequency for additional checks of ID card/ credential holders based upon local security requirements, and changes to the Force Protection Condition (FPCON) level, BRAVO through DELTA. Authorized DoD databases that may be utilized to conduct identity proofing and vetting tasks by DES security personnel include; National Crime Information Center (NCIC), Terrorist Screening Database, and other sources as determined by the DoD Component or the Garrison Commander and/or DES.

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e. Installation sponsored federal agencies(FBI, DHS), once identity proofed and favorably vetted in accordance with DTM 09-012, are allowed unescorted access to enter Fort Buchanan through either Vega Gate or The Borinqueneers Gate.

f. State and local officials driving official or emergency vehicles (in a non-emergency capacity): They are required to have a valid purpose to enter, have their identity proofed and vetted, and in possession of an authorized and valid access credential or visitor pass. State and local officials driving official vehicles (on an emergency capacity) may with prior telephonic notification to the Police Station, enter through either Vega Gate or The Borinqueneers Gate. Personnel must present their identification card issued by Federal, State, or local government agencies to the Security Guards at the ACPs.

g. Non-Emergency Situations. Emergency vehicles, (police, fire, and ambulance) that are not responding to an emergency on the installation are subject to (RAM) Random Anti-terrorism measures and their occupants must present valid identification and have a justification and/or purpose to enter installation. This does not apply to the Fort Buchanan DES official vehicles.

h. Special Events or Activities. Tenant units, directorates, organizations, Department of Defense Education Activity (DoDEA) schools and installation agencies requesting access to attend a special activity on Fort Buchanan, i.e., (sporting events, 4th July, graduations, concerts, weddings, etc.): Must submit to the DES Visitor Control Center (Bldg. 670) an attendee memorandum 10 working days prior to the event. A records check will be conducted on the participating visitors to verify the identity and to determine fitness of the attendees. Personnel on the DES approved memorandum will enter through The Borinqueneers Gate.

(1) Family, Morale, Welfare and Recreation (FMWR). Persons requesting access shall provide justification and/or purpose for access to DoD facilities, and be in the possession of a valid form of ID and FMWR card. FMWR members i.e., (Golf members with FMWR cards may escort three visitors to play golf on the installation by using the Trusted Traveler program). All other FMWR card holders may not sponsor other visitors with their FMWR card, but are authorized to enter the installation unescorted to participate in FMWR activities.

(2) Pentagon Federal Credit Union (PENFED). Persons requesting access will abide to IMCOM's Access Control Procedures as per OPORD 15-031, dated 21 November 2014. PENFED visitors requesting access for one day only will be receive a one day pass at the Visitor Control Center, Bldg. 670 after being properly vetted. PENFED members with recurrent need to access to Fort Buchanan will show proof of

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membership from the PENFED with proper identification for proper NCIC-III screening and will receive a Pass for a year once the vetting and credentialing process is completed. PENFED members cannot vouch or sponsor other visitors to gain access to the installation.

(3) DoDEA Schools. Parents or authorized emergency care givers that do not possess an authorized DoD or other recognized credentials, who is authorized to pick-up DoDEA students from the installation, must proceed to Bldg. 670 (VCC) to get properly screened via NCIC-III and will obtain a visitor's pass to gain access to the installation. Individuals needing recurrent access to DoDEA schools will report to the Visitor Control Center to receive an extended pass that is valid for that school year only. Properly vetted parents or emergency care givers are only authorized to enter the installation to proceed to the school, and participate in all published school activities (as required) with the child. Any parents or care givers with derogatory information NCIC-III will not get access to the installation. They will have the right to request an Access Denial Waiver Packet. Such packet will be evaluated by the Installation's Legal Office and the Deputy Garrison Commander will make the final determination.

i. DoD Contractors. The Contracting Officer Representative (COR) is responsible for ensuring the DD Form 369 for background check is completed on all personnel contracted to work on the installation. They will submit the form to the Police Station. The COR will coordinate the vetting process with the DES. The DES representative shall query the National Crime Information data source to vet the claimed identity and to determine fitness. Once all personnel are vetted the COR will submit to the DES a list of workers with the full name, company, purpose for access, and start and end dates of work. Contractors cannot vouch or sponsor other visitors unless the Contractor has a valid CAC Card vetted through the DoD Contractor Verification System. Any contractors with derogatory information on NCIC-III will have the right to request an Access Denial Waiver Packet. Such packet will be evaluated by the Installation's Legal Office and the Deputy Garrison Commander will make the final determination. Subcontractors will not sign in other contractors without proper installation documentation and a valid installation pass. (See Enclosure 5)

j. Access Rosters.

(1) Access rosters are used for single events to provide access to installations if sign-in procedures and issuing an installation pass are impractical or unauthorized.

(2) Permanent access rosters are not authorized. Access rosters are temporary and will not be used to circumvent the installation pass process. The maximum time an access roster may remain valid is 24-72 hours based on the nature of the request.

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(3) Access rosters are used for events that are nonrecurring and not regularly scheduled, are generally site-specific, and must be coordinated in advance with the Police Station at least 10 days prior to requested entry. Access rosters are only good for 24 hours. After 24 hours rosters will be filed at the VCC for 60 days and will be destroyed after 61 days.

(4) Individuals with an adverse background check or a criminal history that has not been adjudicated at the Fort Buchanan Police Station may not be placed on an access roster.

k. Trusted Traveler/Trusted Escort Sponsorship Program. The Garrison Commander has authorized DoD identification card holder and Family members, DoD employees, and retired uniformed service members and Family members over the age of 21 to vouch for occupants in their immediate vehicle and escorted vehicles, provided the Trusted Traveler/Trusted Escort vehicle operator possess a valid identification card. All personnel listed in enclosure 1, (paragraph 1a-u) over the age of 21 are allowed to vouch and/or sponsor six visitors which include children. Trusted Travelers/Trusted Escort are responsible for the actions and conduct of all the occupants in their vehicle at all times while on Fort Buchanan, and for meeting all local security requirements for escort. Failure to properly supervise visitors may result in the revocation of the Trusted Traveler sponsorship status for up to six months and/or bar to the installation of both sponsor and visitor, at the discretion of the Garrison Commander. Service personnel and spouses under the age of 21 of age may sponsor visitors on the installation, if they have a current active duty CAC.

l. Unescorted Access Authority for General Officer, 07 and Above Sponsored Events. Unescorted access may be granted for one-time official functions that are command sanctioned special events hosted by a senior military officer, 07 or higher. When unescorted access is approved for an official function, a member of the sponsoring organization must be present at the access control point to facilitate identification and access of the visitors. Access will be granted at the ACP either with a number printed invitation with the General Officer's name, date, location, and event, or a signed general officer pre-positioned memorandum.

m. On post residents/hotel management may sponsor no more than six non DoD card holders for 90 days for extended visits on Fort Buchanan. Residents/Hotel management must submit an email or letter to the Directorate of Emergency Services six days prior to the visit requesting access into the installation. This request must include the visitor(s) full name, social security number, current address, and requested length of access required. Once their identity is proofed and vetted they will be issue

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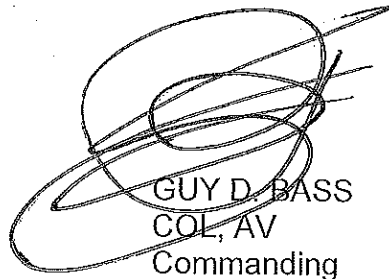
an individual pass/vehicle pass (if required) authorizing access into the installation 24/7 during the period of their visit. Sponsors are responsible for the proper supervision of their guests. Failure to properly supervise visitors may result in the immediate suspension of the guest access pass.

n. Security Guards can deny access: Is their responsibility to temporarily deny access to any personnel they deem as a potential threat and will seek assistance from Police Department and/or Command Group leadership to make a final determination on access.

6. Proponent: The Directorate of Emergency Services is the proponent for this USAG, Fort Buchanan policy. The point of contact is the Director at (787) 707-3940, DSN 740-3050.

5 Encls

1. Escorted Access Identity
2. Unescorted Access Identity
3. Special Activities / Events
4. Authorized Athletic Activity
5. Vetting and CAC Issue



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Enclosure 1

ESCORTED ACCESS IDENTITY PROOFING DOCUMENTS AND AUTHORIZED IDENTIFICATION

1. Personnel in lawful possession of a valid form of the identification credentials attached below are required a sponsor authorized unescorted accesses onto Fort Buchanan. The following identification credentials are the only authorized documents recognized for access into the installation and must enter through Vega Gate (901) or The Borinqueneers Gate (902).

- a. U.S. passport or U.S. passport card.
- b. Permanent resident card or Alien Registration Receipt Card (INS Form I-551).
- c. Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable immigrant visa.
- d. Foreign passport with a current arrival-departure record (INS Form I-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.
- e. Employment authorization document that contains a photograph (INS Form I-766).
- f. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with INS Form I-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.
- g. 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.
- h. 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.
- i. School identification card with a photograph.
- j. U.S. Coast Guard Merchant Mariner Card or TWIC (Transportation Worker Identification Credential).

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- k. Native American tribal photo ID.
 - l. Veterans Health Identification card issued by the U.S. Department of Veterans Affairs.
 - m. DHS "Trusted Traveler" cards (Global entry, Nexus, Sentri, Fast).
 - n. Border Crossing Card (Form DSP-150).
 - o. U.S. Certificate of Naturalization or Certificate of Citizenship (FORM N-550).
 - p. U.S. Permanent Resident Card/Alien Registration Receipt Card (FORM I-551).
 - q. U.S. Refugee Travel document or other travel document or evidence of immigration status issued by DHS containing a photograph (permit to re-enter form I-327 and Refugee Travel document Form I-571).
 - r. Employment authorization document with photograph issued by the DHS (FORM I-766).
 - s. U.S. Military or Draft Record
 - t. PIV-I Card (Personal Identification Verification –Interoperable) issued by Non-Federal entities.
 - u. For persons under the age of 18 who are unable to present a document listed in paragraphs 1 and 2 of this ANNEX A must present the following documents:
 - (1) School record or report card.
 - (2) Day Care or nursery school record.
 - (3) Birth Certificate.
2. The following is a list of other documentation which may be deemed appropriate by the Garrison Commander to provide reasonable assurance of identity ICW a Non-Valid ID if the document and the issuing agency provides reasonable assurance of identity that mitigates Fraud:
- a. Select University, Library, or school cards containing a photograph, name and expiration date.
 - b. Non-government photo identification with a person's name and address.

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- c. Birth Certificate or document with a person's full name and date of birth.
- d. Utility bill or other documentation showing the person's name and address of principle residence.
- e. Vehicle registration with name and address.
- f. Other documentation deemed appropriate to provide reasonable assurance by the Garrison Commander.

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Enclosure 2

UNESCORTED ACCESS IDENTITY PROOFING DOCUMENTS AND AUTHORIZED IDENTIFICATION

Personnel in lawful possession of a valid form of the identification credentials attached below are authorized unescorted accesses onto Fort Buchanan. The following ID card holders may enter through Vega Gate (901) or The Borinqueneers Gate (902).

- a. DoD CAC.
- b. DD Form 2A (ACT) (Active Duty Military Identification Card)
- c. DD Form 2 (ACT) (Armed Forces of the United States-Geneva Conventions Identification Card (Active)).
- d. DD Form 2 (RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Reserve)).
- e. DD Form 2 (RET) (United States Uniformed Identification Card (Retired))
- f. DD Form 2S (ACT) (Armed Forces of the United States-Geneva Conventions Identification Card (Active)).
- g. DD Form 2S (RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Reserve)).
- h. DD Form 2S (RET) (United States Uniformed Identification Card (Retired)).
- i. DD Form 2S (RES RET) (United States Uniformed Identification Card (Reserve) (Retired)).
- j. Rapid Gate issued card for regular access.
- k. DA Form 1602 (Civilian Identification).
- l. DD Form 1173 Family Members.
- m. DD Form 1173-1 Family Members, Reserve/National Guard

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n. DD Form 489 Geneva Convention ID Card for Civilian who Accompany the Armed Forces.

o. DD form 1934, Geneva Convention Identity Card for medical and Religious Personnel who serve in or accompany the Armed Forces.

p. DD 2764, United States DOD/Uniformed Services Civilian Geneva Convention Identification Card.

q. DD Form 2765, Department of Defense/Uniformed Services Identification Card and Privileged Card.

r. AF Form 354, Civilian Identification Card.

s. DoD Civilian Retiree Identification Card. (Access to MWR facilities only, if authorized by the Installation Commander).

t. USG-issued, authenticated Federal PIV credentials (When performing official business or authorized by the Installation Commander).

u. TWIC. (When performing official business or authorized by the Installation Commander).

v. PIV-I Card (Personal Identification Verification) issued by the Federal Government.

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Enclosure 3

SPECIAL ACTIVITIES / EVENTS / CONFERENCES

Organizations and agencies conducting special events or conferences will provide the DES a primary and alternate point of contact (POC) and phone for the special activity, event, or conference and a by name list of all invitees to the Fort Buchanan, DES, Police Station 10 days prior to the event.

Conference POCs are responsible for ensuring that all invitees are provided a list of acceptable form of identification prior to arrival at the installation, and the expected rules on personal conduct while on the installation.

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Enclosure 4

AUTHORIZED ATHLETIC ACTIVITY ACCESS PROCEDURES

1. All visiting schools participants without military or federal identification requesting access into Fort Buchanan are vetted yearly and individuals requesting access can be added to the access list as necessary (ten days prior to the event). All DoD non affiliated individuals that wish to enter Fort Buchanan to participate at an authorized athletic activity will provide a list of personnel with full name, driver's license number, and vehicle information. If the visitor does not have a valid driver's license or passport a social security number will be required. DES Form 283 (Visitor/Activity Log) must be submitted to the Directorate of Emergency Services (DES), Police Desk ten days prior to the event if the visitor has not been previously vetted and issued a seasonal pass. Once the vetting process has been completed the individual may proceed to the Visitor Control Center (VCC) to pick up a pass for that sport season. The sporting season pass holder will be authorized to enter the installation to travel to and from the gate to the sporting event/athletic activity/field only. Pass holders are not authorized the use of the Commissary, AAFES PX Service (Gas) Station, AAFES PX or PX EXTRA, or any FMWR facility.
2. Coaches and school affiliates must be vetted and a pass will be issued for that sport season. Any other individual wishing to enter Fort Buchanan for a one time access must be escorted by a trusted traveler.
3. Any individual with valid DoD affiliation who wishes to enter Fort Buchanan may sponsor other members from the visiting team as part of the trusted traveler program. The trusted traveler is allowed to vouch for and/or sponsor six visitors which include children in the same vehicle. Trusted travelers are responsible for the actions and conduct of all the occupants in their vehicle at all times while on Fort Buchanan, and must physically remain with the visitor at all times until they depart the installation.
4. When entering Fort Buchanan the only valid identifications authorized for non-affiliated DoD/Federal adult visitors are a passport or passport card, and US/PR driver's license or Commonwealth of PR/US identification card.
5. All pass holders will be authorized to enter both Access Control Points (ACP) (Gates #1 or #2) during the season. Passes will be available for pick-up at the VCC after the 10 days, Monday - Friday from 1300-1600 daily. For pass information please call (787) 707-3241 or 3995.

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6. These methods for entering Fort Buchanan provide specific ways for visitors to gain proper access into Fort Buchanan. If there are questions please do not hesitate to contact the Fort Buchanan DES.

7. Visitors without a seasonal pass, or memorandum, or requiring escort must enter through ACP Gate #2 (The Borinqueneers gate), for processing. Once at the gate the visitor will provide the required identification and inform the security officer that they are here to participate or observe a sporting activity for AHS or AMS or an associated Fort Buchanan school. Those on a memorandum will be authorized to enter, those requiring escort will remain at the gate until the DoD escort arrives.

NETTING AND CAC ISSUE / RETRIEVAL PROCESS

