



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

APR 09 2018

IMHL-ES

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: USAG FHL Policy #10-1, Installation Access and Denial Waiver Appeal Procedures**

**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 Un-cleared 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.

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(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. INSTALLATION ACCESS 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.

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(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 the instructions outlined in paragraph 6 Procedures for Installation Access Denial Waiver process, 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. INSTALLATION ACCESS DENIAL WAIVER PROCEDURES.

a. The Physical Security Office, Visitor Control Center or the Access Control Point provides the access denial waiver application packet upon request, which will instruct the sponsor or denied individual to do the following:

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

(2) Complete an Installation Access Control Denial Waiver Application and provide the packet to the contractor's site/project manager. All offenses must be listed, along with providing an explanation why the conduct should not result in denial from entering the installation. Other factors addressed by the applicant include the nature

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and seriousness of the conduct, specific circumstances, elapsed time since the incident or conduct and/or proof of efforts towards rehabilitation.

b. The contractor's site/project manager reviews the individual's packet for completeness and decides whether or not to endorse the waiver. If the contractor's site/project manager endorses the waiver, he/she must provide a letter requesting the individual be granted unescorted access to accomplish a specific purpose and include the anticipated frequency and duration of such visits. The contractor's site/project manager will be responsible for submitting the completed packet along with any other supporting documents to the Senior Commander or his/her designee.

c. The Senior Commander, or his/her designee, will review each access denial waiver packet and render a determination ensuring proper protection of good order, discipline, health and safety on the installation. Once a determination is made, a copy of the determination will be provided to the individual, the contractor's site/project manager, and the Physical Security Office.

d. Individuals denied a waiver may request reconsideration from the Senior Commander, or his/her designee, after one year from the date of the decision. Individuals may request a reconsideration 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.

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



KERRY E. NORMAN  
COL, MP  
Commanding

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