



REPLY TO
ATTENTION OF

NOV 26 2012

IMPM-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #17, Installation Access Procedures for Visitors

1. References:

- a. Army Regulation (AR) 190-13, The Army Physical Security Program, 25 February 2011
- b. AR 525-13, Antiterrorism, 11 October 2008
- c. Department of Defense Instruction 2000.16, Department of Defense (DoD), Antiterrorism (AT) Standards, Incorporated through Change 2, 8 December 2008

2. Purpose: Provide Command Policy for Access Procedures for all personnel living, working, and visiting the Presidio of Monterey (POM) and Ord Military Community (OMC).

3. Applicability: This policy applies to all military and Department of Defense (DoD) civilian personnel assigned, attached, located, or employed at POM and OMC during Force Protection Conditions (FPCON) Normal through Bravo.

4. Proponent: The proponent for this policy is the Directorate of Emergency Services (DES), Physical Security, 831-242-7733 or 242-7851.

5. Procedure:

a. All DoD personnel living or working at POM and OMC are required to register in the Defense Biometric Identification System (DBIDS) in order to sponsor personnel onto the installation. The POM DBIDS registration office is located in building 616, Taylor Hall, 242-7207.

b. All personnel must have an official photo identification (ID) card (DoD ID card, driver's license, state ID card, or passport) in their possession to be given access to the installation.

c. If you need to sponsor a one-time visitor onto the installation the procedure is as follows:

- (1) All visitors should go to Pvt. Bolio Visitors Center.

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(2) Visitors must have a valid driver's license, current vehicle registration and insurance to obtain a vehicle pass. A vehicle rental contract/agreement for visitors operating a rental vehicle will satisfy the requirement for vehicle registration and insurance.

(3) Visitors may be sponsored telephonically without physically signing them in at the gate if they have an official photo ID (driver's license, state ID card, or passport) in their possession.

(4) Members of the news media will normally be escorted onto POM by personnel from Public Affairs or Strategic Communications Offices after prior coordination from the public affairs office at 242-5555.

(5) Visitors are not authorized unaccompanied access unless they are on the access roster or their identity has been verified at the gate. A vehicle pass is required to enter the installation.

d. To sponsor a visitor onto POM for more than one day, but less than 30 days, complete a POM Form 7 (POM Application for Installation Access) which is available on the internet, and email it to usarmy.pom.106-sig-bde.list.pres-installationaccess@mail.com, 72 hours prior to the access date to allow completion of background checks.

e. Sponsors of contractors or vendors requiring access to POM for more than 30 days may request a DBIDS ID card. These cards are issued for no more than one year at a time and are to be used for "Official Business."

f. Active duty personnel, DoD civilians, and contractors that have been vetted through the security office and registered in DBIDS are authorized to sponsor no more than two vehicles and four personnel on a given day. Requests to exceed the established personnel/vehicle baseline for special events such as sports, graduations, ceremonies etc., must be submitted on a POM Form 7. Family members, retirees, local contractors, and personal service employees are not authorized DBIDS sponsorship.

g. Personnel who have lost or forgotten their DoD ID Card may be authorized installation access after manual verification in the DBIDS database.

h. Vehicle passes will be issued for one day unless the visitor is on the access roster. Visitors on the access roster may be issued a vehicle pass for the entire time they are on the access roster, but no more than 30 days at a time. The Garrison Commander may extend the vehicle passes for up to six months only on special circumstances on a case by case basis.

i. Requests to tour facilities at POM and/or access to the POM Cemetery will be referred to the Public Affairs Office at 242-5555.

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6. Access to any installation is a privilege, not a right. Department of Army police/guards may deny access to the installation to personnel who cannot provide valid ID.

Encl
POM Form 7


~~JOEL J. CLARK~~
COL, SF
Commanding

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PRINCIPAL PURPOSE: Provide necessary information to determine if applicant meets the access control requirements. Use of Driver's License is necessary to make positive identification of the applicant.

ROUTINE USE: None.

DISCLOSURE IS VOLUNTARY: However, failure to provide information requested may delay or preclude access to the installation.

SECTION I. Should be completed by the sponsor requesting personnel listed below inclusion to the Installation Access Roster to permit entry to the U.S. Army, Presidio of Monterey, California. Sponsor will be responsible for all actions of their guests while on the installation.

SECTION II is for information on U.S. Citizen applicants. SECTION III is for information on Non-U.S. Citizen applicants.

SECTION I. SPONSOR'S INFORMATION

SPONSOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL		SPONSOR'S WORK PHONE (Area Code and Number)	
SPONSOR'S ORGANIZATION		SPONSOR'S SSN (Required by DBIDS System)	DATE OF BIRTH
PURPOSE OF VISIT		CONTRACT EXPIRATION DATE (For Contractors only)	
TYPE OF REQUEST	<input type="checkbox"/> ACCESS ROSTER <input type="checkbox"/> DBIDS CARD	<input type="checkbox"/> INITIAL REQUEST	<input type="checkbox"/> RENEWAL
SIGNATURE			DATE

SECTION II. INFORMATION ON U.S. CITIZEN APPLICANT(S) ONLY

1. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER		ISSUING STATE	
START DATE OF ACCESS	TIME	END DATE OF ACCESS	TIME		
DAYS ALLOWED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					
2. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER		ISSUING STATE	
START DATE OF ACCESS	TIME	END DATE OF ACCESS	TIME		
DAYS ALLOWED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					
3. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER		ISSUING STATE	
START DATE OF ACCESS	TIME	END DATE OF ACCESS	TIME		
DAYS ALLOWED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					
4. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER		ISSUING STATE	
START DATE OF ACCESS	TIME	END DATE OF ACCESS	TIME		
DAYS ALLOWED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					
5. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER		ISSUING STATE	
START DATE OF ACCESS	TIME	END DATE OF ACCESS	TIME		
DAYS ALLOWED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					
6. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER		ISSUING STATE	
START DATE OF ACCESS	TIME	END DATE OF ACCESS	TIME		
DAYS ALLOWED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					
7. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER		ISSUING STATE	
START DATE OF ACCESS	TIME	END DATE OF ACCESS	TIME		
DAYS ALLOWED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					
8. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER		ISSUING STATE	
START DATE OF ACCESS	TIME	END DATE OF ACCESS	TIME		
DAYS ALLOWED ACCESS <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					