

**BY ORDER OF THE COMMANDER
JOINT BASE ELMENDORF-
RICHARDSON**

**JOINT BASE ELMENDORF-RICHARDSON
INSTRUCTION 31-113**

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Security

BASE ACCESS PROGRAM



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This publication implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, and is used in conjunction with AFTTP 3-31.1, *Entry Control*, AFI 31-101, *Integrated Defense*, AF Policy for Installation Access Control, and the Internal Security Act of 1950 (50 USC 797). It establishes Joint Base entry control procedures and policies for all areas controlled by Joint Base Elmendorf- Richardson (JBER). It applies to all personnel assigned to JBER, including supported, and tenant units, and all personnel entering or transiting the installation and the US Air Force Reserve or Air National Guard units and members. Submit requests for waivers through the chain of command to the publication Office of Primary Responsibility (OPR) for non-tiered compliance items and this instruction cannot be supplemented or further extended. Refer recommended changes and questions about this publication to the OPR, using AF Form 847, *Recommendation for Change of Publication*. Route the AF Forms 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for Glossary, References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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SUMMARY OF CHANGES

This interim change revises JBELMENDORF-RICHARDSONI 31-113 by (1) removing “Any violation could result in escort privileges being revoked” from paragraph 4.1. (2) Added paragraphs 4.1.1 through 4.1.2.2 to codify violation procedures, and (3) Adding **Table 6, Enforceable Barmnt Offenses**. A margin bar (|) indicates newly revised material.

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1. Installation Access Points Hours of Operation:

1.1. Locations and hours of operations for Installation Entry Control and Special Purpose gates are contained in **Tables 1** and **2**, below. Refer to the JBER homepage for current gate hours of operation <http://www.jber.af.mil/units/pa/jbervisitors.asp>.

Table 1. Installation Entry Control Point Locations And Hours Of Operations

Installation Entry Point	Hours of Operation	Location
D St Gate	Open 24 hours a day, 7 days a week	Entrance of JBER on D St
D St Commercial Vehicle Inspection (CVI) Area	Monday – Friday 0500-1800	Adjacent to the D St Gate
Check Point Pride	Monday – Friday 0500-0900	½ mile Inside D St Gate
Arctic Valley Gate (Exit Only)	Monday – Friday 0600-1800 Saturday – Sunday 1200-2000	Arctic Valley Rd
Muldoon Gate	Monday – Friday 0500-2400 Saturday – Sunday 0900-2400	Muldoon Rd and Provider Drive
Boniface Gate	Open 24 hours a day, 7 days a week	Entrance of JBER on Vandenberg Ave
Boniface CVI	Open 1900-0600, 7 days a week	Inside Boniface Gate
Post Rd Gate	Open 0600-1900, 7 days a week	Pease Ave
Post Rd CVI	Open 0600-1900, 7 days a week	Pease Ave
Government Hill Gate	Open 0530-2200 Monday through Thursday, 0530-2300 on Friday, 0600-2300 on Saturday and 0600-2200 on Sunday. Gate opens at 0530 on Guard and Reserve Unit Training Assembly (UTA) weekends	Arctic Valley Rd

Table 2. Special Purpose Entry Points

Special Purpose Gate	Hours of Operation	Location
Port Authority Access Gate	Prior coordination with 673 SFS/S3 is required	Cherry Hill Housing and Port of Anchorage
Veteran Affairs Link	Monday – Friday 0600-1800	VA/JBER Clinic

1.2. Security for the VA link is provided by 673 MDG security staff. Please refer to paragraph 12, this instruction, for further guidance on Veteran Affairs (VA) link procedures.

2. Visitor Control Center (VCC):

2.1. The Boniface VCC is located in Building 3711, adjacent to the Boniface Gate on Vandenberg Ave.

2.2. The Richardson VCC is located in Building 47-303, on D St.

2.3. Refer to the JBER homepage for VCC hours of operations <http://www.jber.af.mil/units/pa/jbervisitors.asp>.

2.4. The VCC parking lots on JBER have been designated as short-term parking areas. Vehicles left parked over 1 hour will be cited by the 673 SFS, using a DD Form 1408, *Armed Forces Traffic Ticket*, or DD Form 1805, *United States District Court Violation Notice*, and may be towed at the vehicle owner's expense.

2.5. Personnel working at the VCC Centers will not accept packages or deliveries on anyone's behalf; delivery personnel must deliver items directly to the intended customer after proper validation of delivery/driver credentials is conducted by VCC personnel or installation entry controllers.

3. Authorized Credentials:

3.1. The following credentials are authorized for entry onto JBER: US Department of Defense (DoD)/Uniformed Services ID card (CAC), All DD Forms 2, *US Armed Forces of the United States Geneva Convention Identification Card*, DD Form 1173, *United States Uniformed Services Identification and Privilege Card*, DD Form 1173-1, *Department of Defense Guard and Reserve Family Member Identification Card*, DD Form 2765, *Department of Defense/Uniform Service Identification and Privilege Card*, DoD Civilian Retiree Card, DBIDS ID cards, DBIDS visitor passes, and AF Forms 75, *Installation Visitor Pass*.

3.2. Defense Biometric Identification System (DBIDS) information will be enrolled into the database for all contractors and vendors who are either assigned to JBER or who require frequent access (more than once a month) to the installation.

3.3. Company or unit badges will not be used as credentials for entry onto JBER.

3.4. The AF Form 75 will only be used when DBIDS is not available and will be recorded in the blotter. When used, the AF Form 75 will be completed electronically and saved to the Base Access folder for tracking purposes. All individuals with the following credentials will be granted a 1-day AF Form 75 when DBIDS is not available. For short-term access onto JBER when on official business without escort/sponsor: DD Form 4, *Enlistment/Reenlistment Document*; US Department of Transportation, US Department of Interior, US Department of Energy Identification (ID) card; Individuals flying in from Kodiak Coast Guard Station not in possession of a DoD ID card will be granted a DBIDS pass upon presentation of their Environmental Morale Leave (EML) orders to either JBER-Elmendorf or JBER-Richardson VCC.

3.5. If a person in the above listed categories requires a pass for a longer duration, they must submit a request to the 673 SFS/Base Access Office.

3.6. DD Form 2220, *Department of Defense Vehicle Registration Decal*, is not required or issued for privately-owned vehicle access to the installation.

3.7. Local contractors not eligible for Common Access Cards (CAC) under HSPD-12, will be listed on the Base Access All List and issued locally produced DBIDS ID Cards under the US Government Contractor category. The DBIDS ID card will expire on the date specified by the employer when submitted for access. Sponsor information will be listed in the **REMARKS** section on the reverse side of the ID Card. The Base Access All List is a database of all contractors, food delivery, service providers, and Anchorage School District (ASD) personnel that have been pre-vetted for installation access by the Base Access Office.

3.8. Dependents of DoD, Department of Army and Department. of Air Force Civilian employees on JBER will be issued a locally produced DBIDS ID Cards under the US Government Civilian category. Dependents of civilian employees will be issued a DBIDS ID Card via a DD Form 1172-2, *Application for Identification Card/DEERS Enrollment*, signed by the sponsor. The DBIDS ID card will expire 1 year from issue or at the expiration of the Civilian employee's CAC, whichever occurs first. Sponsor information will be listed in the **REMARKS** section on the reverse side of the ID Card.

3.9. Visitors who require access to JBER longer than 60 days will be issued a locally produced DBIDS ID Card under the Long Term Visitor category for no longer than 1 year. Submit Long Term Visitor DBIDS ID Request to the Base Access Office. Sponsor information will be listed in the **REMARKS** section on the reverse side of the ID Card.

3.10. Local companies that provide specialized services to installation populous can be issued locally produced DBIDS ID Cards under Personal Services category for no longer than 6 months. Submit Personal Services Pass DBIDS ID Request form to the Base Access Office. Sponsor information will be listed in the **REMARKS** section on the reverse side of the ID Card.

3.11. Agent card holders, see paragraph **14**, this instruction, will be issued DBIDS ID card.

3.12. Upon verification of credentials, grant unescorted entry to state, local, and federal law enforcement officers to the installation. Law Enforcement officials are not required to register in DBIDS. They are considered on-duty at all times and are authorized to carry their duty weapons onto JBER. A search is not required prior to entry. Air Force Office of Special Investigations (AFOSI) and Criminal Investigation Command (CID) on official business are not required to have their passengers show ID for entry to JBER.

3.13. Installation Entry Controllers will notify the Base Defense Operations Center (BDOC) of all emergency vehicles performing official functions that enter the installation and their destination.

4. Trusted Traveler (TT):

4.1. The Installation Commander has approved the TT program by exception to facilitate alternative means of expediting secure base access upon request. Uniformed Service members, DOD civilian employees with a valid CAC, military retirees, military dependents 18 and over, and permanent party foreign affiliated military personnel assigned to JBER may present their identification to escort any vehicle occupant(s) without requiring vetting through the Entry Control Point (ECP) VCC. Personnel using the TT program will remain with their guests at all times while on the installation. Escorts are responsible for the actions of their guests at all times while on the installation. Non-CAC employees requested by mission partner senior leaders and approved by the 673 ABW/CC may be delegated TT escort privileges. Requesters will submit requests via official memorandum to the 673 ABW/CC. Approved lists will be provided to 673 SFS/S5PD (Base Access) for issue of DBIDS ID Cards. See **Attachment 3**, this instruction, for the sample memorandum.

4.1.1. Escorted visitor personnel found on the installation without their escort are trespassing and will be detained by SF personnel, processed, released to civilian police authorities and may be subject to subsequent installation barment. The sponsor/escort

will also be subject to possible adverse judicial or administrative action for failure to maintain control of the visitor.

4.1.2. The 673 ABW/CC or appointed designee will take action in cases where visitors are left uncontrolled by their sponsor. At a minimum, the sponsor who escorted the visitor onto the installation will have their escort privileges suspended for not less than 30 days. The 673 ABW/ CC may set a standard of greater than 30 days.

4.1.2.1. Individuals may provide mitigating circumstances surrounding their case to the 673 ABW/CC or appointed designee, through the 673 SFS/Base Access Office, within 60 days of the dated letter for a final determination concerning their base access privileges. Determinations made by the 673 ABW/CC or designee for suspensions are considered final. Suspensions that are not appealed within 60 days will be considered final and denied access for a period of 1 year.

4.1.2.2. Personnel who have had their escort privileges suspended will be flagged in DBIDS and be issued a memorandum from 673 SFS/S5PD. This memorandum must be shown, in conjunction with their ID card, to gain access to the installation. Unit commanders/first sergeants are responsible for ensuring their personnel complete these actions.

4.2. Authorized members may escort up to as many visitors who can lawfully fit in their vehicle, through any installation gate; escort must be the operator of the vehicle. Authorized members on foot or bicycles may escort as many other pedestrians as can be reasonably controlled, through any installation gate. Authorized members operating a motorcycle may only escort the lawful passenger(s) of that motorcycle. Visitors operating a motorcycle, and visiting passenger(s), must proceed to the nearest VCC to obtain a pass and must have a motorcycle endorsement on their driver's license. All operators and passengers must be wearing appropriate safety equipment for riding on the installation.

4.3. Contractors and foreign visitors are not authorized to participate in the TT and will report to either VCC to obtain the appropriate pass. Refer to paragraph **18**, this instruction for further foreign visitor pass procedures.

4.4. The TT does not authorize vehicle occupants to enter internal controlled, restricted, limited or exclusion areas without first meeting all security requirements and procedures for those areas.

4.5. Personnel who escort visitors via the TT program may only escort individuals riding in the immediate vehicle they are operating. Visitors who are dispersed throughout multiple vehicles, are 16 years of age or older and possess valid federal or state issued ID will proceed to the nearest VCC for a DBIDS pass or AF Form 75. The driver's pass will be annotated with the respective number of passengers and their names in the vehicle on the DBIDS pass or AF Form 75.

4.6. Foreign guests may not be escorted under the TT exception. These guests must be signed onto the installation at the nearest VCC. Please refer to paragraph **18**, this instruction, for further information on foreign visitors.

4.7. The TT program will be 24/7, DBIDS scans will be conducted on the sponsor/escort only. SFS will conduct 100% ID checks during 2200-0500, any state or federal ID will be accepted. The TT program is automatically suspended at FPCON CHARLIE.

5. Honorary Commander, Civilian Advisory Board (CAB), Community Partners (CP), and Distinguished Visitors:

5.1. DBIDS ID cards are issued at the 673 SFS/Base Access Office (Building 8517, Room 100) and both VCCs. The DBIDS ID card will be issued for 1 year under the US Government Civilian category and will be labeled with the appropriate title (that is, Honorary Commander) in the Remarks section on the reverse side along with specific sponsor information. Individuals with this pass may escort up to four (4) visitors. The DBIDS ID card will be annotated to signify that the holder may sponsor guests through the VCC; the guests will be issued DBIDS Visitor passes.

5.2. The 673 ABW/PA Public Affairs Office (PAO) is the focal point for all approved honorary commander access lists and will forward the list to the Base Access Office (673sfs.identicard@us.af.mil). All units on JBER requesting honorary commanders be added to the list will contact PAO for coordination.

5.3. The 11th Air Force Public Affairs Office (11 AF/PA) is the focal point for the approved CAB member and Community Partner (CP) access list. It will be forwarded to the 673 SFS/Base Access Office (673sfs.identicard@us.af.mil). All units on JBER requesting CAB members be added to the list will contact 11 AF/PA for coordination. CAB and CP members will be issued a DBIDS ID card for up to 1 year under the US Government Civilian category.

5.4. The 11AF Protocol Office (11AF/CCP) is the focal point for all approved Distinguished Visitors (DV) access lists and will forward lists to the 673 SFS/Base Access Office (673sfs.identicard@us.af.mil). All individuals on the DV list will be issued a DBIDS ID card for up to 1 year under the US Government Civilian category.

5.5. Recipients of DBIDS ID cards or Visitor passes who do not possess a valid driver's license will not have driving privileges while on the installation. The DBIDS ID card or Visitor Pass will be annotated with Non-Driver in the remarks section.

6. Newly Hired DoD Civilian Employees Awaiting CAC Issuance:

6.1. Requests for Non-Appropriated Funds (NAF) and Civilian Personnel newly hired employees will be submitted to 673 SFS at a minimum of 72 hours in advance. Sponsors requesting access for new employees to the installation must complete and e-mail their access request form to the Base Access Office (673sfs.identicard@us.af.mil). Requests for a pass will be for no longer than 60 days to allow the new employee to receive his/her CAC. If additional time is required, employer or employee will be required to repeat the process every 60 days until a CAC is issued.

6.2. Requests for access for short-term hires (that is, seasonal hires) that will not be eligible for CACs under HSPD-12, will be completed the same as in paragraph 6.1, this instruction. The individual will be issued a DBIDS ID card under the US Government Civilian category for the duration of their access need.

7. Vetted and Credentialed Taxis, Commercial Vehicles and Other Service Provider Procedures:

7.1. All commercial and company marked vehicles, 3/4 ton and larger, will be granted access to JBER through one of the Commercial Vehicle Inspection (CVI).

7.1.1. Contractors will be issued US Government Contractor DBIDS ID cards for access to JBER from the Richardson VCC only.

7.1.2. Contractors that also possess a DoD issued ID (that is, CAC, Dependent ID, Inactive Reserves ID) will not use their DoD ID to access JBER when in the function of an outside employer. These individuals will need to be issued a DBIDS ID card for their contractor position. Trusted Traveler (paragraph 4, this instruction) privileges will not be granted to dual identified contractors who are performing official duties.

7.2. Personal Services are companies that provide a service to installation residents but do not possess a government contract. Examples of personal services are pet waste removal, delivery services, private home cleaners, taxis, tow companies, and so forth. These companies are eligible for Personal Services DBIDS ID cards, not exceeding 6 months, sponsored by the 673 SFS. Personal Services DBIDS ID card holders may enter through any gate at any time, except those that described in paragraph 7.1, this instruction. These drivers are not authorized to sponsor anyone onto the installation. These services may change as determined by threat level.

7.2.1. Trusted Traveler cannot be used by members using taxi services from a company not possessing a Personal Service DBIDS ID cards. In these events, the member must sponsor the driver on by stopping at the nearest VCC and obtaining a one-day pass.

7.2.2. Personal Services personnel who attempt entry without proper sponsorship will be denied access. The event will be annotated in the JBER SFS blotter.

7.3. The Base Access All List will be used by all 673 SFS/Base Access Office and VCC personnel to verify eligibility and length of DBIDS ID cards for contractors and personal services.

7.4. Private Organizations (that is, non-military affiliated clubs using base facilities) must obtain written consent from Installation Commander, or designee, via 673 FSS. A copy of the authorization letter must be given to the Base Access Office for record. The letter must clearly state primary and alternate Point of Contacts (POC), if escort authority is granted, and expiration date of the letter. in accordance with AFI 34-223, *Private Organizations*.

7.5. Credit Unions/Bank Employee access will be obtained by the financial institution's Operations Manager sending a list of employees to the 673 MSG, who serves as the on-base sponsor, who in-turn will send the list to the Base Access Office.

8. ID Check Procedures:

8.1. All ID card checks will be conducted as hands-on (physical check) in conjunction with the use of DBIDS. Installation entry controllers will ask individuals to remove identification from wallets and inserts. Installation entry controllers will not handle wallets or customers' personal belongings. Installation entry controllers will scan all CACs, Teslin® Cards (DoD Dependent ID cards created in DEERS), DBIDS ID cards, and DBIDS Visitor Passes with the DBIDS hand-held scanner for entry to JBER. In the event the DBIDS system is down,

installation entry controllers will revert to hands-on ID checks, visually assessing authenticity of credentials for access to JBER. If at any time there is more than ten vehicles in a single lane of traffic, the second lane of traffic will be opened. If traffic is backed up more than to 10 vehicles in each lane, DBIDS will not be used until traffic flow is reduced. (Refer to 673 SFS OI 31-101V1, *Law Enforcement Operations*, paragraph 10.4).

8.2. Share Ride Vans will be categorized as rental vehicles and will be given access as long as driver and passengers have a DoD ID or DBIDS pass. People Mover Buses are not authorized entry onto JBER.

8.3. In the event of a gas line emergency (for example, possible gas line break/leak), Enstar Natural Gas ® Company will notify the BDOC of the emergency and provide the number of vehicles, personnel, and the gate responding personnel will be entering. BDOC may contact the 773d Civil Engineer Squadron Operations Flight (773 CES/CEO, 552-3726) to coordinate/verify entry of Gas Utility vehicles. BDOC will notify affected gates and installation entry controllers will allow entry after verifying Enstar Natural Gas ® Company credentials when not in possession of a JBER DBIDS card or pass. All ¾ ton or larger vehicles are still required to be inspected prior to entry onto JBER, unless authorized by 673 SFS/Flight Chief or higher authority.

8.4. When civilian news media personnel arrive unannounced, BDOC will notify the 673 ABW/PAO. Media may use any gate as long as 673 ABW/PAO is escorting them and the vehicle is not over ¾ ton. Media vehicles exceeding ¾ ton in weight will be directed to the nearest CVI to be searched. Tenant Unit Public Affairs Offices (PAO) must coordinate all civilian news media entry with 673 ABW/PAO.

8.5. All schools located on the installation must provide the following lists, if applicable, to the 673 SFS/Base Access Office: school staff list, Anchorage School District (ASD) substitute teacher list, parent/emergency pick-up list, guest speaker list and bus driver list. These lists allow visitors to process through the VCC and receive either a DBIDS ID card or visitor pass (see paragraphs 8.5.1 and 8.5.2, this instruction), without a physical escort to minimally impact school activities. The guest speaker list must be sent to the 673 SFS/Base Access Office at least 1 week prior to the event for processing.

8.5.1. ASD staff, substitute teachers, parent/emergency pick-up list, and bus drivers will receive DBIDS ID cards under the US Government Civilian category for the specified duration as specified in the Base Access All List. ASD staff will be granted escort for four (4) individuals in order to sponsor 1-day DBIDS visitor passes; substitute teachers, parent/emergency pick-up and bus drivers will not be granted escort on their DBIDS ID cards.

8.5.2. ASD guest speakers will receive DBIDS Visitor passes for no more than 7 days, as specified on the Base Access All List.

8.5.3. ASD Staff that possess a DoD issued ID (that is, CAC, Dependent ID, Inactive Reserves ID) will not use their DoD ID to access JBER when in the function of an outside employer. These individuals will need to be issued a DBIDS ID card for their ASD position. Trusted Traveler (paragraph 4, this instruction) privileges will not be granted to dual identified employees who are performing official duties.

9. Visitor Access Credentials (DBIDS ID cards, DBIDS Visitor passes and AF Form 75):

9.1. A visitor is defined as any person who is not a current/retired member of the Armed Forces, a military or retired military dependent, a DoD civilian employee, DoD civilian dependent, or JBER contractor. DBIDS passes will be made for durations outlined in **Table 5**, this instruction.

9.1.1. All visitors 16 years of age and older must present a state or federally issued photo identification. Visitors wishing to drive on the installation must be in possession, at all times, of a valid driver's license from one of the 50 United States or US Territory, valid vehicle registration, and proof of current vehicle insurance coverage. Individuals 16 or 17 years of age that have not been issued a state or federal photo identification will need to provide their SSN for identity proofing and vetting.

9.1.2. Foreign visitors, non-official, will be processed in accordance with paragraph **18**, this instruction.

9.1.3. In the event that a DoD ID card holder has forgotten their ID card at home or on the installation, they will be directed to the nearest VCC to be confirmed as being authorized entry. The individual will present a valid form of identification (that is, driver's license) if available. If their military ID can be verified as current in DBIDS, or by the Defense Enrollment Eligibility Reporting System (DEERS) Office, the individual will be issued a 1 day visitor pass to gain access to the installation. If the individual's military issued ID cannot be verified as current, they will need to be sponsored. Individuals without valid driver's credentials will be given a non-driving DBIDS Visitor pass.

9.2. All DoD ID card holders may sponsor up to nine visitors/guests for up to 60 days, without being physically present by going in-person to either VCC up to 72 hours prior and adding the guests names to the 72 Hour Visitor Log. Telephone and e-mail vouching is not authorized for access to the installation (in accordance with AFTTP 3-31.1, paragraph **2.4.2.7**). Refer to paragraph **18**, this instruction, for foreign visitors. Sponsors will be physically present at the VCC to sponsor visitors onto the installation, unless sponsors have made prior arrangements in-person by adding them to the 72 Hour Visitors Log or on an Event Worksheet. Military dependents 16 years and older are authorized to sponsor up to nine guests onto the installation. Military dependents under the age of 16 are not authorized to sponsor guests onto the installation.

9.3. Visitor passes can be requested for up to 60 days. Visitor pass requests for more than 60 days will be processed through the 673 SFS/Base Access Office By completing a Long Term Visitor Pass Request form. Requesters who are E-6/GS-06 and below must have the form endorsed by their Commander or First Sergeant. The request form will be submitted to the 673 SFS/Base Access Office. Upon approval, the visitor will be issued a DBIDS ID card under the Long Term Visitor category and sponsor information will be input in the Remarks section on the reverse side. Long term visitors will not have escort authority or sponsor ability.

9.4. Individuals requesting access to the installation will be screened against the National Crime Information Center (NCIC) via the Alaska Public Safety Information Network (APSIN) and checked against the Barment Roster for driving revocations, debarments,

wants/warrants and criminal history not conducive with the safety of the installation. Any person found to have an active want/warrant will be denied access and detained until the appropriate authorities are contacted in accordance with JBER-MOA-322, *Coordinated Law Enforcement Activity*. Personnel with an active warrant out of another state that do not have extradition orders will be denied access until the warrant is cleared through NCIC. All other advisory notices, notices of probation status or other disclosures will be evaluated on a case-by-case basis. Denial rebuttals will be referred to the 673 ABW/CC for final access determinations.

9.4.1. The Fitness Determination Denial Standards, **Table 3**, this instruction, contains fitness determination denial criteria to be used when vetting procedures reveal criminal history.

9.4.2. In accordance with AFI 31-113, *Installation Perimeter Access Control*, Chapter 4, the installation commander has delegated authority to conduct vetting and make initial fitness determinations to the Defense Force Commander, Deputy to the Commander, Operations Officer and those personnel assigned to Base Access and Visitor Control Centers.

9.4.3. Fitness determinations are documented by official memorandum. Use the sample provided in **Attachment 2**, this instruction.

9.5. Individuals denied access will be issued a Fitness Determination letter at the time of their denial. Individuals may provide mitigating circumstances surrounding their case to the Installation Commander, through the 673 SFS/Base Access Office, within 60 days of the dated letter for a final determination concerning their base access privileges. At no point in time will information from a criminal background check, Alaska Public Safety Information Network (APSIN) or National Crime Information Center (NCIC) be disseminated to the subject or anyone not authorized to receive the information. All requests for personally identifiable information (PII) from individuals under this provision will include a Privacy Act notice. Determinations made by the installation commander for debarments or denied access are considered final. Denials that are not appealed within 60 days will be considered final and denied access for a period of 1 year.

9.6. Valid sponsors are DoD personnel and those listed in **Table 4**, this instruction, with local exemptions. Sponsors may be subject to disciplinary action and or revocation of sponsor privileges in cases of visitor misconduct while on the installation.

9.7. Contractors with DBIDS ID cards are not authorized to sponsor or escort other employees, family members or guests onto the installation. **EXCEPTIONS:** Project/Site Managers may escort up to four individuals for 1-day. Include sentence as follows, Additionally, Household Goods (HHG) Carrier Team Leads may sponsor up to four packers/moving team members. These visitors must be sponsored in at the Boniface or Richardson VCC and receive a 1-day DBIDS Visitor pass or AF Form 75. There are no additional exceptions to this policy. **Table 4**, this instruction, defines sponsoring authority based on credentials. **NOTE:** Sponsor authority for DBIDS ID cards is identified by the Escort Limit identifier at the bottom of the front side.

Table 3. Fitness Determination Denial Standards

Offense	Time Since Offense	Exception
Active Want/Warrant	N/A	Proof of identity theft or of being cleared
Validated Gang Member	N/A	
Unable to Verify Identity	N/A	
Currently Debarred from any DoD Installation	N/A	
Appears on Federal Watch List for Criminal History or Terrorist Activity	At any time	
Knowingly/Willingly Engaged in Acts to Overthrow US Government	At any time	
Reasonable Belief that Individual:		
Suspected of Terrorism	N/A	
Submitted Fraudulent Identity Information	N/A	
Will Attempt to Gain Access to Classified, Sensitive or Privacy Act Information	N/A	
Convicted of:		
Arson	At any time	
Espionage	At any time	
Murder	At any time	
Sabotage	At any time	
Terrorism	At any time	
Treason	At any time	
Possession with Intent to Sell of Controlled Substance	At any time	
Rape or Sexual Assault	At any time	
Armed Robbery	At any time	
Human Trafficking	At any time	
Domestic Violence	Within past 5 years	
Criminal Trespassing	Within past 5 years	
Felony DUI	Within past 10 years	
Felony Theft/Shoplifting	Within past 10 years	
Felony Explosives Violation	Within past 10 years	
Felony Firearms Violation	Within past 10 years	

Table 4. Visitor Passes

JBER Visitor Pass Durations			
ID Type	1 Day	60 Days	Up to 1 Year
DoD CAC, DD Form 2, DD Form 1173, DD Form 2765, or DoD Civilian Retiree Card	Up to 9 persons	Up to 9 persons	(NOTE 1)
DBIDS ID card w/escort and GSA CAC	Up to 4 persons (Note 2)	No	No
DD FM 4 (Delayed Entry ID)	1 person (Note 3)	No	No
HONORARY CC's, and CAB Members	Up to 4 persons	No	No
<p>NOTE 1: DoD CAC, DD Form 2, DD Form 1173, DD Form 2765, or DoD Civilian Retiree Card holders may get extended visitor passes after routing and approval.</p> <p>NOTE 2: GSA Employees may sponsor four individuals for 1-day, for official business</p> <p>NOTE 3: DD Form 4 holders may vouch for 1 immediate family member whose identity has been verified.</p>			

Table 5. Authorized Pass Duration

Pass Category	Maximum Time for JBER ID Card/Visitor Passes			
	1 Day	60 days	6 Months	Up to 1 Year
DD Form 4 Delayed Entry ID	X			
HONORARY CC				X
CAB Members				X
Community Partner				X
Distinguished Visitor				X
National Cemetery				X
AMYA/Fish Hatchery				X
State Employees				X
Agent Card Holder				X
Property Owners				X
New Hired DoD Civilians		X		
Vendor, Taxi, Fast Food, Deliveries			X	
ASD staff/teachers assigned to JBER				X
ASD Substitute Teacher				X

9.8. Access credentials are issued Monday through Friday from 0730 to 1600 at the 673 SFS/Base Access Office and 24 hours per day, 7 days per week at both the Boniface and Richardson VCCs.

9.9. DBIDS ID cards are issued to individuals that require regular access to the installation for an extended length of time but are not eligible to be issued a CAC. DBIDS ID cards are

solely for access to the installation and do not provide the holder use of any facilities or programs.

9.10. The sponsoring organization's Activity Security Manager is responsible for submitting the access requests to the 673 SFS/Base Access Office (673sfs.identicard@us.af.mil). Base Access technicians will only issue passes using data from the Base Access All List. Requests will be processed as quickly as time allows. All attempts will be made to approve lists within 3 business days.

9.11. All contractors on approved Base Access Lists will be issued a DBIDS ID card for up to 1 year from the date of issue or to the specified expiration date listed in the Base Access All List, whichever occurs first.

9.12. DBIDS cards issued to contractors requiring access to the installation are issued from the Richardson VCC seven days per week. Contractors requiring access less than 24 hours will be issued an DBIDS Visitor pass or AF Form 75.

9.13. Persons who do not possess a valid driver's license may be issued a JBER DBIDS card, but will not have driving privileges on the installation. Non -driver will be annotated on the Remarks section of the DBIDS ID card indicating the individual does not have a valid state driver's license, or the individual's driving privileges have been suspended or revoked on the installation. Individuals found operating a vehicle on JBER without permission may be prosecuted or debarred from base.

9.14. Contractor DBIDS ID cards will be used **ONLY** for official business; misuse will result in confiscation of the card and possible debarment.

9.15. The 673 SFS/Base Access Office will only accept notifications for contractors requiring access to the installation from a valid DoD sponsor by the following methods:

9.15.1. Requests for contractors will only be accepted from the sponsoring organization's Activity Security Manager via email to the Base Access Office (673sfs.identicard@us.af.mil). All requests must be received no later than 72 hours prior to the contractor's need for access.

9.15.2. Personal services companies requesting access to the installation must complete an access request form by e-mailing it to the Base Access Office (673sfs.identicard@us.af.mil). The 673 SFS/Base Access Office will serve as the on-base sponsor on behalf of the installation populace for all personal services companies. Taxi companies are limited to 200 drivers bi-annually. Taxi drivers without a base access credential will be required to proceed to the nearest visitor control center for screening through NCIC and receipt of a DBIDS Visitor pass or AF Form 75, not to exceed 1 hour.

9.15.3. When contacted by e-mail notification, the 673 SFS/Base Access Office will send the sponsor a confirmation e-mail once the list has been approved.

9.15.4. The request must include the visitor's full name, date of birth, driver's license number and state of issue, dates of visit, and purpose.

9.16. All personnel listed on a request for access document will be subjected to a check of NCIC.

9.17. All personnel listed on a request for access document will be subjected to a check of all local and joint installation debarment rosters and driver suspension/revocation lists through use of an automated ID scanning system (for example, DBIDS) query or hard copy debarment and driver suspension/revocation lists. A copy of the positive hit results will be attached to any request for access document bearing the name of the individual who was the subject of the hit response and placed in the files for record.

9.18. All personnel listed on a request for access document will be checked against the web-based Central Operations Police Suite (COPS)/Security Forces Management Information System (SFMIS) offense reporting system for potentially disqualifying past offense criminal history information. Any information in COPS/SFMIS believed to be sufficient cause for the denial of access to the installation will be forwarded to the servicing legal office for possible barment action. Final access determination will be made by the 673 ABW/CC. A copy of potentially derogatory information will be attached to the request form and placed in the files for record.

9.19. All DoD sponsors, individual vendors, taxi companies and shuttle services are required to notify the Base Access Office if any employee is terminated or quits prior to termination of their DBIDS ID card. Failure to notify the Base Access Office will result in the loss of sponsoring privileges on JBER.

10. Official and Private Functions:

10.1. For guests of both official and private functions, with more than 10 guests 16 and older, to access the installation for the event without being required to obtain visitor passes, the Event Worksheets are used at the gates. Event Worksheets with less than 10 guests will not be accepted. Those guests will need to be sponsored through either VCC. Only Event Worksheets that have been stamped with a CLEARED BASE ACCESS and SF shield stamp, will be used at the gates. Installation entry controllers will check state or federally issued IDs against names listed on the Event Worksheet. Individuals not listed on the Event Worksheet will be directed to the nearest VCC to be sponsored by an event representative.

10.2. Guest lists that accompany Event Worksheets will need to be in alphabetical order and contain at a minimum: Last name, first name, middle initial, state identification or driver's license number, and date of birth in order to verify identity and vet the guests via APSIN and NCIC.

10.3. The Event Worksheet will be submitted within the following timeframes as indicated on the forms: 10-50 visitors submitted 5 duty days prior to the event; 50-100 visitors submitted 2 weeks prior to the event; 100+ guests submitted within 3 weeks prior to the event. A completed Event Worksheet will be posted at the gates the day of the event. When submitting the times for the event please allow 60 minutes before and after for guests to drive to and from the event.

10.4. Non-DoD event coordinators requesting use of JBER property for non-DoD events will contact 673 ABW/PA. The 673 ABW/PA will notify the coordinator of all required documentation to request their event be held on JBER.

11. National Cemetery Visitors:

11.1. The National Cemetery's hours of operation for visitation are Monday-Friday from 0800-1700 and Saturday, Sunday and Federal Holidays from 0700-1900. During the winter months, visiting hours will be restricted to hours of daylight to ensure the safety of visitors.

11.2. National Cemetery visitors will proceed to the Richardson VCC and be vetted to obtain a 1-day DBIDS Visitor pass, valid until hour of closure (Monday-Friday from 0800-1700 and Saturday, Sunday and Federal Holidays from 0700-1900) on the same day of visit. Those not passing the vetting process will not be allowed on JBER.

11.3. Visitors with medical disabilities may be authorized a DBIDS ID card under the US Government Civilian category for 1 year. It must be requested through the Cemetery Coordinator who will forward the request to the Base Access Office (673sfs.identocard@us.af.mil). Visitors will also be given a map with directions to go directly to the National Cemetery and exit Richardson gate upon completion of their visit.

11.4. Individuals having an immediate family interred in the National Cemetery will be authorized a DBIDS ID card under the US Government Civilian category for 1 year. The sponsor will be the Cemetery Coordinator.

11.5. The Cemetery visitors found in areas other than the National Cemetery or the designated route may be charged with trespassing and barred from the installation.

11.6. Cemetery Coordinator will provide 24 hour notice to 673 SFS for all funeral processions. The Cemetery Coordinator will e-mail details of procession to the 673 SFS/Base Access Office (673sfs.identocard@us.af.mil) in order to confirm identity. S5PD will provide notification to BDOC and the Richardson Visitor Control Center to inform them of funeral procession time(s). Visitors in procession will not be required to get a DBIDS pass for entry.

11.7. The Cemetery Coordinator will provide a list of current cemetery contractors and local mortuary companies and their employees that require long-term access to JBER to the 673 SFS/ Base Access Office (673sfs.identocard@us.af.mil) for screening of personnel prior to issuance of long-term JBER DBIDS pass.

11.8. All funeral directors will be given escort authority for the purpose of escorting funeral processions to and from the National Cemetery.

12. Veterans Affairs (VA) Patient Entry Procedure:

12.1. VA-DoD Joint Venture Hospital Link. The Link connecting the 673 MDG Joint Venture Hospital and the VA Clinic is a Special Purpose Gate in accordance with AFI 31-113. As such, it's intended to facilitate access to both medical facilities by VA and DoD patients and staff members but, may not be used for base access or other purposes of convenience. Only personnel meeting the requirements outlined below are permitted to use the Link.

12.1.1. VA patients needing to use the Link for travel between 673 MDG and the VA Clinic for medical treatment or services must present both a Veterans Identification Card (VIC) and a state- or federally-issued photo ID card to travel in either direction. VA patients using the Link are not authorized travel on JBER beyond 673 MDG.

EXCEPTION: Persons serving as an attendant to a VA patient due to medical limitations do not require a VIC but must remain with the VA patient at all times.

12.1.2. DoD patients needing to use the Link for travel from 673 MDG to the VA Clinic for medical treatment or services must present a DoD ID card to travel in either direction.

12.1.3. VA staff needing to use the Link must present a DoD ID Card, a DBIDS card, or a VA PIV card to travel in either direction. VA employees who work in 673 MDG may not use the Link for base access, for example, before and after work shifts.

12.1.4. The 673 MDG personnel needing to use the Link must present a DoD ID card to travel in either direction. DoD personnel may not use the Link for base access, for example, before and after work shifts.

12.1.5. Personnel requiring access to the Link after hours will call 673 MDG Hospital Security to validate and allow entry through the Link. Personnel may also use the VA's electronic control system swipe card if approved by 673 ABW/CC and if on an approved entry authority list. Hospital Security and VA Police personnel are permitted 24-hour access to the Link.

12.2. VA patients may be issued a DBIDS ID card for up to one year under the US Government Civilian category from either the Boniface or Richardson VCC by presenting their VA Identification Card. An additional one year DBIDS ID card may be issued to the primary aide of the VA patient. VA patients are authorized to sponsor one individual for a one day DBIDS Visitor pass if the primary aide is not available. VA Patients who are denied access due to fitness determination will be directed to the VA link for entry into the VA hospital or JBER clinic. Procedures for fitness determination are contained in paragraph [9.4.1](#), this instruction. Access will be granted for emergency situations via access from any installation entry point.

12.3. Non-DoD immediate family members wishing to visit a patient in the 673 MDG Emergency Room (ER) or inpatient wards must go to the Boniface VCC. The VCC will call the ER at 580-5555 or 580-5556, verify patient information and give individual a temporary DBIDS pass. No access will be provided through the link for visitors.

12.4. Both the VA Clinic and 673 MDG have security staff on duty 24/7. If any problems arise with the Link outside normal duty hours, the security staff of either agency will be able to assist and resolve the issue. In the event the issue cannot be resolved the 673 SFS will be contacted to respond.

12.5. During arms ammunition and explosive (AA&E) alarm activations, the 673 SFS BDOC will notify the VA police and 673 MDG security in order to secure the Link. Until the alarm is deemed non-hostile the link will remain closed. The 673 SFS/BDOC will notify the VA police and 673 MDG security when the Link can be re-opened.

13. Alaska Military Youth Academy (AMYA) and Alaska State Fish Hatchery:

13.1. AMYA NG Challenge Program/Fish Hatchery designated staff members will provide 673 SFS/Base Access Office with a list of officials assigned to Camp Carroll on JBER in order to screen them against the NCIC system. Once vetting has been accomplished, all AMYA NG Challenge Program/Fish Hatchery officials will be issued DBIDS access credentials for up to 1 year to afford access to their facilities and dwellings of the fish

hatchery personnel living on JBER. AMYA/Fish Hatchery designated staff assigned to JBER will be issued DBIDS ID cards under the US Government Civilian category and will be granted escort authority for up to nine persons, for official business, for up to 1 day only and will be authorized access through FPCON Charlie (subject to change based on local threat). AMYA and Fish Hatchery staff members are required to sign their guests in at either the Boniface or Richardson VCC to ensure proper accountability of their guests. Their guests will be issued a DBIDS Visitor pass or AF Form 75. AMYA/Fish Hatchery designated staff on JBER are authorized to place their guests, up to nine, on the 72 Hour Visitor Log at the Richardson VCC up to 72 hours in advance of their guests/visitors arrival.

13.2. Designated AMYA/Fish Hatchery are authorized to submit Event Worksheets in accordance with paragraph **10**, this instruction. AMYA/Fish Hatchery designated staff members will at a minimum submit Event Worksheets for weekly parent/mentor visitations, field trips, and tours of the fish hatchery.

13.3. AMYA staff members, to include those with DBIDS ID cards, are authorized to escort for all AMYA students in possession of an AMYA participant card when entering the D Street gate in an AMYA vehicle. AMYA students will not be issued DBIDS ID cards as they are under constant escort of AMYA staff.

14. Agent Card Procedures:

14.1. Agent cards are credentials issued by 673 FSS for the purpose of non-DoD personnel authorized to access the installation for services on behalf of a military dependent in their custody. Agent cards must be accompanied by a photo ID card.

14.2. Agent card holders may access the installation to transport minors or other designated personnel to Army and Air Force Exchange Service (AAFES), Commissary and various Morale, Welfare, and Recreation (MWR) functions throughout the installation. Personnel in possession of an agent card will be issued a DBIDS ID card under the US Government Civilian to coincide with the expiration date on the agent card, not to exceed 1 year.

15. Munitions and Explosive Shipments:

15.1. The Richardson gate is the designated entry point for munitions and/or explosive shipments for JBER. Notify 673 SFS/BDOC, instruct the driver to move the truck out of the flow of traffic and stand by until the installation munitions representative and or patrol arrives to escort.

15.2. Contact the 673 SFS/BDOC to coordinate entry for shipments that arrive after duty hours. **NOTE:** Do not allow the vehicle to enter the installation until it has been authorized.

16. Vehicle Inspection Program:

16.1. Vehicle inspectors will remain within the immediate vicinity of the area where they can safely and effectively control vehicles entering the inspection area. All vehicles will be directed into and out of the inspection area.

16.2. Installation entry controllers will physically check the driver's license and Bill of Lading, commercial/company invoice, Transportation Service Provider (TSP) confirmation sheets, or Transportation Control and Movement Documents to verify delivery to JBER. Contractors without a DBIDS ID card will be required to proceed to the Richardson VCC to

be issued a DBIDS Visitor Pass. The contractor will then be authorized to proceed to the inspection area and on to the installation.

16.3. Any contraband, illegal substances or weapons that are identified by installation entry controllers will be reported to the BDOC immediately for further processing and confiscation, if appropriate.

16.4. Random Installation Entry/Exit Vehicle Checks (RIEVC). The 673 ABW/CC determines when, where and how to implement random checks of vehicles or pedestrians based on the results from the Integrated Defense Risk Management Planning (IDRMP) and thorough crime trend analysis.

16.4.1. RIEVC program is intended to protect the security of the command and to protect government property. Checks are not conducted to establish probable cause.

16.4.2. RIEVC program is locally devised from a computer generated program to randomly select entry/exit point checks.

16.4.3. The 673 MSG/CC authenticates the list of entry/exit vehicle checks timelines, which is sent to 673 SFS for implementation.

16.4.4. Refusals to comply with a RIEVC will be subject to the following actions:

16.4.4.1. Upon entry or exit from JBER, all personnel subject to the Uniform Code of Military Justice (UCMJ) refusing to comply will be charged with Article 92/Failure to Obey.

16.4.4.2. All other personnel refusing entry vehicle checks will be denied access to JBER and possible barment action. All other personnel departing JBER refusing to comply with an exit vehicle check are subject to a lawful search and possible barment action from JBER.

17. Installation Debarment:

17.1. Debarment Procedures. Under the authority of the Internal Security Act of 1950 (50 USC 797), DoD 5200.8, *Physical Security Program*, and AFI 31-101, Installation Commanders may deny access to the installation through the use of a barment order.

17.2. All Air Force and Army debarment requests will be routed through 673d Security Forces Reports and Analysis (S5PA) section, the installation Staff Judge Advocate (SJA) office, forwarded to the 673 MSG/ CC and then the 673 ABW/CC for final determinations. Debarment requests are based on probable cause and will be adjudicated on a case-by-case basis. Documentation supporting barment orders will be kept on file with 673 SFS/S5PA for the period of the debarment.

17.3. The 673 SFS will maintain a list of personnel barred from the installation. All debarment/ revocations will be loaded into DBIDS immediately following changes to ensure handheld scanners identify barred personnel at all installation entry control points.

17.4. Debarment Lengths. **Table 6**, this instruction, provides a list of debarment offenses enforceable on JBER.

Table 6. Enforceable Barment Offenses

Offense	Preliminary Debarment	Debarment
Communicating a Threat	60 days	1 year
Disorderly Conduct	60 days	1 year
Drunk and Disorderly Conduct	60 days	1 year
Minor Consumption	60 days	1 year
Larceny, Theft or Shoplifting <\$500	60 days	1 year
Contributing to a Minor	60 days	3 years
Driving Under the Influence	60 days	3 years
Firearms Violations (i.e. Unauthorized Possession, Concealment or Discharge)	60 days	3 years
Criminal Trespassing	60 days	5 years
Domestic Violence	60 days	5 years
Larceny, Theft or Shoplifting >\$500	60 days	5 years
Possession/Sale/Use of Controlled Substance	60 days	5 years
Physical Assault	60 days	5 years
Sexual Assault	60 days	30 years

18. Foreign Visit Requests:

18.1. An official foreign visitor is defined as a foreign national who is representing or acting on behalf of a foreign country. These visit requests through the Foreign Visit System (FVS) are vetted through the Foreign Disclosure Officers, both Army and Air Force, identified on a DD Form 577, *Signature Card*, on file with 673 SFS Base Access Office.

18.2. A non-official Foreign Visitor is defined as a foreign national who is not representing or acting on behalf of a foreign country. These visitors are generally family members or friends from other countries.

18.2.1. Non-official Foreign Visitors, accompanied by their sponsor will request a pass from the VCC. The sponsor and foreign visitor will provide a passport and a completed Foreign Visitor Request Worksheet (FVRW) which is endorsed by the sponsor's

commander or first sergeant. Once the completed FVRW and passport are verified by the VCC technician, a pass for the duration of the visit will be issued.

18.2.2. The Foreign Visitor Worksheet will be processed by the Base Access Office the next duty day.

18.2.3. Sponsor/Escort and Alternate. The sponsor/escort, or their alternate (if listed), must be a DoD ID card holder and accompany the foreign visitor at ALL times while they are on the installation. At no time is the foreign visitor to be left alone or with someone not listed on the Foreign Visitor Pass Worksheet.

19. Municipal Landfill Gate Access:

19.1. The municipal landfill gate is located on the perimeter of JBER at the west end of Davis Highway. The Landfill Gate is used for direct access from JBER to the landfill for the purpose of offloading refuse collected using government owned/leased dump trucks. The gate is secured with one padlock, controlled by Security Forces in accordance with AFI 31-101, paragraph. **2.4.5**. Special-purpose entry points may be used for pedestrian and vehicle traffic, and will only be opened for special purposes (for example, for limited duration construction projects and Municipal Landfill Gate memorandum of agreement (MOA).

19.2. Security Forces train selected CEG & Shaw ® contractor personnel on entry/exit procedures and allow them to independently operate the gate. Security Forces maintains keys to the gate at Bravo Control Building 656. Identified CEG & Shaw ® personnel on the key access list will be required to sign in/out keys daily from the on-duty Bravo controller and will notify Bravo control prior to opening and closing of the gate via issued radio.

20. JBER Recreation:

20.1. Individuals who wish to use recreational areas, (that is, fish, hunt, and so forth) on JBER must first possess an I-Sportsman ® permit. This permit does not grant access to JBER, and non-military affiliated personnel will need to be vetted before access to JBER is allowed. At FPCON Bravo, all recreation on JBER will cease and personnel will be escorted off the installation. All questions concerning JBER recreation, fishing and hunting will be directed to JBER Conservation Law Enforcement at 552-8609.

20.2. Non-military affiliated individuals will be issued a DBIDS Visitor pass for each day of recreation, if recreating in a training area located within the fence line of the installation. The individual will need to present their I-Sportsman ® permit as verification of authorization to recreate to obtain the DBIDS Visitor pass.

20.3. Individuals transporting Privately Owned Weapons (POW) for use in recreational areas on JBER will follow the rules of JBERI 31-107, *Weapons Registration and Child Access Prevention Policy*.

20.4. For guidance on weapons use in JBER Recreation Areas, refer to 673 ABWI 32-7001, *Conservation and Management of Cultural and Natural Resources*.

21. Changes To Installation Entry Control Policy:

21.1. Entry Control Policy and Procedures are subject to change at any time by direction of 673d Air Base Wing Commander.

21.2. Questions on current access control restrictions can be directed to 673 SFS Base Access Section at 552-4029 or 552-6510.

22. Information Collections. No information collections are required by this publication.

BRIAN R. BRUCKBAUER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFI 10-1001, *Civil Aircraft Landing Permits*, 1 September 1995.
- AFPD 31-1, *Integrated Defense*, 28 October 2011.
- AFI 31-101, *Integrated Base Defense*, Incorporating Interim Change 2, 7 March 2013.
- AFI 31-113, *Installation Perimeter Access Control*, 26 January 2012.
- AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 29 June 2012.
- AFI 33-332, *The Air Force Privacy Act and Civil Liberties Program*, 5 June 2013.
- AFI 31-218_IP, *Motor Vehicle Traffic Supervision*, 22 May 2006.
- AFMAN 31-201V3, *Flight Operations*, 24 August 2009.
- AFTTP 3-31.1.1, *Entry Control*, 29 May 2007.
- DoDI 5200.08, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)*, Incorporating Interim Change 2, 8 April 2014.
- 673 ABWI 32-7001, *Conservation and Management of Cultural and Natural Resources*, 25 July 2012.

Adopted Forms

- AF Form 75, *Installation Visitor Pass*.
- AF Form 847, *Recommendation for Change of Publication*.
- DD Form 2, *US Armed Forces of the United States Geneva Convention Identification Card*.
- DD Form 4, *Enlistment/Reenlistment Document*.
- DD Form 577, *Signature Card*.
- DD Form 1172-2, *Application for Identification Card/DEERS Enrollment*.
- DD Form 1173, *United States Uniformed Services Identification and Privilege Card*.
- DD Form 1173-1, *Department of Defense Guard and Reserve Family Member Identification Card*.
- DD Form 1408, *Armed Forces Traffic Ticket*.
- DD Form 1805, *United States District Court Violation Notice*.
- DD Form 2220, *Department of Defense Registered Vehicle*.
- DD Form 2765, *Department of Defense/Uniform Service Identification and Privilege Card*.

Prescribed Forms

No forms were prescribed by this publication.

Abbreviations and Acronyms

AA&E— Arms Ammunition and Explosive.

AAFES— Army & Air Force Exchange Service.

ABW— Air Base Wing.

AFMAN— Air Force Manual.

AFOSI— Air Force Office of Special Investigations.

AFRIMS— Air Force Records Information Management System.

ALCOM— Alaskan Command.

AMYA— Alaska Military Youth Academy.

AOC— Air and Space Operations Center.

APD— Anchorage Police Department.

APSIN— Alaska Public Safety Information Network.

ASD— Anchorage School District.

BDOC— Base Defense Operations Center.

CAB— Civilian Advisory Board.

CAC— Common Access Card.

COPS— Central Operations Police Suite.

CID— Criminal Investigation Command.

CVI— Commercial Vehicle Inspection.

DBIDS— Defense Biometric Identification System.

DECA— Defense Commissary Agency.

DEERS— Defense Enrollment Eligibility Reporting System.

DFC— Defense Force Commander.

DoD—Department of Defense.

FOUO— For Official Use Only.

FPCON— Force Protection Condition.

FSS— Force Support Squadron.

FVS— Foreign Visit System.

GSA— Government Services Agency.

ID—Identification.

IDRMP— Integrated Defense Risk Management Planning.

JBER— Joint Base Elmendorf-Richardson.

JFHQ—AK -- Joint Forces Headquarters-Alaska.
MOA— Memorandum of Agreement.
MSG— Medical Group.
MWR— Morale, Welfare, and Recreation.
NAF— Non-Appropriated Funds.
NCIC— National Crime Information Center.
OPR— Office of Primary Responsibility.
PAO— Public Affairs Office.
PII— Personally Identifiable Information.
POC—Point of Contact.
POW— Privately Owned Weapons.
RDS— Records Disposition Schedule.
RIEVC— Random Installation Entry/Exit Vehicle Checks.
SFMIS— Security Forces Management Information System.
SFS— Security Forces Squadron.
SJA— Staff Judge Advocate.
TDY— Temporary Duty.
TT— Trusted Traveler.
TWIC— Transportation Workers Identification Card.
UCMJ— Uniform Code of Military Justice.
UTA— Unit Training Assembly.
VA— Veteran Affairs.
VCC— Visitor Control Center.

Attachment 2

SAMPLE FITNESS DETERMINATION NOTIFICATION MEMORANDUM

Figure A2.1. Sample Fitness Determination Notification Memorandum.

MEMORANDUM FOR:	SSN
FROM: 673d Security Forces Squadron 8517 20th Street, Suite 100 Joint Base Elmendorf-Richardson (JBER), AK 99506	
SUBJECT: Fitness Determination – Denied Access to Joint Base Elmendorf-Richardson	
<ol style="list-style-type: none">1. Based upon my authority, as delegated in accordance with AFI 31-113, <i>Installation Perimeter Access Control</i>, you are hereby deemed unfit to enter Joint Base Elmendorf-Richardson (JBER), effective immediately.2. This unfavorable fitness determination is being initiated against you for: <hr/><p>which is a violation of law, regulation, instruction, policy, or otherwise adversely affects the health, safety, and/or morale of personnel on JBER. For this reason, it has been determined to be in the best interest of this command and military community to prevent you from entering this installation. I have been presented with sufficient evidence/justification as to why you are receiving this unfavorable determination. I consider your presence on the installation to be detrimental to the morale, good order and discipline of our installation. In light of these circumstances, allowing you on our installation is a risk that I am not willing to take.</p>3. Your fitness for access to the installation will not change unless you receive a notification of relief from this restriction from the installation commander who serves as the fitness determination final review authority. You may submit a request in writing for reconsideration of this fitness determination, within 60 days of receipt of this preliminary decision, to the 673d Security Forces Base Access Office, through the Office of the Staff Judge Advocate. You have the burden to establish in your written request why your presence on Joint Base Elmendorf-Richardson is no longer a detriment to good order and discipline. This fitness determination will remain in effect unless rescinded by the final review authority. This fitness determination, along with supporting documentation and/or any evidence you provide to support your request for reconsideration of this action, will be forwarded to the installation commander for a debarment determination as well.4. Should you reenter Joint Base Elmendorf-Richardson in violation of this determination, without having received prior approval, you will be subject to detention by Security Forces and delivered to the appropriate civilian and military authorities.5. If you are entitled to medical treatment at Joint Base Elmendorf-Richardson medical facilities,	

you may enter Joint Base Elmendorf-Richardson for the sole purpose of using said facilities. To do so, you must present this letter to the entry controller at the installation visitor's control center and obtain an appropriate visitor's pass. You will travel directly to the medical facility by entering Joint Base Elmendorf-Richardson through Boniface Gate, Boniface Parkway, turning right onto Provider Drive, and taking a left onto Zeamer Ave. When your medical appointment is completed you must depart Joint Base Elmendorf-Richardson by taking Zeamer Ave, turning right onto Provider Drive, and left onto Vandenberg Ave, exiting Joint Base Elmendorf-Richardson via Boniface Gate.

6. Under extraordinary circumstances, requests for temporary access to other facilities on Joint Base Elmendorf-Richardson may be granted. Such requests must be made in advance and in writing through the Chief of Security Forces, and must address the reasons why access should be granted. If time does not permit (i.e., a severe illness, death of a relative), such a request must be made to the security forces desk sergeant at 552-3421. The desk sergeant will then notify the appropriate officials and convey your request.

7. If a compelling reason exists, which you believe should be sufficient to justify modification or termination of this determination; you may submit your justification to the Fitness Determination Authority, in writing, through the Reports and Analysis Section.

JOHN P. DOE, Rank, USAF
Commander

cc:

- 1 Copy Retained by SFS
- 1 Copy Retained by Subject

I understand the information above and acknowledge receipt of this notice on _____.

(Printed Name)	Mailing Address:

(Signature)	Phone Number:

(Issuing Officer Name)	(Signature of Issuing Officer)

Attachment 3

SAMPLE FITNESS TRUSTED TRAVELER PRIVELEGES MEMORANDUM

Figure A3.1. Sample Fitness Trusted Traveler Privileges Memorandum.

MEMORANDUM FOR 673 SFS/S5PD

FROM:

SUBJECT: Trusted Traveler Escort Privileges

1. In accordance with JBER 31-113, paragraph 4.1.1. I request the following employees who do not have Common Access Cards be granted escort privileges under the trusted traveler provision. Approved lists will be provided to 673 SFS/S5PD (Base Access) for issue of DBIDS ID Cards.

Last Name, First, MI	Driver's License/State of Issue	Last Four SSN
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Please contact me in regard to this request at xxx-xxx (business phone) or xxx-xxxx (cell) if you have questions.

JoAnn Doe
Commander

1st Ind, 673 ABW/CC

MEMORANDUM FOR 673 SFS/S5PD

Approved/Disapproved.

BRIAN R. BRUCKBAUER, Colonel, USAF
Commander