# 417th
# Base Support Battalion
*Commander's Policy*

| Policy Number: 10-3 | Proponent: AETV-WG-WP | Date: 21 October 2003 |
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| SUBJECT: 417th BSB Access Policy | | |

**1. REFERENCE:**

a. AE Regulation 190-16, Installation Access Control Policy, 19 Oct 03.

b. 98th ASG Installation Access Control Policy, 27 Jan 03, with clarification emails on 13 Mar 03, 21 Mar 03, 1 Apr 03 and 24 Sep 03.

**2. PURPOSE:** This policy prescribes responsibilities and procedures for access to installations within the 417th Base Support Battalion.

**3. SCOPE:** This policy applies to all personnel requiring access to 417th BSB installations.

**4. POLICY**:

a. General:

(1) This policy establishes and clarifies procedures for accessing installations in the 417th BSB military communities.

(2) Failure to comply with this policy may result in administrative and or disciplinary action under UCMJ, employee misconduct regulations or civilian misconduct regulations. Failure to comply with this and other Force Protection requirements may also result in restriction from entry to 417th BSB installations, revocation of sign-in privileges and other administrative actions at the discretion of the 417th BSB Commander.

(3) Access to installations within the 417th BSB will be strictly enforced. AST Commanders will abide by this policy. This policy will not be supplemented without approval of the BSB Commander; however, local policies and SOPs are authorized to specify local procedures. Local policies and SOPs cannot be less restrictive than this policy or AE Regulation 190-16. This policy will only contain procedures and guidance for areas not specifically covered in AE Reg. 190-16.

(4) Exceptions to Policy: Exceptions to this policy must be approved by the 417th BSB Commander and is not delegated to any other authority.

b. Procedures: IAW AE Reg. 190, personnel may obtain authorized access to 417th BSB installations by one of the following four methods:

(1) Present a valid DOD ID card:

(2) Present a USAREUR/USAFE Installation Pass or Temporary USAREUR/USAFE Installation Pass. A valid installation pass with TDY orders will authorize access when an individual must temporarily exceed their access level for operational reasons.

(3) Be signed in by an individual with sign-in privileges.

(4) Be on an approved access roster and present one of the following documents:

(a) Passport.

(b) Personal ID card, issued by the country of citizenship (for example, German *Personalausweis*, Belgium Identity Card, Italian *carta d'identita*).

(c) Military ID card issued by one of the NATO Sending States (Belgium, Britain, Canada, France, the Netherlands).

c. Access Control Points procedures:

(1) DOD ID Card, Permanent, and Temporary USAREUR/USAFE Installation Pass holders will momentarily surrender their ID card/ Pass to the guard manning the gate to allow the guards to visually and manually inspect each ID card to ensure each card is valid, has not been tampered with, and to ensure that the card identifies the person presenting it.

(2) When ID Cards/Passes are invalid or unserviceable, the guard will confiscate them and provide a receipt, and access will be denied with that document. Someone authorized to do so may sign in the person. Confiscated ID Cards/Passes will immediately be turned over to the Military Police Station responsible for the community where the ID Cards/Passes were confiscated.

(3) Sign in procedures: IAW AE Reg. 190-16, authorized individuals can sign up to four (4) visitors onto 417th BSB installations.

(a) No person is authorized to be responsible for more than four (4) visitors at one time.

(b) When signing in a visitor you are responsible to monitor your visitor at all times and be responsible for their conduct.

(c) Visitors can be signed on to an installation for the maximum of 48hrs per sign-in. Visitors may be signed out and signed back on if required.

(d) The individual that signed them in must sign out all visitors they are accounted for, preferably at the same gate as sign in.

(e) Failure to comply with the above standards will result in the revocation of the ability to sign visitors on to 417th BSB installations.

- First Offense: 6-month revocation of privileges
- Second Offense: 1-year revocation of privileges

(4) Access Rosters:

(a) AST-distributed and IACO-approved access rosters are the only authorized access roster documents for access to 417th BSB installations.

(b) Previous USAREUR approved exception to policy agreements still apply to USAREUR approved moving company roster.

d. Access to 417th BSB installations is only authorized through a manned Access Control Point (ACP) where personal identification is verified by contract guards, military police, or other security force on orders, responsible for access to the installation. Any attempt to access an installation at a location or method other that at an ACP is strictly forbidden.

e. While operating a vehicle within an ACP, drivers will obey all directions given by the Guard Force including having your vehicle undergo a detailed inspection or check by guards, bomb dogs, and technology equipment. Failure to do so may also result in the revocation of you ability to operate a vehicle on 417th BSB installations.

**5. PROPONENT:** 417th BSB, Provost Marshal, DSN 355-8952.

THOMAS H. FASS
LTC, EN
Commanding