



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG  
UNIT 29237  
APO AE 09014-9237

IMEU- BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Württemberg Command Policy Memorandum #50, Installation Access Control

1. Reference Army in Europe Regulation 190-16, 11 Jan 10. Other references are shown in the enclosed Access Control Procedures.
2. This policy provides guidance for access controls within the USAG Baden-Württemberg and its outlined Garrisons. It applies to anyone with legitimate need to access USAG Baden-Württemberg installations, except to restricted areas governed by other regulations. The policy accomplishes the following:
  - a. Contains guidance for areas not specifically covered in Army in Europe (AE) Regulation 190-16. These procedures and responsibilities are described in the enclosed procedure.
  - b. Ensures compliance with Force Protection Condition (FPCON) measures related to access control. It prohibits the unlawful introduction of weapons, explosives or other contraband onto USAG Baden-Württemberg installations.
  - c. Facilitates the identification of barred individuals and individuals not entitled access to USAG Baden-Württemberg installations, and assists in the prevention of wrongful appropriation and pilferage of government property.
3. The point of contact for this memorandum is the Directorate of Emergency Services (DES) at DSN 388-3311/2345 or commercial 06221-678-2349-2345.

Encl  
as

  
BRYAN D. DECOSTER  
COL, MI  
Commanding

DISTRIBUTION:  
A

## Access Control Procedures

### 1. Responsibilities

a. Access to USAG Baden-Württemberg installations will be strictly enforced. To ensure installation security, the policy and procedures of this memorandum may change because of conditions in the baseline FPCON posture. The policy and procedures will not be supplemented. Local SOPs are authorized to specify local procedures, which cannot be less restrictive than this policy or AE Regulation 190-16.

#### b. USAG Baden-Württemberg Director of Emergency Services:

(1) Serves as the proponent for all policy matters pertaining to access control.

(2) Consolidates and forwards all USAG Baden-Württemberg and Indirect Reporting Garrison bar lists to USAREUR Office of the Provost Marshal.

c. Indirect Reporting Garrison Commanders are responsible for the security of their installations. Inconvenience to an individual is not a reason to circumvent or modify the procedures established by this policy. Commanders will:

(1) Ensure clearing papers for military and civilians include processing in person with respective Installation Access Control Office (IACO).

(2) Establish and publicize time limits for the duration of guest visits.

(3) Outline procedures to allow for the reconciliation of sign-in rosters every 24 hours. These will include procedures for contacting sponsors who appear to have violated the policy and for verification of the current status of the guest.

(4) All exceptions to this policy will be approved through the Director or Deputy Director of Emergency Services.

#### d. Sponsoring Organizations:

(1) Only Commanders, Directors, or Acting Directors can grant sign-in privileges. Commanders or Directors will ensure that sign-in privileges are granted only to authorized individuals.

(2) Individuals requiring Local National Screening (LNS) will not be issued any access document until the background check reflects processing in the system. Temporary passes will not exceed USAG Baden-Württemberg access.

(3) Sponsors will ensure the applicants bring all original documentation to the local IACO. If any original documentation is missing the applicant will not be issued an installation pass.

## 2. General Procedures.

### a. IACO

(1) Pass Issuing: Indirect Reporting Garrison level IACOs will issue all levels of passes to include USAREUR level passes. All IACOs can register or de-register any DOD ID cardholder or installation pass holder; however, Central Processing Facilities (CPFs) will be responsible for registering and de-registering only those personnel who possess a valid DOD ID card.

(2) Bi-Annual Reconciliation: Each sponsoring organization will conduct a bi-annual reconciliation with the IACO to ensure the IACS database accurately reflects individuals identified as current by the sponsoring organization. IACOs will maintain a copy of these reconciliations on file for one year. Sponsors who fail to reconcile will have their sponsoring privileges suspended until the sponsor completes the reconciliation process.

(3) Applications will expire 30 days from the date the application was accepted by the IACS office.

## 4. German Documents – Blue and Gray Travel documents.

(1) Will be reviewed by the USAG Baden-Württemberg DES on a case by case basis for final disposition.

(2) If required, USAG Baden-Württemberg DES will coordinate with the USAG Baden-Württemberg SJA for a legal opinion.