

**DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON - KWAJALEIN ATOLL
APO AP 96555-2625**



**USAG-KA REGULATION
NUMBER 190-10**

**ENTRY AND EXIT CONTROL (OFFICIAL AND
UNOFFICIAL VISITORS/GUESTS)**

July 31, 2015

**DEPARTMENT OF THE ARMY
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CHAPTER 1: GENERAL GUIDELINES

Section I: General Information

1.1.1. Purpose. To establish policy and procedures governing entry to and exit from the United States Army Garrison – Kwajalein Atoll (USAG-KA) and Reagan Test Site (RTS), Republic of the Marshall Islands (RMI). This regulation supersedes any previous editions of USAG-KA Regulation 190-10, Entry and Exit Control.

1.1.2. Scope. This regulation is applicable to all persons, ships, and aircraft for entry into USAG-KA for official and unofficial purposes. For official purposes, personnel will use official U.S. Government orders and USAG-KA form 55-R. For unofficial purposes, USAG-KA forms 55-R, 55-A, and 480, or U.S. Government Leave form with EML form will be used (See appendix A). The entry authorizations issued under this authority are limited to USAG-KA and do not apply to entry to other areas of the RMI. In addition to the authorizations and provisions of this regulation, movement within USAG-KA is subject to further restrictions by the USAG-KA Commander, or a designated representative.

1.1.3. References.

- a. 18 U.S.C. 1001, Statements or Entries Generally.
- b. 18 U.S.C. 1382, Entering Military, Naval, or Coast Guard Property.
- c. 26 U.S.C. 152, IRS Code Definition of Dependent.
- d. 50 U.S.C. 797, Security Regulations and Orders; Penalty for Violation.
- e. 32 CFR 525.1, Entry Authorization Regulation for Kwajalein Missile Range.
- f. SMDC-IN-S Policy No. 380-10, International Security: Foreign Disclosure and Contacts with Foreign Governments or International Organizations.
- g. DoD 5200.08-R, Physical Security Program, Change 1.
- h. DoDI 5200.08, Security of DOD Installations and Resources and the DoD Physical Security Review Board, Change 1.
- i. DoDD 5230.20, Visits, Assignments, and Exchanges of Foreign Nationals.
- j. DoDD 1000.25, DoD Personnel Identity Protection (PIP) Program.

- k. DTM 09-012, Interim Policy Guidance for DoD Physical Access Control, Change 5 (March 3, 2015).
- l. U.S. Public Law 99-239, Compact of Free Association Act of 1985, amended 2003.
- m. AR 95-2, Airspace, Airfields/Heliports, Flight Activities, Air Traffic Control and Navigational Aids [*RAR 001 2008/10/16].
- n. AR 190-22, Searches, Seizures and Disposition of Property.
- o. AR 190-13, The Army Physical Security Program.
- p. AR 190-16, Physical Security.
- q. AR 600-8-14, Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel.
- r. USAG-KA Regulation 210-21, Control of Alcoholic Beverages, Intoxicants.
- s. USAG-KA Regulation 190-41, Control of Retail Items and Resale of Goods at USAG-KA.
- t. Army Directive 2014-05 (Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors) (March 7, 2014).
- u. Homeland Security Presidential Directive (HSPD) 12.

1.1.4. Explanation of Terms.

- a. Accompanied Status. Sponsors/principals authorized to be permanently accompanied by their legal Family members/dependents.
- b. Alien. Persons who are not citizens, nationals, nor permanent resident aliens of the United States of America.
- c. C Badge Worker. A RMI Resident or other Foreign National that lives in the RMI, other than USAG-KA Defense Sites and is employed by the U.S. Government, a USAG-KA contractor, or USAG-KA residents.
- d. Compact of Free Association Act of 1985. Effective 21 October 1986: The agreement between the United States and the Government of the Marshall

Islands including its subsidiary agreements (U.S. P.L. 99-239; Compact of Free Association Act of 1985, amended 2003).

e. Command Sponsored Events. Any command sponsored event or holiday as deemed by the USAG-KA Commander.

f. Day. All references to day or days refer to a calendar day.

g. Dependent. Spouse of sponsor/principal or the unmarried custodial child of the sponsor who is under the age of 19 and has not graduated from an accredited high school.

h. Dock Security Checkpoint (DSC). The Dock Security Checkpoint on Kwajalein is located in Bldg. 623, adjacent to the entrance of Echo Pier. On Roi-Namur, it is located in Bldg. 8250, adjacent to the entrance of Yokohama Pier.

i. Entry Authorization. Authorization by the USAG-KA Commander or designated representative, for a person, ship, or aircraft to enter USAG-KA, the surrounding territorial sea, or the airspace above.

j. Entry Request. A form submitted to the Security and Access Control Contractor (SACC) Entry/Exit (E/E) Office that is used to request entry authorization into USAG-KA for official or unofficial visits.

k. Excluded/Barred Person. A person whose authority to enter USAG-KA or to remain on USAG-KA has been denied or revoked. A person issued a bar order or suspended from access, and thereby prohibited from entering any of the 11 Defense Sites that comprise USAG-KA in the Kwajalein Atoll area.

l. Foreign National. A person belonging to or owing allegiance to a country other than the United States of America.

m. Guest Sponsor. A person who is authorized to sponsor guests because they are an off-island hire contract employee who is assigned family housing or bachelor quarters, U.S. military, or Department of the Army Civilian permanently assigned to the command.

n. Immediate Family. Includes but not limited to: spouse, children, mother, father, sister, brother, mother-in-law or father in-law, grandparents. Immediate Family does not include girlfriend or boyfriend.

o. Kwajalein Atoll Resident. For the purpose of this regulation, a Kwajalein Atoll Resident is defined as a native born citizen of the RMI, or any other foreign national who physically resides within the Kwajalein Atoll chain, other than on USAG-KA Defense Sites. Physical residence must be at least a year.

p. Non-resident Employees. Employees of USAG-KA or one of its several tenant activities who are neither residents nor authorized residency at USAG-KA.

q. Official Visitor. An individual on official business or duty at USAG-KA. Official visitors may include Government personnel, contractor employees, subcontractors, and personnel having official affiliation with and business involving support of recognized USAG-KA tenant organizations.

r. Permanent Change of Station (PCS/In or Out). Military or U.S. Government Civilian personnel who have orders assigning them to official duties at USAG-KA for a period greater than one year. Military or U.S. Government Civilian Personnel who have orders to permanently depart from USAG-KA.

s. Permanent Personnel. Residents and their command sponsored dependents that are permanently assigned housing (family housing or bachelor quarters) on USAG-KA.

t. Permanent Resident Aliens. Citizens who hold allegiance to a specific foreign country, and who have entered the United States under an immigrant status, and who are the holder of a Permanent Resident Card.

u. Public Ship or Aircraft. A marine vessel or aircraft owned by or belonging to a government and not engaged in commercial activity.

v. Republic of the Marshall Islands Registry. Registration of a ship or aircraft in accordance with the laws of the RMI.

w. Residents. Sponsors/principals who are permanently assigned official duties at USAG-KA, and for those in an accompanied status, their Family members/dependents that live on USAG-KA with them.

x. SACC. The USAG-KA Security and Access Control Contractor.

y. SACC DSC Supervisor. Supervisor of the Dock Security Checkpoint (DSC) personnel. Address: SACC, APO AP 96555. Located in Bldg 623. Phone numbers: Commercial - Voice (805) 355-5059; DSN 254-4706; PACOM DSN (Prefix is 480) Voice 480-4706; after duty hours: (Central Station) (805) 355-4445.

z. SACC E/E Supervisor. Supervisor of the Entry and Exit personnel. Address: SACC, APO AP 96555. Phone Numbers: Commercial - Voice (805) 3553449, Fax (805) 355-1086; DSN 254-3449,; PACOM DSN (Prefix is 480) Voice 480-3449 and Fax 480-1086; after duty hours: (Central Station) (805) 355-4445.

aa. Temporary Personnel. Official visitors with duty at USAG-KA (i.e., Temporary Duty (TDY) personnel and unaccompanied construction contractor personnel), and all personnel residing in transient lodging (e.g., Kwaj Lodge, TDY housing, work camps, or ships).

bb. Tenant Activities. USAG-KA contractors and U. S. or RMI government organizations physically located on USAG-KA as authorized by the USAG-KA Commander.

cc. Transient. Traveler who is transiting USAG-KA through airport and marine port.

dd. Travel Order/Authorization. Any form authorizing an individual to travel on official U.S. Government business or to perform duty at USAG-KA.

ee. Unaccompanied Personnel Housing. Facilities (Bachelor Quarters (BQs)) intended for use as domicile by personnel assigned to USAG-KA.

ff. Unaccompanied Status. Sponsors/Principals not authorized accompanied status.

gg. Unauthorized Person. Any person without entry rights under the authority of this regulation.

hh. Unofficial Visitor. Any individual not traveling on official U.S. Government business or duty desiring to visit USAG-KA.

ii. USAG-KA Defense Sites. U.S. Army Defense Sites and areas in the RMI controlled by the United States Government for use as activities of the Department of Defense Major Range and Test Facility Base. (Kwajalein, Roi-Namur, Meck, Gagan, Legan, Illeginni, Omeleck, Eniwetak, Ennugarret, Gellinam, and Carlos also known as "Ennylabegan"). USAG-KA is further defined as all defense sites in Kwajalein Atoll, the Mid Atoll Corridor and other areas in the RMI, including sea beds, water areas, and the airspace adjacent to, or in the vicinity thereof, to which the United States Government has exclusive rights and entry control by agreement with the RMI.

jj. USAG-KA Airspace. The airspace above and adjacent to the Kwajalein Atoll is as defined in DoD Regulation AP3A (Area Planning 3A).

kk. USAG-KA Commander. The on-site commander of the U.S. Army Garrison Kwajalein Atoll. Address: Commander, U.S. Army Garrison Kwajalein Atoll, Building 730 APO AP 96555-0001.

ll. USAG-KA Provost Marshal. The Provost Marshal Office (PMO) is the proponent and adjudicator of this regulation. Address: Commander, U.S. Army Garrison Kwajalein Atoll, ATTN: Provost Marshal Office, APO AP 96555-0001.

mm. USASMDC/ARSTRAT Commander. The Commander, U.S. Army Space and Missile Defense Command (USASMDC)/Army Forces Strategic Command located in Huntsville, Alabama. Address: U.S. Army Space and Missile Defense Command, Building 5220, PO Box 1500, Redstone Arsenal, Alabama 35898.

nn. Registry. Registration of a ship or aircraft in accordance with the laws and regulations of the country ship or aircraft is documented under.

CHAPTER 1

Section II: Background and Authority

1.2.1. **Background.** Certain areas, due to their strategic nature or for purposes of defense, are subject to restrictions regarding the free entry of persons, ships, and aircraft. Such restrictions are imposed for defense purposes because of the unique strategic nature of the area and for the protection of the United States Government military bases, stations, facilities, other installations, personnel, property, and equipment. USAG-KA is one of these areas.

1.2.2. **Authority.** The authority of the Department of the Army to control entry of persons, ships, and aircraft into USAG-KA flows from the Compact of Free Associations Act of 1985 (U.S. Public Law 99-239; Compact of Free Association Act of 1985, amended 2003) and its subsidiary agreements, and 32 CFR 525 and is exercised by the IMCOM or SMDC/ARSTRAT Commanding General and the USAG-KA Commander or designated representative.

Section III: Policy

1.3.1. General Policy

1.3.1.1. Persons, ships, and aircraft on unofficial business are prohibited from entering USAG-KA until granted permission to enter under the provisions of this regulation. The control of entry into or movement within USAG-KA by persons, ships, or aircraft will be exercised so as to fully protect the physical security, and ensure the full effectiveness of USAG-KA. Unauthorized personnel arriving at USAG-KA will be escorted either to the DSC where they will depart Kwajalein via ferry, or on the next available aircraft out of Kwajalein at their own expense.

1.3.1.2. Entry authorizations will be issued only after the USAG-KA Commander, or designated representative has determined that the presence of the person, ship, or aircraft will not, under existing or reasonably foreseeable future

conditions, endanger, place an undue burden upon, or otherwise jeopardize the efficiency, capability, or effectiveness of USAG-KA. Factors to be considered shall include, but are not limited to, a national records check, the purpose of the entry and the possible burden or threats to the defense facilities that the ship, aircraft, or the individual or individuals involved may pose or might reasonably be expected to impose on USAG-KA.

1.3.1.3. Entry requests will be evaluated as to whether the entry at the time, and for the purpose stated, will or will not be detrimental to the interest and purposes of U.S. national security. Entry Authorization may be denied or limited when there are reasonable grounds to believe that approval would constitute a threat to security or good order and discipline.

1.3.1.4. Entry authorizations issued under this authority are limited to USAG-KA Defense Sites and do not apply to entry into other areas of the Kwajalein Atoll or the Marshall Islands.

1.3.1.5. All persons entering USAG-KA must have a valid purpose to enter, have their identity proofed and vetted, and be issued, or in possession of, an authorized and valid access credential (See Appendixes E and F for proofing, vetting, and acceptable identification requirements).

1.3.1.6. All contractors who do not possess a Common Access Card (CAC), another Federal personal identity verification card, or other authorized DoD identification card and who request unescorted access to Army installations to include any USAG-KA defense sites must undergo a vetting process to determine their fitness for access to include criminal background check, at a minimum NCIC-III, and a Military Intelligence screening. (See Appendixes E and F)

1.3.1.7. Only persons with a valid purpose to enter or pass through Kwajalein or Roi-Namur are authorized to ride the USAG-KA ferries. Individuals without a valid purpose are not permitted to loiter in or around the DSC.

1.3.2. Official Badging

1.3.2.1. Permanent Personnel and their command sponsored dependents will be issued a K Badge for their respective areas of access in accordance with standard issuing procedures. The process for receiving Permanent Personnel status is as follows:

a. Requesting agency, through sponsor organizations, allocate an employee permanent housing in accordance with housing allocations that have been authorized by USAG-KA in the applicable support agreement.

b. Organization formally requests K Badge authorization for the new employee and command sponsored dependants/family members through the PMO to the USAG-KA Commander.

c. PMO and USAG-KA Security Office conduct appropriate background checks. Vetted personnel are forwarded to USAG-KA Commander for final approval.

d. USAG-KA Commander, or designated representative, approves K Badge(s).

e. Signed paperwork is forwarded to PMO and Entry & Exit personnel for issuance of the K Badge to the Permanent Personnel.

f. Personnel without prior written approval for a K Badge, will be issued a Temporary Duty (TDY) badge (boundaries are applicable) until K Badge is authorized.

1.3.2.2. Temporary Personnel will be issued a TDY Badge for the duration of their mission in accordance with standard issuing procedures. Badges will be turned in when personnel complete their mission on USAG-KA.

1.2.3.3 Restriction on Temporary Personnel:

- a. No access North of 6th street (family housing), except:
(1) TDY personnel in TDY housing (travel to and from domicile only);
(2) When accompanied by a resident;
(3) When participating in a Command Sponsored event (limit 30 minutes prior and after activity); and
(4) Yokwe Yuk Theater and Ocean View Club.
- b. No Surfway access/privileges.
c. No Ivey gym access/privileges.
d. For access North of 6th Street pursuant to paragraph (a)(2) above, the escorting resident must be a K Badge holder over 21 years old. One escort is limited to 10 guests at a time. The guest(s) must remain in near proximity to the escort. The escort is responsible for his or her guest(s).

1.3.2.4. Refer to Chapter 3 of this regulation for Non-Resident Employment (C-Badge).

1.3.2.5. All badge holders are required to have their badges in their vicinity, regardless of their location, and to present badges when asked by local authorities. Those without K Badges or a K Badge escort will be escorted by security away from the premises in order to secure badge, verify identification, or contact escort.

1.3.2.5. The USAG-KA Commander is the approval authority for exceptions to the policy.

1.3.3. USAG-KA Prohibited and Contraband Items

1.3.3.1. Individuals entering USAG-KA may not have in their possession any of the following items: illegal narcotics/drugs to include, betel nut and other items prohibited in USAG-KA Regulation 190-1, Prohibition of the Use, Possession, Distribution and Purchase of Intoxicating Substances on USAG-KA, illegal drug paraphernalia, firearms, ammunition, explosives, bow and arrow, air guns, paintball, and other projectile weapons.

1.3.3.2. No U.S. Government property or USAG-KA retail goods will exit USAG-KA without the approval of the USAG-KA Commander, or designated representative. (See USAG-KA Regulation 190-41.)

1.3.3.3. SACC personnel assigned to the DSC (Kwajalein & Roi-Namur) and the Air Terminals will conduct inspections of property entering and exiting USAG-KA in compliance with, DoD Directives, Army Regulations, Transportation Security Administration (TSA) Regulations, Performance Work Statement (PWS), and USAG-KA Regulations and Policy Letters. All persons are on notice that as a condition of entry to the USAG-KA Defense Sites they are subject to random safety and security inspections or searches as permitted by law.

1.3.4. Aliens

1.3.4.1. Entry of aliens for residency or visits to USAG-KA are not authorized except when such entry shall serve the interests of the U.S. Government, and then only for specified periods and under prescribed conditions. Entry requests will be brought to the USAG-KA PMO no later than 14 days prior to the requested arrival date.

1.3.4.2. Alien spouses and Family members/dependents of sponsors/principals assigned to USAG-KA may be granted entry authorization by the USASMDC/ARSTRAT Commander, the USAG-KA Commander, or designated representative, so long as the sponsor/principal remains on duty or resides within USAG-KA. Each alien spouse and Family member/dependent must have in their possession acceptable identification (see Appendix E), a valid passport and a valid VISA. If married, the sponsor must provide an original or certified copy of the marriage certificate prior to their arrival on island.

1.3.5. Excluded/Barred Persons.

1.3.5.1. All persons requesting unescorted access to USAG-KA will be checked against the USAG-KA Bar and Suspension List. Persons barred or suspended will not be permitted unescorted access to USAG-KA.

1.3.5.2. Excluded/barred persons may enter USAG-KA only when a bona fide emergency exists and the USAG-KA Commander, or designated representative grants permission for them to enter or transit USAG-KA. While they are within the jurisdiction of USAG-KA, they will be subject to such restrictions and controls as the USAG-KA Commander, or designated representative may impose. Persons will be escorted by security personnel while on USAG-KA. Approval must be received to board USAG-KA ferries and aircraft.

1.3.6. Unauthorized Persons. Unauthorized persons will not be allowed to disembark from ships or aircraft at USAG-KA, except at the discretion of the USAG-KA Commander, or designated representative. In-transit aircraft passengers may be authorized to disembark during aircraft ground time only to remain at all times within specified portions of the terminal building. In emergency situations, the USAG-KA Commander, or designated representative, may grant entry of unauthorized personnel after required proofing and vetting.

1.3.7. Entrance to Other Areas of the Republic of the Marshall Islands. No person will be permitted to disembark at USAG-KA for the purpose of entering the Republic of the Marshall Islands without possessing the proper documentation, including RMI Customs and Immigration authorization as applicable.

1.3.8. Unauthorized Marine Vessels and Aircraft. Unauthorized marine vessels and aircraft shall not enter USAG-KA unless a bona fide emergency exists and the Commander, USAG-KA or designated representative has granted such permission. Unauthorized marine vessels and aircraft along with crew, passengers and cargo are subject to seizure or detention as authorized by law.

1.3.9. Military Areas. Entry authorizations issued under this regulation do not restrict the authority of the USAG-KA Commander, or designated representative to impose and enforce proper regulations restricting movement into or within portions of USAG-KA reserved for military operations.

1.3.10. Exceptions to Policy and Waivers. Only the IMCOM Commander, USAG-KA Commander, or designated representative has authority to grant exceptions or waive the requirements of this regulation.

1.3.11. Security Clearances. All Government employees and contractor assigned to USAG-KA will have a valid security clearance if applicable.

1.3.12. Authorized USAG-KA Entry Points.

1.3.12.1. USAG-KA Air Terminal. All persons entering or departing USAG-KA via commercial or military aircraft are required to be processed by the Entry and Exit Office in the USAG-KA Air Terminal.

1.3.12.2. DSC Kwajalein. All persons entering or departing USAG-KA (Kwajalein Island) via any marine vessel are required to be processed through the Dock Security Checkpoint, Bldg. 623, using the Government provided Access Control System. USAG-KA residents who own private marine vessels or individuals renting USAG-KA recreational vessels are permitted to enter and depart through the Small Boat Marina. However, such individuals shall not allow any unauthorized persons to board their vessels or allow such persons to make unauthorized entry into or exit from USAG-KA. These unauthorized individuals are further prohibited from removing any goods in violation of USAG-KA Regulation 190-41.

1.3.12.3. DSC Roi-Namur. All persons entering or departing USAG-KA (Roi-Namur) via any marine vessels are required to be processed through the Dock Security Checkpoint, Bldg. 8250, at Roi-Namur. USAG-KA residents who own private marine vessels or individuals renting USAG-KA recreational vessels are permitted to enter and depart through the Small Boat Marina. However, such individuals shall not allow any unauthorized persons to board their vessels or allow such persons to make unauthorized entry into or exit from USAG-KA. These unauthorized individuals are further prohibited from removing any goods in violation of USAG-KA Regulation 190-41.

1.3.13. USAG-KA Entry Authorization. All persons entering USAG-KA via commercial aircraft, military aircraft, or any marine vessel who are here for official or unofficial business, are required to have approved Entry Authorization prior to arriving at USAG-KA. All persons entering USAG-KA must present acceptable identification (see Appendix E) and paperwork at the time of entry.

1.3.14. Government Travel Orders. Approved Official Government Travel Orders to USAG-KA constitute Entry Authorization. Space-A Regulations regarding individuals traveling upon military flights to Kwajalein must still meet USAG-KA entry requirements for entry on USAG-KA. Individuals who wish to enter USAG-KA must have acceptable identification (see Appendix E) and official orders that state they are PCSing, TDY, or on leave to USAG-KA. A copy of the approved Government Travel Orders must be provided to the SACC E/E Office not later than 14 days prior to the travel date.

1.3.15. Revocations.

1.3.15.1. The IMCOM Commander, USAG-KA Commander, or designated representative may revoke an entry authorization for misconduct, termination of status, or upon being advised of the discovery of information, which would have been grounds for denial of the initial request. Such a revocation will be confirmed in writing. When an entry authorization is revoked, a one-way permit normally will be issued as appropriate, to permit the ship, aircraft, or person to depart the area.

1.3.15.2. When an Entry Authorization is revoked, the individual (or Guest Sponsor in the case of revocation of entry authorization for a guest or employer if an employee) is responsible to ensure immediate departure from the installation. Failure to

depart is a violation of this regulation and may result in denial of future Entry Requests and/or other sanctions. In addition, individuals who have entered USAG-KA illegally shall be detained to await the next available marine vessel or air transport off USAG-KA.

1.3.16. Appeals. Appeals to an entry denial or a revocation/bar order issued by the USAG-KA Commander may be filed with the USASMDC/ARSTRAT Commanding General. An appeal must completely explain the purpose of the proposed entry and provide reasons why the entry should be authorized, or why the revocation/bar order should not be enforced.

1.3.17. Renewals. Approved Entry Authorizations may be extended or renewed upon request prior to the expiration date. However, the justification for remaining in the area or for making a reentry must meet the criteria set forth in this procedure. It is the responsibility of every entrant to depart USAG-KA upon expiration of the entry authorization, unless such authorization has been extended or renewed. Failure to depart is a violation of this regulation and may result in denial of future entry requests or other sanctions.

Section IV: Responsibilities

1.4.1. USAG-KA Commander. The USAG-KA Commander is responsible for safeguarding the command's personnel, defense sites, facilities, and equipment in order to accomplish the mission at USAG-KA. The USAG-KA Commander is also responsible for establishing policies governing the entry into and exit from all areas under the control of the USAG-KA and the search of persons and their possessions in conformity with AR 210-10, Installations Administration, and AR 190-22, Searches, Seizures and Disposition of Property.

1.4.2. Deputy to the Commander. Act as the designated representative of the Commander for approving the visit requests of Foreign Nations wishing to do business with USAG-KA.

1.4.3. Dock Security Checkpoint (DSC). IAW requirements set forth in the Performance Work Statement (PWS), the DSC office is responsible for the processing and identification proofing and vetting requirements of all persons and marine vessels arriving and departing USAG-KA via marine transportation.

1.4.4. Entry/Exit (E/E) Office. IAW requirements set forth in the Performance Work Statement (PWS), the E/E office is responsible for the processing of all persons and aircraft arriving and departing USAG-KA. The E/E Office is further tasked with operation of the badging and identification proofing and vetting requirements.

1.4.5. Logistic Support Services Contractor Marine Department. IAW requirements set forth in the Performance Work Statement (PWS), the Marine

Department is responsible for coordinating with the DSC Supervisor for the docking and berthing of any marine vessel at USAG-KA. A minimum of 24 hours advance notice shall be given to the DSC Supervisor for any impending vessel arrivals.

1.4.6. Logistic Support Services Contractor Aviation Department. IAW requirements set forth in the Performance Work Statement (PWS), Base Operations is responsible for coordinating with the E/E supervisor the entry of any aircraft into USAG-KA. Immediate notification shall be given to the E/E supervisor for any impending aircraft arrivals.

1.4.7. USAG-KA Provost Marshal (PMO). The PMO is responsible for oversight of the SACC in the administration of this regulation. Designated representative of the USAG-KA Commander responsible to review and approve all entry and exit requests to and from USAG-KA. Provide necessary inquiries to ensure the required identity proofing and vetting and legitimate purpose for access to USAG-KA.

1.4.8. Security Escort Coordinator (SEC). USAG-KA Security Escorts must be U.S. citizens and possess a minimum U.S. SECRET clearance. Escorts will ensure official foreign visitors are escorted 24 hours daily, if required by the USAG-KA Commander or designated representative, to preclude access to restricted and unauthorized facilities and/or U.S. Government information, materials or equipment. These policy requirements will remain in effect unless otherwise directed by the USAG-KA Commander or designated representative. Reports of non-compliance and/or violations of these regulatory policies and procedures by official foreign visitors and/or their sponsors will be forwarded via a written report through the SEC to the USAG-KA Commander for action. These reporting procedures and actions will be conducted in consonance with Appendix B of this regulation. Costs associated with Security Escort services required to support USAG-KA tenant activities are the responsibility of the tenant and will be reimbursed to USAG-KA. The USAG-KA SEC will provide a current Operation Security and Threat Assessment briefing to assigned security escort personnel prior to the conduct of their escort duties. The SEC must tailor each escort briefing to the various and specific aspects of the foreign visitor group to achieve optimum situational awareness of the escort personnel while they are conducting assigned escort duties.

1.4.9. Test Support Division Integrated Process Team. Responsible to act as the liaison between USAG-KA and the customer wishing to do business on USAG-KA. Will coordinate with customers to ensure necessary security and support measures including the requirement for escort services are incorporated into test support documentation ensuring all parties are aware of costs and requirements.

1.4.10. USAG-KA Directorate of Logistics. Responsible for coordinating with the SACC, E/E, or DSC on the arrival/departure of all aircraft and ships requesting entry to USAG-KA.

1.4.11. USAG-KA Tenant Test Participants. Applicable to USAG-KA Tenants who request entry of Official Foreign Visitors into USAG-KA for the purpose of affiliation and/or conducting business at USAG-KA concerned with Tenant Activities.

1.4.11.1. Procedures: USAG-KA Commander or his designated representative will expeditiously notify the tenant/sponsor if official foreign visitors require a security escort. Once the USAG-KA tenant is notified that a Security escort is required, under no circumstances will official foreign visitors be allowed unescorted access to USAG-KA. official foreign visitors will only be allowed to remain overnight on USAG-KA for the minimum time necessary to support to the tenant mission. Overnight accommodations will be provided at the Kwajalein lodging facility for the duration of the approved visit. This includes both the "Kwaj Lodge and the Jabro Transient Facility (Macy's)".

1.4.11.2. Entry Requirements: To gain entry of Tenant Visitors onto USAG-KA the visitor and their tenant activity sponsor:

(a) Must have bona fide official business and/or affiliation with a tenant activity residing on USAG-KA.

(b) Submit visit request, providing all information required by paragraph 1.2.1, of this regulation through the USAG-KA Entry and Exit (E/E) Office using the Form 55R via USAG-KA tenant activity sponsor.

(c) Must submit a visit request [as outlined in Chapter 12 of this regulation] **45 days prior to requested arrival date** for the purpose of administrative processing, arrangement of accommodations and coordination of security escort requirements between the tenant activity/sponsor and USAG-KA Security Escort Coordinator (SEC). Visit requests not submitted within the required timeframe will be denied or the visit will be postponed to allow for the required 45 day processing period.

(d) The SEC will brief official foreign visitors and their respective tenant/sponsor on the responsibilities of security escort services assigned to them and applicable policies and restrictions, i.e. no access to restricted areas, restricted photography, group integrity, etc. SEC briefing points must include but not be limited to:

- i. Number and origin/nationality,
- ii. The affiliation of the tenant and foreign visitor relations,
- iii. Mission and/or activities approved by USAG-KA,
- iv. Duration of visit,
- v. Prohibited behavior or conduct,
- vi. Visitor itinerary, if available,
- vii. Immediate actions in response to violations,
- viii. Violation reporting procedures, (Appendix B, to this regulation)
- ix. Authorized areas on USAG-KA as indicated in Appendix D of

this regulation.

x. At the end of the duty day foreign visitors will only be authorized un-escorted access in the area as designated in Appendix D. For the purposes of recreation or entertainment, the foreign visitors may be escorted by a tenant company

employee who is a U.S. citizen and who has a U.S. Secret clearance. The areas which can be used for recreation and or entertainment are designated as escort required in Appendix D. Off-limits areas to foreign visitors are also designated in Appendix D.

1.4.12. Tenant Activities & Organizations. All tenant activities and organizations located on USAG-KA are responsible for:

1.4.12.1. Ensuring that all Entry Requests and supporting documentation are complete and in compliance with this regulation prior to forwarding to the E/E Supervisor.

1.4.12.2. Providing the E/E supervisor an updated list of no more than 2 immediate supervisors per section to authorize a change in schedule. The list must also include 2 persons in a job classification above the supervisors who have overall responsibility for the C-Badge employee's schedule and 1 person with overall responsibility for the department or the division. The purpose for the higher job classification is to verify changes if needed. The list must be updated and sent to the E/E supervisor every thirty days. Failure to do so could impact the employees' access.

1.4.12.3. Immediately notifying the E/E Supervisor, in writing, of any USAG-KA Residents (Employee or dependent) or Non-Resident employees who are terminated or who quit, so that access privileges can be revoked. Additionally, all tenants and organizations shall submit a list to the E/E Supervisor, by the fifth day of each month, indicating all employees who have had any employment status changes during the previous month, including changes within the family unit such as births, adoptions, divorce, children going to college, family members leaving home permanently, etc., so that access privileges can be reviewed and updated.

1.4.13. Individuals. All personnel, including family members/dependents, visitors, or guests, are subject to this regulation, Sponsors of visitors or guests are responsible for the adherence by their visitors or guests to the policies and restrictions set forth herein. Guest Sponsors must be personally present to sign in and out their guests and remain with their guests for the duration of their visit and are responsible for the conduct of their guests while at USAG-KA. In addition, guests accessing USAG-KA through guest sponsorship (except overnight 480 guests) and community exchange programs must remain in the presence of their sponsor while on the installation.

CHAPTER 2: RESIDENTS (K BADGE) AND OFFICIAL VISITORS

Section I: Entry Authorization for Personnel

2.1.1. Policy.

2.1.1.1. Persons in the following categories can enter USAG-KA with official PCS/TDY orders, approved Form 55-R, Form 55-A, and acceptable identification (see

Appendix E). Refer to section 1.3.2. of this regulation for USAG-KA badging requirements. No other prior approval is needed.

- a. K Badge Residents of USAG-KA regardless of reason for travel.
- b. Official TDY visitors with travel orders.
- c. Crews of ships and aircraft authorized to enter USAG-KA for official business.

2.1.1.2. Alien visitors and excluded persons require specific permission from the USAG-KA Commander, or designated representative, for entry into, or visitation on USAG-KA.

2.1.1.3. News media representatives and foreign nationals on official business must have approval from the USAG-KA Commander to visit USAG-KA.

2.1.1.4. Active Duty members and retirees of the U.S. Armed Services who use Space Available travel through Air Mobility Command for follow on flights are authorized use of USAG-KA billeting facilities during their layover. Active duty must be on leave status as certified with a valid leave form.

- a. Request must include leave form if applicable, room reservation, and flight itinerary. The Provost Marshal Office will certify eligibility by placing the requestor on a USAG-KA Form 55R. The request will be approved or denied based on status of local background check.

- b. Host Nation Activities will be the point of contact for RMI and Freely Associated States (FAS) citizens in the U.S. Army.

- c. Billeting will be provided on a strictly space available, non-mission impacting basis. The rate charged will be at the current rate. Only a maximum of two days are allowed under this program. The use of residential housing is prohibited

- d. This pertains only to service members or retirees and accompanying dependents enrolled in DEERS. Guest sponsorship privileges are not authorized.

- e. Additional time on island can be requested through a sponsored access program. Exceptions to this policy will be considered on a case by case basis and only in extreme circumstances such as unavailability of flights.

2.1.2. Procedures.

2.1.2.1. Entry Requests for official visits are accepted at the E/E Office during business hours. An on-site tenant activity/organization or sponsor must submit all entry

requests through their HR representative, or travel office as appropriate. Requests will be submitted 14 days prior to the desired entry date. Requests not received 14 days prior to entry in accordance with this section, must be accompanied by a written explanation, detailing the specific reason for the late submission. Failure to give written and proper justification for not complying with this section may result in denied entry. All approved entry requests will be valid for entry into USAG-KA for 7 days following the requested/approved of entry. If the entry cannot take place during this 7-day period, the entry request must be resubmitted.

2.1.2.2. All residents and official visitors, excluding RMI citizens, are required to complete a USAG-KA Registration Form upon arrival on island. This form is available at each USAG-KA entry point.

2.1.2.3. All applicants will be kept fully informed of the actions/decisions pertaining to his/her application. Normally, a response will be forwarded to the requestor within 10 days after receipt of a request.

2.1.2.4. Upon entry into USAG-KA, all individuals shall have on their person and present to the SACC, an approved entry authorization and acceptable identification (see Appendix E). Individuals not meeting the above requirements may be denied entry into USAG-KA. All individuals entering USAG-KA are subject to inspection and screening.

2.1.2.5. All individuals PCS'ing into USAG-KA are required to report to the E/E Office within 7 days after arrival to complete the required in-processing procedures. These procedures include preparing badging requests, taking photographs, and badge issuance.

2.1.2.6. All tenant activities and organizations are required to notify the E/E Office 7 days prior to any individual PCSing out. Notification will be submitted on USAG-KA Form 55-R. Tenant activities and organizations are further required to notify the E/E office within 7 days of any births, adoptions, marriage, or divorce for their employees.

2.1.2.7. Visit Authorization Request (VAR). VAR forms to enter classified areas, attend classified meetings, briefings, and will be sent separately from the requesting individual's security manager. Requests should arrive at least 14 days prior to the proposed visit. Requests may remain valid for not more than 1 year. Except when a continuing and frequent working relationship is established, and a current security clearance and a need-to-know is determined, DoD personnel visiting from other activities of the DoD, its contractors, and other agencies shall provide advance notification of the pending visit that establishes the visitor's security clearance and the purpose of the visit. An official other than the visitor who is in a position to verify the visitor's security clearance shall sign visit requests.

Section II: Entry Authorization for Marine Vessels

2.2.1. Policy.

2.2.1.1. All marine vessels, except those which have been denied entry or have had a prior entry authorization revoked, may enter the territorial waters surrounding USAG-KA with a proper entry authorization. Entry requests must be processed IAW the procedures in paragraph 2.2.2 of this chapter. United States Military vessels do not need prior approval to enter USAG-KA, but must notify the command of visit intent to ensure pier/berthing space availability.

2.2.1.2. All vessels entering USAG-KA, excluding active duty military, are subject to inspections. All individuals entering USAG-KA are subject to inspection and screening. Active duty military vessels may only be inspected under authorization of the commanding officer of the vessel.

2.2.1.3. Captains of vessels planning to enter USAG-KA shall not knowingly permit excluded persons to board their vessels.

2.2.1.4. No vessels other than official USAG-KA vessels or USAG-KA registered privately owned vessels shall be permitted to enter Kwajalein or Roi Namur between the hours of sunset to sunrise without specific approval by the USAG-KA Commander or designated representative. Entry onto other defense sites is in accordance with paragraph 9.2.2. of this regulation.

2.2.1.5. Authorization for entry of a vessel does not authorize disembark of personnel onto USAG-KA Defense Sites.

2.2.2. Procedures.

2.2.2.1. Entry Requests shall reach the USAG-KA Commander or designated representative, with notification to the E/E Supervisor and DSC Supervisor at least 14 days prior to the desired entry date, and shall include the following:

- a. Name, nationality/citizenship, and address of operator.
- b. Name, nationality/citizenship, and address of owner.
- c. Gross tonnage of vessel.
- d. Name of vessel.
- e. Place of registry and registry number.
- f. Crew and passenger list, which shall include full legal name (last, first, MI), nationality/citizenship, social security number, date of birth, and place of birth of all

crewmembers and passengers. Crewmembers and passengers for who access to or residence on USAG-KA Defense Sites is requested must be indicated.

g. Last port of call prior to entry into USAG-KA for which clearance is requested.

h. Purpose of visit.

i. Cargo listing (manifest).

j. Proposed date of entry and estimated duration of stay.

k. Whether the vessel, excluding U.S. military vessels, is equipped with firearms or explosives.

l. Whether the crew or passengers have in their possession firearms or explosives.

2.2.2.2. Routine entry requests for the following vessels shall reach the USAG-KA Commander or designated representative, Directorate of Host Nations Activities, E/E Supervisor, and the DSC Supervisor at least 24 hours prior to the desired entry date:

a. RMI private or public vessels,

b. Any vessels in distress (as soon as possible).

c. U.S. public vessels, which are authorized to enter defense areas by the controlling Defense Department Agency.

2.2.2.3. The USAG-KA Directorate of Logistics and the LSSC Marine Department shall coordinate all Entry Requests for vessels with the DSC supervisor.

2.2.2.4. Entry Authorizations may be granted for single or multiple entries. Authorization for multiple entries will not exceed a 30-day period.

2.2.2.5. All vessels entering Roi-Namur must radio the Roi-Namur Security Detachment prior to entering the 3-mile limit due to safety restrictions. Frequency: 156.600Mhz; Call sign: Unit 65.

Section III: Entry Authorization for Aircraft

2.3.1. Policy.

2.3.1.1. Private aircraft are prohibited from entry into USAG-KA, unless the aircraft commander declares an emergency or with the specific approval of the USAG-KA Commander or designated representative. All other aircraft, except those which

have been denied entry or have had a prior authorization revoked, may enter USAG-KA airspace upon request to and approval by the USAG-KA Commander or designated representative, and notification to the E/E Supervisor. All aircraft entering USAG-KA are subject to inspections.

2.3.1.2. Captains of aircraft planning to enter USAG-KA airspace shall not knowingly permit excluded persons to board their aircraft.

2.3.1.3. The official operating hours of the Bucholz Army Airfield are Mon- Sat, from 0530 to 2200. No aircraft, except USAG-KA aircraft, are permitted entry during non-operational hours, unless approved by the USAG-KA Commander or designated representative.

2.3.1.4. Transient aircraft carrying non-duty transient passengers are not permitted entry into USAG-KA for the purpose of remaining overnight unless approved by the USAG-KA Commander or designated representative.

2.3.2. Procedures.

2.3.2.1. The LSSC Aviation Department Base Operations will process requests for regularly scheduled airlines (i.e., ATI, AMC, United, or AMI). Base Operations shall provide a 48-hour projection of all inbound flights to the E/E supervisor on a daily basis and shall provide immediate notification of any deviations.

2.3.2.2. All aircraft other than those regularly scheduled must obtain Entry Authorization from the Commander, USAG-KA, or designated representative, and notify the E/E Supervisor, 14 days prior to entering USAG-KA airspace. Authorization for aircraft entry does not authorize entry or residence of aircrew or passengers outside the air terminal area. Such authorization must be requested separately.

2.3.2.3. The Logistics Support Services Contractor Aviation Department Base Operations shall coordinate all entry requests for aircraft landings with the E/E supervisor.

2.3.2.4. Entry authorizations may be granted for either single or multiple entries, with authorization for multiple entries not to exceed a 30-day period.

CHAPTER 3: NON-RESIDENT EMPLOYMENT (C BADGE)

Section I: Non-Resident Contractor Employees

3.1.1. Policy.

3.1.1.1. Non-resident contractor employees are authorized entry into USAG-KA for the times and days indicated on their badge, the Electronic Badging System (EBS),

or employee work schedule, and must be in a paid status. Non-Resident employees are authorized to enter USAG-KA 1.5 hours prior to the start of their workday and must depart USAG-KA no later than 1.5 hours after the end of their workday.

3.1.1.2. Non-resident employees are prohibited from bringing any other person, including their children and any other dependents, into USAG-KA under this program.

3.1.2. Procedures.

3.1.2.1. After being hired by an on-site organization, the employer will prepare a Badging Request Form and forward it to the E/E Supervisor. Employers will record the employee's actual work hours on the request. The status of "shift worker" is acceptable if the supervisor provides work schedules changes to the DSC Supervisor. Failure to do so will result in denied entry. The employee will be required to report to the E/E Office, to be processed prior to performing any work.

3.1.2.2. After approval by the E/E Supervisor and required proofing and vetting in accordance with Appendix E and/or Appendix F, the E/E Badging Office will issue the employee a C Badge. A C Badge may be used as acceptable identification for entry onto USAG-KA.

3.1.2.3. Telephonic extensions are not authorized. On Roi-Namur, schedule changes will be submitted to the on duty DSC staff at the Roi-Namur Security Detachment. Schedule changes are authorized for work (official) purposes only and shall not exceed a 30-day period. If the assignment is the employee's normal work schedule, no housing arrangements or retail privileges will be granted. If housing is required, requests for exception will be forwarded through the DSC Supervisor to the USAG-KA Installation Management and PMO. Supervisors or employees who submit a false schedule change are subject to administrative action or criminal prosecution. Employees, who are on TDY from Kwajalein to Roi-Namur or Roi-Namur to Kwajalein, must have their schedule changes submitted by their permanent supervisor.

3.1.2.4. Employees who have forgotten, lost, or misplaced their EBS, C-Badge, or Exchange Badges will not be allowed entry. The failure to depart at the required time will result in an access violation notice. Employees who have lost or damaged their badges are required to immediately notify and report to the E/E Office for re-badging.

3.1.2.5. Employees flying for the day on official business may fly using their C Badge when they have submitted written authorization from their supervisor. The authorization letter must state that it is for official business, the name of the supervisor, contact phone number, and time of departure/return. Supervisors must submit schedule changes to the DSC in cases where the worker is required to remain overnight.

3.1.2.6. Employers are responsible to submit all schedule changes, to include sick and leave days, and days released early, to ensure the worker is only permitted access with the C-badge for work. If the individual needs to enter USAG-KA during

non-work times they will need to utilize an appropriate access program. The supervisor will be held accountable if they grant the C-badge worker unauthorized access due to not updating their schedule. This includes ensuring the badge is turned in and canceled upon termination.

3.1.3. Non Resident Employees with Overnight Lodging Privileges.

3.1.3.1. This policy allows for non-resident workers performing certain functions requiring early, late or off hours to stay overnight at either Kwajalein Island or Roi Namur in order to accomplish their job.

3.1.3.2. Unless otherwise authorized by this regulation, non-resident workers who are authorized to stay overnight at Kwajalein or Roi-Namur Islands are not authorized to sponsor guests.

3.1.3.3. Non-Resident workers with overnight privileges are only authorized those privileges on the island where the majority of their work is performed. (*Example: A C Badge Worker on Roi Namur is not authorized overnight access to Kwajalein.*)

Section II: Non-Resident Domestic Workers

3.2.1. Policy.

3.2.1.1. Domestic workers include house cleaners, yard workers, and child care providers. All domestic workers must be 21 years of age or older.

3.2.1.2. Domestic workers may access USAG-KA to perform work under bona fide employment contracts with USAG-KA residents residing in family housing. Domestic workers are not permitted for residents of BQs. Each household is authorized one domestic worker three days per week. Households that require childcare services must have a dependent child under the age of 13 to qualify for this service. They will be authorized one domestic worker 7 days per week and may establish an alternate domestic worker as a backup on a case-by-case basis.

3.2.1.3. Domestic workers contracts are restricted to the hours of 0530 to 1830. The employer will determine the exact day and time that the domestic worker is required on island. The employer will note this day and time on the contract form. Domestic workers are not permitted to sponsor anyone onto USAG-KA. If a time extension or other exception is required, the employer must make a request to the DSC.

3.2.2. Procedures.

3.2.2.1. Prior to employment, all domestic workers are required to undergo a tuberculosis (TB) test (annually thereafter) at the Kwajalein Hospital or Ebeye Hospital and obtain a KALGOV work permit. The TB test results and KALGOV Work Permit will be filed at the PMO. PMO will compile a roster of individuals who have completed the

required TB testing and subsequently complete an employment contract, and will ensure that all contracts are kept current. Contracts will be limited to a period of 2 years and may be renewed by processing a new contract.

3.2.2.2. USAG-KA residents seeking to employ a Kwajalein Atoll Resident are responsible for completing a domestic worker contract with the domestic worker and taking the completed contract to the PMO.

3.2.2.3. E/E personnel will issue a C Badge to the domestic worker after he/she has submitted acceptable identification (see Appendix E) and the PMO has approved the contract.

3.2.2.4. Employers are responsible for the conduct of their employees at all times and will ensure that employees depart as required by this regulation. Employers shall notify the PMO if a domestic worker fails to report for work so that a check can be conducted to ensure that the worker has not entered USAG-KA. If a domestic worker is terminated or quits, the employer will immediately contact the PMO. The PMO will notify the Entry and Exit Supervisor.

3.2.2.5. Employers are responsible to notify the DSC Duty Supervisor if a domestic worker is not required for work on a scheduled day or if a schedule change is required. Domestic workers are not permitted access to USAG-KA on days that they do not actually work as contracted.

CHAPTER 4: UNOFFICIAL GUESTS

Section I: General Unofficial Guests Policy

4.1.1. Guest Sponsors are authorized to host unofficial visitors at USAG-KA pursuant to the policies and procedures specified herein. Entry authorization for unofficial guests may be denied or limited when there are reasonable grounds to believe that approval would constitute a threat to security or good order and discipline.

4.1.2. Guest Sponsors may not leave Kwajalein Atoll while sponsoring a visitor into USAG-KA. Guest Sponsors must remain with their guest(s) on the same island within Kwajalein Atoll. Requests for exceptions during emergency situations will be considered on a case-by-case basis. Requests will be routed through the E/E supervisor and PMO to the USAG-KA Commander.

4.1.3. Guests under 21 years of age are only allowed if accompanied by a parent or legal guardian or if the Guest Sponsor has written permission from the minor Guest(s)' parents. Guests under 21 years of age may not enter or reside in the BQs as noted in USAG-KA Housing Management Regulation, without approval of the USAG-KA Commander or designated representative.

4.1.4. Quarters, logistical support services, and facilities at USAG-KA are limited. Therefore, unofficial visitors will be limited to avoid undue burden on these services and facilities. Guest sponsorship of unofficial visitors will be approved or restricted at the discretion of the USAG-KA Commander or designated representative.

4.1.5. Except as authorized for Unofficial Overnight Guests (480), Medical Access Program, and Funeral Wake Access Program, no overnight unofficial visits are authorized. The USAG-KA Commander or designated representative is the approving authority for any request for overnight visits not specifically covered in this Regulation.

4.1.6. Requests for exceptions will be forwarded in writing through the E/E supervisor and PMO to the USAG-KA Commander. All requests for access that do not meet the requirements of this regulation, and that do not request an exception from the USAG-KA Commander, may be disapproved and returned to the requester without action.

4.1.7. Guest Sponsors are responsible to ensure that all requests are legible, accurate, complete, and in compliance with this Regulation.

4.1.8. Guest Sponsors are responsible for the adherence by their guests to the policies and restrictions set forth herein. Guest Sponsors must be personally present to sign in and out their guest(s) and are responsible for the conduct of their guests while at USAG-KA.

4.1.9. C Badge Workers who desire to remain on USAG-KA after work as a guest must check out at the DSC and be signed back in under the appropriate guest sponsorship program. C Badge access is for work purposes only.

4.1.10. Except as permitted by USAG-KA Regulation 190-41, Guests are not authorized to use USAG-KA retail facilities.

4.1.11. Any individuals with unescorted access to the installation under any of the access programs may access the AAFES coin operated laundry facility. Employees may access the laundry facility any day of the week within the ferry schedule but may only process through the DSC as permitted for their employment or pursuant to another access program. No bulk laundry (no more than 1 change of clothes) is authorized to be processed through the DSC on either Kwajalein or Roi-Namur.

4.1.12. Any individuals with unescorted access to the installation under any of the access programs may patronize the Bank of the Marshall Islands branch on Kwajalein any day of the week the bank is in operation. Individuals may only process through the DSC as permitted for their employment or pursuant to another access program. Guest are limited to shopping IAW USAG-KA Regulation 190-41.

Section II: Unofficial Overnight Guests (480)

4.2.1. Policy.

4.2.1.1. Unless otherwise noted below, a Guest Sponsor is allowed to host a guest or guests at USAG-KA for up to a maximum of 90 days known as “guest days” during a 12-month calendar period beginning January 1 and ending December 31. (As examples, 90 guest-days can be accumulated by hosting a single guest for 90 days, 2 guest for 45 days each, or 5 guests for 18 days each). Carry-over of any unused balance of guest-days beyond a calendar year is not permitted. At no time shall a Guest Sponsor have more than a total of 5 Guests on island and in no instance shall this regulation be construed as to allow any occupancy limitation to be exceeded.

4.2.1.2. An individual guest may not be sponsored on Kwajalein for more than 90 days in any calendar year, even if multiple sponsors are involved. The E/E office will maintain a database to ensure no visitor exceeds the 90 day authorization. Back-to-back visitations beyond 90 days which carry over into a new year are not permitted by any individual guest.

4.2.1.3. Guest Sponsors may not use this program to invite visitors for the purpose of obtaining medical/dental services, establishing a business in the RMI, establishing permanent residency, or adopting RMI children. Guests may look for and apply for open job positions.

4.2.1.4 The unmarried child of a sponsor who is under the age of 23 and currently enrolled as a full time student in an accredited institution of higher learning located at least 249 Nautical Miles from Kwajalein Island and on a normally scheduled break from academic instruction, shall be permitted to visit USAG-KA and such time shall not count against their sponsor’s “guest days” in any given calendar year. To qualify for this “student visitor” exemption from the normal provisions of this regulation, a sponsor shall submit a USAG-KA Form 480 which shall be accompanied with a “Letter of Good Standing” signed by the academic institution’s Registrar within 30 days of submitting the USAG-KA Form 480 or National Student Clearing House to obtain proof of enrollment. “On- line” institutes of higher learning shall not qualify as institutes of higher learning for purposes of this provision. The failure of the sponsor to properly submit the “Letter of Good Standing” from the academic institution shall subject the sponsor to count the otherwise approved visit against the 90 “guest days” as provided in subsection 2.1.1 above. The production of a “Letter of Good Standing” after arrival at USAG-KA shall not allow retroactive credit against the sponsor’s “guest days. Student Visitors who commit misconduct during their visit are subject to the revocation of the student visitor exemption in addition to any other appropriate administrative sanctions. Student Visitors allowed access to USAG-KA/RTS under this provision may seek employment and be employed during the period of their visit. All other provisions of this regulation apply and in no instance shall any guest exceed their 90 day allotted Guest Days per calendar year.

4.2.1.5 The unmarried child of a sponsor who is under contract to join a branch of the U.S. armed service shall be permitted to visit USAG-KA and such time shall not count against their sponsor's "guest days" in any given calendar year. To qualify for this "student visitor" exemption from the normal provisions of this regulation, a sponsor shall submit a USAG-KA Form 480 which shall be accompanied with a copy of their respective service enlistment contract within 30 days of submitting the USAG-KA Form 480. The failure of the sponsor to properly submit the service enlistment contract shall subject the sponsor to count the otherwise approved visit against the 90 "guest days". The production of a service enlistment contract after their dependency status changes to visitor status shall not allow retroactive credit against the sponsor's "guest days. Persons who avail themselves to this exemption who commit misconduct during their visit are subject to the revocation of the exemption in addition to any other appropriate administrative sanctions. Persons availing themselves to this exemption under this provision may seek employment and be employed during the period of their visit.

4.2.2. Procedures.

4.2.2.1. Requests for Unofficial Overnight Guests shall be made on a USAG-KA Form 480. The appropriate organization's site manager or designated representative (such as HRO) shall ensure that the form is in compliance with this regulation and that all necessary documentation is attached. If the request meets the requirements of this regulation, the appropriate organization representative will recommend approval or disapproval and sign the request. If recommending disapproval, a detailed justification for why the request should be disapproved must be attached.

4.2.2.2. Upon approval, the USAG-KA Form 480 will be forwarded to E/E, ATTN: Entry and Exit Supervisor for review. All approved requests should be submitted to the E/E Office 14 days prior to the arrival date. E/E Office will verify available guest days, conduct a bar check, and forward the request to the Commander's designated representative (PMO) for final entry approval. Once entry is approved or denied the USAG-KA Form 480 will be returned to E/E Office for final disposition.

4.2.2.3. Requests must include proof that authorized housing is to be provided for the visitor, written approval from a family housing occupant for "house sitting," etc. It is the responsibility of the Guest Sponsor to ensure that the visitor departs no later than the expiration date on the approved USAG-KA Form 480. Any changes in either the dates of arrival (outside the authorized 7-day window) or dates of departure must be furnished in writing to the E/E Supervisor immediately for review and approval.

4.2.2.4. Employees desiring to remain on USAG-KA in a visitor status at the end of their employment may request to do so by following the procedures set forth above.

4.2.2.5. Requests for extension past 90 days in a calendar year will not be approved unless there is compelling reason for the extension. The USAG-KA Commander is the approval authority.

Section III: Unofficial Day Guests

4.3.1. Policy.

4.3.1.1. The Guests Sponsorship Program allows guest sponsors to sponsor Kwajalein Atoll Residents for day (non-overnight) visits. A maximum of 50 guests are authorized each day on Kwajalein Island and 50 on Roi-Namur Island. All visitors will count against the 50 guest sponsorship maximum authorizations, regardless of age.

4.3.1.2. Sponsors are authorized two guests who are 21 years of age or older at any one time. Additionally, one of the adult guests is authorized to bring a total of one of their minor children, for a total of 3 guests authorized to visit USAG-KA at any one time. Guest Sponsorship is permitted daily during the week (Tuesday – Saturday) and one weekend day (Sunday or Monday).

4.3.1.3. Guests sponsored under this program must remain in the presence of their sponsor while on the installation. Accordingly, a guest may not be sponsored while the Guest Sponsor is working.

4.3.2. Procedures.

4.3.2.1. Guests are authorized to visit during the following hours:

- a. Tuesday - Saturday: 1600 to ½ hour preceding the last boat.
- b. Sunday, Monday and Holidays: 0900 to ½ hour preceding the last boat.

4.3.2.2. Guest Sponsors shall submit a DSC Form 012 in person to the DSC Supervisor during business hours no later than 1200 (noon) prior to the requested date of sponsorship. After verification to clarify incomplete or inaccurate information, the request will be approved or disapproved prior to the Guest Sponsor departing the DSC.

4.3.2.3. Guest Sponsors must show their badge at the time they submit their request to establish their identity. Guest Sponsors will also be required to show their badge at the time they sign their guests onto USAG-KA. In addition, the guest must present acceptable identification (see Appendix E) prior to entry onto USAG-KA.

Section IV: Sports Team Sponsorship Program

4.4.1. Policy.

4.4.1.1. The Sports Team Sponsorship Program allows Kwajalein Atoll Residents to participate and compete with USAG-KA residents in various sporting events on a space available basis. The following sports are recognized as official USAG-KA-sponsored sport activities: (1) Softball, (2) Basketball, (3) Volleyball, (4) Soccer, (5) Kwajalein Swim Team, and (6) Inner Tube Water Polo. The following sports are recognized as USAG-KA approved club or organizational unofficial sports: (1) Tennis and (2) Bowling.

4.4.1.2. No spectators or relatives of team members are authorized entry under this program, except during the final championship game as noted below.

4.4.1.3. Swim meets will be treated as championships for purposes of this regulation.

4.4.2. Procedures.

4.4.2.1. The sports team manager, club or organization president is responsible for submitting a team roster (including the full name, age, and citizenship of each participant) and any changes to the Community Activities Supervisor, who will ensure that the proper forms are completed. All teams will have at least one Guest Sponsor, who is at least 21 years old, authorized to sponsor one team per league, per season and up to 10 swimmers per season. The Community Activities Supervisor will provide a copy of the team roster to the DSC Supervisor.

4.4.2.2. The Community Activities Supervisor will provide season schedules to the DSC Supervisor at least 24-hours prior to the schedule taking effect. The Community Activities Supervisor must coordinate any changes directly with the DSC Supervisor after the original schedule has been modified and approved. The Community Activities Supervisor is required to schedule all sports activities to coincide with ferry schedules.

4.4.2.3. The Roi-Namur Community Activities Supervisor will provide the original team rosters to the OIC Roi-Namur Security Detachment for review and approval. The Roi-Namur Community Activities Supervisor must ensure that transportation (none official transportation) will be available for Enniburr residents before approving team rosters.

4.4.2.4. The Guest Sponsors must personally sign in and out all team members at the DSC.

4.4.2.5. Team members are allowed entry 2 hours prior to the game and allowed 1 hour following the game to depart USAG-KA (no later than 1/2 hour preceding the last boat).

4.4.2.6. Practice times for sport. In-season practice sessions may be requested for periods not to exceed 2 hours. Requests for in-season practice will be submitted to the DSC Supervisor for approval. Requests for out-of-season practice times for upcoming seasons or special events must be submitted through the Community Activities Supervisor to the DSC Supervisor for approval. All requests must provide the following information: USAG-KA Guest Sponsor's name, Guest Sponsor's badge number, date requested, times, roster of all players (include name, age, sex, and citizenship) and the location of the activity. Requests must be submitted at least 72 hours in advance.

4.4.3. Spectators.

4.4.3.1. Each non-resident team member upon prior approval maybe authorized to bring no more than four adults as spectators to attend the final championship game for the sport program or swim meets in accordance with the posted schedule.

4.4.3.2. The sports team manager is responsible for submitting a list of spectators (including the full name, age, sex, and citizenship of each spectator) to the Community Activities Supervisor, who will ensure that the proper forms are completed. The Community Activities Supervisor will provide the original copies to the DSC Supervisor at least 1 day prior to the championship game.

4.4.3.3. Spectators sponsored under this program must remain in the presence of their sponsor while on the installation.

Section V: Community Exchange Program

4.5.1. Policy.

4.5.1.1. Guest Sponsors and recognized USAG-KA organizations may sponsor guests, groups or organizations under this program on weekends (Saturday afternoon through Monday night), legal holidays and other command sponsored events on Kwajalein and Roi Namur. Sponsorship requires one Guest Sponsor for every ten guests with the exception of command sponsored events.

4.5.1.2. If not otherwise prohibited, a Guest Sponsor may sponsor up to 10 guests during specially designated events, such as: Holiday Tree Lighting Ceremony, Mani Day, Halloween, graduation day, all legally recognized holidays or any other day officially designated by the USAG-KA Commander.

4.5.1.3. Except for command sponsored events, the total number of guests allowed under this program shall not exceed 100. The USAG-KA Commander may issue a "not to exceed" number of guests for command sponsored events.

4.5.1.4. Guests sponsored under this program must remain in the presence of their sponsor while on the installation.

4.5.2. Procedures.

4.5.2.1. Requests for Community Exchange must be submitted on a Community Exchange Program Request Form two days in advance through the USAG-KA PMO Office. Requests for Community Exchange must be submitted up to 30 days in advance but no less than 7 days in advance for Halloween and High School Graduation activities. Authorized hours are 1630-1/2 hour preceding last boat Saturday; 0930-1/2 hour preceding last boat Sunday, Monday, holidays, and other command sponsored events. Each event will have a 6-hour time limit.

4.5.2.2. Sponsoring organizations must designate a point of contact in their entry request.

4.5.2.3. Guests are authorized access to recreational areas such as the tennis courts, beaches, sports playing fields, theaters, as well as the Guest Sponsor's residence.

Section VI: Medical Access Program

4.6.1. Policy. This program allows Kwajalein Atoll Residents entry to USAG-KA for medical referrals based upon a request from the RMI Government and a written medical referral from the Ebeye Hospital.

4.6.2. Procedures.

4.6.2.1. All medical referral letters will be submitted by the attending medical official from Ebeye or Enniburr to the Kwajalein Hospital and Host Nation Office for approval by the duty doctor/attending M.D. Access will be limited to the patient, necessary medical attendants, and one adult Immediate Family member.

4.6.2.2. Once approved by the duty doctor/attending M.D., the letter will be forwarded to the DSC, ATTN: DSC Supervisor.

4.6.2.3. If a patient is on the USAG-KA Barred and Suspension List or a foreign national and is seeking medical attention, he or she must receive approval from the PMO and will be escorted.

4.6.2.4. Patients and visitors granted access under this program shall not proceed north of 6th Street without express permission from the PMO.

4.6.3. Visitation. Individuals who are hospitalized at the Kwajalein Hospital will be permitted to have a maximum of one visitor at any one time during hospital visiting hours and one adult Immediate Family Member for an overnight attendant.

Individuals requesting to visit a patient who are currently barred or suspended from USAG-KA will be denied entry. Special hospital visitation requests will be submitted by the Kwajalein Hospital to the Host Nation and DSC, ATTN: DSC Supervisor, for approval.

Section VII: Funeral and Wake Access Program

4.7.1. Policy.

4.7.1.1. This program allows Kwajalein Atoll Residents to enter USAG-KA to observe traditional RMI wakes (Ilomej).

4.7.1.2. Access under this program is restricted to a maximum of 20 guests per day, between the hours of 0800 and ½ hour preceding the last boat. Guests are not allowed overnight stays on USAG-KA, except for 4 Immediate Family Members who may remain with the deceased overnight. Guests authorized to remain with the deceased overnight must remain in the morgue area upon approval of the USAG-KA Commander or designated representative. No persons under the age of 21 will remain overnight.

4.7.1.3. Deaths involving RMI VIPs or their Immediate Family Members are allowed up to 30 guests at one time. Additionally, a maximum of 8 Immediate Family Members are authorized to remain overnight with the deceased. No persons under the age of 21 will remain overnight.

4.7.2. Procedures.

4.7.2.1. The RMI Liaison Office will submit a written request, to include all additions and deletions, to the SACC DSC Supervisor. Requests will include the full name, age, sex, and citizenship of all desired guests. In keeping with RMI customs, the eldest relative will determine which Immediate Family Members will remain overnight. These names will be designated on the entry request.

4.7.2.2. The access list will be reviewed and validated every 24 hours by the RMI Liaison Office, who must submit in writing any changes to the SACC DSC Supervisor. During non-duty hours, the RMI Liaison Office must deliver the request to the SACC DSC Duty Supervisor.

Section VIII: Education Access Program

4.8.1. Policy. Various organizations on USAG-KA provide for the educational development of Kwajalein Atoll Residents. These organizations must be official USAG-KA approved activities (elements of the Kwajalein Atoll School System).

4.8.2. Procedures for Ri-Katak Program.

4.8.2.1. Each year a number of RMI children are selected to attend regular classes within the Kwajalein School System. This enhances the educational experience of both communities. Classes are scheduled from 0800 to 1600, Tuesday through Saturday. The RMI Liaison Office and USAG-KA Directorate of Host Nation Activities are the sponsors of the student education program (Ri-Katak).

4.8.2.2. Students will not be permitted to enter onto USAG-KA before 0700 or remain after 1900 without proper authorization submitted by the school administration to the DSC Supervisor.

4.8.2.3. Transportation is provided each day for RMI students to and from each school facility. Due to safety concerns, school buses are not permitted onto Echo Pier to conduct any loading or unloading of students.

4.8.2.4. All students are required to process through the DSC. Each student will be verified against the authorization list provided by the Superintendent of Education, prior to entering USAG-KA.

4.8.2.5. The Superintendent of Education will provide the DSC Supervisor, through the USAG-KA Directorate of Host Nation Activities, with a list of students and no more than two names, either their parents or guardians (full legal names) who have been accepted into the education program for the upcoming year at least 7 days prior to the start of the school year. If the list changes during the school year, the Superintendent must notify the DSC of the change. The Superintendent will also provide the DSC Supervisor with a master calendar listing school activities that may require parental/guardian visits. This list of school events will be considered sufficient authorization allowing parents/guardians entry to USAG-KA for each activity listed. The Superintendent will submit separate authorization for parents/guardians of Marshallese children attending Kwajalein school activities not listed on the master calendar.

4.8.2.6. Parents/guardians of Marshallese students enrolled in the Kwajalein schools can attend all approved Kwajalein school events and activities with their child. The school will furnish a chaperone for students unaccompanied by the parent/guardian for school activities.

4.8.2.7. The Superintendent of Education is required to notify the USAG-KA Directorate of Host Nation Activities immediately when an RMI student is dropped or added to the program. Further, the USAG-KA Directorate of Host Nation Activities will

immediately notify the DSC Supervisor if any student is suspended or expelled from the school system so that their name can be removed from the authorized student list.

4.8.3. Procedures for Adult Education Programs.

4.8.3.1. Each semester Kwajalein Atoll Residents are permitted to participate in educational programs provided by the University of Maryland or the USAG-KA Adult Community Education Program. This provides educational enhancement to the local RMI communities. Requests involving educational enrichment or assistance to citizens of the RMI will be coordinated through the University of Maryland Representative or the Adult Community Education Director. They will prepare an Entry Request and forward it to the E/E and DSC Supervisor. Requests must be submitted prior to the start of the scheduled class.

4.8.3.2. Entry requests shall contain the full name (Last, First MI), badge number if applicable, age, sex, and citizenship. Requests shall also contain the name of the course title, dates, times, and locations of the classes, and the instructor's name.

4.8.3.3. The University of Maryland Representative and the Adult Community Education Director must forward an official school calendar of classes and scheduled events to the DSC Supervisor at least 7 days prior to the scheduled term.

4.8.3.4. The University of Maryland Representative and the Adult Community Education Director shall immediately notify the DSC Supervisor if a student is dropped, suspended, expelled, or fails to report for any scheduled class. Additionally, they will also notify the USAG-KA Directorate of Host Nation Activities.

CHAPTER 5: COMMUTE LIST PROGRAM

5.1. Policy.

5.1.1. The commute list system was established in conjunction with the RMI as a means of allowing RMI residents, who have legitimate purpose, to gain access to USAG-KA.

5.1.2. The commute list allows a maximum of 50 RMI residents to enter USAG-KA to conduct business (40 for Kwajalein and 10 for Roi-Namur). These 50 authorizations have been allocated to the RMI Liaison Office to distribute appropriately to the various RMI/KALGOV government agencies, for the legitimate purposes as defined by the USAG-KA Commander or his designee. All individuals must present acceptable identification upon entry/departure (see Appendix E), and be at least 21 years old. All individuals will count against the commute list authorization.

5.1.3. Individuals on the commute list are permitted a maximum total of 2 hours entry into USAG-KA between the hours of 0800 and 1430, 7 days per week. No additional time or extensions will be authorized. The PMO office must approve all

extension. All commuters must sign in and out at the DSC. All commuters, regardless of time of entry, will depart no later than 1430.

5.1.4. The above does not pertain to individuals on the Roi-Namur commute list for the purpose of utilizing the AAFES coin operated laundry facility. The patrons of the laundry facility are not restricted to the 2 hour limit. Third Island residents that are not C-Badge holders can utilize Roi-Namur laundry facility from 0800-1600 on weekdays and 0800-1430 on weekends. C-Badge workers on Roi-Namur can utilize the laundry facilities from 1600 until the last boat on weekdays and from 1430 until the last boat on weekends as long as they are not on the clock.

5.1.5. During Roi-Namur Bank of Marshall Island business hours, the Roi-Namur DSC will maintain a running list of no more than 5 patrons to conduct banking at any given time. This program allows no more than 2 hours to conduct business at the bank. During this timeframe the restrictions on commute list maximum numbers do not apply. The use of the bank will be maximized in accordance with this paragraph.

5.2. Procedures.

5.2.1. The RMI Liaison Office is responsible for ensuring that the slots allocated to the RMI are distributed appropriately to the various RMI/KALGOV government agencies. Each authorized RMI/KALGOV agency is required to provide a daily commute list for its area of responsibility to the SACC DSC Supervisor no later than 1600 the day prior. Once the list is submitted, no changes will be made unless requested by the RMI Liaison or the Directorate of Host Nation Activities. Persons on the commute list are required to be signed in and out by representative at location they were granted access for. The organization is responsible to ensure the individuals sign in and out. The sign in sheets will be maintained with the organization for at least 90 days. (see section 5.2.2 below), in order to guarantee compliance with current Department of the Army access control measures. Commute lists are required to contain the following information: date of entry, time of entry (maximum of 2 hours), individual's full name, age, sex, and purpose of visit.

5.2.2. Legitimate purposes for access to USAG-KA under the commute list program are as follows:

- a. Conducting business at the United Airlines ticket office;
- b. Conducting business at a USAG-KA contractor human resources office; and
- c. Conducting business at the RMI Liaison office.

5.2.3. The USAG-KA Commander, or designated representative, may approve additional legitimate purposes for entry upon request.

5.2.4. Individuals granted access to USAG-KA under the commute list program shall not proceed to any other location not required for the listed legitimate purpose without express permission from the PMO.

CHAPTER 6: UNOFFICIAL GUESTS TRAVELING SPACE AVAILABLE ABOARD USAG-KA AIRCRAFT OR OTHER PRIVATE AND COMMERCIAL FLIGHTS FOR ATOLL TRAVELERS

6.1. Policy. Unofficial visitors/guests are authorized to travel space-available aboard USAG-KA aircraft, when accompanied by their authorized Guest Sponsor.

6.2. Procedures.

6.2.1. Individuals requesting air travel from Roi-Namur to Kwajalein or Kwajalein to Roi-Namur via USAG-KA Intra-Atoll space available services will be required to submit acceptable identification (see Appendix E). Children under the age of 16 must be accompanied by an parent or guardian. A "Fly-In/Out" Badge will be issued upon presenting acceptable identification at the DSC and surrendered when out-processing USAG-KA at their destination (Roi Namur or Kwajalein).

6.2.2. An individual with the intention of flying the same day must inform the DSC Officers and obtain a "Fly-In/Out" Badge. The "Fly-In/Out" Badge must remain with the individual until out-processing USAG-KA at their destination (Roi-Namur or Kwajalein). If the individual is unable to fly that day, the "Fly-In/Out" Badge will be returned to the DSC at the time of out-processing from entry.

6.2.3. All space available travelers between Kwajalein and Roi Namur will be processed in accordance with the current Atoll Flight Schedule. Travelers will be allowed entry to USAG-KA 1 hour prior to scheduled flight departures. United and ATI travelers will be allowed entry to USAG-KA 1 hour prior to the scheduled check in times.

6.2.4. All persons flying space available on USAG-KA aircraft will be issued the "Fly In/Out" Badge. This badge will be surrendered at the Roi-Namur/Kwajalein DSC or Entry Exit upon departure from USAG-KA. Persons who are issued the "Fly In/Out" Badge must depart USAG-KA within 1 hour of their flight arrival time.

6.2.5. If an individual is unable to board any of the flights, they will immediately report to the DSC to process off USAG-KA.

6.2.6. Any individual on the USAG-KA Barred or Suspension List will be escorted from the DSCs to the Atoll Terminal and vice versa.

6.2.7. Individuals granted access to USAG-KA for space available travel shall not proceed north of 6th Street or any other location not required for the listed purpose without express permission from the PMO.

CHAPTER 7: SPECIAL ALLOWANCES FOR RMI OFFICIALS (RDV)

7.1. Policy.

7.1.1. This Chapter establishes USAG-KA's entry/exit policies and procedures and privileges by approved RMI elected government officials and traditional leaders. All policies and procedures listed within this Chapter are subject to the discretion of the USAG-KA Commander, or designated representative, and may be adjusted or terminated as necessary at any time. Requests for exceptions to these policies and procedures will be addressed in writing on a case-by-case basis through the RMI liaison to the USAG-KA Directorate of Host Nation Activities.

7.1.2. The Directorate of Host Nation Activities, in coordination with the RMI Representation Office, will ensure compliance and are responsible for maintaining current and accurate lists of individuals afforded the above privileges and updating the SACC as necessary.

7.1.3. All authorized assistants who access USAG-KA under this program must remain in the presence of the RMI official whom they are accompanying.

7.1.4. No overnight access is authorized under this program. Access times for RMI DV's is first to last boat.

7.2. Authorized Officials.

7.2.1. Traditional Leaders. The 4 paramount family leaders, and recognized Leroij and Iroij of Kwajalein Atoll, as identified in writing, have been selected by the USAG-KA Commander to have special access and limited retail shopping privileges on USAG-KA, as defined in USAG-KA Regulation 190-41. Each paramount leader is permitted 1 permanently assigned proxy. Proxies are not afforded "assistants" and cannot sign in other people under the RDV principle's name.

7.2.2. Authorized Elected Officials. The following RMI elected government officials have been designated by the USAG-KA Commander to have special access and limited retail shopping privileges on USAG-KA. Under no circumstances may these privileges be delegated to another individual.

- a. The President and First Lady of the Marshall Islands.
- b. Current members of the Presidential Cabinet.
- c. Current elected Senators representing Kwajalein Atoll.

7.2.3. Authorized Elected Officials on Official Business. The following elected RMI and Kwajalein Atoll Government (KALGOV) officials have been designated by the USAG-KA Commander to have special access and limited retail shopping privileges

when conducting official business on USAG-KA. Under no circumstances may these privileges be delegated to another individual.

- a. Current elected members of the Nitijela who are not members of the Presidential Cabinet.
- b. The Mayor of Ebeye.
- c. Selected City Councilmen and City Managers.
- d. Selected GRMI representatives on Ebeye.

7.3. Procedures.

7.3.1. If an RDV badge has not been issued, a completed entry request will be sent by the RMI Representative Office to USAG-KA to conduct official business, and the Entry/Exit Supervisor will issue the appropriate badge. Approved individuals with a primary residence within Kwajalein Atoll may sign in through the DSC and do not need to submit an Entry/Exit authorization request.

7.3.2. Individuals approved under this section may be issued installation access and badges while actively serving in official positions.

CHAPTER 8: PROCEDURES FOR ACCESS TO USAG-KA RESTRICTED AREAS.

8.1. Policy.

8.1.1. This chapter establishes policies and procedures governing the entry to and exit from USAG-KA Restricted Areas.

8.1.2. The Kwajalein and Roi Namur airfields, Echo Pier and the fuel piers on Kwajalein and Roi Namur, Meck Island, and other USAG-KA Defense Sites are restricted areas and require special authorization to enter.

8.1.3. All individuals requiring access to these restricted areas will be required to obtain authorization from the E/E Supervisor through their Facility Security Officer (FSO).

8.1.4. Entry will be approved for official business only.

8.1.5. Restricted Area Access Badges issued pursuant to this section do not entitle an individual access to any facility located in the restricted areas.

8.1.6. Badges issued under authority of this chapter will be valid for 2 years.

8.2. Procedures.

8.2.1. Individuals requiring continuous access to perform official duties in these restricted areas shall request badging through their employer/organization. Employers will complete E/E Form 008. Requests will then be forwarded through the employee's department manager to the organization's Facility Security Officer (FSO) who will verify that the individual is cleared for access to the restricted area(s). The FSO will then forward the request to the E/E Supervisor for review.

8.2.2. After approval, the individual will be issued a Restricted Area Access Badge (Non-Classified Areas).

8.2.3. Individuals must present their Restricted Area Access Badge to SACC officials prior to entering these restricted areas at designated checkpoints. Individuals are further required to display their badge at all times while in the restricted areas. Access to restricted areas will be denied if the individual does not have the access badge.

8.2.4. Access to Echo and Yokohama piers during stevedoring and hazardous operations is restricted to work crews.

CHAPTER 9: TRAVEL TO USAG-KA DEFENSE SITES AND NON-USAG-KA ISLANDS

9.1. Policy.

9.1.1. This chapter establishes policies and procedures for USAG-KA residents, visitors, and TDY personnel traveling to any USAG-KA Defense Site (excluding Kwajalein and Roi-Namur) and other non-USAG-KA areas of Kwajalein Atoll.

9.1.2. USAG-KA Defense Sites, except Kwajalein and Roi-Namur, are restricted areas and require special authorization to enter. All individuals requiring access to USAG-KA Defense Sites will be required to obtain authorization from the E/E Supervisor through their Facility Security Officer (FSO). Generally, these sites are restricted to official business only.

9.1.3. The Status of Forces Agreement between the U.S. and the RMI exempts USAG-KA residents from obtaining a passport or visa to enter and travel within the RMI. However, other requirements must be satisfied to enter non-USAG-KA islands.

9.2. Procedures.

9.2.1. Travel to Non-USAG-KA Islands in Kwajalein Atoll.

9.2.1.1. All individuals desiring to travel to any non-USAG-KA island via private or USAG-KA marine recreational vessels must first obtain written authorization from the RMI Liaison Office.

9.2.1.2. Individuals entering a non-USAG-KA island must enter through an official port-of-entry, if there is one.

9.2.1.3. Individuals are not required to obtain approval for day trips to Ebeye or Enniburr. However, overnight trips to Ebeye or Enniburr and any travel to other non-USAG-KA islands within Kwajalein Atoll requires approval from the RMI. Individuals should consult the RMI Liaison for specific RMI requirements.

9.2.2. Travel to USAG-KA Defense Sites (Excluding Kwajalein and Roi-Namur).

a. Entry onto any USAG-KA Defense Site (excluding Kwajalein and Roi-Namur) is prohibited, except as noted below.

b. Individuals are authorized to land on Gagan Island or the USAG-KA area of Carlos Island after obtaining written authorization from the E/E Supervisor. Requesters shall use the "RMI Special Trip Request" form. Entry to the non-USAG-KA area of Carlos is prohibited unless written authorization is also obtained from the RMI Liaison Office.

CHAPTER 10: FOREIGN MILITARY AIRCRAFT ENTERING USAG-KA

10.1. Policy.

10.1.1. This chapter establishes policies and procedures for foreign military aircraft entering or exiting USAG-KA.

10.1.2. All foreign military aircraft desiring to enter USAG-KA for the purpose of providing crew breaks or refueling stops must first request approval through the U.S. State Department. If approved by the U.S. State Department, Commanders of foreign military aircraft shall comply with Chapter 2, Section III, of this regulation.

10.1.3. Entry into USAG-KA is restricted to Monday through Saturday, between the hours of 0530 and 2100 and emergencies.

10.1.4. All foreign military aircraft entering into USAG-KA are subject to inspection by the SACC. Aircraft may be denied entry for failure to comply.

10.2. Procedures.

10.2.1. All foreign military must obtain Entry Authorization from the USAG-KA Commander, or designated representative, 14 days prior to entering USAG-KA airspace.

10.2.2. The Aviation Department Base Operations shall coordinate Entry Requests for aircraft landings with the E/E Supervisor.

10.2.3. The aircraft Commander of any foreign military aircraft entering USAG-KA must be in possession of the following:

- a. Approved USAG-KA Entry Authorization.
- b. Invitational travel orders issued by the U.S. Department of Defense through the U.S. State Department.
- c. Acceptable identification (see Appendix E) for all crew and passengers.

10.2.4. The SACC is responsible for the following:

- a. Processing all Entry Requests.
- b. Processing all arriving/departing aircraft crew and passengers to include briefings and baggage inspections.

CHAPTER 11: FOREIGN NATIONAL PASS THROUGH

11.1. Policy.

11.1.1. Entry into USAG-KA by certain individuals presents concerns relating to Operations Security (OPSEC). These individuals may have been cleared by RMI Immigration to travel or reside within the RMI, but this does not automatically grant Entry Authorization to USAG-KA. In accordance with DoDD 3200.11: Major Range and Test facility Base (MRTFB), a MRTFB may be used by other DoD users (including DoD training users), and by outside the Department such as US Government Agencies, State and local governments, allied foreign governments and commercial entities.

11.1.2. All persons entering USAG-KA must have a valid purpose to enter, have their identity proofed and vetted, and be issued, or in possession of, an authorized and valid access credential (see Appendix E). Foreign nationals and other persons passing through USAG-KA without a valid purpose to enter will be escorted by a security escort.

11.2. Procedures.

11.2.1. All individuals transiting through USAG-KA will be screened by security personnel to determine whether the person(s) are Foreign Nationals. The E/E or DSC representative will review the individual's passport to determine citizenship.

11.2.2. An E/E or DSC representative will escort all Foreign Nationals and other persons passing through USAG-KA without a valid purpose to the DSC or the E/E Air Terminal to prevent any intelligence gathering opportunities.

11.2.3. Once an individual has been identified as a Foreign National, the E/E representative will record the individual's information on E/E Form 015, Kwajalein Security Department Record of Foreign National Escorts. The form will record date and time of the escort, the individual's full name (Last, First, MI), place of birth, and date of birth. The PMO and the Kwajalein Resident Office, 500th MI BDE will be notified of all such individuals transiting through USAG-KA.

11.2.4. Under no circumstances will non-sponsored Foreign Nationals be authorized "Remain Over Night" privileges on USAG-KA.



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The proponent element of this regulation is the Provost Marshal's Office.

APPENDIX A: AUTHORIZED FORMS

1.1. Policy.

1.1.1. This appendix establishes policies and procedures for the uniformity of Entry Request Forms required by this regulation.

1.1.2. All requests for Entry Authorization shall be made in writing using the appropriate Entry Request Form attached.

1.1.3. Related forms required by this regulation are:

a. USAG-KA Form 55-R; Request and Authorization for Travel of DOD Contractor Personnel and Directorate of Host Nation Activities requests for Official Marshallese Visitors.

b. USAG-KA Form 480, Request to Visit USAG-KA (Unofficial).

c. USAG-KA Form 55-A: Request and Authorization for Travel of USAG-KA Contractor Personnel (Official).

d. SACC E/E Form 105-01 and 105-02, Request for USAG-KA Identification.

e. SACC E/E Form 004, RMI Special Trip Request.

f. U.S. Government Orders.

g. Military and DA Civilian leave forms.

1.1.4. All other forms addressed in this regulation are available from the E/E, located at the E/E Office.

APPENDIX B: VIOLATIONS, SANCTIONS AND PENALTIES

1.1. Policy. This appendix addresses Chapter 5, Unofficial Guests Program access violations, and criminal violations.

1.2 Procedure. The PMO is responsible for the administration and enforcement of the penalties prescribed within this regulation. Violations of the programs herein will be documented and maintained on file at the Office of the Provost Marshal.

1.3 Violations. Violations and penalties are divided into three categories: (1) Criminal, (2) Administrative Time Violations, and (3) Administrative Rules Violations.

1.3.1 Criminal.

a. Any individual who violates this regulation or any other regulations governing the protection and security of military or naval aircraft, airport, air facilities, vessels, harbors, ports, piers, waterfront facilities, bases, forts, posts, laboratories, stations, vehicles, equipment, explosives, other property or places subject to the jurisdiction, administration, or in the custody of the DoD, may be subject to criminal prosecution pursuant to Section 21 of the Internal Security Act of 1950 (Title 50 U.S.C. Section 797) and Department of Defense Directive 5200.8, Security of DOD Installations and Resources, dated December 2005. Public Law 99-239 provisions grant U.S. jurisdiction on the USAG-KA Defense Sites.

b. Any individual who knowingly and willfully makes a false or misleading statement or representation in any matter within the jurisdiction of any department or agency of the United States may be subject to criminal prosecution pursuant to Title 18 U.S.C. Section 1001.

c. Any individual who enters a military installation for any purpose prohibited by law or regulation, or reenters a military installation after being ordered not to reenter by the Commander or any police officer may be subject to criminal prosecution pursuant to Title 18 U.S.C. Section 1382.

1.3.2. Time Violations. Applies to all Access Programs in this regulation. Guests who violate any of the time requirements will be cited with an access or trespass violation. Access violations are issued when a guests fails to exit USAG-KA by the prescribed exit time on their badge. If they remain overnight on USAG-KA they are processed for the offense of trespassing.

1.3.3. Rules Violations. Applies to all Access Programs in this regulation. USAG-KA sponsor(s) and their guests who fail to comply with the requirements will be cited for a rules violation.

1.4. Violation Notices.

1.4.1 The SACC will issue violation notices to the sponsor and their Guests containing the following information:

- a. Violator's name
- b. Violator's company/organization
- c. Date and time of the violation
- d. Number of previous violations and corresponding penalties
- e. Starting and ending dates of suspension

1.4.2. Violation notices will be served on the guests and sponsor with copies forwarded to the sponsor and guest's respective company's HRO or Administration Office. If the guest is a Kwajalein Atoll Resident and does not work at USAG-KA, a copy of the violation notice will be forwarded to the RMI Liaison Office for delivery to the violator. Copies of all violation notices, along with a listing of current and previous violators, will be maintained at the DSCs.

1.4.3. Representatives of tenant activities or organizations who violate the aforementioned Access Programs are also subject to any applicable penalties.

1.5. Sanctions and Penalties. Sanctions and penalties are provided by law and regulation.

1.5.1. Penalties for Criminal Violations: See the relevant criminal statute(s).

1.5.2. Sanctions for Time Violations: See USAG-KA/RTS Regulation 190-50, Administrative Bar Actions, and Access Violation Procedures.

1.5.3. Sanctions for Rules Violations: (Rules violations as defined in individual program)

- a. First Violation – Warning.
- b. Second Violation - 30-Day Suspension of visit/sponsorship privileges.
- c. Third Violation - Administrative Bar Action.

NOTE: Individuals who have committed a Time Violation under any of the Access Programs may have also committed a Rule Violation. These individuals will be subject to the sanctions provided under each type of violation (Time and Rules)

1.5.4. Sanctions will be assessed over a 12-month period commencing on the date of the first violation. Suspension from any access program prescribed in Chapters 3 and 5 of this regulation includes suspension from other access programs as specified within this regulation.

APPENDIX C: PROCEDURES FOR REPLACING LOST OR DAMAGED BADGES

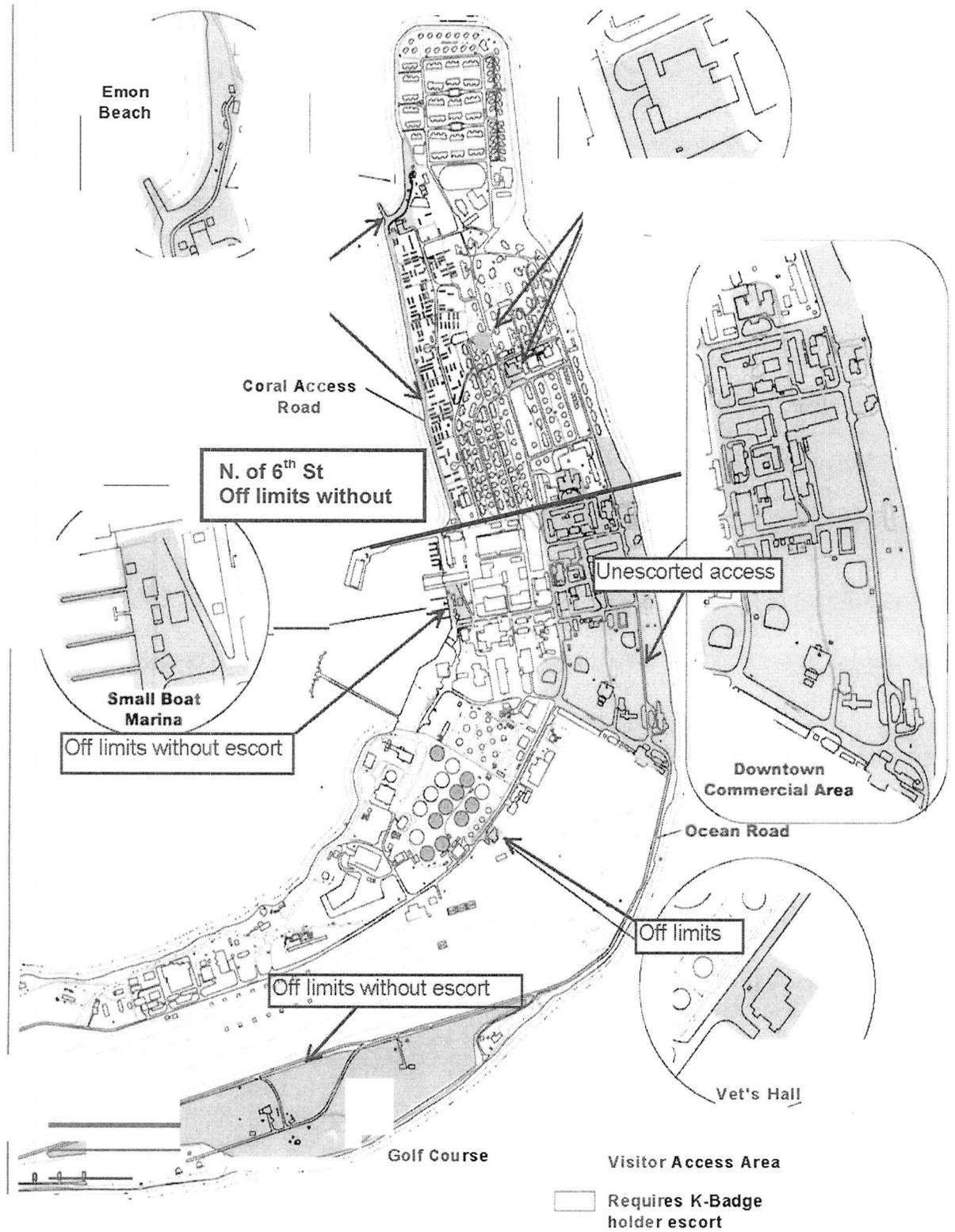
1.1 **Policy.** All badges that are unreadable or damaged will be confiscated by the SACC. Badge holders will be required to report to the E/E office during normal business hours to obtain a new badge.

1.2 **Procedures.** An individual who loses or damages his/her USAG-KA Installation Access Badge ("C", "K", and TDY/Visitor Badges) must undertake the following steps to obtain a replacement. If your badge is lost or stolen, you must file a police report.

1.2.1. The individual must report the lost or damaged badge to the E/E office and complete a SACC E/E Form 002.

1.2.2 SACC will then issue a new USAG-KA Installation Access Badge.

APPENDIX D: FOREIGN VISITORS AUTHORIZED VISIT AREAS



APPENDIX E: IDENTITY PROOFING REQUIREMENTS AND AUTHORIZED IDENTIFICATION

1.1 All persons entering USAG-KA must have a valid purpose to enter, have their identity proofed and vetted, and be issued, or in possession of, an authorized and valid access credential.

1.2 Persons possessing the following types of identification shall be considered identity proofed and vetted for unescorted access to USAG-KA.

- a. DoD-issued Common Access Card (CAC);
- b. DoD-issued card in accordance with DoDI 1000.13 (Military or Dependent Identification Cards);
- c. Federal Personal Identity Verification (PIV) credentials in conformance with DoDI 5200.01; and
- d. Transportation Worker Identification Credentials (TWIC).

1.3 Non-Federal Government and non-DOD-issued card holders who request unescorted access to USAG-KA require identity proofing and vetting to determine fitness and eligibility for access.

1.4 Persons requesting unescorted access who are not in possession of identification as required by paragraph 1.2, above, shall present one of the following types of identification to security personnel for the purposes of identity proofing. All identification in this section must be current and compliant with the Real ID Act.

- a. U.S. passport or U.S. passport card;
- b. U.S. Permanent resident card or U.S. Alien Registration Receipt Card (INS Form I-551);
- c. Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable U.S. immigrant visa;
- d. Foreign passport with a current arrival-departure record (INS Form I-94) bearing the same names as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer;

e. Employment authorization document that contains a photograph (INS Form I-766);

f. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with INS Form I-94 or INS Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form;

g. Driver's license or identification card issued by a U.S. State or outlying possession of the United States, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address;

h. Identification card issued by U.S. Federal, U.S. State, or U.S. local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address;

i. U.S. Military or draft record;

j. U.S. Coast Guard Merchant Mariner Card; or

k. Native American tribal document.

1.5 Persons requesting unescorted access who are under the age of 18 and are unable to present a document listed in paragraph 1.4 (a) through (k), above, shall present one of the following types of identification to security personnel for the purposes of identity proofing.

a. School identification card;

b. School record or report card;

c. Day care or nursery school record; or

d. Birth certificate.

1.6 Persons requesting unescorted access, who are not in possession of identification as required by paragraphs 1.2, 1.4, or 1.5, above, shall be entered into the USAG-KA access control system by submitting fingerprints and/or other biometric data for analysis. If any negative information is returned through the biometric system the

Provost Marshall's Office will make the determinate for the individual's fitness for installation access.

1.7 The following derogatory information will be submitted for a bar from installation.

a. Criminal arrest information about the individual that the individual presents a potential threat to the good order, discipline, or health and safety on the installation.

b. The individual's identity cannot be verified against claimed identity due to submitting fraudulent information in an attempt to gain access.

c. The individual has a current arrest warrant, regardless of the offense or violation.

d. The individual is currently barred from entry or access to a Federal installation or facility.

e. The individual has been convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, drug possession with intent to sell or drug distribution.

f. The individual has a U.S. conviction for espionage, sabotage, treason, terrorism, or murder.

g. The individual is a registered sex offender.

h. The individual has a felony conviction within the past 10 years, regardless of the offense or violation.

i. The individual has been convicted of a felony firearms or explosives violation.

j. The individual has engaged in acts or activities designed to overthrow the U.S. Government by force.

k. The individual is identified as known to be or suspected of being a terrorist of belonging to an organization with known links to terrorism or support of terrorist activity.

1.8 Upon initial entry to USAG-KA of a person presenting the identification in paragraph (4) or submitting biometric data per paragraph (5), security personnel shall query U.S. government authoritative data sources to vet the claimed identify and to determine fitness of the individual. Additional periodic or random checks may be conducted upon subsequent entries.

1.9 All persons requesting unescorted access to USAG-KA will be checked against the USAG-KA Bar and Suspension List. Persons barred or suspended will not be permitted unescorted access to USAG-KA.

1.10 After required proofing and vetting, persons allowed unescorted access will be provided with locally produced, temporary issue, visitor identification that identifies the date and period of time for which access is granted. A C Badge may be used as acceptable identification for entry onto USAG-KA after the C Badge holder has been appropriately proofed and vetted in accordance with this Appendix.

APPENDIX F: USAG-KA Vetting Procedures

1. All persons (over the age of ten years) will receive appropriate vetting prior to receiving installation access and USAG-KA badge.

1.1. A minimum of a National Crime Information Center (NCIC) check (or equivalent for non-US citizens) and a USAG-KA bar check are mandatory for all personnel

1.2. Non-US citizens, who do not hold a permanent United States resident alien card, will undergo an FBI fingerprint check prior to entry and Counter Intelligence screening on a periodic basis or if there are indications of derogatory information.

2. All agencies sending personnel, permanent or temporary, without a current DOD CAC Card or security clearance will provide USAG-KA with;

2.1. A memorandum outlining the organization's security vetting process.

2.2. A memorandum attesting to the completion of vetting for each of their employees (including accompanying dependents over the age of ten years) with no derogatory results found. If derogatory information is discovered during the vetting process, that information must be submitted to the Provost Marshall's Office (PMO) for adjudication prior to approval for travel to USAG-KA.

3. Appendix E of this regulation outlines the derogatory information that could lead to denied access. All derogatory information will be vetted by PMO for fitness prior to access.

4. Per AD 2014-05, DOD CAC Card holders, and/or security clearance holders, have been previously vetted and will be authorized unescorted access to USAG-KA. Agencies requesting access will identify these personnel to USAG-KA.

5. Process. Prior to installation access and issuance of a USAG-KA access badge, vetting will be completed in accordance with this regulation.

5.1. Residents (including dependants over the age of ten years) who do not have a DOD CAC Card or do not possess a current U.S. Security Clearance will be vetted in accordance with this regulation using information currently on file with the PMO. Derogatory information discovered during the vetting process could result in adverse administration action by USAG-KA Commander.

5.2. Sponsoring agencies are required to identify future employee(s) and applicable dependent(s), conduct vetting, and provide vetting results to the USAG-KA PMO a minimum of 14 work days prior to the individuals' arrival. As individuals arrive on