DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT BUCHANAN
FORT BUCHANAN, PUERTO RICO 00934-4206

REPLY TO
ATTENTION OF:

IMSE-BUC-ES

15 AUG 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum DES-1 - Installation Access Policy

This memorandum supersedes policy memorandum #6, dated 26 Jun 02.

1. PURPOSE: To prescribe the requirements governing access to Fort Buchanan. The Garrison Commander has sole authority to modify this policy without notice for the safety of personnel and security of the installation.

2. SCOPE: This policy applies to anyone entering Fort Buchanan. This policy is written for FPCON Alpha. FPCON Bravo, Charlie, and Delta have additional requirements, which are covered in the Installation Physical Security Plan and OPLAN 5.

3. PROCEDURES:

a. All privately owned vehicles entering the installation will be properly identified. Vehicles determined to be unsafe or with defective equipment may be denied access and told to depart post.

b. All adults entering the installation will show proof of valid photo identification to the patrol at the gate.

c. Affiliated personnel with an affixed Department of the Defense (DoD) Vehicle Registration Decal, or temporary pass provided by the DES, DMWR, or the DODEA will have unimpeded access to the installation.

d. Affiliated personnel not displaying a DoD or pass form will be logged in at the Visitor Control Center (VCC). A valid DoD identification card and valid driver's license will be checked and logged before gaining access to the installation.

e. Nonaffiliated personnel requesting access must have a purpose on the installation. After verification of a current driver's license, vehicle registration, check of the barred roster, and suspended driver's license; personnel will be provided a pass. The visitor's pass will be displayed on the left side of the vehicle's dashboard at all times while on the installation.

f. Personnel sponsoring private activities or special events such as: weddings, meetings, bowling leagues, etc. must submit a Vehicle/Visitor Control Log, which must be completed and returned to the Ft Buchanan Police Station no later than ten days prior to the event. Visitor's passes will be maintained at the pass gate and issued to each individual vehicle upon access to the installation. Sponsors will ensure that visitor's passes are properly displayed. All nonaffiliated personnel will be escorted by their sponsor after duty hours.

g. News media personnel should make previous arrangements through the Public Affairs Officer. Media personnel presenting themselves unannounced at the gates will be allowed access only after coordination has been made with the Public Affairs Officer and a visitor's pass is issued.

h. Federal, state, and local officials driving official and emergency vehicles (non-emergency capacity) must present their credentials.

i. Operators of military and government vehicles must present the proper dispatch/ registration documents.

4. Military/DA Civilian police possesses the authority to refuse installation access.

5. This policy memorandum is directive in nature; therefore all personnel in a supervisory role must be aware of this policy and subsequently inform all subordinates. Violations of this policy may result in loss of installation access and disciplinary actions.

6. The point of contact for this policy is the Director, Emergency Services at telephone 787-707-3316/3940.

STEPHEN M. ACKMAN
Colonel, FA
Commanding

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