



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT WAINWRIGHT
1060 GAFFNEY ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

REPLY TO
ATTENTION OF:

IMPC-FWA-ES

09 NOV 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Access Control Rosters for Entry onto Fort Wainwright (Garrison Policy #30)

1. Effective immediately, all access control rosters for entry onto the Fort Wainwright Military Reservation will be prepared and submitted in accordance with the procedures outlined in this policy letter. Each directorate/activity/unit/organization (DOL, DPW, DFMWR, BLM, etc.) is responsible for submitting their own access rosters and for submission of updates and changes in their respective rosters.

2. Access rosters will be submitted in the following manner:

a. Prepare using a pre-formatted spreadsheet (encl) provided by the Garrison Physical Security Office at 353-9011/7537. Use the following data fields:

- (1) Company, Group, or Team
- (2) Last Name
- (3) First Name
- (4) End of Contract Date or End of Access Date
- (5) Sponsoring Agency (DOL, DFMWR, DPW, BLM, etc.)

b. Additions will be highlighted in blue; deletions will be highlighted in red.

c. Expiration dates will not exceed one year. Each directorate will validate lists annually.

d. Send spreadsheet via electronic mail to the Visitor's Center.

e. The Master Access Roster is updated twice daily at 0900 and 1400 hours, Monday thru Friday (excluding holidays). Rosters must be submitted at least 24 hours prior in order to be included in that update.

3. Non-DoD-affiliated Personnel:

a. For off-post groups and individuals (i.e. sports teams, special events, CPAC) requesting access to Fort Wainwright facilities, to include activities other than MWR, the procedure is the same as above with the following additional requirement: Contact the directorate/activity/unit/organization that is responsible for the facility (i.e. DFMWR for access to Youth Services). Coordination for access can only be accomplished through the responsible agency. The responsible agency will prepare the access roster for the off-post group and submit it according to the procedure described in paragraph 2.

b. Individuals requesting access to MWR activities (i.e. Birch Hill Ski/Snowboard Area, Chena Bend Golf Course, etc.) must enter at the Main Gate. All members of the group will log in at the Visitor's Center. The driver and anyone 18 years of age and older must show an authorized form of identification (i.e. State Driver's License). The driver must provide valid vehicle registration and insurance. A daily MWR vehicle pass will be issued and the vehicle will be searched. The pass is valid for the day of issue only; the procedure will be followed each time the vehicle enters post. Access will be granted no earlier than 60 minutes prior to the opening time of the activity/facility. Exit from post will be within 60 minutes of

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activity/facility closing time. Individuals who are issued MWR passes who are discovered deviating from the authorized route will have their privileges revoked and be subject to barment from the installation.

4. In the event that the Force Protection Condition (FPCON) Level is elevated to CHARLIE, this policy becomes void; no public access to MWR activities/facilities will be authorized.
5. The Garrison Commander is the final approving authority for access to post. Inclusion on an access roster does not guarantee access to post. The Garrison Commander may deny entry to anyone at any time. Access may be limited to times and dates as specified by the Garrison Commander.
6. This policy supersedes Garrison Policy #22, SAB, dated 21 Jul 09.
7. Point of Contact is the Directorate of Emergency Services Physical Security Section at 353-7564.

Encl
as


RONALD M. JOHNSON
COL, SF
Commanding

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