DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT
1046 MARKS ROAD #6000
FORT WAINWRIGHT, AK 99703-6000

IMFW-HR

OCT 16 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family Member Privilege Identification Cards (Garrison Policy #17)

1. PURPOSE. To establish guidelines for the issuance of Fort Wainwright Department of Defense (DoD) Civilian/Non-Appropriated Fund (NAF) Family Member privilege identification (ID) cards.

2. APPLICABILITY. All DoD and NAF employees assigned to Fort Wainwright, Alaska.

3. POLICY.

a. Authorized Users. Privilege ID Cards for installation access and the use of FMWR facilities will be issued to Family members of current Fort Wainwright employees that fall within the scope of this policy. Authorized users are listed below and are eligible to receive an Access/Family and Morale, Welfare and Recreation (FMWR) privilege ID card:

(1) Spouse of DoD and NAF employees.

(2) Dependent children of DoD and NAF employees that are between the ages of 12 and 18 (unless the Military Personnel Division (MPD) is provided with proof that the child over the age of 18 is still in high school).

(3) Parents of NAF employees under the age of 18.

b. Unauthorized Users. Contract employees and their Family members are not authorized the Fort Wainwright privilege ID card. Active Duty/Retired/Reserve/National Guard Family members carry a DD Form 1173S ID card and will not be authorized the privilege ID card.

c. Background Checks. All Family members requesting the privilege card are required to be vetted in the NCIC-III system (local background check (LBC)) through the Directorate of Emergency Services. The Family member will complete the LBC by obtaining a visitor's pass from the Main Gate, Visitor Control Center, Bldg RVC01. The Family member may then use the visitor's pass to schedule an appointment with the MPD, Bldg 3401, Room 127, by calling 353-2285 to apply for the privilege ID card. Presenting the visitor's pass to MPD staff is required at the time of appointment; MPD staff may further verify information provided by calling the VCC at 361-6144 or Physical Security at 361-9011.

d. Verification. Sponsors will be required to provide a current Common Access Card (CAC) as proof of employment and a marriage certificate or birth certificate as proof of Family member status. The Family member must also provide one picture ID as proof of identification.

e. FMWR Use. The 100 percent ID check at FMWR facilities requires all users to have their privilege ID card on their person at all times while using the facilities. If the user does not have their privilege ID card, they will not be eligible to use the facilities.

f. Termination. Upon termination of employment of the sponsor, the privilege ID card(s) will be surrendered to the MPD ID Card Section (Bldg 3401, Room 125) when the sponsor's CAC is turned in and the employee is out-processed.

g. This policy and the issuance of this card is not an employee entitlement, condition of employment or working condition. This policy will not be considered precedent setting and is not a binding agreement. Management retains the right to discontinue this policy without notice and at any time without further negotiations with the Union.

4. Hours for appointments are Monday through Friday 0800-1100 and 1300-1600.

5. This policy supersedes Garrison Policy #17, SAB, dated 7 Apr 14.

6. The point of contact is Joan Roth, Chief, MPD, 353-2285 or email joan.a.roth.civ@mail.mil.

SEAN C. WILLIAMS
COL, SF
Commanding

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