



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT  
1046 MARKS ROAD  
FORT WAINWRIGHT, ALASKA 99703

IMFW-ES

NOV 13 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Access Control Rosters for Events, Contractors and MWR 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 (LRC, DPW, DFMWR, BLM, etc.) is responsible for submitting an access roster for the organization. Units and agencies are responsible for updates and changes in their respective rosters.
2. Access rosters will be submitted in the following manner:
  - a. Prepare using a pre-formatted spreadsheet (enclosed) provided by the Garrison Physical Security Division at 361-9011/7560. 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 (LRC, DPW, DFMWR, DPTMS, etc.)
  - b. Additions will be highlighted in blue; deletions will be highlighted in red.
  - c. Expiration dates will not exceed one year; passes will be provided for up to 7 days or with special consideration for the issuance of 30 days. Units and agencies will, at a minimum, validate these rosters annually. Rosters not validated will be terminated. This does not apply to the Golf Course and Birch Hill (see paragraph 3.b. for guidance).
  - d. The spreadsheet will be sent via email to the Fort Wainwright Physical Security Division. Please call (907) 361-9011/7560 for email address information.
  - e. The Master Access Roster is updated once daily between 0700-0900 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 Access Control Rosters for entry onto Fort Wainwright procedure is the same as above with the following additional requirement: the directorate/activity/unit/organization that is responsible for the facility being used (i.e. DFMWR for access to Youth Services) is responsible for the access roster submission. 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.

IMFW-ES

SUBJECT: Access Control Rosters for Events, Contractors and MWR onto Fort Wainwright (Garrison Policy #30)

b. The Golf Course and Birch Hill are MWR facilities. Individuals who have an official Season Pass are authorized a season access pass to match the season of the facility sponsored by MWR; individuals must be proofed and vetted at the Visitor Control Center (VCC) as appropriate. Seasonal/part time employees may participate in the RAPIDGate program, or may be sponsored by MWR for 30 day passes. To verify hours of operation, the Golf Course may be reached at 353-6233; Birch Hill at 353-2706; and the PFC Ice Rink at 353-7223.

c. The MWR League and Team rosters will be submitted in accordance with this policy and approved by the Director, MWR or her/his representative. Team rosters will only contain the personnel that require repeated weekly access to the installation for events and the passes will reflect the times the facilities are made available to the team. The roster will be submitted by the government sponsor. Rosters will only contain players over 16 that require access and in the event the sponsor is a minor, the roster will contain the player and the player's parents or legal guardians who are over 16 years of age who will be transporting the player. Personnel on League or Team rosters are authorized up to a 30 day pass. All other guests will need to obtain a pass at the VCC when wishing access. Rosters will be maintained by the sponsoring agency; there will be no individuals on a roster that possess an authorized ID card for access; sponsors submitting rosters will ensure persons placed on roster are not DoD ID Card holders. MWR will coordinate all passes through the Physical Security Division for access control.

d. Fort Wainwright is used for a number of different types of public recreational use. All areas that are determined open for recreational use may be closed temporarily during periods of military use. Recreational areas are areas that are open to all types of recreation, including off-road vehicles (ORVs). Modified recreational use areas are areas that are open to hunting, fishing, trapping, hiking, skiing, and berry picking, but are not open to any type of ORV, except in the winter. Limited recreational use areas are restricted to all types of recreational use year round except hiking, skiing, bird watching, berry picking and other low impact recreation activities. Off-limit areas are restricted to public access and use year round. Please ensure anyone that is accessing Fort Wainwright lands for recreation is aware of the off-limits areas and the weapons policy.

e. All users of Army lands are required to register for a Recreational Access Pass (RAP) and are urged to call into the U. S. Army Alaska Recreation Tracking System (USARTRAK) system for updates regarding the opening/closing of training areas for recreational use and managed by Outdoor Recreation. The automated, sign-in USARTRAK phone numbers are: 353-3181 at Fort Wainwright; 873-3181 at Fort Greely; and 384-3181 at Joint Base Elmendorf-Richardson (JBER). The area code for all numbers is 907. Recreational users of Fort Wainwright must sign into the USARTRAK system before proceeding to their intended fishing or hunting area. Failure to properly sign could lead to a citation. Registration for free RAPs can be done at the Main Gate Visitor's Center at all three Army installations in Alaska – Fort Wainwright, Fort Greely and JBER. Hunters on Forts Wainwright and Greely may call either number. Hunters at JBER must use the 384 prefix. Fort Wainwright and Fort Greely RAP holders who have problems checking in may call the Environmental Office at 361-9686 for assistance.

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.

IMFW-ES

SUBJECT: Access Control Rosters for Events, Contractors and MWR onto Fort Wainwright (Garrison Policy #30)

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 #30, subject: Access Control Rosters for Entry onto Fort Wainwright, dated 7 Apr 14.

7. The POC for this policy is LTC Michael R. Kropushek, the Director of Emergency Services, at 361-7470.

Encl  
as



SEAN C. WILLIAMS  
COL, SF  
Commanding

DISTRIBUTION:  
A (FWA)

