

**USTRANSCOM Personal Property Advisory # 22-0076**

**Date:** 14 June 2022

**From:** USTRANSCOM Defense Personal Property Management Office, Scott AFB, IL 62225

**To:** All Military Service Headquarters Representatives, Worldwide Personal Property Shipping Offices (PPSOs), Personal Property Processing Offices (PPPOs) and Department of Defense (DOD) approved Transportation Service Providers (TSPs)

**Subject:** ODASD(Logistics) Bulletin - Motor Carrier Installation Access June 2022 Update

- 1.** On 10 June 2022, ODASD (Logistics) released the Motor Carrier Installation Access Update & Frequently Asked Questions and Answers. The below bulletin (pages 2-6) provides a summary of those procedures and addresses some frequently asked questions and answers concerning installation access.
- 2.** This message is approved for release by the Chief, DPMO Strategic Engagements.



# Motor Carrier Installation Access Update & Frequently Asked Questions and Answers

Date of Update: June 10, 2022

The Department of Defense continues to make progress towards standardizing installation access procedures for our commercial transportation partners. This bulletin provides a summary of those procedures and addresses some frequently asked questions and answers concerning installation access.

**Installation Access Requirements:** In order to gain unescorted access to a Department of Defense (DoD) installation, all individuals – including commercial drivers – must meet three criteria:

- **Identity** – who the person is. Typically accomplished through presentation of appropriate government-issued credential.<sup>1</sup> Examples include REAL ID-compliant driver license, Transportation Worker Identity Credential (TWIC), or passport.
- **Fitness** – have no outstanding warrants, convictions for disqualifying offenses, terror connections, or other conditions that would make a person a risk to the installation or personnel. Typically accomplished through an on-the-spot records (background) check.
  - A small minority of DoD installations also require U.S. citizenship for unescorted access. This is not a DoD-wide requirement, but rather based on the unique mission requirements of certain installations. DoD is working to clearly identify these unique installation requirements in the TFG.
  - Presently, each Military Service has their own standard for fitness, meaning it is possible for a driver to be determined fit at an installation in one Service but denied at an installation in another Service. Fitness standards at installations within a single Service must be consistent with that Service's standard. DoD is working to establish a DoD-wide standard for fitness in late 2022.
- **Purpose** – demonstrated need to gain access to the installation. Can be accomplished through bill of lading or work order.

If an individual meets all three criteria, he or she is then granted unescorted **access**.

**Enrollment:** Enrollment allows DoD to record an individual's established fitness and unescorted access

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<sup>1</sup> A credential is a document that connects a person with their identity information, such as by linking a photograph with a name and date of birth. A birth certificate is not a credential because it contains identity information without connecting that information with a specific person - any individual holding it can claim to be that identity.

determination to simplify future access attempts. Enrollment adds an individual's identity, fitness determination, and credential information to the installation's **Electronic Physical Access Control Systems (ePACS)**. Enrollment is not the same as being granted access or establishing fitness – it is the recording of those things for future use. The fact that an individual enrolls at one installation does not automatically ensure access at other installations, but it does – so long as the enrollment remains valid – make other installations aware of:

- the individual's fitness. Other installations within the same Service as the one that conducted the background check are required to accept that fitness rather than conducting a new background check. Other installations within other Services are permitted to accept that fitness or they may conduct their own.
- the access already granted to the individual. Subject to the fitness aspects described in the previous bullet, other installations, both within the same Service and in another Service, are permitted to accept that access determination rather than making their own, but most are making their own access determination at the visitor's center.

An individual who has been determined fit at, granted access to, and enrolled at one installation in a particular Service:

- might not be granted access to another installation in the same Service if:
  - that new installation requires U.S. citizenship and he or she has not established it.
  - his or her purpose is not valid at that new installation (e.g., bill of lading showing a destination of Installation 1 is not valid at Installation 2).
- might not be granted access to another installation in a different Service if:
  - he or she does not meet the new Service's fitness criteria.
  - that new installation requires U.S. citizenship and he or she has not established it.
  - his or her purpose is not valid at that new installation (e.g., bill of lading showing a destination of Installation 1 is not valid at Installation 2).

**An enrollment is valid until the earliest of: one year without a visit to the installation, the expiration date on the enrolled credential, or three years from enrollment. Subject to those validity periods and depending on the installations they are visiting; drivers should anticipate a maximum of:**

- Six fitness checks (one per Service, plus the Defense Logistics Agency).
- One visit to the visitor control center per installation to enroll.

**Note:** Valid vehicle registration, current insurance, and a valid driver's license are also required, but is covered by separate regulations associated with Traffic Supervision and Law Enforcement.

**Note:** Commercial drivers are not permitted to vouch for, nor should they attempt access with, passengers who do not meet the above installation access requirements in their vehicle. Any co-travelers, such as an alternate driver (vehicle operator) must establish their own identity, fitness, and purpose. Passengers who do not meet these criteria may result in denial of vehicle access.

**Electronic Physical Access Control System (ePACS) Status:**

DoD has two major ePACS programs at its installations: Defense Biometric Identification System (DBIDS) and Automated Installation Entry (AIE).

- In general, the U.S. Air Force, U.S. Navy, U.S. Marine Corps and the Defense Logistics Agency use DBIDS while the U.S. Army uses AIE. Both systems interface with national databases to validate identity and fitness each time an enrolled credential (identity documentation) is scanned, and both systems can accept and enroll TWIC and REAL ID-compliant Driver licenses.
  - DBIDS is fielded at all Navy, Marine, Air Force, DLA locations in the United States, as well as a small number of Army installations.
  - AIE is fielded at 75 Army installations, with plans to complete the remaining 25 in FY23. A small number of very-low-volume Army installations are not currently scheduled to receive AIE or DBIDS. OSD is evaluating potential options for these remaining Army installations.
- Commercial drivers requiring access to multiple Service installations will enroll in DBIDS or AIE at each installation.

**REAL ID.** The Department of Homeland Security (DHS) extended the REAL ID full (card-based) enforcement date to May 3, 2023. At that time, only driver's licenses that comply with the REAL ID requirements (as typically indicated by a star, a star in a circle, or a star in a bear) will be accepted. Driver's licenses marked "not valid for federal purposes," "not valid for official purposes," or similar language are not accepted for access to DoD installations.

#### **Frequently Asked Questions:**

##### **Who is responsible for Department of Defense Installation Access?**

- At the DoD level, the Under Secretary of Defense for Intelligence and Security (USD(I&S)) establishes physical security access control standards, procedures, and guidance. These are contained in Department of Defense Manual 5200.08, Volume 3, January 2, 2019, which is available online.
- Each DoD Component (Army, Navy, Air Force and DLA) establishes Component level installation access control policies that supplement and comply with DoDM 5200.08 Vol3.
- In all cases, the Installation Commander retains responsibility for access onto their Installation.

##### **Is there a single data base that lists all the DoD installations/facilities and the ePACS employed at those locations?**

- No. However, installations can enter this data into the "Free Text Field" of their Transportation Facility Guide (TFG.)

##### **Why are some locations requiring commercial drivers to provide their Social Security Numbers?**

- Social Security Numbers are often used to confirm 'fitness' by providing an additional identifier to search criminal records database to help de-conflict identities (such as individuals with similar names). Under no circumstances should an individual provide Personal Identifiable Information (PII) in a written form, on other than a document bearing the requirements of the 1974 Privacy Act.

### **What if my commercial driver is denied access?**

- If you are denied installation access you should immediately ask to speak with the gate guard's supervisor regarding the installation redress and appeal process.
- If a driver has been denied access to an installation, goes through appeal process, and is granted access under appeal, that appeal is not universal and only applies at the installation which granted the appeal.
- To avoid denials and delays, DoD recommends a thorough check of company drivers internally, prior to assigning delivery drivers/co-driver to DoD installations.

### **What is the process for pre-enrolling the Transportation Worker Identification Card (TWIC) in DBIDS?**

- Commercial drivers may pre-enroll at the DBIDS Pre-Enrollment website. This significantly reduces the amount of time spent at the installation registration office or visitor center. DBIDS Pre-Enrollment (<https://dbids-global.dmdc.mil/home/>).
- For problems accessing the website, call the Defense Manpower Data Center (DMDC) Support Center Help Desk 24-hour service phone # 1-800-538-9522 or 1-800-372-7437.
- Commercial drivers, or their companies, should also contact the base they are attempting to access to confirm any base-specific enrollment requirements.
- TWIC owners must have their Personal Identification Number (PIN) in order to register their TWIC.

### **I have a TWIC; why do I still need a Visitor Pass?**

- TWIC holders who do not know or remember their Personal Identification Number (PIN) are unable to enroll their TWIC, and will be asked to enroll a different credential (e.g., REAL ID) or may be issued a long term visitor pass for access if they meet all other access requirements.
- If for some reason you do not require recurring access, or you choose not to enroll, you will likely be issued a temporary or one-time visitor pass.
- You should not be issued a separate visitor pass once you enroll your TWIC in the installation ePACS. You must enroll your TWIC to ensure that you meet DoD's fitness standard (and other potential access requirements, such as U.S. citizenship at the few DoD installations that require it). DoD's fitness standard is more restrictive than that for the TWIC.

### **Will establishing my fitness and enrolling my TWIC/REAL ID automatically allow me to access any installation?**

- No – it will only allow you access to the installation at which you enrolled and only with valid purposes. After verification of Identity and Fitness, commercial drivers must still have a demonstrated need to gain access a DoD installation, typically through a bill of lading or work order. You may not use a TWIC/REAL ID to “visit” an installation for non-work related purposes.

### **What are the installation by installation requirements?**

#### **U.S. Air Force Installations:**

- Commercial drivers must be enrolled for access at each installation visited.

- Once enrolled at a given installation, the TWIC/REAL ID may be used for future work-related visits if all other access requirements are met.

**U.S. Army Installations:**

- Commercial drivers must be enrolled for access at each installation visited.
- Once enrolled at a given installation, the TWIC/REAL ID may be used for future visits if all other access requirements are met.

**U.S. Marine Corps Installations:**

- Commercial drivers must be enrolled for access at each installation visited.
- Once enrolled at a given installation, the TWIC/REAL ID may be used for future visits if all other access requirements are met.

**U.S. Navy Installations:**

- Commercial drivers must be enrolled for access at each installation visited.
- Once enrolled at a given installation, the TWIC/REAL ID may be used for future visits if all other access requirements are met.

**Defense Logistics Agency Installations:**

- Commercial drivers must be enrolled for access at each installation visited.
- Once enrolled at a given installation, the TWIC/REAL ID may be used for future visits if all other access requirements are met.