



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

0 2 JUL 2015

MEMORANDUM FOR DISTRIBUTION

SUBJECT: USAG Stuttgart Command Policy Memorandum # 58, Contracting Officer Representative's Responsibility for Common Access Card (CAC) Issuance to Contractors, the Local National Screening Program (LNSP) and Installation Access Control

1. This memorandum supersedes previous policy memoranda concerning CAC Card issued to Contract Employees and Installation Access Control
2. References:
 - a. Department of Defense 5200.8, Physical Security Program, 27 May 09.
 - b. Army Regulation 190-13, The Army Physical Security Program, 25 Feb 11.
 - c. Army Regulation 380-67 Rapid Action Revision, Personnel Security Program, 4 Aug 11.
 - d. Army in Europe Regulation 190-16, Installation Access Control, 11 January 10.
 - e. Army in Europe Regulation 604-1, Local National Screening Program in Germany, 27 Sep 06.
 - f. Homeland Security Presidential Directive-12, Policy for Common Identification Standards for Federal Employees and Contractors, 27 Aug 04.
 - g. U.S. Army Garrison Stuttgart Local National Screening Program Standing Operating Procedures, 28 Mar 12.
3. Purpose. To standardize installation access control requirements for entering USAG Stuttgart installations relating to personnel screening, permanent and temporary installation passes.
4. Scope. This policy memorandum applies to all garrison, supported units and tenant organizations/activities in the USAG Stuttgart mission area.
5. Policy. As the Garrison Commander, I am duty bound to ensure proactive and vigilant security measures are in place restricting access to USAG Stuttgart installations

SUBJECT: USAG Stuttgart Command Policy Memorandum # 58, Contracting Officer Representative's Responsibility for Common Access Card (CAC) Issuance to Contractors, the Local National Screening Program (LNSP) and Installation Access Control

to authorized personnel. My intent is to ensure protection for the community and suitability of prospective employees. In accordance with cited references, Directorate of Emergency Services and Security Office personnel will verify the completeness of background checks and identity of all personnel seeking an installation pass to enter USAG Stuttgart controlled areas.

6. Procedures. The LNSP requires a National Agency Check equivalent on all Local Nationals and U.S. personnel with Work Visas applying for employment with the US military or requiring access to United States Army, Europe installations. This applies equally to contractors and sub-contractors. (Potential employees that have not resided in Germany for one (1) or more years are required to provide a Police Good Conduct Check [PGCC] from their country of origin.) However, a ninety day (90) Temporary Installation Pass can be issued for employees hired for positions deemed non-sensitive. The Installation Access Control Office requires either a "Favorable" or "Adjudicated" result before a Permanent Installation Pass is issued to any Local National hired after 3 October 1985. Additionally, USAG Stuttgart has identified specific positions that are considered "Sensitive" in nature, and require a more rigorous level of scrutiny. As such, these positions require a completed LNSP Background Check prior to being granted any type of installation access.

Appendix A lists the positions that fall into this category.

a. Effective immediately, the following procedures apply for all applicants

- (1) Must be at least 16 years old to be eligible for processing through the LNSP.
- (2) Reside in Germany and have maintained a residence in Germany for at least 1 year. (Potential employees that have not resided in Germany for one (1) or more years are required to provide a PGCC from their country of origin.)
- (3) Complete and sign AE Form 604-1B.
- (4) Obtain a current PGCC certificate (Polizeiliches Führungszeugnis) at their own expense from the local resident-registration office. (Cost is not reimbursable.)
- (5) Submit the PGCC to the appropriate hiring agency before Entrance on Duty (EOD). The PGCC is "satisfactory" if it does not include any convictions that would prohibit employment under security regulations.
- (6) If the PGCC is not submitted before EOD, employment will be subject to receipt of a satisfactory PGCC.

SUBJECT: USAG Stuttgart Command Policy Memorandum # 58, Contracting Officer Representative's Responsibility for Common Access Card (CAC) Issuance to Contractors, the Local National Screening Program (LNSP) and Installation Access Control

(7) A valid Passport, Work Visa – when the individual requesting access is not a German Citizen, German Ausweiss (German Identification Card).

(8) Individuals applying for an initial installation pass, for positions not listed in Annex A, will be issued a Temporary Installation Pass once they are entered into the PNSP (provided all other required paperwork is acceptable – i.e., PGCC, 604-1B and a valid Passport). Temporary installation passes will be issued for a period not to exceed 90 days. Upon receipt of a Favorable LNSP result, the Applicant is then eligible for a Permanent Installation Pass.

b. For positions listed in Appendix A.

(1) Applicants must complete requirements 6a. (1) – 6a. (7).

(2) Applicants will not be issued any type of installation pass until the LNSP Background Check is completed with Favorable or Adjudicated result.

7. All installation passes of employees/contractors that have resigned, been terminated, or expired will be collected by the immediate supervisor/manager/contracting officer representative and returned to the Installation Access Control Office within five (5) working day of the stated action.

8. Point of contact for this memorandum is the Security Manager, USAG Stuttgart, DSN: 431-2008.



GLENN K. DICKENSON
COL, MI
Commanding

Encl
Appendix A

APPENDIX A

The following positions of employment, within the USAG Stuttgart mission area, are identified as sensitive in nature and require a completed background check prior to authorizing access to U.S. installations:

- Any position involving close and/or frequent contact with children
- DODDS Employees & Contractors
- Bus Drivers – Duty, School & Contracted
- Custodial personnel working in Government Lodging and/or Secure Areas
- Supervisor/Managers with access to Personally Identifiable Information
- IT Personnel – Personnel that have access to Networks and Account Information
- PONDS Guards
- Medical Personnel
- Food Services Personnel (Contractors, Vendors)
- Fuel Delivery Personnel
- Utilities Workers (Power, Water, Gas and Telephone)