



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAUMHOLDER  
UNIT 23746  
APO AE 09034-0003

REPLY TO  
ATTENTION OF

IMBM-ZA

10. OKT. 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 5-3, Baumholder Standard Operating Procedure for 24, 48 and 72-Hour Visitor Pass Control Procedures/Sponsor's Escort Responsibilities

1. Reference. Army in Europe Regulation (AE Reg) 190-16, Installation-Access Control, dated 22 March 2005.
2. Purpose. To establish a policy concerning the standards of escort requirement and visitor pass turn-in for sponsors signing in guests at the U.S. Army Garrison Baumholder.
3. Applicability. This policy applies to all Soldiers, Civilian employees of the U.S. Government and their Family Members, defense contractors, guests, and Local Nationals (LNs) with sign-in authority, assigned or attached within the USAG Baumholder area of responsibility. This policy does not apply to Gutsbezirk (H-Area) residents. All visitor passes issued in USAG Baumholder are valid at all access control points within the Garrison.
4. Sponsor Responsibilities.
  - a. Authorized individuals must be at least 18 years of age in order to sponsor a guest on post and are authorized to sign-in no more than four (4) guests and their vehicles at one time. Using multiple sign-ins to circumvent this limit is prohibited IAW AE Reg 190-16, para. 41. During FPCON Delta, only DOD ID-card holders will be authorized sign-in privileges, IAW AE Reg 190-16, para. 41.
  - b. The sponsor will read and attest to the Statement of Understanding by initialing the log. If the sponsor refuses to complete the required documentation, his or her guest(s) will be denied access.
  - c. The sponsor is responsible for the personal conduct of their guest(s) while on the installation. Failure to follow sign-in policy and procedures may result in the suspension or revocation of sign-in privileges, IAW AE Reg 190-16, para.41.
  - d. The sponsor is required to provide full escort while the guest is on the installation.
  - e. The sponsor is required to return the visitor pass to any gate before the date and time of expiration. The pass will be given to an entry control personnel without having to wait in line.

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The sponsor will be held responsible for failure to comply with this policy. Security Guards will update the IACS system as time permits and dispose of returned passes appropriately.

f. Persons under 18 years of age are not authorized to be signed in without parent's presence. Persons under the age of 18 who are not accompanied by a parent will report to the MP Station for verification and the sponsor will be issued paperwork authorizing the visitor sign-in.

5. Procedures (24-hour pass):

a. The sponsor will read and attest to the Statement of Understanding, ensuring that complete and correct information is provided to entry control personnel. The guest will provide current identification documentation as requested by the pass issuing authority (valid European Union Identification or Passport). Other identification documentation is not authorized. Non-German visitors will also be checked for a residence permit. If any of the identification above is not provided or expired, the individual will not be allowed access to the installation.

b. Once the required documentation is provided and verified, the guard will issue a visitor pass not to exceed 24 hours. Should the sponsor deem that more time is needed, the sponsor and guest will return to the issuing gate, return the previous visitor pass, and request reissue of the visitor pass.

6. Procedures (48/72-hour pass):

a. 48/72-hour passes will only be issued to visitors who arrive on a weekend and are unable to obtain an installation pass until the following workday when the Installation Pass Office reopens. 72-hour passes will only be issued in the event of a Federal Holiday. All documentation listed below is required to obtain 48/72-hour pass, which will be issued on the spot. Failure to provide documents will result in a 48/72-hour pass not being issued.

(1) Passport or appropriate European Union identification (not vehicle operator's license) for all visitors from within Europe. Non-German visitors residing in Germany must also provide a residence permit.

(2) Printed flight itinerary or confirmation justifying dates of visit or valid identification verifying the visitors address within the United States.

(3) Valid identification of sponsor.

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7. Punative Nature. Individuals found in violation of this policy letter may be subject to disciplinary action under UCMJ or appropriate adverse administrative action AE Reg 27-9, Misconduct by Civilians, to include the loss of sign-in privileges. In the event of a late visitor pass being turned in, the sponsor will be directed by entry control personnel to report to the Military Police Station where the visitor pass will be confiscated and the Battalion Level Staff Duty NCOIC will be notified. If the sponsor is a Soldier, their first line supervisor will escort them from the MP Station. If the sponsor is a Family Member or Spouse, they will be released on their own recognizance. On the third offense, the sponsor will receive a suspension of sign-in privileges for one year from the date of the third offense.

8. Proponent for this policy is the Directorate of Emergency Services/Installation Access Control Office at DSN 485-1580/8668.



MICHAEL D. SULLIVAN  
LTC, AR  
Commanding

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