



Synthetic Training Environment (STE) Industry Day

Post Access

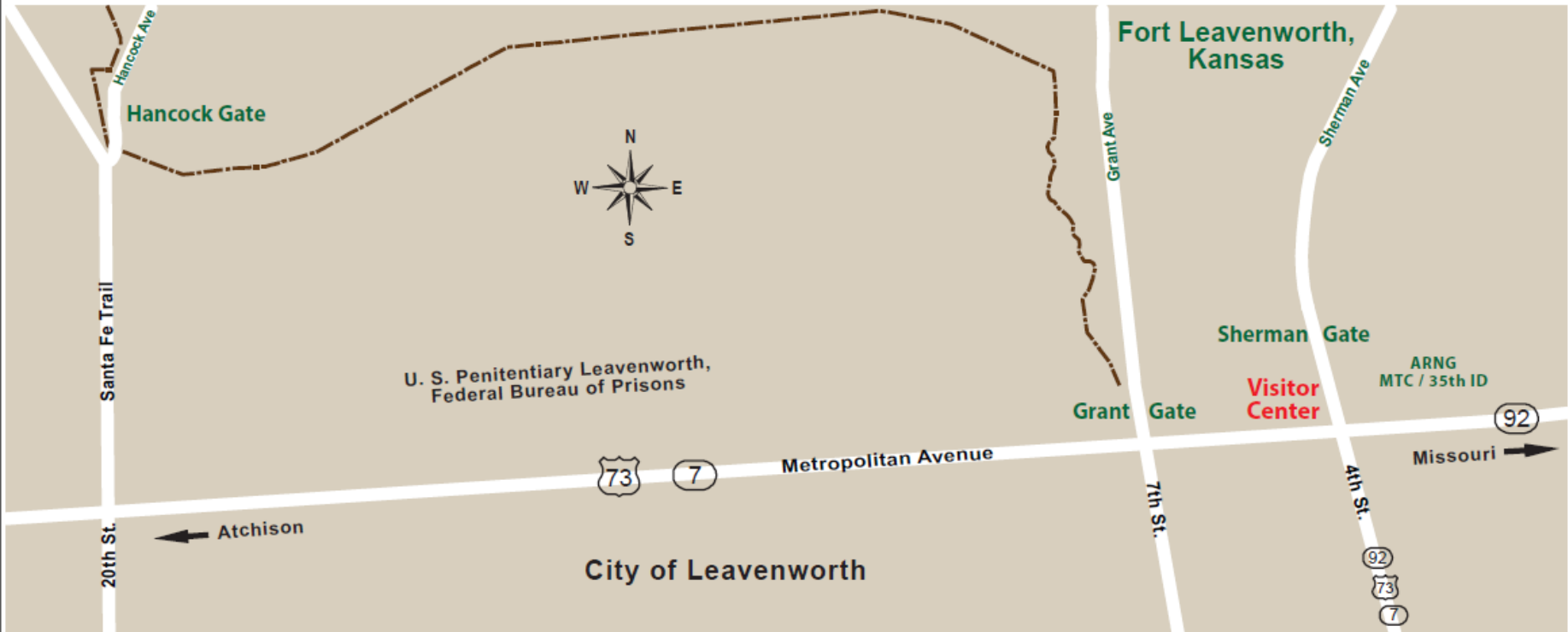
Fort Leavenworth, KS

18-19 September 2017



Gates / Visitor Center

Gates / Visitor Center Locations and Operating Hours



Hancock Gate open:
 6:30 - 8:00 am, Monday - Friday for inbound & outbound.
 3:30 - 5:30 pm, Monday - Friday for *outbound only*.
 Closed weekends and Federal Holidays.

Grant Gate open 24 / 7
Visitor Center Open:
 Mon-Fri 7:00 am - 4:00 pm
 Sat-Sun 8:00 am - 4:00 pm
 Closed All Federal Holidays Except Memorial Day

Sherman Gate open:
 6:30 - 8:00 am, Monday - Friday for *inbound only*.
 3:30 - 5:30 pm, Monday - Friday for *outbound only*.
 Closed weekends and Federal Holidays.

Visitor Control Center

Location: 1 Sherman Ave (Sherman Gate)

Phone: 913-684-3600

Email: usarmy.leavenworth.imcom-central.mbx.des-vcc@mail.mil



Visitor Control Center

Vehicles wanting to enter Ft. Leavenworth through Grant, Sherman or Hancock gates must have at least one adult occupant that has a Department of Defense (DoD) issued ID card or a Locally Approved Credential (LAC) or a Temporary Pass. The Visitor Control Center issues the LAC and Temporary Passes. Details below.

Questions? Call our Customer Service helpline at (913) 684-3600.

Visitor Control Center (VCC) Information

Visitor and commercial vehicles:

If you do not have an ID card listed on the Department of Defense (DoD) issued ID cards website, you must stop by the VCC at the corner of Metropolitan Avenue and 4th Street. Follow directional signs to the center's parking lot.

At the VCC, reception clerks will verify that the vehicle driver has a valid license, registration and proof of insurance and that all passengers, 16 and over, have either a driver's license or other form of photo ID. Following a routine background check, visitors will receive a Temporary Pass and instructions allowing them to enter the installation.

Don't be intimidated by our access procedures. Fort Leavenworth encourages visitors to our historic post and you are welcome here. These security measures are to keep all of us safe.

VCC OPERATING HOURS:

OPEN:

7:00 am - 4:00 pm

Monday - Friday

8:00 am - 4:00 pm

Saturday & Sunday

7:00 am - 4:00 pm

Memorial Day (Observed)

Last Monday in May

CLOSED:

All Other Federal Holidays

Grant gate will NOT issue temporary visitor passes after the VCC is closed! All visitors who have a need to get on post after the VCC is closed, must have a LAC / Pass (see next slide) or must be escorted.



LAC / Temporary Pass

Locally Approved Credential (LAC)

Individuals eligible to receive a LAC are:

- Non-DoD civilians who are employed on Fort Leavenworth.
- Those who have a regular / recurring requirement to access Post and are sponsored by an approved Army employee.
- Personnel residing on Fort Leavenworth not issued a DOD ID.

LAC ID card:

View the LAC Application Form. Fill out the form and sign the Acknowledgement Statement. Provide the application to your appointed Government sponsor for them to complete. Turn the application into the VCC for processing. Once approved, the applicant will go to the VCC to receive their LAC picture ID card.

Temporary Pass

Temporary Pass up to 30 days:

Individuals sponsored by a Uniformed Service Member or their spouse may receive up to a 30 day pass. The sponsor is required to accompany the visitor to the VCC at the time the pass is issued. No prior paperwork is required.

Temporary Pass up to seven days:

Individuals who successfully pass the require background check are eligible for up to a 7 day pass (depending on the purpose and duration of the visit). No prior paperwork is required.

Pre-vetted Pass:

These passes may be issued up to seven days before the visit or event. Example, for an event on 20 May, a day pass can be issued on 14 May to be used on 20 May. Pre-vetted passes give personnel the opportunity to visit the VCC during off peak customer times. Help us and your event be a success by planning ahead.

Foreign Nationals:

Contact the Garrison Security Office at 684-1752 / 1712 for questions concerning access by foreign nationals.

Submitting Personally Identifiable Information (PII):

The Visitor Control Center requires certain PII in order to conduct security background checks. Generally, this information is obtained when you come to the VCC. On occasion, pre-vetting is necessary for special events or other exceptions. **Do not send PII** (Name, SS#, Date of Birth, etc) through unsecured means such as email, text, etc. If you desire to submit documents with PII electronically, you **must** use the Army's approved Safe Access File Exchange (SAFE) website.



Department of Defense (DoD) issued ID card

Browser navigation bar showing address http://www.cac.mil/ and menu items: File, Edit, View, Favorites, Tools, Help. Below the browser bar are site navigation links: SPC 17-003 (FLKS), SimOps Net, milBook Home, Thank you for contacting..., Army Knowledge Online, ATAAPS Disclaimer, Web Slice Gallery.

Header banner for the Department of Defense Common Access Card (CAC) website. It features the DoD seal, the CAC logo, and the text "DoD COMMON ACCESS CARD". A search bar is located on the right side of the banner.

Navigation menu with the following items: COMMON ACCESS CARD, UNIFORMED SERVICES ID CARD, ID CARD LIFECYCLE, POLICIES, RESOURCES.

OVERVIEW

Welcome to the DoD ID Card Reference Center

Do you have questions about your Common Access Card (CAC) or your Uniformed Services ID Card? This site guides you through the process of obtaining, using, and maintaining both types of cards.



Common Access Card (CAC)

"Smart" ID card for active-duty military personnel, Selected Reserve, DoD civilian employees, and eligible contractor personnel.

- [CAC Types & Eligibility](#)
- [Getting Your CAC](#)
- [Managing Your CAC](#)



Uniformed Services ID Card

ID Card for military family members and military retirees to access service benefits and privileges.

- [ID Card Types & Eligibility](#)
- [Getting Your ID Card](#)
- [Managing Your ID Card](#)

ID Card Lifecycle

The ID Card Lifecycle provides more detail about the ID card issuance and management process, along with links to associated policy documents.

- [Eligibility & Enrollment \(DEERS Registration\)](#)
- [Sponsorship & Eligibility](#)
- [Registration & Enrollment](#)

News & Updates

- [CAC Frequently Asked Questions \(FAQs\) \(PDF\)](#)
- [Don't Know What to Bring With You for a New ID Card? Use the Pre-Arrival Checklist \(PDF\)](#)
- [Updated List of Acceptable Identity Documents for DoD ID Card Issuance \(PDF\)](#)
- [Important Information to Beneficiaries Entitled to TRICARE and Eligible for Medicaid and Medicare](#)
- [DoD Civilian Retiree Card Expiration Dates Extended from 4 to 8 Years](#)
- [Affordable Care Act Reporting Requirements and You](#)
- [Changes to the Front of the CAC](#)
- [All News](#)

Resources

- [HSPD-12, Homeland Security Presidential Directive 12 \(PDF\)](#)
- [Trusted Associate Sponsorship System \(TASS\) FAQ \(PDF\)](#)
- [DD Form 1172-2, "Application for Identification Card/DEERS Enrollment" \(PDF\)](#)
- [List of Acceptable Documents \(PDF\)](#)



Access Control Quick Reference Card

FORT LEAVENWORTH ACCESS CONTROL QUICK REFERENCE GUIDE

Change 4 As of 10 May 2016

Person Type	Unescorted Access Credential	Duration	Sponsor Required	Escort Privilege	Sponsor Privilege / Duration
Uniformed Service Member	CAC	ID Expiration	N/A	Yes	Yes / Up to 30 Days
DoD Civilian	CAC	ID Expiration	N/A	Yes	Only if "Official Sponsor"
DoD Contractor	CAC	ID Expiration	N/A	Yes	No
Military Spouse	Teslin	ID Expiration	N/A	Yes	Yes / Up to 30 Days
Military Dependent	Teslin	ID Expiration	N/A	Yes	No
Military Retiree / Spouse	Teslin	ID Expiration	N/A	Yes	No
Federal Employee	PIV/TWIC	ID Expiration	N/A	Yes	No
FTLVN Resident	CAC/Teslin	ID Expiration	N/A	Yes	Yes / Up to 60 Days for Family
On Post Partner (ex: USD 207)	LAC	Up to 12 Months	Yes	No	No
Visitor/Contractor	Pass	Up to 7 Days	No	No	No
Visitor/Contractor	Pass	8 - 30 Days	Yes	No	No
Visitor/Contractor	LAC	90 Days - 12 Months	Yes	No	No
Local Business / Delivery	Pass	Up to 7 Days	No	No	No
Local Business / Delivery	Pass	8 - 30 Days	Yes	No	No

Escort Privilege. CAC holders and Teslin ID holders (age 16 and older) may escort personnel who require access, without receiving a Criminal History Check at the Visitor Control Center but must remain with those escorted for the duration of their visit on FTLVN. Escorted personnel in the same vehicle as their escort may utilize any lane at any open gate. Authorized escorts responsible for personnel in multiple vehicles will utilize the far right lane at Grant Gate only.

Special Event Access Control Measures. IAW AR 190-13, the Senior Commander has the authority to waive NCIC-III screening when it is impractical to enforce. The Garrison Commander through the Director of Emergency Services (DES) manages all Special Event requests and access. The DES will develop compensatory security measures whenever the screening requirements of AR 190-13 cannot be met. The two categories of Special Events are Installation and Hosted events.

Installation Events: large functions (i.e. 4th of July and Post Yard Sale, etc) where persons not possessing a valid DoD access credential are directed to a specific gate(s) and security measures are conducted prior to entrance onto FTLVN. The Garrison Commander determines which events are Installation Events and approves the level of screening/compensatory security measures for the event.

Non-Installation Events

Individuals/organizations hosting events on Fort Leavenworth, contact the DES operations office during duty hours (0800-1600) Monday - Friday at (913) 684-3543 / 3520.

Foreign Visitors: granted access IAW CAC Command Policy #4-10, International Visitor Policy.

Legend: Common Access Card (CAC), Personal Identity Verification (PIV), Transportation Worker Identity Credential (TWIC), Local Access Credential (LAC)

**** Access control policy is subject to change without prior notification based on current FPCON or as determined by the Director of Emergency Services, Garrison Commander or Senior Commander.**



RAPIDGate

RAPIDGate is a voluntary program to allow businesses the option of receiving up to a 12 month ID for use at Fort Leavenworth. The program is recognized and approved by the U.S. Army.

If you have questions regarding the RAPIDGate Program and companies that service Fort Leavenworth may initiate enrollment by calling 1.877.RAPIDGate (1.877.727.4342).

[View the RAPIDGate Info paper.](#)

We strongly encourage you to review the program benefits that this program offers. It will assist us with streamlining access for your employees; improving the ability of our access control personnel and maintaining higher levels of security and efficiency.

Your RAPIDGate sponsor for STE Industry day is:
Brian Wepking, TCM ITE, NSC, 913.684.8268;
brian.c.Wepking.civ@mail.mil



RAPIDGate

RAPIDGate Program Enrollment Information

1. Enroll your company by calling 1.877.RAPIDGate (1.877.727.4342).

To enroll your company in the RAPIDGate® Program, please go to <https://eform.rapidgate.com/> to fill out the Enrollment Form. On the form you will need to provide your sponsor point of contact at Fort Leavenworth, including their name, phone number, and email address. If your company is not already pre-approved, RAPIDGate will seek approval from authorized sponsors at Fort Leavenworth. The minimum elapsed time from company enrollment to an employee receiving his or her RAPIDGate Credential is approximately two weeks. If your company is already enrolled in the RAPIDGate Program at another installation, you may request access for your employees at this installation by calling 1.877.RAPIDGate (1.877.727.4342). Once your company is approved by Fort Leavenworth, your employees who already hold RAPIDGate Credentials may be able to use the same credentials at the additional installation.

2. Employees register at onsite Registration Stations.

Once your company has been approved for enrollment and paid the enrollment fee, you will receive an email with your company's RAPIDGate Company Code. This code instructs your employees who need access to Fort Leavenworth to register at the self-service registration station located at Fort Leavenworth. Each employee should be ready to provide the RAPIDGate Company Code, plus his or her address, phone number, date of birth, and Social Security number. The Registration Station will capture the employee's photograph for credentialing and fingerprints for identity verification. In order for a RAPIDGate Credential to be issued, the individual must follow the picture quality instructions outlined on the registration station. Additionally, they will be required to provide two forms of identification that meet the requirements listed below, and which match the full name that was used at registration. Failure to follow those steps may result in re-registration. More information about these requirements can be found on the RAPIDGate website or at www.rapidgate.com/tips.

Assisted registration at your company's location may be available if you have 50 or more employees to register. Call 1.877.RAPIDGate (1.877.727.4342) for details.

3. The RAPIDGate Program performs background screening and credentialing.

Once your company has approved each employee for participation and paid the registration fee, the RAPIDGate Program performs identity authentication and background screening. Your company will be notified when qualified employees may schedule an appointment to pick up their personalized RAPIDGate Credentials at Fort Leavenworth Pass and ID Office. To retrieve a credential, each employee must show proof of identity by presenting two forms of identification. After the RAPIDGate Credential is issued, all employees must wear and display their credential at all times while on the installation. Questions about Fort Leavenworth RAPIDGate Program should be addressed to info@rapidgate.com with the subject line RE: RAPIDGate Program.

4. Types of Acceptable Identity Documents needed when picking up your credential:

During identity proofing, the participant shall be required to provide two forms of identity source documents in original form. The identity source documents shall be bound to that participant and shall be neither expired nor canceled.

The primary identity source document shall be one of the following forms of identification:

1. U.S. Passport or a U.S. Passport Card
2. Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
3. Foreign passport
4. Employment Authorization Document that contains a photograph (Form I-766)
5. Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph
6. U.S. Military ID card
7. U.S. Military dependent's ID card
8. PIV Card



RAPIDGate cont.

▪ **The secondary identity source document** may be from the list above, but cannot be of the same type as the primary identity source document. The secondary identity source document may also be one of the following:

1. U.S. Social Security Card issued by the Social Security Administration
2. Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal
3. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph
4. Voter's registration card
5. U.S. Coast Guard Merchant Mariner Card
6. Certificate of U.S. Citizenship (Form N-560 or N-561)
7. Certificate of Naturalization (Form N-550 or N-570)
8. U.S. Citizen ID Card (Form I-197)
9. Identification Card for Use of Resident Citizen in the United States (Form I-179)
10. Certification of Birth Abroad (Form FS-545), Certification of Report of Birth issued by the Department of State (Form DS-1350), or Consular Report of Birth Abroad of a citizen of the United States of America (Form FS-240)
11. Temporary Resident Card (Form I-688)
12. Employment Authorization Card (Form I-688A)
13. Reentry Permit (Form I-327)
14. Refugee Travel Document (Form I-571)
15. Employment authorization document issued by Department of Homeland Security (DHS)
16. Employment Authorization Document issued by DHS with photograph (Form I-688B)
17. Driver's license issued by a Canadian government entity
18. Native American tribal document
19. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
- 5
20. A passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
21. Nexus Card

Some states and territories may provide an official identification document to an individual regardless of that individual's immigration status. As mandated by some of our government customers, identification documents issued regardless of a person's immigration status may not be used to prove a person's identity for RAPIDGate® Program purposes.