

LUKE AIR FORCE BASE ACCESS PROCEDURES

CURRENT AS OF 5 MAY 2017

PURPOSE: Base access control is designed to restrict and/or control entrance to property and/or installation to only those authorized persons and their guests. Persons authorized access will be either escorted or unescorted.

BACKGROUND: Section 1069 of the 2008 National Defense Authorization Act (NDAA), now Public Law 110-181, establishes the standards required for entry to military installations in the United States. The Secretary of Defense has directed all military installations in the United States to comply with Directive-Type Memorandum (DTM) 09-012, *Interim Policy Guidance for DoD Physical Access Control*.

PROCEDURES: There are 2 primary ways to gain base access for visitors: 1) the Trusted Traveler (e.g., *escorted procedure*) who must be in the same vehicle as the guests and will remain with them the entire time they're on the installation or 2) the Sponsorship (e.g. *unescorted procedures*) applies when guests are not in the same vehicle and/or will not be with the guest the entire time they are on the installation.

TRUSTED TRAVELER: **In effect only during the normal duty week, Mon 0600-Fri 1800. Not in effect weekends and holidays.** Allows authorized personnel to vouch/escort their guests inside their vehicle onto the installation; however, they must remain with their escorted guests 100% of the time while on the installation.

- The Trusted Traveler procedure allows a uniformed service member or government employee with a valid Common Access Card, a military retiree with a valid Department of Defense identification credential, or an adult dependent at least 16 years old with a valid DoD identification credential to *escort/vouch* for any vehicle occupants while presenting their identification token for verification.
- The “Trusted Traveler” is only authorized to vouch for and/or *escort* those within the same vehicle.
- “Trusted Traveler” status **DOES NOT** apply to contractors or non-US citizens in possession of a CAC or Defense Biometric Identification System credential.
- Trusted Travelers are **PROHIBITED** from escorting a contractor or non-US citizens onto the installation. Both contractors and non-US citizens **MUST** be properly vetted for access by Security Forces Personnel prior to being granted access to the installation.
- Trusted Travelers are responsible for the actions of all occupants for whom they vouch and for meeting all security requirements for escort.
- The Trusted Traveler procedure **DOES NOT** apply when the 100% ID check requirement is in effect at base gates. The 100% ID check requirement is implemented at random. During 100% ID check all visitors must follow control standards procedures.
- Trusted Traveler procedures are only allowed during Force Protection Conditions NORMAL, ALPHA, and BRAVO. This is subject to change depending on the local security conditions.

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SPONSORSHIP PROCEDURES: When guests are not in the same vehicle as the sponsor; will be unescorted at any point during the base visit; and/or identified during a 100% ID check.

This is a 3-step process that includes identity proofing, determining the fitness of an individual requesting/requiring access to installation through a vetting process, and providing appropriate credential.

a. Identity Proofing Requirements:

- (1) Persons requesting must provide name, phone number of their sponsor.
- (2) Persons requesting access must provide justification and/or purpose for access.
- (3) Persons requesting access that are not in possession of an approved, Government issued card (e.g., CAC, Retired Military ID, Military Dependent (e.g., minimum 16 years old), or DoD ID PIV compliant) must provide a document that establishes identity per INS Form I-9 (e.g., State Driver's License (see the guidelines regarding the Real ID Act on pages 3-4), Passport, Resident Card, etc.).

b. Fitness Determination/Vetting Requirements:

- (1) Installation commander has delegated authority to conduct vetting and make initial fitness determinations to the Security Forces Commander.
- (2) At a minimum, Luke AFB will determine fitness of individuals through the National Crime Information Center (NCIC) database and the Terrorist Screening Database (TSBD).
- (3) Specific guidance for denials approved by installation commander includes, but not limited to:
 - (a) Felony Conviction within 10 years
 - (b) Wants/Warrants
 - (c) Terrorist Nexus
 - (d) Other Potential Disqualifiers

c. Credentials: Once Security Forces has completed identity proofing, vetting, fitness and eligibility for access; individual(s) will be issued the appropriate Defense Biometric Identification System (DBIDS) credential that may last up to 72 hours.

ADDITIONAL INFORMATION:

- If you are sponsoring more than 10 individuals, a Luke Form 329, *Base Entry List* will need to be submitted to Security Forces by the sponsor at least 7 days prior to the expected date of entry. Call 623-856-8090 to request a Luke Form 329.
- South Gate VRC hours are 0730-1630 Mon–Thurs, 0730-1400 Fri. They can also be reached at 623-856-8090 or 56sfs.pr@us.af.mil.
- Gate guards are able to issue passes outside of South Gate VRC hours.

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REAL ID ACT: Passed by Congress in 2005, the REAL ID Act established minimum security standards for state-issued driver's licenses and identification cards and prohibits federal agencies, like TSA and military installations, from accepting licenses and identification cards for official purposes from states that do not meet these standards.

Enforcement Dates

Beginning January 22, 2018, driver's licenses or state IDs issued by states that are not in compliance with the REAL ID Act and have not been granted an extension by DHS may not be used to fly within the U.S.

Beginning October 1, 2020, every traveler will need a REAL ID-compliant license or state ID or another acceptable form of identification to fly within the U.S.

When Flying...

If your state is compliant:

You may continue to use your state-issued driver's license or ID to fly in the U.S. until October 1, 2020. Beginning October 1, 2020, you may only use a REAL ID compliant driver's license or ID or another acceptable form of identification for domestic air travel.

If your state is not compliant:

Beginning January 22, 2018, you may continue to use your state-issued driver's license or ID for domestic air travel only if your state has been granted an extension to the compliance deadline by DHS. If your state has not been granted an extension by DHS you may not use your state-issued driver's license or ID for domestic air travel.

Beginning October 1, 2020, you may not use your state-issued driver's license or ID for domestic air travel.

Recommendations

Check your state's status: You can check if your state is REAL ID compliant at dhs.gov/real-id-enforcement-brief. Beginning January 22, 2018, travelers from non-compliant states will not be able to use their driver's licenses or state IDs at TSA checkpoints, unless the state received an extension to comply.

Read the frequently asked questions: For clarification on what the REAL ID Act means for you, visit dhs.gov/real-id-public-faqs or tsa.gov and search "REAL ID". If you have questions about what is considered acceptable identification, you may call the TSA Contact Center at (866) 289-9673 or email TSA-ContactCenter@tsa.dhs.gov.

REAL ID ACT ENFORCEMENT MATRIX

Enforcement Began 30 January 2017

COMPLIANT STATES	EXTENSION thru 6 Jun 17	EXTENSION thru 10 Oct 17	NON-COMPLIANT STATES
Alabama	Alaska	American Samoa	Maine*
Arizona	Kentucky	California	Montana*
Arkansas	Oklahoma	Guam	Minnesota**
Colorado	Oregon	Idaho	Missouri*
Connecticut	Pennsylvania	Illinois	Washington**
Delaware	South Carolina	Louisiana	
District of Columbia (DC)	Virginia	Massachusetts	
Florida		Michigan	
Georgia		N. Marianas	
Hawaii		New Hampshire	
Indiana		New Jersey	
Iowa		New York	
Kansas		North Carolina	
Maryland		North Dakota	
Mississippi		Puerto Rico	
Nebraska		Rhode Island	
Nevada		Texas	
New Mexico		US Virgin Islands	
Ohio			
South Dakota			
Tennessee			
Utah			
Vermont			
West Virginia			
Wisconsin			
Wyoming			

Note #1: Compliant States/Territories – states/territories that are compliant with the REAL ID Act

Note #2: Extension States/Territories – states/territories that have an extension through October 10, 2017 allowing Federal agencies to accept driver’s licenses and identification cards.

Note #3: Limited Extension States/Territories – states/territories that have a limited extension through June 6, 2017, allowing Federal agencies to accept driver’s licenses and identification cards.

Note #4: *Non-compliant States/Territories – states/territories that have been found to be not in compliance and Luke AFB will not accept driver’s licenses and/or identification cards.

Note 5: **Luke AFB will only accept Enhanced Driver’s Licenses from these states.