

LUKE AIR FORCE BASE ACCESS PROCEDURES

CURRENT AS OF 28 SEP 2018

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: Any visitor (age 16 or older) is required to be screened, vetted, and issued appropriate DBIDS pass by security forces prior to gaining access to the installation. To obtain a visitor's pass, the sponsor will meet their guest(s) at the South Visitor's Reception Center (SVRC), operational 7-days a week, 0700 to 1700 hours. During non-duty hours, passes will only be issued at the South Installation Entry Control Point.

DBIDS PRE-ENROLLMENT: In order to expedite your processing time before entering the installation, visitors should go to the following website to process their request:

<https://dbids-global.dmdc.mil/enroll#!/>

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 0700-1700 7-Days a week. 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.

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.