

## **FORT LEONARD WOOD PUBLIC AFFAIRS**

### **Questions and answers for new procedures for installation access**

#### **Q1. What is the new policy for gaining access to Fort Leonard Wood?**

A1. The Department of Defense and the Department of the Army issued new requirements for individuals requesting access to military installations. Personnel and frequent visitors not in possession of a DoD-issued photo identification card are required to complete a background check through the National Crime Information Center law enforcement data base. Once the background check is complete and it is determined access should be granted, a Fort Leonard Wood pass will be issued.

#### **Q2. Who does this new policy affect?**

A2. Any person (18 years and older) not in possession of a DoD-issued photo identification card to include contractors, subcontractors and vendors will need a pass to gain access. Individuals who visit Fort Leonard Wood at least once a week will also require a pass.

Passengers of DoD ID card holders are not required to obtain a pass, but will be required to provide a valid photo ID at the gates and will need to be accompanied by a DoD ID card holder at all times.

The new procedures do not apply to those visiting Fort Leonard Wood to attend one-time special events as approved by the command, such as graduations, concerts and changes of command. If attending preapproved special events, visitors will be required to provide vehicle registration, proof of insurance and their driver's license.

#### **Q3. When does the new policy go into effect?**

A3. All frequent visitors of Fort Leonard Wood not in possession of a DoD-issued photo identification card will need to obtain a pass by July 1 in order to gain entry to the installation regardless of the length of time or frequency. Those who have not been issued a Fort Leonard Wood pass may be denied access.

#### **Q4: How do I obtain a Fort Leonard Wood pass?**

Q4: Contractors, subcontractors and vendors should contact their companies' human resource manager or their Department of Defense sponsoring activity for information on the background screening and pass application process. Individuals who are not contractors, subcontractors or vendors should contact Rick Vise at (573) 596-0597.

#### **Contact information for DoD sponsoring activities:**

Directorate of Public Works (DPW): Dana Hammack-Havens, (573) 596-0907

Directorate of Human Resources (DHR) to include colleges and universities on post: Tom Kelly, (573) 596-0131 ext. 68801

Exchange: Sylvia White, (573) 329-3587

Family & Morale, Welfare & Recreation (FMWR): Samantha Marler, (573) 596-0143  
General Leonard Wood Army Community Hospital: Tim Mann, (573) 596-0517  
Logistics Readiness Center (LRC): Kimberly Schuenemeyer, (573) 596-0587  
Waynesville School District: Deborah Porter, (573) 596-0131 ext. 64786  
Commissary: Wanda Dotson, (573) 596-3020  
Elected officials, community support groups: Dave Robinson, (573) 563-4007

**Q5: How long does the process take to get the pass?**

A5: Once the application is submitted, the background check can take between three to five business days.

**Q6: Why is Fort Leonard Wood implementing these new procedures?**

A6: The Department of Defense and the Department of the Army issued new requirements for individuals requesting access to military installations. The safety of our personnel and visitors to the installation is a priority, and we are always evaluating our security measures to see how we can make them better.

**Q7: What will prevent me from obtaining access to Fort Leonard Wood?**

A7: Those who, during the background check, have been determined to have derogatory information that may present a threat to good order, discipline, or health and safety on Fort Leonard Wood may be denied access. Such derogatory information may include, but not limited to, the following: active warrants, barred from Fort Leonard Wood or other Federal installations/activities, felony convictions, registered sex offender, conviction of espionage, sabotage, treason, terrorism, murder, felony firearms or explosives violations, or arm robberies will be denied access. Anyone who has been convicted of major felonies — including rape, murder, sexual assault, drug trafficking, or child molestation — will be denied access.

Additionally, access will be denied to anyone convicted of any felony offense in the last decade and anyone considered a terrorist or known to participate in an organization designed to overthrow the U.S. government. Anyone with an outstanding warrant will be arrested.

**Q8: How long is a frequent visitor's pass good for?**

A8: Frequent visitor passes are good for a period not greater than 12 months. The length of the pass is determined by the sponsoring activity.

**Q9: Who is considered a frequent visitor?**

A9: Frequent visitors are individuals who visit Fort Leonard Wood at least once a week.

**Q10: I have an employee who has a pass but has turned in his/her two-week notice. Do I have to return the pass?**

A10: If you have an employee who will no longer need access to Fort Leonard Wood, please contact your sponsoring activity you work with during the background screening and application process. The sponsoring activity must collect the pass and return it to the Visitor Center. If the pass is not collected, then the sponsoring activity will need to notify the Visitor Center in order to deactivate the pass.

**Q11: Do hunters on Fort Leonard Wood require a pass?**

A11: Currently, hunters are required to undergo a background check to register their firearms. Hunters are not required to obtain a pass because they are required to present their proof of firearm registration. Non-affiliated hunters are required to register their firearms annually.

**Q12: If I have a current identification card from another government agency, do I need a frequent visitor's pass?**

A12: Identification cards from other government agencies, such as the Forest Service, can be used to gain access to Fort Leonard Wood.

**Q13: If an application is denied, is there an appeal process?**

A13: If an application for a Fort Leonard Wood pass is denied, the requestor will receive a denial letter that will outline the waiver process.

**Q14: If I'm an individual with a DoD-issued photo identification card, and I have a friend or family member visiting, will they need to have a background check?**

A14: As long as the visitor is escorted by a DoD-issued photo identification card holder the entire time they are on the installation, they will not need a background check.