

IACS Registration - Personnel Categories

DoD ID-Card Holder:

Term Definition:

An individual authorized to possess a DoD ID card to include children 10 years and older. The status of a DoD ID-card holder will supersede other person categories. For example, an LN employee, married to a service member and entitled to a DD Form 1173, Uniformed Services Identification and Privilege Card, will be treated as a DoD ID-card holder for the purpose of this regulation and will not be issued an IP nor require sponsoring.

Type of Pass Authorized:

Not applicable. Individuals possessing an authorized DoD ID card will obtain their ID card through procedures established by appropriate military regulations and personnel systems. These individuals must register at their servicing IACO during community inprocessing to be registered in the IACS but will not be issued an IP. Individuals who have multiple DoD ID cards (e.g., a military retiree who is now a DoD civilian employee) must use the DoD ID card used for IACS registration to access the installation, however, they will not be required to surrender their other ID card.

Length of Time Registration is Valid:

For personnel with an established date eligible for return from overseas (DEROS), registration is valid 15 days past their DEROS or the expiration date of their DoD ID card, whichever is earlier. In no case will the registration period exceed 5 years. For individuals that are in USAFE temporarily, the registration period will be based on their established departure date. NOTE: Because the IACS will always establish an expiration date of registration, it is critical for anyone granted an extension to visit their servicing IACO to update the expiration date of the IACS registration.

Sponsor Requirements:

DoD ID-card holders may self-sponsor and do not need to provide documentation beyond their previously issued ID when enrolling in IACS. Minors will be registered in the presence of a parent or legal guardian.

Background Checks:

Not applicable.

Resident and Work Permits:

Not applicable.

Restrictions on Number of Installations a DoD ID-Card Holder May Enter:

No restrictions apply, unless imposed by an authorized commander.

Restrictions on Days and Times Access is Authorized:

No restrictions apply, unless imposed by an authorized commander.

Restrictions on Sign-In Privileges:

Restrictions are determined by the Host USVF Installation Commander and identified in the Integrated Defense Plan.

FPCON Restrictions:

No restrictions apply.

Local National Employee (LN):

Term Definition:

An individual who is employed by or performing duties in support of the DoD in USAFE but is not entitled to unrestricted access to DoD Installations. This person category is primarily for host-nation employees in USAFE.

Type of Pass Authorized:

Temporary IP: Authorized to allow access while background checks are being conducted.

Permanent IP: Authorized after all background checks have been completed.

Length of Time Pass is Valid:

A Temporary IP is valid for up to 90 days. A permanent IP is valid for up to 5 years or the expiration date of the supporting document (e.g., USAFE Form 79 (block VI, section 2) or DVA clearance letter) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

The Civilian Personnel Office or the organization that the LN employee will work for will perform the sponsor responsibilities in this instruction.

Background Checks:

Background checks will be conducted in accordance with AFI 31-501, *Personnel Security Program Management*, and local policy.

Resident and Work Permits:

These permits may be required if the applicant is not a host-nation or European Union (EU) resident.

Restrictions on the Number of Installations a Pass Holder May Enter:

The number of installations a pass holder may enter will be limited to the minimum required for the LN employee to perform his or her duties. NOTE: Installation restrictions are documented on the USAFE Form 79 via the access stated on the employee's contract

Restrictions on Days and Times Access is Authorized:

No restrictions apply unless specified by the sponsor. NOTE: Installation restrictions are documented on the USAFE Form 79 via the access stated on the employee's contract

Restrictions on Sign-In Privileges:

Temporary Pass holders are not authorized sign-in privileges. IP holders are not authorized sign-in privileges unless justified by the sponsoring organization in writing and on the USAFE Form 79. If sign-in privileges are justified, the IP holder may sign-in up to four individuals and their vehicles "for official business only." Sign-in privileges for IP holders are not authorized during FPCON Delta. Wings may grant exceptions to this restriction for their Installation only. Exceptions will be entered in the REMARKS section on the back of the IP.

FPCON Restrictions: As determined by local Installations FPCONs.

LN employees in non-sensitive positions will be authorized entry during FPCON Alpha and Bravo only. Non-sensitive positions will be determined by the owning unit commander. Any restrictions determined by the owning unit commander will be forwarded to the IACS office.

LN employees in sensitive position deemed critical to mission accomplishment may be authorized entry during FPCON Charlie or FPCON Delta and will be determined by the owning unit commander. Any restrictions determined by the owning unit commander will be forwarded to the IACS office.

LN employees in sensitive positions determined to be —first responders (Fireman, Security Forces, Emergency Medical, etc.) or others as determined by the US military unit commander may be authorized entry during FPCON Charlie or FPCON Delta.

UK Active Duty Military Member (RAF, British Army, Royal Navy and Royal Marines) and RAF Civilian and Ministry of Defense Employees:

Term Definition:

An individual authorized to possess a RAF, British Army, Royal Navy or Royal Marine active duty ID card (RAF Form 1250, MOD Form 90, MOD Form 1151), Royal Air Force civilian employee ID card (RAF Form 2185) and the MOD Generic Pass displaying evidence of a Security Check clearance (with black letters).

Type of Pass Authorized:

Temporary IP: Not applicable

Permanent IP: Authorized.

Length of Time Pass is Valid:

The IP for a UK Active Duty Military member is valid for up to 5 years, for the length of the member's tour or at the expiration date of the supporting document (i.e.: military ID card) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

RAF, British Army, Royal Navy or Royal Marine active duty and civilian, including Ministry of Defence ID card holders who are performing official duty directly supporting the USAF (to include permanently assigned MoD personnel at the relevant USVF installation) do not require a sponsor. This privilege does not extend to "after duty" or "out of duty" presence on the installation. NOTE: UK military personnel permanently assigned to a USVF installation (e.g. RAF/CC's or SRAFLO) are authorized 24/7 access to their respective installation and do not require a sponsor.

Background Checks:

Not required.

Resident and Work Permits:

Not Applicable

Restrictions on Number of Installations a RAF, British Army, Royal Navy or Royal Marine active duty and civilian, including Ministry of Defence ID card Holder May Enter:

No restrictions apply, unless imposed by an authorized commander.

Restrictions on Days and Times Access is Authorized:

No restrictions apply, unless imposed by an authorized commander.

Restrictions on Sign-In Privileges:

Determined locally, but only for "official business." NOTE: UK military personnel permanently assigned to a USVF installation (e.g. RAF/CC's and SRAFLO) are authorized to sponsor guests or other visitors at their respective installation.

FPCON Restrictions:

No restrictions apply, unless imposed by an authorized commander.

Ministry of Defence Police and British Constabulary:

Term Definition:

A member of the Ministry of Defence Police and British Constabulary (to include SOCA officers) authorized to possess a Warrant Card or other appropriate credentials.

Type of Pass Authorized:

Not applicable.

Sponsor Requirements:

Warrant Card holders do not need to provide documentation beyond their previously issued Warrant Card or other appropriate credentials.

Background Checks:

Not applicable.

Resident and Work Permits:

Not Applicable

Restrictions on Number of Installations a Warrant Card Holder May Enter:

No restrictions apply, but only for “official business” or unless imposed by an authorized commander.

Restrictions on Days and Times Access is Authorized:

No restrictions apply, but only for “official business” or unless imposed by an authorized commander.

Restrictions on Sign-In Privileges:

MDP and British Constabulary are not authorized sign-in privileges.

FPCON Restrictions:

No restrictions apply.

Contractor (Based in United States):

Term Definition:

A contractor who lives in the United States and is contracted to work for DoD in the USAFE AOR but is not a DoD ID-card holder. Although this individual is authorized an IP, the pass is specially designed for contractors from the United States, but working in USAFE temporarily under official government travel orders.

Type of Pass Authorized:

Temporary IP: Authorized.

Permanent IP: Authorized if in the USAFE AOR longer than 90 consecutive days.

Length of Time Pass is Valid:

The Temporary IP is valid for the length of the visit or up to 90 days, whichever is earlier. The permanent IP is valid for the length of visit (must be more than 90 consecutive days), for up to 1 year, or at the expiration date of the supporting document (e.g., passport or issued orders) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

The organization inviting the contractor to or escorting the contractor in USAFE will perform the sponsor responsibilities in this instruction.

Background Checks:

Not applicable.

Resident and Work Permits:

A resident permit may be required.

Restrictions on Number of Installations a Pass Holder May Enter:

The number of installations will be limited to the minimum required for the contractor to perform his or her duties.

Restrictions on Days and Times Access Authorized:

No restrictions apply unless specified by the sponsor.

Restrictions on Sign-In Privileges:

Not authorized.

FPCON Restrictions:

As determined by local installation FPCONs.

Contractor (Living in Host Nation):

Term Definition:

A contractor who lives in the host nation, is contracted to work for DoD in the USAFE AOR and is not a DoD ID-card holder.

Type of Pass Authorized:

Temporary IP: Authorized to allow access while background checks are being conducted.

Permanent IP: Authorized after all background checks have been completed.

Length of Time Pass is Valid:

A Temporary IP is valid for the length of the contract or up to 90 days, whichever is earlier. The Permanent IP is valid for the length of the contract, up to 2 years, or at the expiration date of the supporting document (e.g., passport) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

The organization hiring the contractor will perform the sponsor responsibilities in this instruction.

Background Checks:

Background checks will be conducted in accordance with AFI 31-501 and local policy.

The “position sensitivity” is the key to the type of background check a LN contractor will receive. The sponsoring unit or organization will determine the sensitivity of the work being performed and identify the level as “sensitive” or “non-sensitive” in the contract.

All LN contractors performing work on contracts determined to be “sensitive” will meet the minimum requirements of a National Agency Check Local National with LNS.

All LN contractors performing work on contracts determined to be “non-sensitive” will meet the minimum requirements of a NACLN without LNS.

Resident and Work Permits:

These permits may be required for non-UK citizens unless the non-UK citizen is an exception to this requirement.

Restrictions on Number of Installations Pass Holder May Enter:

The number of installations will be limited to the minimum required for the contractor to perform his or her duties.

Restrictions on Days and Times Access Authorized:

No restrictions apply unless specified by the sponsor.

Restrictions on Sign-In Privileges:

Sign-in privileges normally are not granted to contractors. As an exception, primary contractors (contractors who report directly to a DoD ID-card holder or full-time LN employee) may be granted sign-in privileges when the approving official deems it is necessary in the performance of the contract based on the scope of work. For example, construction of a new building would normally justify the prime contractor to have sign-in privileges. Sign-in privileges are only allowed during FPCON Alpha and FPCON Bravo and are limited to signing-in four people and their vehicles. Only other contractors and vendors in support of the contract will be signed in. Sign-in privileges are not authorized for Temporary IP holders.

FPCON Restrictions:

As determined by local Installation FPCONs.

Personal-Service Employee:

Term Definition:

A personal-service employee is an individual hired by an individual residing on-base to perform a service (e.g., nanny, dog-sitter or house-cleaner).

Installation Commanders or designee may approve this category to extend to personnel residing off-base. The requester must obtain written approval from the approving authority and submit the written approved memorandum with the IP request to the IACO.

This category is not used by individuals to sponsor private business enterprises to conduct business on the installation.

Type of Pass Authorized:

Temporary IP: May be authorized for up to 90 days based on local policy.

Permanent IP: Authorized after all background checks have been completed.

Length of Time the Pass is Valid:

The Temporary IP is valid for the length of service or up to 90 days, whichever is earlier. The Permanent IP is valid for the length of service, up to 2 years, or at the expiration date of the supporting document (e.g., passport) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

The Host USVF Installation commander will determine requirements and list them in the Integrated Defense Plan.

Background Checks:

Background checks will be conducted in accordance local policy.

Resident and Work Permits:

These permits may be required for non-UK citizens unless the non-UK citizen is an exception to this requirement.

Restrictions on Number of Installations a Pass Holder May Enter:

Access will be limited to one installation, either to where the sponsor is employed, or where they reside.

Restrictions on Days and Times Access is Authorized:

No restrictions apply unless specified by the requester, sponsor or approving official.

Restrictions on Sign-In Privileges:

Not authorized.

FPCON Restrictions:

As determined by local installation FPCONs.

Delivery Personnel (Recurring Deliveries or Similar Service Not Associated With a Government Contract).

Term Definition:

Delivery personnel are individuals who need recurring access to USAFE installations to make deliveries or perform a similar service that is related to their employment (e.g., cable provider, pizza delivery or taxi driver).

Type of Pass Authorized:

Temporary IP: Not authorized.

Permanent IP: Authorized after all background checks have been completed.

Length of Time Pass is Valid:

The IP is valid for up to 2 years or expires on the expiration date of the supporting document (e.g., passport) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

Determined by the Host USVF Installation Commander and outlined in the Integrated Defense Plan.

Royal Mail and British Telecom marked vehicles will not be required to be registered into IACS.

Background Checks.

Background checks will be conducted in accordance with local policy.

Resident and Work Permits:

Required for UK non- citizens.

Restrictions on Number of Installations a Pass Holder May Enter:

Not to exceed the sponsoring Installation.

Restrictions on Days and Times Access Authorized:

As determined by the sponsor.

Restrictions on Sign-In Privileges:

Not authorized.

FPCON Restrictions:

IPs for delivery personnel are valid only at FPCON Alpha and FPCON Bravo. Additional restrictions may be imposed by the host installation.

Vendor and Commercial Solicitor:

Term Definition:

Vendors and commercial solicitors are individuals who are authorized to sell merchandise or provide services on USAFE installations.

Type of Pass Authorized:

Temporary IP: Not authorized.

Permanent IP: Authorized after all background checks have been completed.

Length of Time Pass is Valid:

The IP is valid for up to 2 years, or expiration date of the supporting document (e.g., passport) that was used to obtain the IP, or at the expiration date of the commercial solicitation or vendor permit.

Sponsor Requirements:

Determined by the Host Installation.

The unit or agency responsible for hiring the vendor or commercial solicitor will perform sponsor requirements for vendors or commercial solicitors.

A USAFE Form 79 is prepared for each IP applicant.

The applicant registers his or her POV according to the procedures in this instruction. Vehicle registration is required for all IP applicants who use a POV to enter UK/USVF installations. Up to three POVs may be registered for each IP holder.

Issued IPs are retrieved and returned to the issuing IACO when the relationship that served as the justification for the IP changes or is terminated.

Background Checks:

Background checks will be conducted in accordance with local policy.

Resident and Work Permits:

Required for non-UK citizens unless the non-UK citizen is an exception to this requirement.

Restrictions on Number of Installations a Pass Holder May Enter:

Not to exceed the sponsoring Installation.

Restrictions on Days and Times Access Authorized:

No restrictions apply unless specified by the sponsor.

Restrictions on Sign-In Privileges:

Not authorized.

FPCON Restrictions:

Valid during FPCON Alpha and FPCON Bravo. Additional restrictions may be imposed by the host installation.

NATO Member (includes permanently assigned members of the Intelligence Fusion Center):

Term Definition:

NATO members are NATO military personnel (including permanently assigned members of the Intelligence Fusion Center (IFC) located at RAF Molesworth), civilian employees and their family members who reside in or require routine access to USVF installations in the UK.

Countries included under NATO members for the purpose of this instruction:

Belgium	Bulgaria	Canada	Czech Republic
Denmark	Estonia	France	Germany
Greece	Hungary	Iceland	Italy
Latvia	Lithuania	Luxembourg	Netherlands
Norway	Poland	Portugal	Romania
Slovakia	Slovenia	Spain	Turkey

Type of Pass Authorized:

Temporary IP: Not applicable.

Permanent IP: Authorized.

Length of Time Pass is Valid:

The IP for a NATO member is valid for up to 5 years, for the length of the member's tour, or at the expiration date of the supporting document (e.g., a military ID card) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

Sponsor requirements apply to the following subcategories:

NATO Members assigned to an International Military Headquarters, Activity or Special Mission in USAFE. The parent organization will be the sponsor for this person category and will perform the sponsor responsibilities in this instruction. Sponsor requirements will be determined locally.

Background Checks:

Not required.

Resident and Work Permits:

Not required.

Restrictions on Number of Installations a Pass Holder May Enter:

No restrictions. The 423 ABG/CC will be the approval authority for all USAF base access in the UK for NATO members assigned to the IFC; 3AF-UK/IR will be the approval authority for any other permanent party NATO personnel. Refer to paragraph 1.4. for multiple base entry requirements and procedures. NOTE: NATO and IFC personnel will require advance coordination and approval of the 421 ABG/SF, 421 ABG/CC or 3AF-UK/IR for entry to RAF Menwith Hill and will only be granted for official business.

Restrictions on Days and Times Access Authorized:

No restrictions.

Restrictions on Sign-In Privileges:

Limited to signing-in four persons and their vehicles.

FPCON Restrictions:

No restrictions.

Member of Private Organization:

Term Definition:

A member of an approved private organization who has no other reason to enter USAFE installations other than to participate in private organization functions.

Type of Pass Authorized:

Temporary IP: Not authorized.

Permanent IP: Authorized per local directives.

Length of Time Pass is Valid:

The IP is valid for up to 2 years or at the expiration date of the supporting document (e.g., passport) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

The Installation where the private organization function takes place will perform the sponsor responsibilities in this regulation.

Background Checks:

Background checks will be conducted in accordance with local policy.

Resident and Work Permits:

Not applicable.

Restrictions on Number of Installations a Pass Holder May Enter:

Not to exceed the individual's sponsoring Installation. The sponsoring Installation may also impose further restrictions.

Restrictions on Days and Times Access Authorized:

No restrictions unless imposed by the sponsoring Installation.

Restrictions on Sign-In Privileges:

Not authorized.

FPCON Restrictions:

Valid during FPCON Alpha and FPCON Bravo. Additional restrictions may be imposed by the host installation.

Visitor:

Term Definition:

A visiting family member or friend of the requester who is not authorized a DoD Identification Card.

Type of Pass Authorized:

Temporary IP: Authorized.

Permanent IP: Not authorized.

Length of Time Pass is Valid:

The Temporary Pass is valid for the length of the visit or up to 90 days, whichever is earlier. NOTE: Visits beyond 90 days will require a renewal Temporary IP be issued. Applicants must register with the Foreign Affairs Office and obtain an extended visitor/tourist visa prior to Temporary IP renewal.

Sponsor Requirements:

The requester will be the sponsor for this person category and will perform the sponsor responsibilities in this regulation.

Background Checks:

Not required.

Resident and Work Permits:

Not applicable.

Restrictions on Number of Installations a Pass Holder May Enter:

Visitors issued a temporary installation pass (IP) from any United States Air Forces in Europe or United States Army in Europe (USAFE/USAREUR) installation may be allowed access to USAFE installations. The sponsor of the visitor must be present and in a position/condition to properly escort the visitor while on the installation. Installations allowing entry based on this credential must have the capability to scan the temporary IP and verify it is registered within the IACS system.

Restrictions on Days and Times Access Authorized:

No restrictions unless imposed by the requester or sponsor.

Restrictions on Sign-In Privileges:

Not authorized.

FPCON Restrictions:

IPs are only valid during FPCON Alpha and FPCON Bravo. Additional restrictions may be imposed by the host installation.

Official Guest:

Term Definition:

A broad category designed for individuals requiring recurring access for official business or access based on an official relationship (e.g., official visits from other Federal agencies such as the Federal Aviation Administration or visits by local city officials such as the mayor or fire chief. Sponsoring organizations will not use this person category when the applicant meets the definition of another, more restrictive person category. This category is specifically designed for personnel, who by their position or standing within the community, are considered trustworthy. Local policy will determine who may be issued Official Guest passes.

Type of Pass Authorized:

Temporary IP: Authorized.

Permanent IP: Authorized.

Length of Time Pass is Valid:

A Temporary IP is valid for up to 90 days. A Permanent IP is valid for up to 2 years or at the expiration date of the supporting document (e.g., passport) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

The organization escorting the guest will be the sponsor for this person category and will perform the sponsor responsibilities in this regulation.

Background Checks:

Determined locally.

Resident and Work Permits:

Not required.

Restrictions on Number of Installations a Pass Holder May Enter:

The number of installations will be limited to the minimum required for the guest to conduct official business.

Restrictions on Days and Times Access Authorized:

Specified by the sponsoring organization.

Restrictions on Sign-In Privileges:

Not authorized, unless justified by the sponsoring organization. If authorized, IACS limits sign-in privileges to four individuals and their vehicles. The Installation Commander may authorize up to 10 individuals as identified in the IDP.

FPCON Restrictions:

IPs are only valid during FPCON Alpha and FPCON Bravo. Additional restrictions may be imposed by the host Wing.

Department Of State and American Embassy Personnel:

Term Definition:

An individual assigned to or on duty with the United States Department of State, an American Embassy in the United States European Command or in U.S. diplomatic or consular posts.

Type of Pass Authorized:

Temporary IP: Not authorized.

Permanent IP: Authorized.

Length of Time Pass is Valid:

The IP is valid for the length of the tour, not to exceed 5 years or the expiration date of the supporting document (e.g., passport) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

The United States Embassy, United Kingdom (Department of State) is the sponsor for this person category and performs the sponsor responsibilities in this instruction. Wing instructions will outline prerequisites for Embassy personnel to receive an IP. Normally, a memorandum from the United States Embassy (Department of State) is sufficient documentation.

Background Checks:

Not required.

Resident and Work Permits:

Not required.

Restrictions on Number of Installations a Pass Holder May Enter:

No restrictions.

Restrictions on Days and Times Access Authorized:

None.

Restrictions on Sign-In Privileges:

IACS limits sign-in privileges to four individuals and their vehicles. The Installation Commander may authorize up to 10 individuals as identified in the IDP.

FPCON Restrictions:

None.

Other:

Term Definition:

An individual who requires recurring and unescorted access but does not meet the definition of another person category. Sponsoring organizations will not use this person category if the applicant meets the definition of another, more restrictive person category. This category is appropriate for a former spouse without base privileges whose children are military dependents with base privileges but are not old enough to utilize base facilities without parental supervision.

Type of Pass Authorized:

Temporary IP: Authorized.
Permanent IP: Authorized.

Length of Time Pass is Valid:

A Temporary IP is valid for up to 90 days. An IP will not exceed one year or expire at the expiration date of the supporting document (e.g., passport) that was used to obtain the IP, whichever is earlier.

Sponsor Requirements:

Sponsor requirements are determined locally.

Background Checks:

Determined locally.

Resident and Work Permits:

Not required.

Restrictions on Number of Installations a Pass Holder May Enter:

Not to exceed the sponsoring installation. The sponsoring installation may also impose further restrictions.

Restrictions on Days and Times Access Authorized:

Determined by the sponsoring organization.

Restrictions on Sign-In Privileges:

Not authorized.

FPCON Restrictions:

IPs are only valid during FPCON Alpha and FPCON Bravo. Additional restrictions may be imposed by the host installation.