

USAG FSH POLICY STATEMENT NUMBER 53 CONT

SUBJECT: Issuing Valid Military Interdepartmental Purchase Requests (MIPRs)

"offloaded" to other (non-military) government agencies, since those requirements are in addition to MIPR procedures. Such additional documentation must be completed prior to committing and obligating funds.

4. The Directorate of Contracting (DOC) is the primary subject matter expert (SME) for all matters associated with acquisition policy on this installation. That office, along with the Staff Judge Advocate (SJA), as appropriate to each situation, will be consulted on all questions concerned with procurement policy. The Garrison Resource Management Office should be consulted for issues of fund availability.

5. Questions or requests for additional information should be directed to the Resource Management Office, 221-1378, the DOC, 221-5930, or the SJA, 221-2373.

APPROVED BY

DISTRIBUTION: Directorate/Staff Offices, HQ USAG FSH

JSAG FSH POLICY STATEMENT NUMBER 54

SUBJECT: Issuance of the Fort Sam Houston FSH) Identification (ID) Badges

PROPONENT: Provost Marshal's Office (PMO)

1. This policy memorandum identifies procedures and responsibilities associated with the issuance and use of the FSH ID Badges on Fort Sam Houston and Camp Bullis. This policy does not address:

a. Issuance of vehicle registration decals for permanently assigned personnel or vehicle passes for visitors. Vehicle registration requirements are addressed in AMEDDC&S & FSH Reg 190-5, Motor Vehicle Traffic Programs, 1 August 2001.

b. Issuance of the Common Access Card (CAC). These cards will be issued to all eligible personnel in accordance with Department of the Army guidance.

2. Policy for Issue of Fort Sam Houston ID Badges.

a. The CSFC Form 4318, Application for Fort Sam Houston ID Badge, will be completed to obtain a Fort Sam Houston ID Badge, for non-DOD civilians (e.g., employees of Eisenhower National Bank, San Antonio Credit Union, American Red Cross, etc.), with normal place of duty on Fort Sam Houston or Camp Bullis and civilian contractors working on Fort Sam Houston or Camp Bullis for a period of more than six months. A civilian contractor working on Fort Sam Houston for less than six months will not be issued an ID badge; access to the installation will be through issuance of a visitor's pass. The Brooke Army Medical Center (BAMC) Provost Marshal's Office will continue to issue all ID badges for BAMC staff and contract personnel. The BAMC badge will be honored at all access control points and vehicle registration as long as the badge has the information required IAW Army Regulation 600-8-14.

b. Each organization on Fort Sam Houston and Camp Bullis with assigned civilian contractors or non-DOD civilians, must designate an Authorizing Official and maintain a current DD Form 577, Signature Card, on file with the Fort Sam Houston Provost Marshal's Office ID Badge and Pass Section for issuance of

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SUBJECT: Issuance of the Fort Sam Houston (FSH) Identification (ID) Badges

ID Badges. As the host installation, the Commander, US Army Garrison, or designee will be the approval official for all Authorizing Officials. The Signature Card authorizes the specified individual to sign and approve CSFC Form 4318, Application for Fort Sam Houston ID Badge. The Authorizing Official is responsible for approving and sponsoring applicants for the issuance of Fort Sam Houston ID Badges. Prior to appointing an Authorizing Official, the Commander, Director or appointee of each organization must ensure that the individual is authorized to conduct official business on Fort Sam Houston or Camp Bullis. The Authorizing Official must be readily accessible to phone queries from PMO.

3. Responsibilities. By order of the Commander, US Army Medical Department Center & School and Fort Sam Houston, the PMO ID Badge and Pass Section, located in Building 367, will be responsible for issuing Fort Sam Houston ID Badges to non-DOD civilians with normal place of duty on Fort Sam Houston or Camp Bullis and to DA contractors working on Fort Sam Houston or Camp Bullis for a period greater than six months.

4. Authorizing Official's Responsibilities. Each Authorizing Official will:

a. Confirm DA contractor or non-DOD civilian's identity to include name, social security number, and date of birth, address and telephone number. Acceptable forms of identification are a DD Form 2, Retired Military ID Card, a valid state driver's license, a state identification card, a certified copy of their birth certificate, passport or a school identification card with a photograph.

b. Verify DA contractor or non-DOD civilian's status within the agency.

c. Inform the contractor or non-DOD civilian that they must return the ID Badge upon termination.

d. Inform the contractors or non-DOD civilians that failure to return the ID Badge will result on an immediate bar from the installation.

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SUBJECT: Issuance of the Fort Sam Houston (FSH) Identification (ID) Badges

e. Ensure all Fort Sam Houston ID Badges are retrieved from DA contractors or non-DOD civilians prior to the completion of each employee's duties or the voluntary (or involuntary) termination of the employee's duties on Fort Sam Houston or on Camp Bullis.

f. Ensure that all badges are returned to the Badge & Pass Section within 72 hours after termination.

g. Notify the Badge & Pass section within 48 hours of any contractor or civilian that failed to return the ID Badge.

5. Preparation of CSFS Form 4318, Application for Fort Sam Houston ID Badge. The Authorizing Official will prepare and sign CSFS Form 4318 to authorize issuance of Fort Sam Houston ID Badge. An example of CSFC Form 4318 is at Enclosure 1. Authorizing Official will complete Blocks 1 through 22 to include appropriate signatures and dates. Authorizing Official will complete Block 2 (Expiration Date) as follows:

a. DA contract personnel will reflect the term of the contract; authorized period must be six months.

b. Non-DOD civilians (e.g., Eisenhower National Bank, San Antonio Credit Union, American Red Cross) will reflect the term of employment if less than four years.

6. ISSUANCE RESTRICTION.

a. Fort Sam Houston ID Badge will not be issued for a period greater than four years.

b. Badges will not be issued for less than six months.

7. DENIAL, REVOCATION OR NON-RENEWAL. The US Army Garrison Commander or designee, in consultation with the Staff Judge Advocate's Office may deny, revoke, or refuse to renew the FSH ID Badge or CSFC TAG 10 of any person.

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SUBJECT: Issuance of the Fort Sam Houston (FSH) Identification  
(ID) Badges

8. BARRING. Any contractor or non-DOD civilian that fails to return his/her badge, within 5 working days, after termination will be barred from the installation.

APPROVED BY: GARRISON COMMANDER

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH

EXAMPLE

**Application for Fort Sam Houston ID Badge**

|   |           |  |                       |                       |
|---|-----------|--|-----------------------|-----------------------|
| 1. NAME (LAST, FIRST, MI)                             |           | 2. ID BADGE EXPIRATION DATE (YYYYMMDD)             |                       |                       |
| 3. SOCIAL SECURITY NUMBER                             |           | 4. DATE OF BIRTH (YYYYMMDD)                        |                       |                       |
| 5. HEIGHT   | 6. WEIGHT | 7. HAIR COLOR                                      | 8. EYE COLOR          | 9. SEX (M/F)          |
| 10. ORGANIZATION                                      |           | 11. POSITION TITLE                                 |                       | 12. WORK PHONE NUMBER |
| 13. HOME ADDRESS                                      |           |  | 14. HOME PHONE NUMBER |                       |
| 15. APPLICANT SIGNATURE                               |           | 16. DATE   |                       |                       |
| 17. AUTHORIZING OFFICIAL TYPED NAME (LAST, FIRST, MI) |           | 18. AUTHORIZING OFFICIAL PAY GRADE (IF APPLICABLE) |                       |                       |
| 19. TITLE   |           | 20. DUTY PHONE                                     |                       |                       |
| 21. AUTHORIZING OFFICIAL SIGNATURE                    |           | 22. DATE   |                       |                       |
| <b>COMPLETED BY ISSUING</b>                           |           |  |                       |                       |
| 23. ID BADGE SERIAL NUMBER                            |           | 24. ID BADGE ISSUE DATE                            |                       |                       |
| 25. ISSUING OFFICIAL SIGNATURE                        |           | 26. DATE   |                       |                       |

C SFS FORM 4318, OCT 2001

**APPLICATION FOR FORT SAM HOUSTON IDENTIFICATION (ID) BADGE**

The proponent of this form is MCCA-BLE

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C., Section 301; 10 U.S.C., section 3013(g).

**PRINCIPLE PURPOSE:** To provide a record of identification cards and badges issued: to restrict entry into the installation/activities; and to ensure positive identification of personnel authorized access to restricted areas.

**ROUTINE USE:** To identify all non-DOD civilians and contractor personnel conducting official business on the installation.

**MANDATORY/VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** The disclosure of personal identification is voluntary; however, failure to provide information required may preclude entry to the installation/activities. Information will not be released to third parties.

|   |           |  |  |                       |
|---|-----------|--|--|-----------------------|
| 1. NAME (LAST, FIRST, MI)                               |           | 2. ID BADGE EXPIRATION DATE (YYYYMMDD) |  |                       |
| 3. SOCIAL SECURITY NUMBER                               |           | 4. DATE OF BIRTH (YYYYMMDD)            |  |                       |
| 5. HEIGHT   | 6. WEIGHT | 7. HAIR COLOR                          | 8. EYE COLOR   | 9. SEX (M/F)          |
| 10. ORGANIZATION  |           | 11. POSITION TITLE                     |  | 12. WORK PHONE NUMBER |
| 13. HOME ADDRESS  |           |  | 14. HOME PHONE NUMBER                                |                       |
| 15. APPLICANT'S SIGNATURE                               |           |  | 16. DATE   |                       |
| 17. AUTHORIZING OFFICIAL'S TYPED NAME (LAST, FIRST, MI) |           |  | 18. AUTHORIZING OFFICIAL'S PAY GRADE (IF APPLICABLE) |                       |
| 19. TITLE   |           |  | 20. DUTY PHONE NUMBER                                |                       |
| 21. AUTHORIZING OFFICIAL'S SIGNATURE                    |           |  | 22. DATE   |                       |
| <b>TO BE COMPLETED BY ISSUING OFFICE</b>                |           |  |  |                       |
| 23. ID BADGE SERIAL NUMBER                              |           |  | 24. ID BADGE ISSUE DATE                              |                       |
| 25. ISSUING OFFICIAL'S SIGNATURE                        |           |  | 26. DATE   |                       |

MEMORANDUM FOR RECORD

SUBJECT: Acknowledgment of Installation-Badge Holder Responsibilities

1. Reference Garrison Commander's Policy Letter #54, Issuance of the Fort Sam Houston (FSH) Identification (ID) Badges, Aug 2004.

2. As a FSH Installation Badge holder, I acknowledge the following:

a. All persons, their personal property, U.S. Government property, and vehicles may be searched on entry, while within the confines of, or when leaving U.S. Forces installations. Persons attempting to gain entry who refuse to identify themselves or consent to search will be denied access.

b. I am not authorized to sponsor individuals onto the installation.

c. Installation Badges are U.S. Government property. Any military police (MP) official or Chenega Security Officer may confiscate an Installation Badge that has expired, is being used fraudulently, is being presented by a person other than the person to whom it was issued, or is obviously altered, damaged, or mutilated.

d. I must surrender my badge when--

1) It is replaced (except when lost or stolen)

(2) I no longer require access.

(3) My sponsor status changes.

(4) I resign or retire, am terminated, or am no longer officially sponsored.

e. If I lose my Installation Badge or if it is stolen, I must immediately notify either the MP or the Installation Access Control Office that issued the pass. Failure to do so is grounds for denying a replacement pass and barring from the installation.

f. Violations of security policies may be grounds for denying access to the installations and lead to confiscation of installation-access documents.

3. I acknowledge by my signature below that I have read and understand the policy, requirements, and responsibilities above.

\_\_\_\_\_  
Print Last, First, MI

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date