



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

REPLY TO  
ATTENTION OF

OCT 19 2016

ATCC-ZA

**MEMORANDUM FOR**

Commanders, Fort Knox Partners in Excellence  
Commanders, All Units Reporting Directly to this Headquarters  
Directors and Chiefs, Staff Offices/Departments, this Headquarters

**SUBJECT:** Policy Letter 14 – Fort Knox Bar Letters

**1. References:**

a. 18 United States Code, Section 1382.

b. Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Un-Cleared Contractors, 7 March 2014.

**2. Recognizing authority to issue bar letters under the above-cited statute, I direct the following:**

a. All Non-Military ID Card personnel (unaffiliated civilians and contractors without a CAC) will be issued a bar letter signed by a Directorate of Emergency Services (DES) designee when information becomes available the individual has been charged with an offense outlined in Reference B. Information will be entered in the blotter for review and ratification.

b. All personnel authorized a Military ID Card and Fort Knox lease residents may only be issued a bar letter by Garrison Commander.

c. Bar Requests. Bar letters may be requested by Brigade or higher level Commanders, Directorate-level Supervisors, DES, the Staff Judge Advocate, or their designees utilizing FK Form 5096-E, Installation Barment Request (Enclosure 3). The DES will prepare and forward the packet through the Administrative Law Division, Office of the Staff Judge Advocate, to the Garrison Commander.

d. Limited Access for Barred personnel. All Military ID Card holders will receive limited access to go directly to and from their on-post place of employment or duty only, unless I approve a total bar separately.

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3. Individuals may request modification or termination of a bar letter by submitting a request to DES. Unless a modification or termination is requested, the bar letter is final, and no new notice will be provided. Non-Military ID card personnel will request such modification or termination using the procedures set forth in reference b.

4. The Garrison Commander has the delegated authority to bar civilians from the Fort Knox military installation as well as Soldiers adjudicated a punitive or administrative discharge. The Garrison Commander is also the delegated authority to grant or deny all requests to remove individuals from the barred person list. However, I retain authority to review appeals on bar decisions issued by the Garrison Commander unless the Garrison Commander grants the relief requested.

5. The point of contact for this policy is the Director of Emergency Services at 502-624-2739.

2 Encls

1. FK Access Control Appendix
2. FK Form 5096-E,  
Installation Barment Request



CHRISTOPHER P. HUGHES  
Major General, USA  
Commanding

**FORT KNOX ACCESS CONTROL ADJUDICATION STANDARDS FOR  
NATIONAL CRIME INFORMATION CENTER, TERRORIST SCREENING DATABASE  
AND FOR ONPOST OFFENSES**

In the absence of an approved waiver, the Directorate of Emergency Services (DES) will deny unescorted access to Fort Knox to visitors and uncleared contractors based on the results of the NCIC-III and TDSB checks, if they contain credible derogatory information that the individual may present a threat to the good order and discipline or health and safety on Fort Knox. Such derogatory information includes, but is not limited to, the following

1. The NCIC-III contains criminal arrest information of an offense listed below:

a. DES is unable to verify the individual's claimed identity based on the reasonable belief that the individual has submitted fraudulent identity information in the attempt to gain access.

b. Sex offenses (i.e., rape or sodomy, child pornography, trafficking in humans, child molestation, or sexual assault).

c. Weapons or explosives law violations.

d. Current arrest warrant, regardless of offense or violation.

e. Current bar from entry or access to any Federal installation or facility.

f. Status as a registered sex offender.

g. Espionage, sabotage, treason, or terrorism.

h. Felony conviction within the past 10 years, regardless of the offense or violation.

i. Acts or activities designed to overthrow the U.S. Government by force.

j. Suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity. (When this capability becomes available to Fort Knox, installation access control personnel will strictly follow the Federal Bureau of Investigation's published engagement protocols.)

2. Military Personnel Barment.

a. Military personnel who receive Other Than Honorable (OTH) discharge will be permanently barred from the installation. The Senior Commander will execute that bar letter when the discharge is approved.

b. Military personnel, separated punitively or administratively, who demonstrate conduct which is of an unacceptable nature for the purpose of continued service should be recommended for a bar from the installation only when the underlying activity poses a threat to peace and security.

c. Military personnel who receive a Chapter 10 discharge will be permanently barred from the installation.

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d. Protection from Domestic Violence. Any civilian spouse or parent will be permanently barred if their presence on the installation represents a threat to the safety of any adult or child living on the installation. Application for bars under this category may be initiated by DES, ACS, or other domestic violence protection agencies or advocates.

3. United States Government Civilian Employees. Barred with the provision they may go directly to and from their on-post place of employment only. This workplace access exception does not extend to contractor or non-federal entity employees who must seek relief under Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors, 7 March 2014. Government employee bar letters requesting a total bar from the installation may be issued separately after an individual review by the senior commander.

4. Retirees and Family Members Residing Off Post. In all cases in which a bar is issued, offenders may go directly to and from emergency and scheduled medical appointments.

5. Limited Access Authorization. The DES may authorize limited access to barred individuals for entry to the installation or authorize access to areas other than their place of duty when an extreme hardship or compelling circumstances where no significant risk to the installation is present. This will be done on a case-by-case basis. Requests must be sent to DES, phone 624-4335.

6. All other instances warranting exclusion from the installation must be referred to the senior commander for determination.

## FK Form 5096-E, Installation Barment Request

<b>INSTALLATION BARMENT REQUEST</b> <small>For use of this form, see USC Title 18, Section 1382</small>			
<b>INSTRUCTIONS:</b> <ul style="list-style-type: none"> <li>- Complete all sections of this form.</li> <li>- Attach supporting documentation.</li> <li>- Submit packet to the Operations Division, Fort Knox Directorate of Emergency Services.</li> <li>- All requests will be reviewed by the Staff Judge Advocate.</li> <li>- Only the senior commander can authorize a bar from post.</li> </ul>			
SECTION I - REQUESTER INFORMATION			
1. NAME:	2. UNIT/ORGANIZATION:	3. PHONE:	
SECTION II - SUBJECT INFORMATION			
4. NAME OF PERSON TO BE BARRED (Last, First, MI):	5. CURRENT ADDRESS:	6. PHONE:	
7. STATUS:  <input type="checkbox"/> Service Member <input type="checkbox"/> Family Member <input type="checkbox"/> Civilian	8. EMPLOYED ON POST?  <input type="checkbox"/> Yes <input type="checkbox"/> No	9. EMPLOYER NAME AND ADDRESS:  _____ _____	
10. SPONSOR'S NAME (Last, First, MI):	11. SPONSOR'S RELATIONSHIP:	12. SPONSOR'S UNIT:	
13. BASIS FOR BAR FROM POST (Attach documentation): <input type="checkbox"/> Arrest/Police Report <input type="checkbox"/> Conviction <input type="checkbox"/> Discharge/Separation <input type="checkbox"/> Other			
14. SUMMARY OF MISCONDUCT/BASIS FOR BAR FROM POST:			
15. ADDITIONAL COMMENTS/INSTRUCTIONS:			
16. REQUESTER SIGNATURE:	17. DATE:	18. RECIPIENT SIGNATURE:	19. DATE: