



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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NGKS-TAG

2 April 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TAG Policy Letter #41, Required Identification (ID) for Access Control

1. Employees of the Kansas Adjutant General's Department and other Department of Defense (DoD) personnel will provide a Common Access Card (CAC) or a Uniformed Services ID Card for physical inspection in order to be granted access to Kansas National Guard (KSNG) installations where photo identification is required. This includes, but is not limited to:

Joint Forces Headquarters Complex – Topeka, KS
Armed Forces Reserve Center Complex – Topeka, KS
Army Aviation Support Facility #2 – Salina, KS
Mission Training Center – Fort Leavenworth, KS
190th Air Refueling Wing – Topeka, KS
184th Intelligence Wing – Wichita, KS

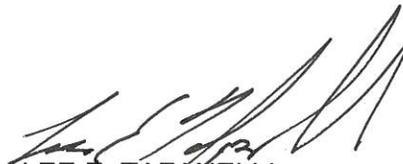
2. Specific procedures for allowing access in the event of a lost or missing CAC may be developed by each installation, but repeat violations should be discouraged.

3. Civilian visitors who do not possess a CAC must produce a government or state-issued form of identification. DoD regulations require that any non-CAC holding person requesting access to an installation be vetted prior to granting unescorted access.

4. Kansas Army National Guard (KSARNG) and Kansas Air National Guard (KSANG) installations will continue to comply with branch-specific regulations, including:

- a. AFMAN 31-113, *Installation Perimeter Access Control*
- b. AR 190-13, *The Army Physical Security Program*
- c. Army Directive 2014-05, *Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors*
- d. DTM 09-012, *Interim Policy Guidance for DoD Physical Access Control*

5. Point of contact for this memorandum is CPT Lance Fowler at 785-274-1116 or lance.m.fowler.mil@mail.mil.



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The Adjutant General

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