



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**

HEADQUARTERS, KANSAS NATIONAL GUARD  
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TOPEKA, KS 66611-1263

NGKS/TAG

1 April 2020

MEMORANDUM FOR 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 must 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) state-owned/leased facilities or installations where photo identification is required. Employees requiring access to KSNG facilities located on DoD installations abide by installation regulations regarding access control.
2. Local Commanders may develop specific procedures for allowing access in the event of a lost or missing CAC. Commanders must include procedures to address repeat violations and how to hold those personnel responsible.
3. Civilian visitors or tenant employees who do not possess a CAC must produce a government or state-issued form of identification. DoD regulations require that a non-CAC holding person requesting access to a controlled facility or installation be vetted prior to granting unescorted access.
4. Point of contact for this memorandum is the Anti-Terrorism Program Manager at (785) 646-0359.
5. This policy supersedes TAG Policy Letter #41 dated 2 April 2015.

A handwritten signature in black ink, reading "David A. Weishaar".

DAVID A. WEISHAAR, Major General, KSNG  
The Adjutant General

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