!!!!!!!!!**PLEASE READ!!!!!!!!!**

INSTRUCTIONS

- **NOTE:** To sponsor anyone on to the installation, the sponsor must be enrolled in the Defense Biometric Defense System (DBIDS)

- **NOTE:** The Access Request Form must have the guest/visitor's full name, full social security number and date of birth to process the required criminal history search.

- **NOTE:** If the guest/visitor will be operating a motor vehicle, you must also provide the make/model and license plate number of the vehicle.

Pre-visit Documentation/Information Required for All Visitors

- Full birth date

Pre-visit Documentation Required for All Motor Vehicle Operators:

- The owner/vehicle operator must provide the following documents by faxing to Pass & Registration Office at 678-655-5999 or via hand delivery to Bldg 866.
    - Copy of the operator's driver's license
    - Copy of the vehicle registration
    - Copy of proof of insurance
    - Please note: if we do not receive the above mentioned documents prior to visitation date, it could cause a serious delay in approving your request for entry.

For Guest/Visitor Unescorted Entry onto the Installation: The sponsor must:

- **For Personal Guest/Visitor**
    - Complete the Dobbins Security Forces Access Request Form DARB 3
    - Birthdates must be provided. If not provided the access request will be denied.
    - Submit Access Request Form to the Pass & Registration Office via fax at 678 655-5999 or hand deliver to Bldg 866 no later than 3-5 business days prior to the scheduled visitation date.
- **For Business Guest/Visitor**
    - Complete the Dobbins Security Forces Access Request Form DARB 3.
    - Birthdates must be provided. If not provided the access request will be denied.
    - Submit Access Request Form to the Pass & Registration Office via fax at 678 655-5999 or hand deliver to Bldg 866 no later than 7 - 10 business days prior to the scheduled visitation date.
- **For Service Worker/Contractor (Requested Access 179 days or less)**
    - Complete the Dobbins Security Forces Access Request Form.
    - Birthdates and Social Security Number must be provided. If not provided the access request will be denied.
    - Submit Access Request Form to the Pass & Registration Office via fax at 678 655-5999 or hand deliver to Bldg 866 no later than 15 business days prior to the scheduled visitation date.
    - NOTE: Any sponsor requesting unescorted entry access request for service workers/contractors involving any unsupervised work on the installation or facility on weekends and/or holidays must be approved by the unit commander/agency chief or his/her designated representative of the facility or area being visited.

For Escorted Entry onto the Installation:

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- Any visitation request less than 48 hours will require their visitors be escorted by the sponsor or an authorized member of the unit.
- Any assigned escort duties can ONLY escort 6 visitors.
- BOTTOMLINE: Full documentation and prior screening requirements must be met by all U.S. & Non U.S. Citizens before clearance for unescorted access onto the installation will be granted.
- NOTE: To the Sponsor: Once you've completed the form, please fax to: 678-655-5999 Monday through Friday 8:00 AM to 4:00 PM or hand deliver to Bldg 866.
- **Who can Escort?** – Any DARB FTE/Military member who assumes responsibility for a visitor to DARB facilities and who accompanies the visitor, maintaining visual and verbal contact at all times, in all non-escort free areas or areas to which the visitor is not permitted independent access.

Responsibilities of sponsors with regard to personal visitors in the workplace:

- **General requirements** – Sponsors of visitors to DARB facilities are responsible for the actions of persons whom they have invited to visit DARB facilities. Generally, the sponsor must:
- Substantiate the reason for the visit.
- Inform his or her DARB supervisor of the visit request.
- Follow all procedures for pre-visit authorization of the visitor as described in this letter of instruction.
- Ensure the visitor does not have access to sensitive information or materials.
- Ensure the visitor is aware of and agrees to follow applicable visitor policies and procedures (as outlined in this document and other security policies and procedures).
- Serve, or designate someone to serve, as the visitor's escort and carry out escort responsibilities described in this instruction for areas where the visitor must be escorted.

Responsibilities of escorts with regard to visitors in the workplace

- **General requirements** – All escorts must:
- Have authorized access to area(s) being visited.
- Be knowledgeable about area(s) in which the visitor will be escorted.
- Ensure that visitor logs are completed, where applicable.
- Ensure that the visitor wears his or her badge above the waist in plain view.
- Ensure that the visitor's badge is given to security forces at the end of each work day, or upon departure from the facility/installation or expiration.
- Inform the visitor of articles prohibited on DARB premises, and explain to the visitor which areas he or she is authorized to enter without an escort and those areas that require an escort.

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- Notify Police Service office or representative if visitor(s) and escort will remain in a restricted area or controlled area for which they are not normally authorized beyond normal business hours.

Transfer of visitor control – If control of a visitor is given to another authorized escort, the originating escort must ensure that the new escort is aware of escort responsibilities. If visitor logs require the escort to sign in with the visitor (e.g., for entrance to facilities), the new escort, originating escort, and visitor must complete appropriate logs upon transfer of escort (i.e., the visitor signs out under the originating escort and in under the new escort).

Responsibilities of all visitors when visiting DARB leased or owned facilities

All visitors must:

- Display appropriate badge and/or other identifying credentials as established by Police Services office and/or the local security office or representative of the field location.

- Be escorted by an authorized person, unless the visit is limited to the facility's escort free areas.

- Sign applicable visitor logs upon entrance to DARB facilities and as required by security personnel for access to a particular area.

- Cooperate fully with all directives of safety officers or security personnel and adhere to any requirements that are imposed upon an individual or a particular area.

- Comply with all other applicable DARB policies (e.g., for all visitors – conduct in federal buildings and computer/Internet use policies; and for those visitors with access to controlled/restricted area--policies and procedures related to controlled/restricted areas).

- Submit to searches as requested by security personnel, including searches of their persons, personal effects, and vehicles.

Responsibilities of supervisors and employees with regard to visitors in the workplace

- Supervisors are responsible for ensuring that their staff members meet all applicable requirements for accessing DARB facilities (e.g., immunizations, personal protective equipment and procedures, training, etc.) and those they understand and comply with all DARB access policies and procedures.

- Employees must abide by workplace rules, regulations, policies, and guidelines.

Responsibilities of service workers and contractors with regard to visitors in the workplace

- Contractors are responsible for ensuring that their personnel meet all applicable requirements for accessing DARB facilities and that they understand and comply with all DARB access policies and procedures.

- Contract staff members must abide by workplace rules, regulations, policies, and guidelines.

Responsibilities for all DARB employees and contractors related to discovery of unauthorized persons: Anyone with access authorization is responsible to ensure that persons who have lost their access authorization or who have never received access authorization are not permitted entry onto the installation

or into restricted areas. Unauthorized persons may be recognized by the absence of a badge. (An employee or contractor who forgets his or her badge is responsible for obtaining a replacement; failure to do so is a security infraction.) If a non-threatening, unauthorized person is found unattended in a restricted area, authorized personnel must try to ascertain from the unauthorized person who his or her escort is and why he or she is not present. The authorized person should then escort the unauthorized person from the area and deliver him or her either to his or her sponsor (or sponsor organization) or to Security; an unauthorized person should never be left unattended in a restricted area at any time following discovery. If a person or situation appears to be dangerous, a call should immediately be made to report any occurrence of suspected or confirmed unauthorized entry or activity to Security Forces immediately.

General requirements – All employees, contractors, and visitors to DARB facilities must comply with this policy and procedures; all signage (such as Restricted Area or Controlled Area signs) and all directives of safety officers and security personnel should always be followed. Visitors must also follow instructions given by their sponsors or escorts.

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