



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA  
2837 BOYD AVENUE  
FORT HUACHUCA, ARIZONA 85613-6000

REPLY TO  
ATTENTION OF

ATZS-CDR (15)

5 November 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY -- Vehicle Passes for Nongovernmental Affiliated Personnel

1. This policy establishes the criteria and procedures for issuing temporary vehicle passes to nongovernmental affiliated personnel.
2. Passes will be issued to nongovernmental affiliated personnel on an as needed basis. Personnel must request in writing, through the Director of Public Safety to the Garrison Commander, stating the reason they are requesting issuance of a pass.
3. Passes will be issued for a period of up to one year at which time the individual must reapply.
4. The following individuals are eligible to apply:
  - a. Federal, state, county, and city officials who frequently require access to Fort Huachuca but otherwise do not meet registration criteria for a temporary pass.
  - b. Individuals who have a valid reason to access or transit Fort Huachuca on a recurring basis. The burden of proof for this category is substantial. Applicants are encouraged to provide as much information as possible to support their request.
5. Individuals requesting a pass must possess and provide copies of the following:
  - a. A valid state driver's license.
  - b. A valid state registration.
  - c. Proof of insurance.
6. Once the pass has been authorized, the pass must be displayed in the windshield of the vehicle whenever the vehicle passes through one of the gates or is being operated on post.
7. The installation pass may be revoked at the authority of the Garrison Commander when any of the following conditions exist:

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- a. The registrant knowingly permits the operation of the motor vehicle by an individual whose driving privileges are revoked or suspended or is not authorized access to Fort Huachuca.
  - b. The registrant knowingly makes a false statement when applying for an installation pass.
  - c. The registrant fails to maintain the required liability insurance on the vehicle.
  - d. The registrant commits misconduct while on Fort Huachuca.
  - e. The conditions meriting the pass no longer exist.
8. Requests for temporary passes should be mailed to:

**Commander  
U.S. Army Intelligence Center and Fort Huachuca  
ATTN: ATZS-PS  
Fort Huachuca, AZ 85613-6000**

9. Proponent for this policy is the Directorate of Public Safety. Point of contact for this action is Sandra Bolton, Executive Officer, extension 533-5230.

//original signed//  
LAWRENCE J. PORTOUW  
Colonel, MI  
Commander, US Army Garrison

DISTRIBUTION:

Commander,  
USASC  
USAISEC  
(CON'T)

314<sup>th</sup> TRS  
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U.S. ARMY INTELLIGENCE CENTER AND FORT HUACHUCA,

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