

IMNE-DEV-ZA

14 November 2005

MEMORANDUM FOR Each Garrison Employee and Tenant Activity


SUBJECT: Guest and Visitor Access to the Devens RFTA

1. Reference Devens RFTA Access Control Regulation, 190-16-1, 01 Jun 2005. Available at the Devens RFTA Physical Security Office
2. Devens RFTA is a controlled access facility with DOD Police and contract security guards posted at manned access control points to deter any unauthorized individual from entering.
3. A guest is defined as an individual provided access for unofficial purposes (family day, unit/activity functions, etc). Guests are permitted access to the Devens RFTA only at FPCON Normal through Bravo. Guest hours are 0700-2200 hours.
4. A visitor is defined as an individual providing services or conducting business with Devens RFTA, tenant units, or activities within the Devens RFTA. Visitors may be granted access until the service(s) or business is completed. At level FPCON Charlie DOD Police will conduct verification of services with the Devens RFTA or tenant points of contact. At level FPCON Delta mission essential services are allowed only by permission of the Devens RFTA Commander, Antiterrorism Officer, or Emergency Operations Center Officer.
5. Only valid DOD ID cardholders (Active Duty, Reserve, National Guard, Retirees, or a civilian DOD employee) are authorized to sponsor a guest(s) or visitor(s) into the Devens RFTA. Sponsors (of both guest and visitors) must accept full responsibility for their guest(s) or visitor(s) while on the Devens RFTA.
6. Sponsors of visitors and guest that do not have access to the automated access control system, must submit a written request to the Physical Security Office at least 3 days prior to the visit. If your visitor or guest is not a U. S. Citizen, contact the Physical Security Office or the DOD Police before forwarding your request. During normal duty hours e-mail or fax requests to the Physical Security Office, [joe.bates@devens.army.mil](mailto:joe.bates@devens.army.mil) fax number is (978) 796-3576. During non-duty hours, weekends, and holidays e-mail request to Devens DOD Police or fax to (978) 796-3033.

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7. All requests must include the following:
  - a. Name of visitor/guest
  - b. Company name (if applicable)
  - c. Unit/Activity to be visited
  - d. Building number visited
  - e. Sponsor's name
  - f. Sponsor's (unit/activity) phone number
  - g. Date(s) of visit
  - h. Purpose of visit
  
8. If a visitor or guest arrives unannounced or is not listed on the Devens RFTA access roster, the sponsor will be required to proceed to the gate to sign in and escort the visitor/guest onto Devens RFTA. If the sponsor cannot be contacted and the visitor/guest does not have a valid Military or DOD Civilian ID, access will be denied.
  
9. Unit or Activity representatives that have frequent visitors should contact Mr. Joe Bates, Devens RFTA Physical Security Office, (978) 796-2061, to receive training and access to the Devens RFTA automated access control system.
  
10. Point of contact for this action is Mr. Joe Bates (978) 796-2061 and Mr. Dan Story (978) 796-3512.

  
CARYN SUZANNE HEARD  
LTC, EN  
Commanding