



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996-1514

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #57

SUBJECT: Installation Access and Service to Non-Profit Non-Federal Entities (NFE) in Conjunction with Soldier for Life/Transition Assistance Program (SFL/TAP)

1. REFERENCES:

a. Office of the Secretary of Defense Memorandum regarding Installation Access and Support Services for Nonprofit Non-Federal Entities, dated 23 December 2014.

b. IMCOM Policy Memorandum 210-22, Installation Access and Services to Nonprofit Non-Federal Entities (NFEs) in Support of Transitioning Soldiers, dated 25 May 2016.

c. HQDA EXORD 148-15, Providing Installation Access and Support Services and Non-Profit Non-Federal Entities DTG092145Z Apr 15.

d. IMCOM OPORD 15-031, Implement Access Control Procedures at IMCOM Installations, 21 Nov 14.

2. PURPOSE: To establish a U.S. Army Garrison West Point policy and procedures for implementing and using NFE partnerships with SFL/TAP.

3. APPLICABILITY: This policy applies to all U.S. Army Garrison West Point directorates, employees and tenant activities on West Point.

4. POLICY: This publication will permit NFEs to function on U.S. Army Garrison West Point in order to provide services to transitioning Soldiers and Families. The Military Personnel Division, Directorate of Human Resources (DHR) must consider the nature of the services to be provided, the needs of the Installation and the Soldiers and Families in determining whether to permit a NFE to function on the Installation or authorize them space. Consideration for providing Installation access and space should be based on resources, mission requirements and security.

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5. PROCEDURES:

a. Once access is approved, office space and associated equipment requirements will be coordinated through the SFL-TAP Office at West Point in Building 626. Resourcing responsibility reside with the Director, DHR.

b. All personnel without DOD affiliation will undergo an NCIC III criminal background check before accessing the Installation (see Enclosure 3, paragraph 9). If an NFE representative is denied access based on information obtained from the NCIC III check, he or she can request a waiver. Background request process and procedures are outlined in Garrison Policy #41 and Directorate, Plans Training, Mobilization and Security is the office of primary responsibility. The Director DHR will serve as the sponsor for requesting NFEs.

c. It is the responsibility of the DHR to inform the IMCOM Operations Center and Region Operations Center as well as the West Point Garrison leadership via e-mail or any external agencies' request for access to West Point for aid, support, regardless of agreements. All access requests must be received in writing.

d. The template in HQDA EXORD 148-15, reference 1.f., Annex E, will be utilized to notify the requesting NFE of approval or denial of access. Access may be granted for a single, multiple of recurring events (see Enclosures 1 and 2).

e. The Installation Commander will review and comply with the Checklist for the Installation Commander (see Enclosure 3).

6. POC is the Directorate of Human Resources, at (845) 938-8458.

- 4 Encls
- 1. Installation Commander
Approval Letter Template
- 2. Installation Commander
Disapproval Letter Template
- 3. Checklist for Installation Commander
- 4. Application for Post Access
Non-Profit Non-Federal Entities
In Conjunction with SFL/TAP


ANDREW S. HANSON
COL, SF
Commanding



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U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996

(Date)

(Requestor's Organization,
Name and Address)

Dear (Requestor),

Thank you for your (date of request letter) letter requesting that (name of requesting organization) be granted access to the United States Military Academy, West Point, New York for the purpose of providing support and services to the Military Members and Families of the Installation community.

I am pleased to inform you that based on the information you provided, I have approved your request. Please note that this approval is granted for the specific event(s) and date(s) that you indicated in your request letter. Further approval will be required for any additional events on the Installation that you wish to sponsor.

We will retain the information you provided about your organization until (date – no later than one year from when originally provided). Requests from your organization after that date must be accompanied by updated documents.

My point of contact for this action is the Ms. Colleen Costanzo, Army Career Alumni Program Counselor, Military Personnel Division, Director of Human Resources. Please contact her directly at (845) 938-0634 or via email at colleen.costanzo@usma.edu to coordinate the details of your event.

Thank you very much for your request, and for your support of our Military Members and their Families.

Respectfully,

Andrew S. Hanson
Colonel, U.S. Army
Commanding

Encl 1



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HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996

(Date)

(Requestor's Organization,
Name and Address)

Dear (Requestor),

Thank you for your (date of request letter) letter requesting that (name of requesting organization) be granted access to the United States Military Academy, West Point, New York for the purpose of providing support and services to the Military Members and Families of the Installation community.

(OPTION 1: NEED ADDITIONAL INFORMATION)

In order for us to fully review your request and reach a decision, we need you to provide additional information about your organization. Please submit (1) a copy of your organization's most recent IRS Exemption Determination Letter and Form 990, and (2) a copy of current organizational documents that describe the nature, function, objectives and membership eligibility of your organization (e.g., articles of incorporation, constitution, bylaws, charters, articles of incorporation or other authorization documents).

(OPTION 2: SUPPORT/SERVICES ARE NOT NEEDED ON THE INSTALLATION)

I greatly appreciate your generous offer of support and/or services. However, based on the information you provided, I have determined that these services and support are not currently needed on this Installation. Therefore, I regret to inform you that I am disapproving your request. If your services/support are needed in the future, I will reconsider your request.

(OPTION 3: ORGANIZATION IS GOOD, SERVICES ARE NEEDED, BUT REQUESTED EVENT DATE CANNOT BE SUPPORTED)

I greatly appreciate your generous offer of support and/or services. Although I would like to approve your request, we are unable to accommodate the date(s) you requested for your event. I hope we can work together to identify an alternate date for your event that will work for both of our organizations.

(OPTION 4: ORGANIZATION IS NOT COMPATIBLE WITH DOD MISSION OBJECTIVES)

I regret to inform you that I have disapproved your request. Based on the information you provided, I have determined that your organization's purpose, nature,

objectives and/or membership eligibility are not compatible with mission requirements and could discredit this Installation. It is not in the best interest of the Department of Defense to facilitate your proposed event or the delivery of the support and/or services you propose to offer the military community on this Installation.

My point of contact for this action is Ms. Colleen Costanzo, Army Career Alumni Program Counselor, Military Personnel Division, Directorate of Human Resources. Please contact her directly at (845) 938-0634 or via email at colleen.costanzo@usma.edu to coordinate the details of your event.

Thank you very much for your request, and for your support of our Military Members and their Families.

Respectfully,

Andrew S. Hanson
Colonel, U.S. Army
Commanding

Encl 2

CHECKLIST FOR INSTALLATION COMMANDERS REVIEWING INSTALLATION

The following is an example that Installation Commanders could utilize to implement this memorandum.

1. Have you received a written request for Installation access?
If yes, proceed to question 2. If no, direct the organization to submit a written request.
2. Have you determined if the requestor is a nonprofit non-federal entity?
If yes or no, proceed to question 3. If you determine the organization is not a nonprofit NFE, stop. It is not covered by this policy.
3. Have you obtained a copy of the nonprofit NFE's most recent IRS exemption determination letter?
If yes, proceed to question 4. If no, request the determination letter.
4. Have you obtained a copy of the organization's Form 990?
If yes, proceed to question 5. If no, request the Form 990.
5. Does the request include date(s), time(s), specific event(s) and purpose of event(s)?
If yes, proceed to question 6. If no, request additional information.
6. Do the services or programs provided by the nonprofit NFE provide a beneficial service for Service Members and their Families (identified by the Installation Commander)?
7. Are the organization's services or programs consistent with the Installation's mission requirements and security constraints?
If yes, proceed to question 8. If not, disapprove the request per disapproval memo template.
8. As with all Installation access requests, have you verified the organization's nature, function, and objectives and that the organization does not discriminate based on race, color, creed, sex, age, disability, or national origin (per DoDI 1000.15)?
If yes, proceed to question 9. If organization does discriminate, disapprove the request per disapproval memo template.
9. Have you obtained background checks for employees and volunteers if they will be interacting with military children under the age of 18 in DoD-operated, -contracted, or community-based programs (per DoDI 1000.15)?
If yes, proceed to question 10. If no, request background checks and once received, proceed to question 10.

10. Have you verified that you can support the event on the date requested?
If yes, approve the request per approval memo template. If no, proceed to question 11.

11. Have you identified alternate dates to support the organization's request?
If yes, provide dates to organization, and if acceptable, approve the request per approval memo template. If alternative dates are not available/acceptable, disapprove the request per disapproval memo.

**APPLICATION FOR POST ACCESS NON-PROFIT NON-FEDERAL ENTITIES (NFE)
IN CONJUNCTION WITH SOLDIER FOR LIFE/TRANSITION ASSISTANCE PROGRAM (SFL/TAP)**

NAME OF ORGANIZATION: _____

ADDRESS:

POINT OF CONTACT:

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

DATE OF EVENT: _____

PURPOSE OF EVENT: (VENDOR FOR JOB FAIR FOR SFL/TAP)

APPROVED:

DISAPPROVED:

DIRECTOR OF HUMAN RESOURCES

DIRECTOR OF HUMAN RESOURCES

Date

Date

IF APPROVED, ACCESS IS GOOD FOR ONE YEAR FROM THE DATE OF THE EVENT.