



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 42
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IMIT-ESP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy Policy Letter #17, Overnight Visitor Sign-in

1. Reference: Sign-in procedures provide access to USAG Italy installations if an access roster is unnecessary and issuing an installation pass is impractical or not authorized. IAW AER 190-16, Military Police Access Control, 11 January 2010, this policy letter outlines the procedures and guidelines for sponsors signing in overnight visitors at Del Din, Caserma Ederle, and Villaggio.

2. 24-hour overnight Sign-in Office Locations: All sponsors who wish to sign-in a guest for over 24 hours must go the IACS Office located inside Building 4B on Caserma Ederle. If the IACS Office is closed then the sponsor must go to the MP Desk, which is also located inside Building 4B on Caserma Ederle.

3. Sign-in Privileges:

a. DOD ID cardholders who are 18 years old or older and military spouses over the age of 18 have sign-in privileges. If this privilege has been suspended, it is documented in the IACS and will be checked by a guard in the IACS when the DOD ID cardholder tries to use his or her sign-in privileges.

b. Except for individuals in the NATO Member and Department of State and American Embassy Personnel categories, installation-pass holders are not granted sign-in privileges unless authorized by the sponsoring organization. Sign-in privileges are documented on the front of all installation passes with any qualifications (for example, "contractors and vendors only") listed in the remarks block on the back.

c. The installation-pass holder must be at least 18 years old.

4. Restrictions:

a. Temporary installation-pass holders are not authorized sign-in privileges.

b. DOD ID cardholders not registered in the IACS are not authorized sign-in privileges. Exceptions are for active duty DOD ID cardholders who are either on TDY or leave. For example, a DOD ID cardholder who is on leave from a deployment and

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visiting USAG Italy may sign-in Family members and guests with an approved leave form.

c. Sign-in privileges are limited to signing in four individuals and their vehicles at any one time.

d. Individuals who require recurring access will not use sign-in procedures to avoid the installation-pass application process or access-roster requirements.

5. FPCON Restrictions:

a. During FPCON Charlie, host-nation contractors and official guests are not authorized sign-in privileges. During FPCON Delta, only DOD ID cardholders are authorized sign-in privileges. Exceptions may be granted by the USAG Commander for key and essential personnel.

6. Identification:

a. Individuals who are signed in must show the guard their passport or personal ID (for example, Italian carta d'identita). Guards will ensure through visual comparison that the passport or personal ID belongs to the person being signed in.

7. Sponsor Responsibilities:

a. Sponsors will ensure any individuals they sign-in are physically escorted at all times. Failure to follow this policy may lead to administrative actions such as suspension or revocation of the sponsor's sign-in privileges and installation access.

8. Exception to sign-in policy:

a. Personnel wishing to sign-in a guest at Del Din or Caserma Ederle are only authorized to sign-in a guest between the hours of 0600 hrs and 2359 hrs. This sign-in procedure will take place at Gate 1 (Caserma Ederle), the main gate at Villaggio or the main gate at Del Din. All guests that are signed in must be signed out by 2400 hrs. Failure to comply with this policy will result in the sponsor losing his/her sign-in privileges for 15 days (first offense), 30 days (second offense) and for a year (third offense).

b. Personnel wishing to sign-in a guest at Villaggio are authorized to sign-in the guest for a 24 hour period. This may be accomplished at the MP Desk.

c. Personnel stationed in USAG Italy area wishing to sign-in a guest at the Caserma Ederle Hotel must do so at the IACS Office or MP Desk. To qualify for an overnight or 24 hour pass, the visitor must reside farther than a two-hour travel distance

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from Caserma Ederle. If the visitor resides within two hours, then a 24-hour pass or overnight pass will not be authorized. The IACS Office or MP Desk will determine the travel time from the visitors home to Caserma Ederle via Google Maps.

9. The point of contact for the memorandum is MAJ Brian G. Mumfrey at 634-7329 or brian.g.mumfrey.mil@mail.mil.

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