



DES-CS

1 March 2008

IN REPLY
REFER TO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy – Morale, Welfare & Recreation (MWR) ID Cards

A. **PURPOSE.** This policy provides those individuals approved by the DSCC Site Director to utilize MWR facilities on the Defense Supply Center – Columbus (DSCC), who do not possess authorized DoD/DLA identification a means to obtain credentials that allows them to enter the installation for MWR purposes. Approved individuals will be authorized a DSCC MWR ID thus easing entry onto the center.

B. GENERAL.

1. Use of DSCC MWR facilities are primarily for members of the Armed Forces and DoD Civilians working on Center. The DSCC Site Director, in accordance with Army and DLA policy has agreed to authorize usage of the DSCC MWR facilities to the below categories on a space available basis.

- a. Federal Employees
- b. Retired federal employees
- c. Honorably Discharged Veterans (not authorized for individuals with a “General Discharge” under Honorable Conditions).
- d. Members of organizations that have a properly executed Memorandum of Understanding (MOU) that allows use of MWR facilities.
- e. State Employees
- f. City Employees
- g. County Employees
- h. General Public

2. The DSCC Site Director reserves the right to deny any application or renewal based on space availability or increased security measures. Patronage privileges will be suspended, terminated, or denied if the Site Director determines it to be in the best interest of the MWR Program or the installation.

3. Foreign Nationals are not authorized an MWR ID regardless of belonging to one of the above categories.

4. Children age 15 and younger are not authorized an MWR ID but can be accompanied by a parent who has an MWR ID. Children 16 to 18 without an MWR ID can be accompanied by a parent who has an MWR ID. Individuals 16 and older can obtain an MWR ID by completing the procedures outlined in this policy.

5. All applicants must provide a copy of their valid Driver’s License or State ID with photograph and submit to a cursory criminal background check conducted by the DSCC Police

via the National Crime Information Center (NCIC). Any applicant found to have derogatory information such as outstanding wants or warrants for their arrest or appear on the Terrorist Watch list will be declined and all information may be forwarded to appropriate agency for action.

6. The DSCC MWR ID is Government Property and will be surrendered to DSCC Police or MWR officials upon request or when user is no longer authorized its use. The card does not authorize the holder entry into any other DoD Installation. This card does not authorize entry to any other work areas on Center.

7. The ID Card is issued for a maximum period of one year at a time. New request forms must be submitted annually.

8. Approved applications are only valid for 15 days from the approval date. Application can not be hand-carried to the Pass and ID Office.

9. All cardholders are subject to DSCC regulations while on Center in addition to applicable Federal and State statutes including but not limited to:

- a. Traffic and Parking Supervision.
- b. Search and Seizure.
- c. Prohibition against possession of dangerous weapons.
- d. Usage of hands free cell phones.

10. Cardholders are only authorized to park at the facilities for which they are approved: Fitness Center or Golf Course.

11. The ID Card will consist of two distinct designs. Each design will be printed on a plain white PVC Card embedded with security features that contains the MWR logo and specific pictures indicating the area the individual is authorized entry. One design will contain a picture depicting the fitness center and authorizes entry to the fitness center. The second design will have a picture representing the golf course which authorizes use of that facility. Personnel authorized Fitness Center usage and are also golf course patrons will only be issued the Fitness Center ID. All cards will have a photograph of the bearer, along with the bearer's name, card number and expiration date.

12. Identification listed below is considered DSCC approved identification and individuals possessing them are authorized access to the Center and MWR facilities and will not be issued an MWR Identification (ID) Card.

- a. Department of Defense (DoD) Common Access Card (CAC).
- b. DLA issued ID Badges for Associates, and Contractors, DSCC Retiree and Family Member ID.
- c. DD Form 2 series, Armed Forces ID Card for Retired Military.
- d. DD Form 1173, Uniformed Service ID and Privilege Card for Dependents.

C. PROCEDURE.

1. To obtain a card, the applicant must complete an MWR ID Request (DSCC Form 2313). Contact the Fitness Center (614-692-4126) or Golf Course (614-692-2075) for a copy of the policy, request form and more information. Copies of this policy and forms will also be available in the Visitor Processing Center. All blocks must be filled in and a copy of applicant's driver's license or state identification with photograph must be provided before the ID can be issued. The MWR facility manager must sign the request and submit it with the copy of the Driver's License or state identification with photograph to the Approval Authority.

2. The Approval Authority is the MWR Chief or their designated representatives. The MWR Chief may designate additional approval authorities on the DD Form 577, and forward it to the Office of Public Safety.

3. The MWR Chief will sign and date the form; the documents (application and copy of driver's license or state identification with photograph) will be scanned as a .tiff file and emailed to the Pass and ID Lead.

4. The Pass and ID Lead will coordinate with Police Leadership (Police Chief, Deputy Police Chief and 1st Shift Supervisor) and email application and driver's license to have them conduct a background check utilizing the LEADS program.

5. The Police will conduct the background check utilizing current procedures (LEADS) and email back to the Pass and ID Lead favorable or unfavorable results. Pass and ID Lead should retain this email as proof of check being complete.

6. Pass and ID Lead will contact the MWR Facility Manager informing them that the application is approved or disapproved. This begins the 15 days the approval is valid.

7. Pass and ID Lead will scan the application into the Scan Database.

8. The MWR Facility Manager will:

a. Notify the applicant.

b. Working with the applicant, schedule an appointment within 15 days of approval at the Pass and ID office using the ID scheduler website:

<https://centerwide.dsc.dla.mil/badgescheduler/Intro1.aspx>, The Pass & ID office is located in bldg 52. Normal Hours of Operation: M-F - 0745-1500 hours.

c. Once an appointment is made sponsor the applicant as a visitor in the Visitor Notification System: <https://centerwide.dsc.dla.mil/visitor/Secure/Details.aspx>

9. The Pass & ID Office will process the request for issue of the MWR ID Card in accordance with (IAW) ADMSOP #37 (Internal Procedures for the Pass & ID Office). The applicant must present a valid photo ID (i.e. State Driver's License or State Identification card with photograph)

D. RESPONSIBILITIES.

1. MWR facility manager:

- a. Approve issue of the card on DSCC Form 2313.
- b. Ensure the request form is filled out completely and accurately.
- c. Ensure copy of driver's license or state identification with photograph is provided.
- d. Contact applicant when informed of approval by Pass and ID Lead.
- e. Schedule applicant for an ID Appointment utilizing the ID Scheduler website:

<https://centerwide.dsc.dla.mil/badgescheduler/Intro1.aspx>

- f. Sponsor the applicant as a visitor in the Visitor Notification System:

<https://centerwide.dsc.dla.mil/visitor/Secure/Details.aspx>

- g. Advise cardholders of rules, regulations, and policies of the Center.
- h. Retrieve and turn in the card when no longer needed.
- i. Report lost or stolen ID Cards to the Pass & ID Office as soon as possible.

2. MWR Chief or designee:

- a. Review the application and approve or deny.
- b. Sign and date the form
- c. Scan signed form and copy of driver's license as a **.tiff** file.
- d. Email the file to the Pass and ID Lead.

3. Pass and ID Lead:

- a. Coordinate with Police Leadership (Police Chief, Deputy Police Chief, 1st Shift Supervisor) to have a background check conducted by emailing scanned application and driver's license.
- b. Retain email response from Police after background check is complete.
- c. Contact MWR Facility Manager and inform them of approval or disapproval.
- d. Scan document into the Scan Database.
- e. Process applicant in accordance with published procedures.

4. Police Leadership:

- a. Conduct background check on applicant in accordance with published procedures (LEADS)
- b. Notify Pass and ID Lead via email of favorable or unfavorable results.
- c. Any applicant found to have derogatory information such as outstanding wants or warrants for their arrest or appear on the Terrorist Watch list will be declined and all information may be forwarded to appropriate agency for action.

E. Lost or Stolen Cards. Cardholders must report a lost or stolen MWR ID Card to the facility manager or MWR Chief as soon as possible. The applicant must report to the Pass & ID Office to be issued a replacement card, and to complete a statement.

F. Please direct any questions to the MWR Office at 614-692-1420.

DISTRIBUTION:
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///signed///
KENNY K. YOUN
Site Director
DLA Enterprise Support, Columbus