

VEHICLE REQUIREMENTS

- 1) Proof of ownership (e.g., state tag receipts or registration)
- 2) Possession of current liability insurance
- 3) Valid state drivers license

MOTORCYCLE REQUIREMENTS

Motorcycles or vehicles deemed such of the State of Michigan must possess a valid state license with a cycle endorsement and must adhere to safety requirements as listed in AFI 91-207 (i.e., helmet, long pants, sleeved shirt, gloves, eye protection, and over the ankle shoes or boots.)

A contrasting colored outer garment must be worn during the day and a reflective outer upper garment must be worn during the hours of darkness.

RULES OF CONDUCT WHILE ON THE INSTALLATION

- 1) Contracted personnel will depart the base when their duty day ends. They will travel from their duty location directly off of the installation.
- 2) All individuals in possession of a personally owned weapon will have a current State of Michigan Concealed Pistol License and will identify to the installation entry controller that they are in possession of a weapon. They will produce their CPL along with their access credentials to the installation controller. This is in accordance with MCL 28.425f.
- 3) No rifles or long guns will be allowed on the installation.
- 4) Personally Owned Weapons are not authorized in the following areas: River Club, Starbase, Flightline, all dormitories, billets, dining facilities and the Emergency Control Center.
- 5) The speed limit is 15 mph from the Main Gate to the in-ground barriers, 25 mph throughout the rest of the installation unless otherwise posted. However, the speed limit is reduced to 5 mph when there are passing troops present.
- 6) The use of cell phones while operating a motorized vehicle is prohibited unless a hands-free device is used.
- 7) Seat Belt use is mandatory by all occupants.
- 8) The operation of civilian ATVs or snowmobiles on the installation is prohibited.

ALPENA CRTC EVENT Access Requirements



Presented by the
Alpena Combat Readiness Training Center
Pass & ID Office

The purpose of this brochure is to inform event coordinators in Alpena CRTC guidelines and procedures for installation access.

Questions can be referred to the Pass & ID Office at
989-354-6245 / 989-354-6370
Or
The Security Forces Administration Building at
989-354-6251 / 989-354-6268

Entry onto Alpena CRTC is prohibited without consent of the installation Commander and through the process of established procedures.



The primary sponsor or point of contact (POC) for an event must follow established procedures in order for visitors to gain entry onto the installation.

The Main Gate is open 24 hours and is manned by Alpena County Sheriff Deputies. It is a violation of federal stature to enter the installation at any point other than a designated entry point without authorization.

The installation entry controllers and the entry requirements are an essential part of the entry control process.

The entry controllers will allow entry to only those individuals and vehicles with a valid requirement and proper credentials to enter the base.

COMPLETING THE SECURITY FORCES FORM 5

◆ The primary sponsor of an event is responsible for completing an SF Form 5 “Official Function and Guest List” in order to establish an entry authorization list.

◆ This form will be completed by the POC of the event requesting access for individuals needing unescorted privileges to the installation for the purpose of attending a social function not associated with training or a military sponsored event.

◆ The typed SF Form 5 will be submitted to the Security Forces Pass & Id Section No Later than 10 duty days prior to the function to allow for the appropriate administrative actions to occur.

◆ If the SF Form 5 is not completely filled out correctly, it will be returned to the primary sponsor. The Form 5 will not be considered valid until it is completed correctly, certified by appropriate security forces personnel and the sponsor notified.

◆ Once the SF Form 5 is completed and certified by SF personnel, copies will be posted at the installation Main Gate and maintained at the SF Administration Building. At no time will an EAL be accepted by the Deputies at the Main Gate.

◆ If there is a need to add visitor names once the SF Form 5 has been submitted to the Pass & ID Office, the completed form should be resubmitted with all of the previous names, as well as, the new visitors names added to the end of the roster. Please keep in mind the 10 day suspense date prior to the function.

REQUIREMENTS FOR ACCESS

- 1) All visitor’s names must appear on a properly completed and certified SF Form 5. The Form 5 must include the following information for all visitors 16 years of age and older:
 - Full Name (Last, First, Middle), Blanket entries (i.e., Mr. and Mrs. John Doe family) are not acceptable.
 - Complete Address
 - Last 4 of their social security number
 - Date of Birth
- 2) All visitors 18 years of age and older must have in their possession a pictured form of identification (i.e., a valid driver’s license, a valid state or federal identification, or a current school identification card). Failure to do so can prevent or delay access.
- 3) Current registration and proof of vehicle insurance is required for vehicles entering the installation.
- 4) Vehicles and visitors are susceptible to random vehicle and/or background inspections.



SPONSORSHIP OF EVENTS ON THE INSTALLATION

A sponsor is defined as an individual (18 years or older) with independent access to the installation that has the privilege to vouch non-Department of Defense affiliated personnel (guests) onto a military installation. Individuals with independent access are those who possess DoD identification and State Employee CAC card holders. Contract personnel representing the government are authorized to sponsor personnel for government business only.

Visitors who do not possess valid DoD installation entry credentials will be sponsored onto the CRTIC **before** entry is allowed.

A sponsor is authorized to escort no more than 5 guests at one time. If the sponsor wishes to escort more than 5 guests/visitors for a function, an Entry Authorization List is required.

The guests will be granted access (without the physical presence of a sponsor) as long as their names appear on an Entry Authorization List (EAL) and are properly vetted.

An electronic pass will not be issued to visitors whose names appear on an EAL.

The sponsor of the event must vouch for any visitors not appearing on the list and an electronic visitors pass will be issued in this case; each sponsor can only vouch for 5 guests not appearing on an EAL.