

## FREQUENTLY ASKED QUESTIONS: Robinson Maneuver Training Center Post Access

*RMTC is vetting all persons (over the age of 18) requesting entry who do not have the appropriate credentials to enter the post without a background check. Effective January 16, these individuals will be directed to the Visitor Center for a background check and a visitor's pass, which can then be used at any gate. Below are answers to common questions about this change.*



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### **Why did RMTTC implement these increased security requirements?**

Recent changes to statutes dealing with possession of weapons in public areas, together with incidents involving shootings of military personnel by civilians make it necessary for the RMTTC Post Commander to provide for heightened security on post. Security needs to account for force protection, protection of military and other government resources and property while providing for reasonable public access to post property for legitimate interests. Therefore, this policy allows the RMTTC Post Commander the ability to provide the necessary level of security on this post within the law while respecting the rights and privileges of private citizens.

### **Where is the Visitor Center?**

The Visitor Center is located at the post's main access point on Military Drive. The Visitor Center is open 24 hours a day.

### **What is ACIC?**

ACIC is the Arkansas Crime Information Center (ACIC). It is the Arkansas minimum baseline background check and is required for entrance onto RMTTC for personnel who don't hold an accepted ID and visitors. Visitors under the age of 18 will not have an ACIC check conducted unless operating a vehicle.

### **Does this affect those with a military, retiree, dependent or CAC ID?**

There is no change. Proceed to the gate as you normally would. If you are traveling in the same vehicle with visitors ages 18 and older, ensure they have a valid photo ID such as a driver's license. NOTE: During unannounced 100% ID checks at the gates, visitors may be required to receive a background check and access pass.

## **What forms of ID can I use to get on post without a background check?**

The following forms of identification are acceptable to enter the post without an NCIC-III background check:

- 1) DoD Common Access Card (CAC)
- 2) Retired Military ID
- 3) Military Dependent ID
- 4) ADEM ID
- 5) State Employee ID (All State Agencies)
- 6) Police ID
- 7) Firefighter ID
- 8) Government ID (Senate, House, etc.)
- 9) Post Resident ID
- 10) Visitor Pass
- 11) Contractor Pass with Drivers License
- 12) Sportsman Pass with Drivers License

## **What documents are needed to access the post if I do not have a military ID?**

All persons ages 18 and over must present a valid picture identification card for access to the post. Following a favorable ACIC check, these personnel and visitors may enter the post if they possess the following valid forms of identification:

- 1) State-issued driver's license
- 2) Vehicle Registration
- 3) Proof of insurance

## **What if I am visiting RMTC on official business but don't have a military ID?**

A representative of the organization you are visiting – provided he/she has the appropriate credentials to access the post without a background check – may escort you on post. You must remain with an official escort at all times while on RMTC in this instance. Otherwise, prior to accessing the post, you must submit to a background check in order to receive an access pass.

## **What issues would prevent someone from coming on post?**

Derogatory information appearing in a background check that can result in denied access to the post includes, but is not limited to:

- 1) The ACIC contains criminal information about the individual that will allow the Post Commander to determine whether the individual presents a potential threat to good order, discipline and/or health and safety on the post.
- 2) The post is unable to verify the individual's claimed identity based on the reasonable belief that the individual has submitted fraudulent information concerning his or her identity in the attempt to gain access.
- 3) The individual has an active warrant in ACIC, regardless of the offense or violation.
- 4) The individual has an un-expunged or unpardoned felony conviction class D, C or B where the date of conviction is more recent than ten (10) years.
- 5) The individual has an un-expunged or unpardoned felony conviction class A or Y.
- 6) The individual is a registered sex offender.
- 7) The individual is convicted of a misdemeanor or a felony crime of domestic violence.
- 8) No person may operate a vehicle on the post who has a DWI in the last 12 months.

## **What happens if I'm denied post access due to an unfavorable background check?**

In cases where an un-cleared contractor or visitor is denied access based on derogatory information obtained from an ACIC check, the individual will be provided with information on how to request a waiver to obtain access to the post. Unless the waiver is granted, access will be denied.

## **Is there any way around the requirement for a background check? I have a felony conviction but I need to get onto post to work.**

If you are currently employed or seeking employment on RMTC, there is no way around the requirement for a background check. However, if you are denied access based on derogatory information in a background check, you may apply for a waiver – your organization / government sponsor can elect to sponsor you through this process. If the waiver is granted, you will be eligible to access the post.

## **I see that the ACIC check looks for felonies within the last 10 years. Is it 10 years from the date of conviction or 10 years from the completion of probation?**

It's from the date of the conviction.

### **What if I forget my accepted ID card at home/work?**

You will be required to go to the Visitor Center for an ACIC background check and receive a visitor's pass – or you can have someone bring your ID to you. NOTE: If derogatory information appears on an ACIC check that bars you from the post, you will need to go through the appeals process before gaining access to the post again, even if you have valid credentials.

### **My spouse lives with me on post and has a valid military ID. She now has a felony conviction on her record. What will happen if she forgets her ID and goes to get a background check and access pass?**

The felony conviction will result in her being denied access to the post. She will be provided information on the process to apply for a waiver. The waiver authority will review and carefully consider the merits of each case on an individual basis.

### **My fiancé has an expunged offense that will show up on a background check. Will this prevent them from coming onto post until we are married or is there a clause allowing for these issues?**

If the offense is indeed expunged, your fiancé should not encounter any trouble when the background is run. However, keep in mind that their ACIC background check has to reflect that the offense was expunged. Hopefully your fiancé saved court records in the event there is an issue.

### **What if there's a mistake in the system?**

A waiver may be requested, but immediate access to the post will not be granted under most circumstances.

### **If I have a military ID and want to take my mom on post, does she need to get a background check?**

If you are a military ID cardholder and she is traveling in your vehicle (escorted), then she only needs to show a picture ID such as a driver's license. However, if she needs unescorted access – entering the post on her own – she will need an access pass. To obtain one, she will need to undergo a background check at the Visitor's Center.

### **Three of us are attending my family members upcoming graduation on post. Do we each need a background check for this or just an access pass?**

If you need to travel onto RMTC, you and any passenger in your vehicle 18 and over will need a background check and a visitor's pass. The passes will be valid for the duration of your visit. Background checks and passes are given at the Visitor's Center.

**We are visiting a family member who lives on post for a week. Do we need an access pass? If so, how long is the pass valid, and can we go on and off the post without a background check every time?**

You and each visitor with you who is 18 or over will need a visitor's pass. The Visitor Center can issue a pass good for the length of your visit so you only need to do the background check once.

**How about off-post restaurants delivering food on post?**

Food delivery drivers will be required to receive a background check and an access pass when they deliver food on the post. It should only add a few minutes to the delivery time, provided the delivery driver meets the criteria for receiving an access pass. The duration of the pass will vary by need.

**I'm divorced and non-military, but my child is a military dependent with an ID card. Do I need a visitor pass to take him/her on post?**

Yes.

**I am active-duty military with a 21-year-old child who is a part-time student and no longer has a dependent ID. He/she still lives at home with us on RMTC while he attends school. Is he/she required to go through the Visitor Center each time he/she leaves for school and comes back on post? Is there a plan to issue former dependents living on post a long-term pass?**

If your child lives with you on post, they are eligible for a resident ID that is valid for up to one year. There is an annual background check required for a resident ID. You will need to sponsor them, so it will be easiest if you accompany him to the Post Operations for the pass.

**I ride my bicycle on RMTC on weekends – will I be able to ride on the post with my ID or will these new rules affect bicycle riders also entering the post?**

All visitors to the post without an accepted ID card will need a visitor pass if they are going through an Access Control Point, to include those riding bicycles.

**I work for a U.S. federal agency and frequently travel to RMTC for official business. Will my federal credentials be sufficient to enter the post?**

Yes, your federal credentials are acceptable identification. You do not need a visitor's pass. Proceed to the gate as you normally would.

**Will disabled Veterans be granted access to post with the Government issued ID from the Veterans Administration?**

No, a Veterans Administration ID is not an acceptable credential for accessing RMTC. You will need to continue to the Visitor Center for a visitor's pass.

**Can I use my Transportation Worker Identification Card to get on RMTC without a background check?**

No, the TWIC issued by the TSA is not sufficient for entry without a background check, though it may be used along with an RMTC-issued visitor pass. Note that transportation workers making deliveries or conducting other business on RMTC on a regular basis may apply for a longer-term visitor's pass.

**I have a concealed carry permit from Arkansas that required a background check. Can I use that to get on post?**

Your previous background check is separate from the one required to enter RMTC. In order to receive a visitor's pass, you still need to undergo an ACIC background check through the RMTC Visitor Center.

**We are a company and deliver and pickup goods on post every day. What do we need to do to have a pass for all our trucks?**

Background checks will be required for each driver and passenger accessing the post. Also, in addition to a valid state-issued driver's license, state vehicle registration and proof of insurance. Note if your company has regular business on RMTC you may apply for a longer-term visitor's pass.

**What about school bus drivers with routes on RMTC?**

Bus drivers regularly accessing RMTC as part of their normal routes will be issued longer-term passes following a clean background check. We work very closely with Pulaski County Special School District and North Little Rock School District to ensure there is little-to-no impact to the transportation on post to and from schools.

**I am an Army Civilian working on post. Is there a plan to issue credentials to spouses of Army Civilians so they don't have to get a visitor's pass?**

Your spouse will need a background check and a visitor's pass unless he/she travels to RMTC with you in the same vehicle and has an appropriate government-issued photo ID. NOTE: During unannounced 100% ID checks at the gates, visitors may be required to receive a background check and access pass.

**I am a volunteer who frequently works on RMTC. Do I need to get a visitor's pass every time I come to the post?**

Yes.



**I enjoy coming to different events, visiting the museums and eating at the restaurants on post. I visit RMTC frequently, but do not have a valid military ID. Will I need to get a pass each time I visit or will I qualify for a long-term pass?**

You will be required to get a visitor's pass each time you come on to the post.

**If I want to bring my civilian friends on post, do they need a visitor's pass or just a driver's license? I'm military.**

If your friends are in the same vehicle as you, then they do not need visitor's passes, as you are a military ID cardholder. However, if they are in separate vehicles from you, or if you will not be escorting them the entire time they are on post, then they require both background checks and visitor's passes from the Visitor Center. NOTE: During unannounced 100% ID checks at the gates, visitors may be required to receive a background check and access pass.

**If I am having an event (promotion, retirement, etc.) on post, how do I and my guests get on post with these new regulations?**

The DoD sponsor for your event will need to give an attendee list to the Department of Public Safety prior to the day of the event. Your DoD sponsor is the unit or organization you coordinated with for your event reservation or venue (i.e. MWR, Chaplain's Office, etc). The Visitor's Center will then inform the DoD sponsor which gate the guests should use for access. Guests coming to post who do not have an accepted form of ID or are not traveling with a DoD escort will be directed to the predetermined gate and they will be vetted against the attendee list your DoD sponsor provided in advance. Your guests will need to bring a valid driver's license/photo ID with them.

**I am a retired service member with a valid Military ID. Will my civilian grandkids be allowed on post as long as they are accompanied by me or my spouse?**

Yes, if you or your spouse visit RMTC with your valid military ID, and the children are traveling in the same vehicle with you, they will not need visitor's passes or background checks. Proceed to the gate as you normally would.

**I'm traveling with my parents to RMTC for my spouse's graduation and have my military ID. Do my parents still need a background check to get on post or can they just show their driver's licenses? Do we need a visitor's pass?**

It depends on whether you (the military ID cardholder) will be traveling in the same vehicle as your parents. If you will be in the same vehicle, then they will not need background checks or passes since the visit would be considered escorted by you as their sponsor. Pull up to the gate and show the military ID as well as valid photo ID for other occupants in the vehicle. If you will be in separate vehicles, then your parents will need background checks and visitor's passes for the duration of their visit. NOTE: During unannounced 100% ID checks at the gates, visitors may be required to receive a background check and access pass.

**I am a contractor with a Common Access Card. Can I bring my wife onto the post without her needing a background check or access pass?**

No. Your wife will require a background check and access pass. Contractors are not authorized to escort uncleared visitors on post.

**Does this mean there will be no more open house events?**

We greatly enjoy celebrating special occasions on post with members of our surrounding communities. Fortunately, the Senior Commander has the authority to grant waivers for special events and/or if individuals with no DoD credentials are attending large functions on the post.

**Will these changes cause more traffic at the gates? What is RMTC planning to do to regulate the flow of visitor traffic?**

We have conducted as much pre-vetting of post personnel as possible to relieve pressure from the access gates during the initial implementation of these procedures. While those traveling to RMTC should expect some delays initially, traffic flow will subside once normal operations are established.

**Can I get a copy of my ACIC background check information?**

No. We are not legally permitted to provide this information, even with the subject of the background check.