

# Long-Term Air Force Base Access Policy Defense Biometric Identification System (DBIDS)

## Overview:

This policy outlines procedures and requirements for Colorado Wing Civil Air Patrol (CAP) members seeking long-term access to various Air Force installations within the Wing. The expiration of the CAP ID corresponds to the expiration of DBIDS access privileges. CAP members must renew their CAP ID at least two weeks before the expiration date to maintain uninterrupted access to the base facilities.

## Access Requirements:

### New Members:

New members must attend at least four CAP-approved meetings and possess a Civil Air Patrol membership card before initiating the DBIDS application process.

### Transfers:

Members transferring to a new unit must attend at least four meetings at the new unit before their DBIDS application is processed.

### Cadets:

Cadets must fulfill the same requirements as new members. Additionally, cadets can include their parents on the application for access if they are not of driving age.

### Escort Privileges:

Individuals requiring escort privileges must provide reasoning supporting the request to the commander, who will seek approval from the Colorado Wing commander.

### Maintenance of DBIDS:

CAP members with DBIDS access must attend at least eight meetings or activities per fiscal year, holding a current CAP ID. Exceptions due to extenuating circumstances require communication with the commander.

### Non-Attendance Consequences:

Failure to attend meetings for a quarter may result in DBIDS card revocation.

## Application Process:

### Accessible Fillable Forms:

Find required DBIDS access forms on the Colorado Wing Civil Air Patrol website:  
<https://cowg.cap.gov/members/directorates/administration>

### Secure Submission:

Completed forms will be password-protected with the requesting member's CAP ID in PDF format and submitted to the Colorado Wing Administrator for processing.

#### Verification Process:

The Colorado Wing Administrator will oversee form submissions to the base security office for background checks, typically taking up to two weeks.

#### Approval Confirmation:

Individuals can verify approval by visiting the Base Visitor Center.

#### Obtaining DBIDS Card:

Approved individuals must present their CAP ID, two valid government-issued IDs, current vehicle registration, and proof of insurance at the Base Visitor Center to obtain the DBIDS card.

## Penalties for Non-Compliance of Base Policies, Regulations, or Federal Statutes:

#### Administrative Actions:

Minor infractions may lead to warnings, reprimands, or counseling.

#### Fines:

Violations may result in fines or citations issued by base security or law enforcement.

#### Revocation of Base Access:

Serious violations can lead to immediate revocation of base access privileges, including DBIDS cards, and potential expulsion from the base.

#### Legal Action:

Criminal offenses may result in arrest, detention, or prosecution under federal law or the Uniform Code of Military Justice (UCMJ).

#### Civil Penalties:

Violations may also incur civil penalties or legal action by military or government agencies.

## Lost DBIDS Card Procedure:

#### Report Immediately:

Members must immediately report lost or stolen DBIDS cards to their Squadron Commander or designated authority.

#### Contact Base Security:

Promptly inform the Base Security Office or appropriate personnel where the card was issued.

#### Preventive Measures:

Safeguard DBIDS cards, report losses promptly, and prevent unauthorized installation access.

## Limitations of DBIDS Access:

#### Commissary and Exchange (BX) Usage:

DBIDS access excludes privileges for commissary, BX, gas stations, or on-base retail facilities.

#### Clothing Sales and Alterations:

Access is permitted for clothing sales and alteration services within the Base Exchange.

#### Restricted Areas:

DBIDS access does not guarantee access to all base areas; certain areas may require additional permissions.

#### Special Privileges:

Special access requires explicit authorization beyond DBIDS.

#### Usage Limitations:

Strictly for identification and access purposes, misuse is prohibited and may result in disciplinary actions.

#### Vehicle Registration and Entry:

The possession of a DBIDS card does not replace vehicle registration and entry protocol compliance.

#### Adherence to Base Policies:

Compliance with base policies, regulations, and federal statutes is mandatory for DBIDS access.

### Weapons on Base:

#### Firearms and Weapons:

Possession of firearms, weapons, or explosives on base premises is strictly prohibited unless explicitly authorized by base authorities and in compliance with applicable federal, state, and local laws.

#### Transportation of Firearms:

Transporting firearms onto the installation is strictly prohibited unless explicitly authorized by base authorities and in compliance with applicable federal, state, and local laws.

#### Weapons in Vehicles:

Carrying firearms or weapons in vehicles onto the installation is prohibited except for authorized personnel such as law enforcement officers or individuals granted explicit permission by base authorities.

#### Strict Enforcement:

Violating weapon possession regulations may lead to severe consequences, including immediate confiscation of weapons, base access revocation, and legal actions under federal law or the Uniform Code of Military Justice (UCMJ).

#### Reporting Suspected Violations:

Suspected violations or concerns regarding the presence of firearms or weapons should be immediately reported to base security personnel or the appropriate authorities for swift action and resolution.

## Drug Laws on Base:

### Differences in Jurisdiction:

Members should be aware that drug laws and regulations on military bases may differ from those in Colorado. Federal laws govern activities and substances on the base, and these regulations may vary significantly from state laws.

### Strict Enforcement:

Base authorities strictly enforce federal laws regarding illegal substances. Any possession, use, distribution, or involvement with illicit drugs, including marijuana, even if legal in Colorado, is strictly prohibited on base premises.

### Compliance with Federal Regulations:

While on base, members and visitors must adhere to federal drug laws and regulations. Compliance with federal standards is mandatory, and violations can lead to severe consequences under federal law or military regulations.

## Search Procedures:

### Member and Vehicle Searches:

Members accessing the base acknowledge that they and their vehicles are subject to search at any time by base security personnel. This search includes random or routine searches conducted to ensure compliance with base regulations and security protocols.

### Compliance and Cooperation:

Members are required to cooperate with security personnel during searches. Refusal or obstruction during these searches may result in disciplinary actions, denial of access, or further investigation.

### Security Measures:

Searches may encompass personal belongings, vehicles, or any items brought onto the installation. These measures are in place to maintain the installation's safety, security, and integrity.

## Importance of Compliance:

Adherence to base policies, regulations, and federal statutes is crucial for base security and operations. Non-compliance may result in disciplinary or legal consequences. Please note that Base Policy supersedes the guidelines outlined in this document. **Rules and regulations may be subject to change at any time based on military necessity or directives issued by base authorities.**

## REQUEST FOR BASE ACCESS PASS

### FOR CAP SENIOR MEMBERS

Completed forms will be password-protected with the requesting member's CAP ID in PDF format and submitted to the Colorado Wing Administrator for processing.

#### Member Information

CAP ID:		Date of Birth:	
First Name:		CAP ID Expiration:	
Last Name:		Driver's license #:	
CAP Grade:		Driver's License State:	
Email:		Driver's License Expiration:	
Phone #:		Last 6 Digits of Social Security #:	

#### Selection and Approvals

I am renewing my existing pass.

I am requesting a new pass.

I am requesting access to the following:

USAFA

Peterson

**I have been briefed on the Base Access policies and procedures.**

Member Signature	Printed Name and Grade
Unit Commander Signature (Required for Validation)	Printed Name and Grade

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PREVIOUS EDITIONS – WILL NOT BE USED