

**\*SAMPLE\*SAMPLE\*SAMPLE\*SAMPLE\***

**SAMPLE INSTALLATION PASS HOLDER  
ACKNOWLEDGEMENT OF RESPONSIBILITIES**

MEMORANDUM FOR RECORD

SUBJECT: Acknowledgement of USAREUR Installation Pass Holder Responsibilities

1. Reference: AE Reg 190-16, Installation Access Control.

2. As a USAREUR Installation Pass holder, I acknowledge the following:

a. That all persons, their personal property, U.S. Government property, and vehicles may be searched upon entry, while within the confines, or upon exit from USAREUR installations. Persons attempting to gain entry who refuse to identify themselves, provide digitized fingerprint minutia data, or consent to search will be denied access.

b. Sign-In Authorization: If I am authorized sign-in privileges, I understand that at no time will I have more than four persons and their vehicles signed in. I understand that by signing in another person onto a USAREUR installation, I agree to monitor that person's actions at all times and I accept full responsibility for that person's conduct. I will ensure that the signed in person complies with USAREUR and local policies.

c. Installation Passes are U.S. Government property. Any commissioned or noncommissioned officer, military police or security guard member may confiscate an installation pass that has expired, is being fraudulently used, is being presented by a person other than the person it was issued to; or is obviously altered, damaged or mutilated.

d. I must surrender my pass when:

- (1) It is replaced (except when lost or stolen).
- (2) I no longer require access.
- (3) My sponsor status changes.
- (4) I resign or retire, am terminated, or no longer officially sponsored.

e. Lost or Stolen Passes: If I lose my installation pass or it is stolen, I must immediately notify either the military police or the Installation Access Control Office that issued the pass. Failure to do so is grounds for denying a replacement pass.

f. Violations of USAREUR security policies can be grounds for denying access to USAREUR installations and confiscation of installation access documents.

3. I acknowledge by my signature that I have read and understand the requirements, responsibilities, and notices cited above.

\_\_\_\_\_  
(Print) Last, First, MI

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date