



Joint Area Support Group - Central (Provisional)
Multi National Force - Iraq
US Embassy Baghdad

JASGC-C-CO

9 August 2004

**MEMORANDUM FOR ALL PERSONNEL / ACTIVITIES REQUIRING ACCESS TO
THE INTERNATIONAL ZONE**

SUBJECT: International Zone Access Policy.

1. Policy. This policy establishes individual access procedures into the International Zone. The CG MNF-I assigned security responsibility for the International Zone (formerly Green Zone) to the Commander JASG-C. JASG-C is responsible for International Zone Access, which is an integral part of the JASG-C's overall security plan. The commander responsible for operating the International Zone entry control points will use this access policy in executing his mission. This policy does not cover access to compounds inside the International Zone. Access to the multiple compounds located within the International Zone is regulated by the organizations that control each of the individual compounds.

2. Key Responsibilities.

a. JASG-C is responsible for creating, publishing, and managing the International Zone access and badging policy. JASG-C is also responsible for processing, approving, and the issuance of access badges.

b. The MNF-I designated unit (currently 3/8 CAV, 3BCT, 1CD) is responsible for enforcing the access and badging policy through the operation of the International Zone entry control points.

3. General. The International Zone is a limited access area. Access to the International Zone is authorized only to MNF-I personnel, coalition diplomatic personnel, vetted or sponsored contractors and vendors, Iraqi government officials, Iraqi Military, and Iraqi Police, who conduct official business in the international zone on a regular basis, and International Zone residents. All personnel must display the proper badge while in the International Zone, or be escorted by an authorized escort. Access to the International Zone will be limited to the maximum extent possible.

4. Obtaining Badges. Badges are obtained through the following system.

a. Sponsors. Individuals requiring access must be sponsored in order to apply for an International Zone access badge. Sponsors are MNF-I and Coalition diplomatic mission personnel. Sponsors are responsible for identifying and certifying individuals who require International Zone access on a regular basis in order to complete official business related to the sponsor's organization. Sponsors are also responsible for certifying that these individuals are trustworthy and do not pose a threat to the International Zone. Sponsors should assist the applicant through the application process and submit completed applications to their Requesting Authority.

MEMORANDUM FOR ALL PERSONNEL / ACTIVITIES REQUIRING ACCESS TO
THE INTERNATIONAL ZONE
SUBJECT: International Zone Access Policy.

b. Requesting Authority. Requesting authorities are assigned by the sponsor's organization and should be an O-6, GS-15/ FS-01 / Iraqi Director General, as appropriate. Each requesting Authority must be designated in writing by appointment letters from their unit commander, Chief of Mission etc, with a copy of the appointment letters forwarded to the approval authority (JASG-C Commander. Requesting authorities are responsible for validating, vetting (necessary background checks), endorsing the type of badge recommended, and submitting the organization's requests; they are in effect, the honest broker of the badge system. The requesting authority will sign each International Zone Access/Badge Application Request Forms certifying that applicants have a legitimate requirement to access the International Zone. Requesting Authorities will submit their International Zone Access Application request forms to the approval authority. The following applies.

(1) The U.S. Deputy Chief of Mission will sponsor mission personnel and UN personnel, and designate an FS-01 or above as the requesting authority.

(2) MNF-I will sponsor NATO personnel and designate an O-6 as the requesting authority.

(3) MNF-I major subordinate commands and staff directorates will each designate one O-6 level officer as the requesting authority.

(4) IRMO will sponsor Iraqi government officials from the ministries who require access to the International Zone (minus MOD), and designate a Director General as the requesting authority.

(5) MNSTC-I will sponsor MOD as well as MOI personnel who require access to the International Zone, and designate its O-6 requesting authorities (i.e., one for CMATT and one for CPATT).

(6) Prime Contractors will be sponsored by the COR. PCO will designate an O-6 or GS15 as the requesting authority. Prime contractors will sponsor their subcontractors.

(7) International Zone residents will be sponsored by the Iraqi Police. The Neighborhood Action Council will provide the requesting authority.

c. Processing. The requesting authority will present the documents to the JASG-C access control badge office. The badge office will:

(1) Review the application packet to verify administrative requirements.

(2) Forward the packet to the approval authority.

MEMORANDUM FOR ALL PERSONNEL / ACTIVITIES REQUIRING ACCESS TO
THE INTERNATIONAL ZONE
SUBJECT: International Zone Access Policy.

d. Approval. The JASG-C Commander is the approval authority. The commander may delegate this authority to the JASG-C Director of Security. The approval authority will forward approved applications to the badge office authorizing badges to be issued. Disapproved applications will be filed at the JASG-C and a copy returned to the Requesting Authority. JASG-C will maintain a database of approved, denied, and terminated applications.

5. Access. The following is a list and description of the badges which authorize International Zone access.

a. CPA Badges. These badges grant International Zone access as an interim measure until replaced by International Zone Access Badges. They are described below:

(1) Level 0. These badges authorize routine International Zone access. The bearer of this badge has routine access, is personally searched, vehicle is searched, does not require escort, and does not have escort privileges.

(2) Level 1 NO CLEARANCE. These badges are issued to personnel who require priority access to the International Zone, but do not qualify for any other badge which would grant them priority access. The bearer of this badge has priority access, is not personally searched, vehicle is searched randomly, does not require escort, and has escort privileges.

(3) Levels 1-3. These badges authorize priority International Zone access. The bearer of this badge has priority access, is not personally searched, vehicle is searched randomly, does not require escort, and has escort privileges.

b. JASG-C Badges. These badges grant International Zone access as an interim measure until replaced by International Zone Access Badges. They are described below:

(1) Green. These badges authorize priority International Zone access. The green badges are generally issued to key personnel who require priority access to the International Zone, but do not currently qualify for any other badge which would grant them priority access. This is generally limited to coalition partners, certain non-coalition foreign mission personnel, vetted contractors (non-host nation), high level Iraqi government officials (Tiers 1 and 2), and general grade Iraqi military officers. The bearer of this badge has priority access (military bypass access by exception), is not personally searched, vehicle is searched randomly, does not require escort, and has escort privileges.

MEMORANDUM FOR ALL PERSONNEL / ACTIVITIES REQUIRING ACCESS TO
THE INTERNATIONAL ZONE
SUBJECT: International Zone Access Policy.

(2) Red. These badges authorize routine International Zone access. The red badges are generally issued to personnel who require routine access to the International Zone, but do not currently qualify for any other badge which would grant them access. This is generally limited to unvetted contractors (mostly host nation), mid and low level Iraqi government officials, and PSDs. The bearer of this badge has routine access, is personally searched, vehicle is searched, does not require escort, and does not have escort privileges. PSDs with red badges are not subject to a person search when accompanied by their principle.

c. US DoD Active Duty Common Access Cards (CAC) grant access to the International Zone (military, DoD employees and contractors). The bearer of this card has priority access, is not personally searched, vehicle is searched randomly, does not require escort, and has escort privileges.

d. U.S. Embassy Badges. These badges are issued by the U.S. Embassy to personnel who work at the Embassy and Embassy Annex. These badges authorize the bearer access to the International Zone. The U.S. Embassy badges are described below:

(1) Blue. These badges are issued to DOS and US Military Personnel with a minimum security clearance of secret that require access to the Embassy Controlled Access Area (CAA). The bearer of this badge has military by-pass access, is not personally searched, vehicle is searched randomly, does not require escort, and does not have escort privileges unless it has an E on the front right corner.

(2) Yellow. These badges are issued to personnel who require access to the U.S. Embassy or Embassy Annex building and have been vetted. The bearer of this badge has military by-pass access, is not personally searched, vehicle is searched randomly, does not require escort, and does not have escort privileges unless it has an E on the front right corner.

(3) Red. These badges are issued to Iraqis who are not thoroughly vetted and Require access to the embassy annex building during daytime only. The bearer of this badge has routine access, is personally searched, vehicle is searched, does not require escort, and does not have escort privileges unless it has an E on the front right corner.

e. MNF-I International Zone Access Badges. These badges should be ready for issue by MNF-I during SEP 04. The International Zone Access Badges are described below:

(1) Blue. These are issued to MNF-I Military, Defense Civilian employees, and other governmental agencies that are vetted through their national services. The bearer of this badge has priority access, is not personally searched, vehicle is searched randomly, does not require escort, and has escort privileges.

MEMORANDUM FOR ALL PERSONNEL / ACTIVITIES REQUIRING ACCESS TO
THE INTERNATIONAL ZONE
SUBJECT: International Zone Access Policy.

(2) Green. These are issued to Iraqi Officials who significantly contribute to MNF-I efforts or affect the stability of the nation or region and have been designated by name on a list maintained by MNF-I. The bearer of this badge has priority access, is not personally searched, vehicle is searched randomly, does not require escort, and has escort privileges.

(3) Brown. These badges are issued to non-host nation primary contractors and sub-contractors who are vetted prior to entry into the theater. Primary contractors must provide a common access card or country equivalent and verification by the sponsor of the contract. The bearer of this badge has priority access, is not personally searched, vehicle is searched randomly, does not require escort, and has escort privileges.

(4) Yellow. These badges are issued to sub-contractors who are primarily third country nationals (TCNs) and Iraqi nationals who do not have proper documentation for vetting. These are individuals that cannot be properly vetted but may be sponsored by their employer's verification. The sponsor will be a MNF-I O-6 equivalent/GS15 or higher, a primary contractor, or deputy minister or higher. The bearer of this badge has routine access, is personally searched, vehicle is searched, does not require escort, and does not have escort privileges.

(5) Purple. These badges will be issued to personnel who only require access to the international zone and not other MNF-I bases. This badge is for Iraqi national residents and employees of the International Zone who require access for residency or who are employed within the International Zone. This badge is also for other Iraqi government employees who regularly conduct official business in the International Zone unrelated to coalition efforts. The bearer of this badge has routine access, is personally searched, vehicle is searched, does not require escort, and has limited escort privileges.

(6) Red. These are issued at entry control points (ECPs) to visitors who will be escorted. Escorts are normally the responsibility of the organization that they are visiting. The escort procedure will remain the responsibility of the unit securing the International Zone. The visitor's badge will be returned to the ECP upon departure of the International Zone. All visitors will report to the International Zone Visitor Center where the visitor's sponsor will sign for the visitor. The visitor will surrender an official government issued photo ID in exchange for a Red Visitor badge which must be returned when exiting. Sponsors are responsible for their visitors; sponsors must escort the visitor at all times in the International Zone. Visiting hours are 0600 – 1800. Escort violations will result in the revocation of the sponsor's escort privileges. The bearer of this badge has routine access, is personally searched, vehicle is searched, requires escort, and does not have escort privileges.

6. Security measures. All personnel will access the International Zone through ECPs. The badge dictates the scrutiny with which each individual is processed through the ECP. The following criteria will be applied.

MEMORANDUM FOR ALL PERSONNEL / ACTIVITIES REQUIRING ACCESS TO
THE INTERNATIONAL ZONE
SUBJECT: International Zone Access Policy.

a. Priority. The badge will dictate the priority with which the bearer should be processed through the ECP (regular, priority, or military by-pass). Military by-pass is the fastest of the three priorities and is specifically designed for military vehicles, the top five Iraqi officials and their families, IIG ministers, DOS, military personnel in non tactical vehicles, DoD contractors (i.e. KBR, US Corps of Engineers), UN, top two diplomats in each coalition country, and ISF personnel O-7 and above. All other vehicles should be treated as regular or priority. If you have a priority badge, your vehicle will be brought to the front of the line in the regular lane for vehicle search.

b. Person Search. Personnel are subject in accordance with their badge. A thorough manual search may include employment of explosive detection device or metal detector. The International Zone Access Badge determines search requirement at ECP only. Access to internal International Zone compounds such as the Interim Iraqi Government Complex, Convention Center Complex, United Nations (UN), MNF/C-I FOBs and Diplomatic Missions may require manual searches. The guard force reserves the right to conduct a person search on any person. Males will search males, females will search females.

c. Vehicle Search. All vehicles are subject to search which may include employment of explosive detection device or military working dog.

d. Vehicle Authorization.

(1) Passenger Vehicles. Each person's badge will indicate whether or not the bearer is authorized to drive a vehicle into the International Zone. Generally, MNF-I members, coalition mission personnel, NATO, UN, Iraqi Military and Government Officials, and Iraqis who live and or work in the International Zone are authorized vehicles.

(2) Cargo Vehicles. All cargo vehicles are required to enter the International Zone through CP18 unless escorted by MNF-I escort in military vehicles or U.S. Mission personnel. There is a high volume of truck traffic daily. Vehicles attempting to enter the International Zone without the appropriate documentation will be instructed to wait in a holding area and given the opportunity to coordinate for an authorized escort to link up with him and escort him in. Failure to coordinate an escort will result in the vehicle being directed away.

e. Escort. Badges will indicate whether or not the bearer is required an escort in the International Zone. Generally, MNF-I members, coalition mission personnel, Iraqi Military, Police, and Government Officials, and Iraqis who live and or work in the International Zone are not required escorts.

MEMORANDUM FOR ALL PERSONNEL / ACTIVITIES REQUIRING ACCESS TO
THE INTERNATIONAL ZONE

SUBJECT: International Zone Access Policy.

f. Escort privileges. Badges will indicate whether or not the bearer is authorized to escort visitors into the International Zone. Generally, MNF-I members, Chief of Missions personnel, appropriately badged contractors, and Iraqi Government Officials, are authorized to escort visitors (all media require escort). International Zone residents are authorized limited escort privileges.

g. Weapons. Generally, MNF-I personnel, OGA, Chief of Coalition Missions personnel, Iraqi military in uniform with military ID, Iraqi police in uniform with police ID, NATO personnel, and UN military personnel in uniform are authorized to carry weapons into the International Zone without a weapons permit. All other personnel must possess a valid weapons permit in order to enter the International Zone with a weapon. This includes Iraqi Government Officials, Iraqi Military out of uniform, Iraqi Police out of uniform, UN non-military personnel, UN military personnel out of uniform, Protective Service Details (PSD), and residents.

7. Other.

a. PSDs will not receive a person search when accessing the International Zone with their principle, even if the PSDs' badges dictate a person search. This waiver is granted in order to ensure protection of the principle. PSDs will be searched in accordance with their badge whenever accessing the International Zone without their principle.

8. POC for this memorandum is MAJ Ivan Mikolic at (914) 360-9219.



D. G. SABAL
Colonel, U.S. Marine Corps
Commanding

Encl.
JASG-C International Zone Access Badge Application Form
Requesting Authority Appointment Letter

UNIT OR ORGANIZATION LETTER HEAD

(date)

MEMORANDUM FOR COMMANDER, JOINT AREA SUPPORT GROUP - CENTRAL

SUBJECT: Requesting Authority Appointment Letter.

1. The following individual is hereby assigned as the International Zone Access Badge Requesting Authority for (unit or organization; ie: U.S. Mission-Iraq, CMAT, etc):

- a. Last name, first name, middle initial.
- b. Military or civilian grade (ie: O-6, FS-01, etc)
- c. Branch of service or organization (ie: U.S. Army, RSO, etc)

2. POC for this memorandum is the undersigned at (telephone number).

(Commander/head of organization's signature block)

JASG-C INTERNATIONAL ZONE ACCESS BADGE APPLICATION FORM

APPLICANT SECTION:

Rank / Grade or Civilian Equivalent: _____ Last Name: _____

First Name: _____ Middle Name: _____

Date of Birth (DD/MM/YYYY) _____ City, Country of Birth: _____

Current nationality: _____ Current military branch of service: _____

Identification and number (must be government issued photo ID): _____

Current residence address (street address, apartment number): _____

Neighborhood: _____ City: _____

State/Province: _____ Country: _____

Current telephone number: _____

Employer: _____ Employer telephone number: _____

Employer address (street, apartment number): _____

Employer neighborhood: _____ Employer city: _____

Employer state/province: _____ Employer country: _____

Reason for requesting access: _____

Days of the week and times access is required: _____

Months access is required: _____

CONTRACTORS ONLY:

Project name: _____ Contract number: _____

Contract expiration date (DD/MM/YYYY): _____

Under penalties of law, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Applicant signature: _____ Date (DD/MM/YYYY): _____

JASG-C INTERNATIONAL ZONE ACCESS BADGE APPLICATION FORM

SPONSOR SECTION

Last name: _____ First name _____

Middle name: _____ Rank / Grade or Civilian Equivalent: _____

Unit/organization: _____

JASG-C international zone access badge number: _____

Type badge recommended: _____

I hereby certify that this applicant is trustworthy and genuinely requires access to the International Zone in order to complete official business on a regular basis. Under penalties of law, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature _____ Date (DD/MM/YYYY): _____

REQUESTING AUTHORITY SECTION

Last name: _____ First name _____

Middle name: _____ Rank / Grade or Civilian Equivalent: _____

Unit/organization: _____

JASG-C international zone access badge number: _____

Type badge recommended: _____

I hereby certify that this applicant is trustworthy and genuinely requires access to the International Zone in order to complete official business on a regular basis. Under penalties of law, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature _____ Date (DD/MM/YYYY): _____

APPROVAL AUTHORITY SECTION

Type card approved: _____

Remarks: _____

DENNIS G. SABAL
Colonel, U. S. M. C.
Commander

Date (DD/MM/YYYY): _____

BADGING SECTION

Processed by: _____ Date (DD/MM/YYYY): _____

Type and number badge issued: _____