

DEFENSE SUPPLY CENTER, COLUMBUS MWR ID REQUEST

Privacy Act Statement

Authority: Internal Security Act – 1950 50 U.S.C. 797 Principal and the Privacy Act of 1974.

Purpose: Information is required for the processing of Family Member and Morale Welfare & Recreation identification card request.

Privacy Act Information: In compliance with the Privacy Act of 1974, this information is personal data and must be protected from public disclosure.

Disclosure: Filing this information is voluntary in the sense that no criminal penalties will follow from refusal to file. However, incomplete forms will not be processed.

SECTION 1: SPONSOR/APPLICANT INFORMATION

(Completed ONLY by ASSOCIATE or MWR FACILITY MANAGER)

SPONSOR INFORMATION

LAST NAME FIRST NAME MIDDLE INITIAL

Applicant acknowledges understanding of the requirements located in the notes section on the back of this form

YES NO

PHONE NUMBER (xxx) xxx-xxxx
(Phone number where you are most likely available.)

EMAIL ADDRESS: DATE mm/dd/yy

APPLICANT INFORMATION

LAST NAME FIRST NAME MIDDLE INITIAL

ADDRESS
(Street, City, State, Zip)

PHONE NUMBER (xxx) xxx-xxxx FOREIGN NATIONAL? YES NO
(Phone number where most likely available)

SSN (XXX-XX-XXXX) DOB mm/dd/yy Drivers License (State issued from)

SECTION 2: GOLF & FITNESS CENTER INFORMATION ONLY

(Completed by MWR Office only)

MWR FACILITY REQUESTED Fitness Center Golf Course EXPIRATION DATE mm/dd/yy
(Paid Membership)

MWR APPROVING AUTHORITY

(MWR Chief or Designated Representative {DD 577 required})

LAST NAME FIRST NAME MIDDLE INITIAL

MWR CHIEF Digital Signature

DATE mm/dd/yy

SUBMIT

SECTION 3: FAMILY MEMBER INFORMATION ONLY

FAMILY SPONSOR Digital Signature RELATIONSHIP SPOUSE CHILD SUBMIT

SPONSOR Digital Signature RELATIONSHIP (Non-family member) OTHER SUBMIT
(See Note Below)

NOTE: Only three exceptions are authorized for category of OTHER: 1) Individuals authorized to drop off and pickup children at the Child Development Center (CDC). 2) Associates with medical conditions that preclude them from driving. 3) Disabled adult child. Associate sponsor must also provide medical documentation if ID is for a non-family member to drive them onto Center. Documentation may be a doctor's letter which can be scanned and attached with this form when emailed. Office of Public Safety Security Manager will approve/disapprove request based upon documentation submitted.

SECURITY MANAGER Digital Signature APPROVED DISAPPROVED DATE mm/dd/yy SUBMIT

SECTION 4: FINAL APPROVAL

COMPLETED BY OFFICE OF PUBLIC SAFETY, DES-CS

LAST NAME FIRST NAME MIDDLE INITIAL

POLICE Digital Signature

APPROVED DISAPPROVED

DATE mm/dd/yy

SUBMIT

DSCC MORALE, WELFARE AND RECREATION (MWR) ID REQUEST (Continued)

Instructions for completing DSCC Form 2313, DSCC MWR ID REQUEST

FAMILY MEMBER ID REQUEST INSTRUCTIONS

- 1.Sponsor reviews the guidance and procedures provided by the Office of Public Safety in the DES-C policy memorandum, Subject: DSCC Morale & Welfare Recreation (MWR) Identification (ID) Cards. A separate form must be prepared for each family member.
- 2.Sponsor completes Section 1 and confirms the applicant was notified and understands the requirements listed in the notes section below.
- 3.Sponsor completes Section 3 selecting relationship (Spouse, Child or Other), digitally signing the form and clicking on SUBMIT. When a email with completed form appears, click the ENCRPYT option then click SEND. If "Other" is chosen Security Manager approval is required. If documentation is required it may be emailed with the request or submitted hard copy to the Office of Public Safety, Bldg 48.
- 4.Office of Public Safety will conduct a background investigation. The request will be forwarded to the Pass & ID Office who will then notify the sponsor of approval/non-approval and instructions on obtaining the ID card.

MWR MEMBER (Golf & Fitness Center) ID REQUEST INSTRUCTIONS

- 1.Sponsor (MWR Facility Manager) and MWR Chief (or representative) reviews the guidance provided by the Office of Public Safety on specifics of this ID card in the DES-C policy memorandum, Subject: DSCC Morale & Welfare Recreation (MWR) Identification (ID) Cards.
- 2.Sponsor completes Section 1 and confirms the applicant is notified and understands the requirements located in the notes section below.
3. Sponsor digitally signs the form and forwards it via email(encrypted) to the MWR Chief.
4. MWR Chief or designated representative (**must be designated on DD 577**) completes Section 2, digitally signs the form and clicks on the SUBMIT button. When a email with completed form appears, click the ENCRPYT option then click SEND.
- 5.Office of Public Safety will conduct a background investigation. The request will be forwarded to the Pass & ID Office who will then notify the sponsor of approval/non-approval and instructions on obtaining the ID card.

OBTAINING THE MWR ID CARD

Once notified of approval the Sponsor will:

- a. Notify the applicant.
- b. Schedule an appointment at the Pass and ID office using the ID scheduler website: <https://centerwide.dscclia.mil/badgescheduler/Intro1.aspx>, The Pass & ID office is located in bldg 52. Normal Hours of Operation: M-F - 0745-1500 hours.
- c. Once an appointment is made sponsor the applicant as a visitor in the Visitor Notification System: <https://centerwide.dscclia.mil/visitor/Secure/Details.aspx> . The Pass & ID Office will process the request for issue of the MWR ID Card in accordance with (IAW) ADMSOP #37 (Internal Procedures for the Pass & ID Office).
- d.Applicant must ensure that the proper documentation is provided at the Pass & ID office as described in DES-C policy memorandum, Subject: DSCC Morale & Welfare Recreation (MWR) Identification (ID) Cards.

NOTES:

- This form is only valid for 15 work days from the date it is approved by the Office of Public Safety. It cannot be hand-carried to the Pass and ID Office.
- When completed the document must be treated as PII and properly handled. When emailing this form ensure that the ENCRPYT option is selected.
- DSCC MWR ID and Dependent ID cards are not authorized to Foreign Nationals.

- Sponsor is responsible to ensure that the applicant understands the following:

- If the applicant is eligible for any other DoD or DLA ID no DSCC MWR ID card will be issued.
- This card does not authorize the card holder entry into any other DOD Installation.
- **Approval for the DSCC MWR ID card is pending subject to a favorable criminal background check.**
- During periods of increased force protection the holder of a DSCC MWR ID card may not be authorized entry to the installation.
- This card for purposes of Golf or Fitness Center authorizes the holder entry only to those facilities listed on this application. It does not authorize entry to any other buildings or work areas on Center. This card is only valid during the hours of operation of the facility the card holder is authorized to use.
- This card is issued for a period of three years for Family Members, up to three years for Fitness Center and one year for Golf membership.
- A card holder will immediately report a lost or stolen card to the Office of Public Safety, Bldg 48. The card holder must report to Bldg 52 (Pass & ID Office) to be issued a replacement card. The card holder may be asked to complete a statement explaining the circumstances of the lost or stolen card.
- A card holder is subject to random stops and inspections at all Access Control Points (ACPs), at anytime. Refusal to submit to a random vehicle inspection is sufficient cause to revoke or suspend driving privileges. A card holder is subject to inspections or searches of POV's anywhere on Center if there is probable cause that criminal activity has occurred.
- Applicant may register one privately owned vehicle (POV) upon approval and attainment of the MWR ID.