# Non ID Card Holders not in IACS

**USAG Bavaria-Garmisch Military Community Installation Access**

Edelweiss Lodge and Resort is not responsible for you and your guests gaining access to the military installation where it is located. Please read carefully below to ensure you and your guest gain access when you arrive. The authorized guest sponsor making initial reservation/s is responsible for submitting and verifying access is gained before they arrive by following instructions below or contacting Bavaria IACS office through their contact info below.

Edelweiss Lodge and Resort is located on Sheridan Kaserne and our Vacation Village campground is located within walking distance, across the Loisach River, on Artillery Kaserne.  The Resort is a tenant activity on a USAG Bavaria installation; therefore, Resort guests are subject to USAREUR directives regarding installation access. If you do not have USAREUR/USAFE-wide installation access and do not coordinate for installation access prior to your arrival, there may be a delay or in some cases denied access to the installation.

When you first arrive at Edelweiss Resort, we strongly recommend you do so through the Sheridan Main ACP (vehicle gate).  This will allow for the verification of authorized access, and will provide sign-in capability if temporary installation access is necessary. Initial sign-in capability is NOT available at the Sheridan pedestrian gate.  This is especially important if you are arriving by taxi or bus.  Ensure that you tell your driver that you need to be dropped at the Sheridan Main ACP.

AER 190-16 prescribes the policy, responsibilities and procedures for granting access to U.S. Forces installations in the European theater by using the Installation Access Control System (IACS).

For those personnel assigned in the USAREUR/USAFE footprint that have installation access granted in IACS throughout USAREUR/USAFE, access will be similar to that on your home-installation.

Individuals with a valid CAC or other DoD Identification Card not registered in the Installation Access Control System (IACS) are required to register with the IACS office located on Artillery Kaserne Monday-Friday 0800-1700 or by calling them at civ 08821-750-3618 dsn: 314-440-3618.

Individuals without a valid CAC or other DoD Identification Card, should be placed on the local Garmisch Military Community Access Roster. Failure to do so will result guests having to be signed in and escorted at all times, by a sponsor who must be a DoD CAC holder with sign-in privileges and registered in IACS. Installation access requests (Click on form below and fill out completely) should be sent to **usarmy.bavaria.id-europe.list.garmisch-iacs@mail.mil**. All requests must be sent from an official email address such as a .mil, .gov or .deca address. Please click the link below for the request form.

[**https://home.army.mil/bavaria/application/files/3615/3926/0930/AEF190-16F.pdf**](https://home.army.mil/bavaria/application/files/3615/3926/0930/AEF190-16F.pdf)

**Requests may be submitted no sooner than 30-days and no later than 5-days prior to your arrival.**

**BAVARIA IACS OFFICE CONTACT INFO**

**Opening Hours**

Monday-Friday 0800-1700 (German time zone)

**Phone Numbers:**

 civ (049 from US only ) local 08821-750-3618 dsn: 314-440-3618.

 **Write any questions you may have at EMAIL:**

**usarmy.bavaria.id-europe.list.garmisch-iacs@mail.mil**

Have hotel reservation number ready or details of your issue or request handy.

\*\*\* **EMBASSY PERSONNEL AND DIPLOMATS, MILITARY BRITISH STATIONED IN GERMANY, NATO SERVING AT NATO HQ, OTHER US FORCES NOT REGISTERED IN INSTALLTIONS ACCESS CONTROL SYSTEM IN GERMANY ONLY \*\*\***

You can apply for a CAC (Common Access Card) or USAREUR wide installation pass by contacting the nearest IACS office to you. If you cannot, please read carefully below and submit required information to avoid delays or possible denied access when you arrive to installation. By submitting information below you have checked while making online reservations or told hotel reservations that you are eligible to stay at Edelweiss Lodge and Resort or you will be denied access.

Authorized eligible diplomats and Embassy, Military British stationed in Germany, NATO serving in a NATO HQ, other US Forces not registered in IACS in Germany personnel without a Common Access Card (CAC) or USAREUR wide installation pass with sign on privileges, **must submit their and the information for all their guests before you arrive at least 5 working days in advance** or you will be delayed gaining access to the base each time they enter. The information must be sent to **security@edelweissresort.zendesk.com****.**

Please submit the following information:

·  Guest Last Name

·  Guest First Name

·  Citizenship / Passport Nationality

·  Passport Number

·  Start Date (Date you arrive)

·  Expiration Date (Date you depart)

·  Accompanying Sponsor Last Name

·  Accompanying Sponsor First Name

·  Accompanying Sponsor Phone Number

·  Accompanying Sponsor Email Address

·  Accommodation Location (Edelweiss Lodge & Resort or Vacation Village)

·  Edelweiss Resort confirmation number

The information listed above should be provided for each individual traveling in your party. If you do not have USAREUR/USAFE-wide installation access and do not coordinate for installation access prior to your arrival, there may be a delay or in some cases denied access to the installation.

In order to prevent potential frustration during installation access, upon arrival and throughout your stay, please consider the following:

·  Always carry two forms of identification

·  If you require a sponsor, please ensure that you only attempt entry with your sponsor present

If you have any comments regarding installation access, please provide feedback on the [Interactive Customer Evaluation (ICE) site](https://ice.disa.mil/index.cfm?fa=site&site_id=326&dep=DoD).  Please be as specific as possible.