



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO

DM-FFS

DoD security regulations require that all visitors to the McNamara Complex must be cleared prior to accessing the facility. In order to reduce wait times visitors are now able to preregister online in DBIDS prior to arriving at the HQC VCC. Preregistering in DBIDS will enable the visitor's sponsor to easily submit a request to HQC Security for the required background checks without having to handle the visitor's personal identifiable information (PII).

- HQC Visitors are members of the public, family members, commercial vendors, and contractors without an official federal government issued photo identification.
- Individuals with a current DoD/Government CAC, military retiree or dependent ID card holders are not considered visitors and are authorized entry to the complex without preregistering in DBIDS.
- DBIDS now offers an option for visitors to pre-enroll online using the following steps:
- Step 1: Sponsor provides visitor with link to DBIDS pre-enrollment website (<https://dbids-global-enroll.dmdc.mil/preenrollui/#/>) and their work email/phone number.
- Step 2: Visitor goes on line not more than 30 days prior to their scheduled appointment:
- Enters their personal information.
- At the end of the process the visitor will receive a final confirmation page that lists a QR and six digit number code.
- Step 3: Visitor sends copy of confirmation (QR/#) to their sponsor.
- Step 4: Sponsor sends a digitally signed email to HQVisitorAccess.HQDLA@dla.mil with a copy of the visit confirmation, and date of the visit.
- Due to high demand, recommend when possible that the sponsor submits their request five (5) business days in advance of the visit.
- Unless notified otherwise, the sponsor can expect that their visitor is approved to access the HQC.
- Step 6: At time of visit, visitor will take their state issued photo identification, such as a Driver's License, and visit confirmation print-out from DBIDS to the HQC VCC located just outside the complex's Gate-1.
- The Visitor Desk will verify the individual in DBIDS, and issue a paper visitor's pass.
- The visitor will use this pass to enter complex through the gate, park and enter the building.
- All visitors will still need to enter the Pod-4 or Pod-10 entrances and undergo security screening.
- DTRA visitors will undergo additional processing and badging upon entering the Pod-10 lobby area.
- Visitors requiring escort will be held in the lobby until sponsor arrives.
- The DBIDS on-line prescreening process is optional, but highly encouraged. Walk-up visitors will still be accepted at the HQC VCC, but they can expect having to wait while the required security checks are performed.
- Organizers of major events, such as ceremonies and conferences, will contact the HQC Security to coordinate processing their attendees.

For additional information contact the HQC Visitor Access Office at HQVisitorAccess.HQDLA@dla.mil.