



## Department of Energy

National Training Center  
PO Box 5400  
Albuquerque, NM 87185-5400

Dear Student/Visitor:

In order to access the Department of Energy (DOE) National Training Center (NTC) on Kirtland Air Force Base (KAFB), all visitors must have one of the following credentials: an HSPD-12 badge enrolled in the Defense Biometric Identification Data System (DBIDS), a DBIDS pass, a Department of Defense (DoD) Common Access Card (CAC), a military ID, or an active law enforcement credential.

Effective immediately, HSPD-12 credentials must be enrolled in the DBIDS. HSPD-12 badges will be scanned routinely at all KAFB guard gates, and access will be denied if the badges are not enrolled in the DBIDS.

KAFB has one off-site location for DBIDS enrollment:

|                              |   |
|------------------------------|---|
| Truman Gate Visitor's Center | Monday through Friday<br>6:00 a.m. to 2:00 p.m. |
|------------------------------|---|

Visitors who do not possess one of the accepted credentials listed above will be required to submit a *Contractor Pass Request* and a *Criminal Background Check* form to the NTC Security Office. Forms should be submitted at least 15 days prior to the visit to avoid delays at the DBIDS office upon pick-up.

For questions or concerns, please contact Virginia Jasper at (505) 845-2248, [vjasper@ntc.doe.gov](mailto:vjasper@ntc.doe.gov), or Jeff Remington at (505) 845-2292, [jremington@ntc.doe.gov](mailto:jremington@ntc.doe.gov).

Sincerely,

A handwritten signature in blue ink that reads "Karen L. Boardman".

Karen L. Boardman  
Director  
National Training Center  
Office of Enterprise Assessments