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US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
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IMGO-ZA DEC 2 8 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Commander's Policy Memorandum No. 41 - Installation Access Control

1. References:

a. OPORD 15-031: Implement Access Control Procedures at IMCOM Installations, 21 November 2014.

b. HQDA EXORD 033-15, Installation Access (Directed Actions), 7 November 2104.

c. SA/CSA Sends – Installation Access (Directed Actions), 17 October 2104.

d. Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors, 7 March 2014.

e. 2014 Directive Type Memorandum 09-012, Interim Policy Guidance for DoD Physical Access Control, 8 December 2009.

f. AR 190-13, The Army Physical Security Program.

g. AR 190-5, Motor Vehicle Traffic Supervision.

h. AR 190-14, Carrying of Firearms and Use of Force for Law enforcement and Security Duties.

i. Fort Gordon Regulation 210-13, Control of Firearms, Ammunition and Other Dangerous Weapons.

2. For the purpose of this policy, the words "Fort Gordon" shall include the installation of Fort Gordon and Gillem Enclave. Security personnel will verify the identification of all persons entering Fort Gordon through the installation's Visitor Control Center (VCC) and Access Control Points (ACPs). All non-Department of Defense (DoD) personnel, desiring unescorted access to Fort Gordon, must enter the installation through an authorized Access Control Point (ACP), be vetted using the National Crime Information Center Interstate Identification Index (NCIC-III), and have a valid reason to be on the installation.

3. Vetting of Personnel requesting access onto the Installation:

a. NCIC-III: In accordance with DoD policy, Fort Gordon utilizes the FBI database and NCIC-III background check, to enhance the security of the installation, by vetting all non-Department of Defense (DoD) personnel, who are 18 years or older, prior to accessing the installation.

b. Identification Requirements: All persons, age 18 and over, must be in possession of a valid picture identification card for access to the installation.

c. Vehicle occupants, who are 18 years of age or older, must be in possession of a valid picture identification card (e.g., driver's license, state identification, DD Form 1173 (uniformed Services Identification and Privilege Card). DD Form 2 series passport, issued by an authoritative agency (state/federal), so they can be readily identified while on the installation.

d. Occupants, below the age of 18, who do not possess a valid picture identification card, may be vouched for by an adult occupant of the vehicle, who has been cleared to enter the installation.

e. Identification Documents: In accordance with DoDI 8190.3, the DoD Common Access Card (CAC) is the standard identification card for Active and Reserve uniform personnel, DoD civilian employees, eligible contractors, and some designated foreign nationals. The CAC shall be the principal access control card which enables access to buildings, installations, and some limited controlled spaces.

f. On 20 December 2013, the Department of Homeland Security (DHS) announced a phased enforcement plan for the REAL ID Act. Since many states are not yet compliant with the Act, DoD has directed visitor control centers will no longer accept a non-REAL ID driver's license for vetting and a second form of identification is required for those with a non-compliant license. The current status of States/Territories is enclosed and will be updated on a monthly basis and provided to the Guard Force and the VCC. The additional forms of identification accepted for those possessing a non-compliant driver's license, are specified in Directive Type Memorandum (DTM) 09-012, Attachment 4 below:

(1) A United States Passport or United States Passport Card.

(2) A Permanent Resident Card or Alien Registration Receipt Card (Form I-551).

(3) A foreign passport, with a temporary (I-551) stamp or temporary (I-551) printed notation, on a machine readable immigrant visa.

(4) Employment authorization document that contains a photograph (Form I-766). In the case of a nonimmigrant alien authorized to work for a specific employer, incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same

name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

(5) A current and valid driver's license, from a Real ID Act-compliant state, or a state with a REAL ID Act implementation extension.

(6) A driver's license or ID card, issued by a Federal or Local Government Agency and meets the REAL ID standards of a photo, name, DOB, gender, height, eye color, and address.

(7) A school identification card with a photograph.

(8) A U.S. Military or draft record.

(9) A U.S. Coast Guard Merchant Mariner Card or Transportation Worker Identification Card.

(10) Native American Tribal Document.

4. This policy provides procedures for unescorted access of un-cleared contractor vendor personnel. All eligible contractors will receive an initial NCIC-III through the organization's Contractor Office Representative (COR). An un-cleared contractor is an individual who falls into one of the following categories:

a. CAC-eligible: Army contractor personnel that require recurring access, for a period of 6 months or more, to a DoD-controlled installation or facility, or an individual requiring both access to a DoD-controlled installation or facility and onsite or remote access to DoD or Army controlled information networks are eligible for a CAC. The COR is responsible for ensuring contractors are processed for a CAC through the Installation Physical Security Office.

b. Non-CAC eligible: A Non-CAC eligible contractor is a DoD contractor that requires access to an Army installation or facility but does not meet the requirements for a CAC.

5. The sponsoring agency or command is responsible for submitting the proper documents to obtain a CAC. For a CAC-eligible contractor, the responsible command must receive a favorable FBI Fingerprint Check submitted to the Office of Personnel Management (OPM) and a National Agency Check with Inquires (NACI) or equivalent higher investigation, through their supporting security office, via the U.S. Army Personnel Security Investigation Center of Excellence, in order to receive a CAC.

6. General:

a. Access to Fort Gordon is restricted to persons with a valid and authorized purpose.

b. Security personnel will verify the identity of all personnel entering Fort Gordon.

c. All DoD personnel are required to register their identification cards through the Automated Installation Entry (AIE) system.

d. Unauthorized personnel will be denied access to the installation.

e. Taking photographs and/or filming at ACPs is strictly prohibited, unless approved by the Provost Marshal Office and Directorate of Plans, Training, Mobilization, and Security (DPTMS). Approved photographers are generally escorted by a Installation Public Affairs representative.

f. All persons and vehicles entering or exiting the installation are subject to identification and inspection.

g. Weapons are prohibited on Fort Gordon, unless authorized by Fort Gordon Regulation 210-13.

h. Entry on animals (e.g., horses) is prohibited.

7. Trusted Traveler Program (TTP):

a. The TTP program is in effect 24/7 unless suspended by the Installation Commander or Garrison Commander at his/her discretion based on local threat or may revoke individual trusted traveler privileges. The TTP allows all DoD ID card holders (excluding Contractors), 18 years or older, to vouch for occupants in their immediate vehicle, provided the Trusted Traveler possess a valid identification card and has a clear NCIC-III check. The intent of the TTP is to:

(1) Expedite access to the installation for uniformed service members and spouses, DoD employees, and retired uniformed service members and spouses.

(2) Provide for flexibility for trusted travelers to vouch for family members and official visitors.

b. The TTP is not authorized for military dependents (under the age of 18), or non-DoD personnel.

c. The TTP does not authorize vehicle occupants to enter a Mission Essential or Vulnerable Area (MEVA), defense critical asset, task critical asset, or limited area, or exclusion area without first meeting the security requirements and procedures for those areas.

d. Trusted travelers are responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by Army Regulations and requirements of the Installation Commander.

e. Trusted travelers cannot vouch for persons with foreign passports or identification cards who must, instead, be cleared per AR 190-13 paragraph 8-2.

f. IAW AR 190-13, Chapter 8-8, the TTP will be suspended at FPCON Charlie and higher.

8. Foreign Visitors:

a. Official foreign visitors (e.g. Foreign Liaisons, Foreign Exchange, and Cooperative Program Personnel) are authorized unescorted visitor status in accordance with AR 380-10.

b. The Foreign Visits System-Confirmation Module will be used to confirm the approval of a foreign government official visit to an Army installation. The Foreign Visit System will be used to record the arrival of such visitors.

c. Other foreign personnel (e.g., visitors, contractors, or any person other than a US citizen) must present a valid passport with visa, a 1-94 (Arrival/Departure Record), or an alien resident identification card, and must have a valid reason to enter the installation, as determined by local policy. A valid state driver's license, state identification card with photo, or a valid U.S. passport, or a valid passport from other countries cleared by the State Department will be presented to request access to an Army installation.

9. Special Events: The Senior Commander may grant waivers for special events IAW AR 190-13, Para 8-6. The Senior Commander has delegated the authority to grant waivers for special events that involve 300 visitors or more to the Garrison Commander. All requests for waivers must be submitted through the Director of Emergency Services, Physical Security Office. Additional guidance on Special Events is contained in the Garrison Commander Policy Letter No. 39.

10. Authorized Identification Cards:

a. Individuals who possess a valid form of any of the following documents are authorized unescorted access onto Fort Gordon. Children (under the age of 18) who are passengers in a vehicle driven by their parent/guardian (who are cleared for access) are not required to show an ID:

(1) Active duty military – DoD Common Access Card (CAC).

(2) Retired military – DD Form 2 (Retired).

(3) Military dependent – DD Form 1172 (Uniformed Services Identification).

(4) Reserve Component – DD Form 2 (Reserve).

(5) DA/DoD Civilian – DA/DoD CAC.

(6) Federal Personnel Identity Verification (PIV) credential.

(7) Law Enforcement Badge and Credentials. Valid for all Law Enforcement Officers on official duty.

b. Expired, altered or tampered DoD Identification cards will be confiscated.

11. State Identification Cards: Unescorted personnel, who do not possess a valid DoD identification card, must be vetted and issued a temporary pass. Selected non-DoD personnel will be randomly screened via NCIC-III and granted access through McKenna gate only. Non-DoD employees who receive an unfavorable background investigation and denied access, can appeal findings through their COR or Government sponsor. Visitors can appeal their findings through the VCC. Validation of identity must be performed using one of the following:

a. A valid driver's license or identification card issued by a State or outlying possession of the United States.

b. Identification card issued by Federal, State, or local Government agencies.

c. U.S. Passport or Passport Card.

d. Permanent resident card or Alien Registration Receipt Card (Form 1-551).

e. Foreign passport.

12. Visitor Passes: The VCC at Gate #1 will be operational Monday-Sunday, from 0600-2000 and the VCC at Gate #3 will be operational Monday-Friday, from 0600-1400. All visitors outside of these hours, must be accompanied by a DoD ID card holder.

a. Short Term Passes (Up to 30 Days): Temporary passes are issued to personnel who have a legitimate reason to access the installation, have provided a valid driver's license or U.S. Passport, and completed a NCIC-III background check. The reason for access and the visitor's destination will be annotated on the pass by the VCC staff. All non-DoD passengers 18 and older, are required to obtain a pass. The short term pass is issued for visits lasting up to 30 days, or visitors that require regular access within a 30 day period, or while a visitor is awaiting the issue of a long term pass.

(1) Non-DoD organizations hosting events on Fort Gordon are required to coordinate with the Government sponsor (e.g., MWR) no later than 30 days in advance of the event to allow time for pre-vetted access of patrons to the installation. Events not coordinated, within 30 days, will be decided on a case-by-case basis, based on work

load and time available to process the requests prior to the event. Patrons may obtain a short term pass at the VCC within 30 days of the event.

(2) Non-DoD personnel who are issued the Veteran's Administration ID card are authorized to gain access without a pass when a medical appointment slip is presented to security personnel. For all other access control purposes a pass is required.

(3) Non-DoD personnel visiting active duty personnel in barracks must be physically sponsored on the installation. The visitor must be 18 years of age or older and the active duty member must escort the visitor on the installation.

b. Long Term Passes (30 days to 1 year): Long term passes will be issued to personnel who require regular access to the installation for a period greater than 30 days, but not to exceed one year from the date of the NCIC-III background check. Visitors requesting access are required to provide their purpose and the length of time they will be on the installation. Visitors must clear (favorable) a NCIC-III background check. If the long term pass is to stay with a relative or friend residing in on-post housing, the sponsor is required to accompany the visitor to the VCC for verification. Residents shall submit an extended stay visit request through Balfour Beatty Communities (BBC) for guests staying in on-post housing for 30 days or more. Annual passes will be renewed in the applicant's birth month to provide distribution of annual work load to the physical security office.

(1) Non-DoD personnel who are employed or have official business on Fort Gordon will submit their consent forms through their Contracting Officer Representative or Government Sponsor (COR). CORs or Government sponsors will be required to provide the Installation Physical Security Office a list of employees, a pass request form, employee consent forms and a copy of the employee's driver's license and Social Security Number (SSN). Annual passes must be renewed by the COR or Government sponsor annually. CORs must submit renewal requests 30 days in advance to ensure timely processing and continuous access. The COR or Government sponsor must notify the Directorate of Emergency Services (DES) when employees are reassigned or terminated.

(2) Non-DoD personnel providing transportation for DoD children must submit a pass request form through the Child Youth Services and School Services (CYSS). CYSS will then provide the Installation Physical Security Office a list of employees, a pass request form, employee consent forms and a copy of the employee's driver's license and Social Security Number (SSN).

(3) Morale, Welfare, and Recreation (MWR) patrons (e.g. golf, bingo, bowling, hunters, bicyclists, etc.) are eligible for long term passes. Patrons must obtain a membership or be relatively frequent users of an MWR facility to qualify for a long term pass. The MWR facility will validate the patron's need for access and then provide the Installation Physical Security Office the pass request form, consent forms, and a copy of

the patron's driver's license and Social Security Number (SSN). Upon a favorable background check, a long term pass will be issued to the patron.

13. Commercial trucks (contractors, vendors, and delivery vehicles): Any vehicle that is used for commercial purposes will be directed to the commercial vehicle gate (Gate #3) for processing. All non-DoD personnel (passengers and drivers) require a pass. Commercial vehicles will be inspected and searched prior to being granted access.

14. Media: All media personnel and vehicles must have an escort from the Fort Gordon Public Affairs Office (PAO). If another command's PAO is to escort media onto the installation, that escort must be approved, in writing, by the Garrison PAO and notification made to the Installation Physical Security Office.

15. Pedestrians, motorcycles, and bicycles: All pedestrians and bicyclists must stop to render proper identification. Non-DoD affiliated pedestrians and bicyclists will be issued a pedestrian pass provided they have a valid reason to access the facility and successfully complete an NCIC-III check. Riders must adhere to equipment requirements outlined in Fort Gordon Regulation 210-13 and other applicable Army Regulations. Motorcycle riders must remove their helmet for ID verification if the helmet or face mask obscures or hides the face from view.

16. Taxi service contracted by the installation:

a. Taxi drivers must have an approved Fort Gordon Taxi decal posted on the window of the vehicle and present a valid AIE pass to the installation.

b. Taxi drivers will be subject to positive ID at the ACP. Drivers will proceed the most direct route to and from their destination.

c. Taxis will be inspected each time they enter an ACP.

d. Taxi drivers are not authorized to sponsor non-DoD ID cardholders onto the installation. These individuals will remain at the ACP, obtain a pass or be sponsored by an authorized DoD ID cardholder.

17. U.S. Postal Service (contracted vehicle): Inspection of cargo area and verification of ID is required. Force protection conditions determines inspection requirements of packages. Deliveries should be made during normal duty hours.

18. Tow trucks:

a. Tow trucks accessing the installation at either the request of the Law Enforcement Center or vehicle owner will be subject to inspection and the driver must present valid identification.

b. For tow truck access, customers must contact the Law Enforcement Center at (706) 791-4537/4380 for approval prior to entry to the installation.

19. Rental vehicles: Non-DoD personnel driving a rental car may access the installation by presenting their ID and a copy of the rental agreement to security personnel. Non-DoD patrons must obtain a visitor's pass.

20. Safety:

a. Access control security personnel will be proactive in identifying safety violations.

b. Special attention will be paid to the below situations, and vehicles will not be allowed access until corrective action is taken:

(1) Seatbelts will be worn by all vehicle occupants.

(2) Children up to four years of age and not exceeding 45 pounds in weight will be restrained in car seats per AR 190-5. State law applies where the requirement is more stringent. Georgia law requires that children under age 8 must be properly secured in an approved car seat or booster seat in all vehicles. The car seat or booster seat must be positioned in the rear seat. The only exceptions are if the vehicle has no rear seat, all other seats are occupied by smaller children or the child's height is over 4 feet 9 inches.

(3) All military motorcycle operators must possess a motorcycle safety foundation card and all operators and passengers must wear the following:

(a) A long sleeved shirt or jacket, long trousers, and full fingered gloves or mittens.

(b) Sturdy footwear, leather boots, or over the ankle shoes.

(c) Impact or shatter resistant goggles, wrap-around glasses, or full face shield.

(d) Helmets, certified to meet Department of Transportation (DOT) standards.

(e) All motorcycle operators will ensure their outer most garment (vest, jacket, or shirt) has factory installed reflective material. The outer garment must remain unobstructed. The only authorized substitute for an outer garment with factory installed reflective material is a reflective vest, the PT belt is not an acceptable substitute. If a motorcycle operator wears a back pack that obstructs the outer garment, a PT belt will be added to the back pack as an acceptable alternative.

21. Confiscation of Passes and Identification Cards:

a. In accordance with AR 600-8-14, expired, altered and illegible passes will be confiscated.

b. Expired, altered, illegible and/or mutilated DoD ID cards will be confiscated.

22. Privatized Family Housing:

a. Non-DoD personnel must be approved to reside in Fort Gordon Government housing for 30 days or more.

b. NCIC-III background checks will be conducted on this category of personnel (18 years of age and older). Balfour Beatty Communities will prepare installation access requests for non-DoD personnel. And forwarded to the installation family housing for review. The installation housing office will forward requests to the Physical Security Office for processing. Balfour Beatty Communities is not finalize lease agreements with non-DoD personnel without receiving an approved installation access response from the Physical Security Office.

23. Exceptions to this policy must be submitted through the Provost Marshal to the Garrison Commander for approval.

24. Point of contact is the Directorate of Emergency Services Physical Security Office at (706) 791-3937/5552.

Encl

TODD TURNER
Colonel, AV
Commanding

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