



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

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JUL 27 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Commander's Policy Memorandum #84, 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 2014.
- c. SA/CSA Sends – Installation Access (Directed Actions), 17 October 2014.
- 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 190-16, Physical Security.
- g. AR 190-13, The Army Physical Security Program.
- h. AR 190-5, Motor Vehicle Traffic Supervision.
- i. AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties.
- j. 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. All non-DoD personnel desiring unescorted access to Fort Gordon must enter the installation through an authorized Access Control Point (ACP) and be vetted using the National Crime Information Center (NCIC) Interstate Identification Index (III). Security personnel will validate persons that have a valid reason to be on the installation. Security personnel will verify the identification of

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all persons entering Fort Gordon through the installation's Visitor Control Centers (VCC) and ACPs.

3. Vetting.

a. NCIC III. A check of records through the National Crime Information Center (NCIC) Interstate Identification Index (III) is the Army baseline background check for entrance onto Army installations for non-DoD personnel. The FBI permits the use of NCIC III for vetting of visitors to ensure the security of military installations.

b. ID Requirements. All persons age 18 and over must present a valid picture identification card for access to the installation. Personnel under the age of 18 will not have a NCIC-III check conducted.

c. Vehicle occupants who are 18 years of age or older must be in possession of a valid picture identification card (for example, drivers 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. ID Documents. DoD CAC per DoDI 8190.3 is the standard identification card for Active and Reserve uniformed 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, facilities, installations, and some limited controlled spaces.

4. This policy provides procedures for unescorted access of uncleared contractor and vendor personnel. All eligible contractors will receive an initial National Crime Information Center Interstate Identification Index (NCIC-III) through the organization's Contractor Officer Representative (COR). An uncleared contractor is an individual who falls into one of the following categories:

a. CAC-eligible: Army contractor personnel requiring access to DoD-controlled installations or facilities on behalf of the Department of the Army on a recurring basis for a period of 6 months or more, 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 Contracting Officer Representative (COR) is responsible for ensuring contractors are processed for a CAC.

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b. Non-CAC eligible: is an employee of a Department of Defense contractor who is not eligible for a CAC credential, but requires access to an Army installation or facility.

5. The sponsoring agency or command is responsible submitting the proper documents to obtain a CAC. For a CAC-eligible contractor to receive an initial CAC, the responsible command must have received a favorable FBI fingerprint Check and must have submitted to the Office of Personnel Management (OPM) a National Agency Check with inquiries (NACI) or equivalent/higher investigation through their supporting Security Office, via the U.S. Army Personnel Security Investigation Center of Excellence. A final CAC determination requires a favorably adjudicated NACI (equivalent or higher) investigation to be issued a CAC.

6. General.

a. Access to Fort Gordon is restricted to persons with a valid and authorized purpose. Security personnel will verify the identity of all personnel entering Fort Gordon.

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

c. Unauthorized personnel attempting access to the installation will be denied and vehicle will be escorted off the installation.

d. Taking photographs and/or filming at access control points is strictly prohibited unless approved by the Provost Marshal Office, (706) 791-2521. Approved photographers are generally under escort by a Garrison Public Affairs representative.

e. All persons and vehicles entering or exiting the installation are subject to identification and inspection upon request.

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

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

7. Trusted Traveler Program (TTP). The Trusted Traveler Program may be initiated by the Senior Commander upon the commissioning of an AIE system. The TTP will apply when AIE is active. Guards will physically check all ID cards when AIE is not active. The Senior Commander at his discretion may suspend the TTP based on local threat or may revoke individual trusted traveler privileges. The TTP allows persons 18 years or older and are uniformed service members and spouses, DoD employees, CAC contractors, and retired uniformed service members and spouses to vouch for

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occupants in their immediate vehicle, provided the Trusted Traveler vehicle operator possess a valid identification card and has a clear NCIC III check. The DoD cardholder assumes responsibility for the actions of all passengers while on the installation.

8. Foreign Visitors.

a. Official foreign visitors (e.g., Foreign Liaison Officer, Foreign Exchange Personnel, and Cooperative Program Personnel) subject to the provisions of AR 380-10 will be granted unescorted visitor status. The Foreign Visits System-Confirmation Module will be used to confirm that a proposed official visit to an Army installation by a foreign government representative has been approved through the Foreign Visit System, and to record the arrival of such visitors.

b. Other foreign personnel (e.g., visitors, contractors, (any person other than a US citizen) must present a valid passport with visa, and I-94 (Arrival /Departure Record) or an alien resident identification card and must have a valid reason to enter the installation. IAW AR 190-13, non-DOD affiliated personnel will be escorted while on 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 continue to 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 of 300 visitors or more to the Garrison Commander. All requests for waivers must be submitted through the Director of Emergency Services, Physical Security Office.

10. Authorized Identification Cards:

a. Individuals in possession of a valid form 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 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 ID).
- (4) Reserve Component – DD Form 2 (Reserve).

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(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 in official duty status.

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

11. State Identification Cards: Unescorted personnel who do not possess a valid DoD ID card must be vetted and issued a temporary pass. Selected non-DoD personnel will be randomly screened via National Crime Information Center (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 U.S. passport card.

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

(e) Foreign passport.

12. Temporary Visitor Passes:

a. Temporary passes may be issued to individuals who have a legal and legitimate reason for installation access and who have provided a valid driver's license or US passport. The reason for access and the visitor's destination will be annotated on the pass by Visitor Control Center staff. All non-DoD passengers 18 and older must obtain a pass at McKenna gate VCC.

b. A temporary visitor pass will not exceed 3 calendar days, unless authorized by the Installation Physical Security office. All passes will be issued by AIE.

c. Non-DoD organizations hosting events on Fort Gordon must coordinate with the government sponsor (MWR, etc) NLT 30 days in advance of the event for pre-vetted installation access. Events not coordinated within 30 days will be decided on a case

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by case basis for pre-vetted passes. Patrons can obtain a one day pass if the deadline is not met.

d. Non-DoD personnel providing transportation for DoD children must submit a pass request form from the Child Youth, and School Services office to obtain a NCIC background check and long term pass.

e. 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 a guard. For all other access purposes a pass is required.

13. Long Term Passes:

a. Non-DoD personnel who are employed or have official business on Fort Gordon may be issued extended passes, but must coordinate with their Contracting Officer Representative (COR) or government sponsor. The COR or government sponsor must submit consent forms to the Installation Physical Security office for employee access and notify the DES when employees are reassigned or terminated.

b. Long term passes will not exceed one year and must be renewed by COR or government sponsor annually. Employees must consent to NCIC III background checks annually. Non-DoD personnel can obtain a 30 day or annual pass based on length of job tenure. COR must submit renewal of requests 60 days in advance to ensure timely processing and continuous access.

c. CORs or government sponsors will be required to provide the 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 SSN.

d. Morale Welfare and Recreation (MWR) members (Golf, Bingo, Bowling, Hunters, Bicyclists, etc) can also obtain long term passes. Patrons must obtain a membership from the MWR facility and request a long term pass. The member must consent to NCIC III background check through the MWR facility to the DES. The MWR facility will submit a list of members to the Physical Security Office and upon a favorable background check, a long term pass will be issued to the patron. Membership policies for various MWR programs are subject to change and Force Protection measures.

e. Non-DoD arriving at an access control point after midnight requesting a pass must have a DoD cardholder as a sponsor.

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f. 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.

14. Non-DoD Personnel:

a. 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 and commercial vehicles require inspection to gain access to the installation.

b. Media. All media personnel/vehicles must have an escort from the Fort Gordon Garrison Public Affairs Office. If another command's PAO is to escort media onto the installation, that escort must have been approved by the Garrison PAO in writing and the Installation Physical Security office made aware of the escort prior to the event.

c. Pedestrians, motorcycles, and bicycles. All pedestrians and bicycles must stop to render proper identification. Non-DoD affiliated pedestrians and bicycles will be issued a pedestrian pass provided they meet the requirements of paragraphs 10 a-c above. Riders must adhere to equipment requirements in Fort Gordon Regulation 210-3 and other appropriate Army regulations. Motorcycle riders must remove their helmet for ID verification if the helmet or face mask obscures or hides the face from view.

d. Taxis. The following applies to taxi services that are contracted by the installation:

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

(2) Taxi drivers will be subject to positive ID at the ACP. Drivers will proceed by the most direct route to and from the point of pick up or drop off.

(3) Taxis must be inspected each time they enter the ACP.

(4) 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 card holder in person.

e. US Postal Service (Contracted vehicle). Inspection of cargo area and verification of ID is required. It is not necessary to inspect individual packages unless suspicion warrants or Force Protection level changes. Deliveries should be made during normal duty hours.

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f. Tow Trucks.

(1) 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.

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

g. Rental Vehicles. Non-DoD personnel driving a rental car may access the installation by presenting their ID and a copy of the rental contract to the access control guard. Non-DoD patrons must obtain a visitor pass.

15. SAFETY:

a. Access control guards will be proactive in identifying safety violations by observing approaching vehicles.

b. Special attention will be paid to the below situations, and vehicles will not be allowed access until they have been corrected:

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

(2) Children four years old and under 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 to this law 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.

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(d) Helmets, certified to meet 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 rider wears a back pack that obstructs the outer garment, a PT belt will be added to the back pack as an acceptable alternative.

16. 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.

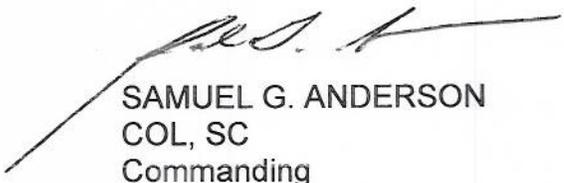
17. PRIVATIZED FAMILY HOUSING:

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

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

18. Exceptions to this policy can be submitted through the Provost Marshal to the Garrison Commander for approval.

19. Point of contact is the Directorate of Emergency Services Physical Security Office, (706) 791- 2521.



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Commanding