



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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FORT BELVOIR, VIRGINIA 22060-5928

IMBV-ESS

11 August 2020

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel and Mission Partners

SUBJECT: Fort Belvoir Policy Memorandum #13, Installation Access Control Procedures

1. REFERENCES.

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

b. Army Regulation, (AR) 190-13 (The Army Physical Security Program), 27 June 2019.

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

d. Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control", December 8, 2019, Incorporating Change 7, 17 April 2017.

e. HQDA EXORD 033-15 Installation Access (Directed Actions), 7 November 2014.

f. HQDA EXORD 110-16, Implementation of REAL ID, 25 June 2019

g. IMCOM Policy Memorandum 608-1-2, Survivor Access Badge, 01 February 2019

h. HQDA ALARACT 001/2020 Army Installation Access Control Policy Clarification

2. PURPOSE. This memorandum establishes policies, responsibilities, and procedures for controlling access to Fort Belvoir.

3. APPLICABILITY. This policy pertains to all personnel attempting to obtain access to Fort Belvoir, Virginia.

4. POLICY. Security personnel will comply with the procedures for controlling access to Fort Belvoir. All individuals seeking entry onto Fort Belvoir will comply with the requirements set forth in this policy for gaining access to Fort Belvoir.

“LEADERS IN EXCELLENCE”

5. PROCEDURES.

a. Screening and Vetting.

(1) Screening (Identity Proofing). Security personnel performing installation access control will verify a person's need to have access to Fort Belvoir and perform a physical (touch) and visual inspection on all identifications of occupants. The inspection will include:

(a) A visual match of the photograph on the card to the person presenting the identification (ID).

(b) Verifying authenticity by checking the anti-counterfeit or fraud protection embedded in the credential.

(c) Authenticating cards using the Automated Installation Entry (AIE).

(2) Vetting for Suitability.

(a) Security personnel will conduct a check of the records through the National Crime Information Center Interstate ID Index (NCIC-III) for personnel attempting to enter the installation. This is the Army's minimum baseline background check for entrance onto Fort Belvoir.

(b) Personnel in lawful possession of a valid form of the following ID credentials are authorized unescorted access onto Army installations **without** an NCIC-III check.

- DoD CAC (Department of Defense Common Access Card)
- DD Form 2A (ACT) (Active Duty Military Identification Card)
- DD Form 2 (ACT/RES) (Active and Reserve Identification Card)
- DD Form 2 (RET) (Retired Identification Card)
- DD Form 2S (ACT/RES) (Retired Reserve Identification Card)
- DD 1173 (USUSIPC) (United States Uniformed Services Identification and Privilege Card) (personnel over the age of 18 only)

(c) Personnel in lawful possession of a valid form of the following identification credentials may only be authorized unescorted access onto the installation after a favorable NCIC-III check has been conducted:

- Valid State-issued driver's license
- Valid State-issued identification card
- Valid United States Passport
- Locally issued installation badge/pass

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- AIE badge for School District Employees (SDE)
- Transportation Security Agency (TSA) personnel issued a Transportation Worker Identification Card (TWIC)
- DD Form 2574 Armed Forces Exchange Services and Privilege Card (AFESIPC)
- AF Form 354 Air Force Civilian Identification Card (AFCIC)
- DD Form 1934 Geneva Convention Identification Card (GCIC) for medical and religious purposes
- DD Form 2764 United States Department of Defense/Uniformed Service Civilian Geneva Convention Card (USDDUSCGCC)
- DD Form 489 Geneva Convention Identification Card for Civilians (GCIC)
- Veteran Health Identification Card (VHIC) (VHIC card will be used to access)
- PIV Cards (Personal Identity Verification Card)

(d) Personnel under the age of 18 will not have a NCIC-III check conducted but will, at a minimum, have a wants/warrants, bar list, and driver's license check, when applicable.

(e) Official foreign visitors (e.g., foreign liaison officers, foreign exchange personnel, and cooperative program personnel) subject to the provisions of AR 380-10 will be granted unescorted visitor status. The Foreign Visit System-Confirmation Module (FVSCM) will be used to confirm that a proposed official visit to an Army installation by a foreign government representative has been approved through the FVSCM and to record the arrivals of such visitors. These approved foreign visitors are authorized to enter through Pence or Tulley Gate, once the approved Foreign Visitor Request (FVR) has been received from Garrison's Directorate of Plans, Training, Mobilization and Security (DPTMS).

b. Real ID Act Implementation

(1) Personnel in possession of a valid state-issued driver's license or identification card must be compliant with the REAL ID Act to be authorized unescorted access onto the installation.

(2) Driver's license and identification cards marked, "Not for Federal Identification, Not for Federal Purposes, or Federal Limits May Apply" or similar language will require a secondary identification to access. Personnel that do not have in possession a secondary ID will be denied access, or be escorted by a Trusted Traveler. (TTP Program). If TTP is suspended access will be denied.

(3) List of acceptable secondary identification.

- U.S. Passport or U.S. Passport card

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- Birth Certificate (original, no photocopy)
- PIV or PIV-I card (personal identification verification card issued by the Federal Government)
- Border Crossing Card (form DSP-150)
- Veterans Health Identification Card issued by the U.S. Department of Veterans Affairs
- U.S. Permanent Resident Card / Alien Registration Receipt Card (form I-551)
- U.S. Certificate of Naturalization or Certificate of Citizenship (form N-550)
- Employment Authorization Document (form I-766)
- TWIC card (transportation worker identification credential)
- Merchant Mariner card (issued by DHS / United States Coast Guard (USCG))
- Native American Tribal photo ID
- DHS "trusted traveler" card (global entry, nexus, sentry, fast)
- Driver's license issued by U.S. State Department
- Identification card issued by federal, or state, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color and address.
- U.S. Military or draft record
- Foreign Passport with a Temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable Immigrant VISA.
- Foreign Government issued passport with a current arrive-departure record (INS Form 94) bearing the names as the same name as the passport and containing an endorsement of an alien's nonimmigrant status, if that status authorizes the alien to work for the employer.
- U.S. Refugee travel document or other travel document or evidence of immigration status issued by DHS containing a photograph (permit to re-enter form I-327 and refugee travel document form I-571)
- In the case of nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with a 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 the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

b. Credentialing. All non-DoD affiliated personnel gaining access to Fort Belvoir will be issued a locally produced AIE access badge (BAC) if they have a post sponsor or temporary pass without a sponsor after meeting the vetting criteria to enter the installation, which includes a NCIC-III check.

(1) Passes for 90 days or less. The AIE paper pass is the approved short-term temporary pass issued for access to Fort Belvoir. Paper passes will be marked with an expiration date, must remain fully visible, and will be accepted at the Tulley Gate or Davison Army Airfield (if required) Access Control Points only. The pass will be issued

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to those individuals requesting access to the installation for a period of 90 days or less, and only after a favorable NCIC-III has been conducted.

(2) Passes for more than 90 days. The Fort Belvoir AIE access badge (BAC), which is a Defense Biometric Identification Data System (DBIDS) – like card with an imprinted photo and expiration date. The BAC will be issued to personnel who are sponsored and need regular access to the installation for a period not exceeding 365 days. These cards will be accepted through all gates, unless otherwise specified.

d. Survivor Access Badge - Unescorted installation access for Gold Star Family Members

(1) An AIE identification card (BAC) will be issued, marked with Survivor Access. The pass issued for a period not to exceed 3 years.

(2) The pass will be issued to those individuals requesting access to the installation, and only after a favorable NCIC-III has been conducted. Family members who request a new Survivor Access Badge for any reason will have to go through the NCIC-III check process.

(3) The AIE identification card (BAC) is not eligible for use under the Trusted Traveler Program.

(4) Survivor Access Badge issued at another installation will be allowed to access all IMCOM installation without further vetting.

e. Veterans Health Identification Card (VHIC)

(1) Personnel with a VHIC can access the installation with their VHIC. Their VHIC will be registered into the AIE database at the Visitor Center only after a favorable NCIC-III background check has been conducted.

(2) The VHIC will be valid to access not to exceed 3 years.

(3) The VHIC is not an identification eligible for use under the Trusted Traveler Program.

f. Access Control Denial Waiver Application

(1) If you have been denied access at the Visitor Control Center based on the regulatory required NCIC-III check you may request for an access denial waiver application. The application can be obtained at the Visitor Control Center.

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(1) Submit the completed application, along with all documents to your government sponsor. The government sponsor will review, complete a cover letter with recommendation, and hand deliver to the SJA's office.

(2) Individuals denied while using a VHIC will be able mail in their completed application to the following address listed below. In this case, a government sponsor is not required.

Office of the Staff Judge Advocate
ATTN: L Military Justice Division
9990 Belvoir Drive
Fort Belvoir, Virginia 22060

g. Trusted Traveler Program (TTP).

(1) The TTP will only be used during Force Protection Condition (FPCON) Normal, Alpha, and Bravo. The program may also be temporarily suspended when special conditions exist under these FPCON levels.

(2) The TTP allows select individuals to vouch for all their immediate vehicle occupants. Only uniformed service members with a valid CAC, U.S. Government employees with a valid CAC, military retirees with a valid DoD identification card, and their adult dependents with a valid DoD dependent identification card may act as Trusted Travelers. TTP vehicle occupancy is limited to 7 personnel, unless special coordination is made with the installation.

(3) Trusted Travelers are responsible for the actions of all TTP occupants and for ensuring they meet all the security requirements for entering the installation. Non-DoD affiliated occupants will be escorted at all times while on the installation.

(4) Contractors, regardless if they have a CAC, will not participate in the TTP.

(5) The TTP is limited to the Trusted Traveler categories listed above in paragraph 5c(2). All other personnel entering the installation, regardless of AIE passes/badges, cannot participate in the TTP.

h. Escorted Personnel.

(1) Non-DoD affiliated personnel who enter the installation without an NCIC-III check (e.g., TTP passengers) must be escorted at all times while on the installation.

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(2) Escorted individuals must still present a valid state driver's license, state identification card with photo, a valid U.S. passport, or a valid foreign passport cleared by the State Department prior to receiving escorted access to the installation.

6. PROPONENT. The proponent for this policy is the Directorate of Emergency Services (DES) at 703-806-4024.

A handwritten signature in blue ink, appearing to read "J. P. Segraves", with a horizontal line extending to the right from the end of the signature.

JOSHUA P. SEGRAVES
COL, IN
Commanding