



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
9820 FLAGLER ROAD, SUITE 213  
FORT BELVOIR, VIRGINIA 22060-5928

AMIM-BVL-S

9 August 2022

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 Regulation, (AR) 190-13 (The Army Physical Security Program), 27 June 2019.
- b. HQDA EXORD 110-16, Implementation of REAL ID, 08 February 2016.
- c. IMCOM Policy Memorandum 608-1-2, Survivor Access Badge, 01 February 2019
- d. Army Directive 2021-02 (Access to Army Installations by Foreign Nationals and Section 621-Eligible Veterans and Caregivers)
- e. DODM 5200.08 Volume 3, January 2019.
- f. Access Control Denial Waiver Application

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

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

4. POLICY. Security personnel will comply with the procedures for controlling access onto 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.

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 onto Fort Belvoir and perform a

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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 records through the National Crime Information Center Interstate ID Index (NCIC-III) for personnel attempting to enter the installation. To ensure vetting accuracy, personnel will be required to provide their social security number. 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 will need to obtain an access pass if they are not in possession of their valid form of ID credential listed above (b) when at an ACP (access control point). The pass is obtained at the Visitor Control Center (VCC). After-hours, personnel will process through the commercial lane.
- (d) 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 or Passport Card
  - 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 Credentials (Personal Identify Verification) United States Government authenticated federal credentials
  - Permanent Resident Card (I-551)
  - Employment Authorization Card (I-766)
  - Valid Department of State Driver's License
  - Valid Department of State Identification Card
- (e) 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.
- (f) All individuals accessing the installation will be vetted through the National Sex Offender Registry and Violent Persons files. Regardless of status or credentials individuals will be denied unescorted access onto the installation if they are registered as a sex offender, or present a threat to good order, discipline, or health and safety of the installation.

#### **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 Apply" or similar language will require a secondary form of 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 may be denied.

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(3) List of acceptable secondary identification.

- U.S. Passport or U.S. Passport Card
- U.S. 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.

- a. Credentialing. All non-DoD affiliated personnel gaining access to Fort Belvoir will be issued a locally produced AIE access pass after meeting the vetting criteria to enter the installation, which includes a NCIC-III check.

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- (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. A Trusted Traveler escort is required to access the Airfield. The pass will be issued 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. Sponsor must work or live on the installation, and must be U.S. Active Duty Military, U.S. Military Dependent ID card holder (18 yrs of age and older) and DoD Civilian CAC card holder. These cards will be accepted through all gates, unless otherwise specified.

**c. 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.

**d. 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 VCC 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.

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**e. Access Control Denial Waiver Application**

- (1) If you have been denied access based on the regulatory required NCIC-III check you may request for an access denial waiver application. The application can be obtained at the VCC.
- (2) 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.
- (3) Individuals with a VHIC will mail their completed application to the Office of the Staff Judge Advocate address listed below. In this case, a government sponsor is not required.
- (4) Individuals with a DoD CAC, DD Form 2A (ACT), DD Form 2 (ACT/RES), DD Form 2 (RET), DD Form 2S (ACT/RES), and DD 1173 who are denied access based on the National Sex Offender Registry and Violent Persons files will mail their completed application to the Office of the Staff Judge Advocate 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

**f. 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 U.S. 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 f(2). All other personnel entering the installation, regardless of AIE passes/badges, cannot participate in the TTP.

**g. 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.
- (2) Escorted individuals must still present a valid form of identification prior to receiving escorted access onto the installation.

**h. Foreign Nationals.**

- (1) Official foreign visitors, subject to the provisions of AR 380-10, not in possession of a DoD CAC Card will be granted escorted visitor status once the approved Foreign Visitor Request (FVR) has been received from Garrison's Directorate of Plans, Training, Mobilization and Security (DPTMS).
- (2) Foreign visitors here for leisure must be sponsored and escorted by a Trusted Traveler escort. Foreign Visitor will be vetted against NCIC-III ensuring they meet eligibility to access. Foreign Visitor must process through the VCC with their passport and accompanied by their sponsor. Passport must have a valid entry stamp or current I-94.
- (3) Au Pairs providing childcare service for U.S. Active Duty members can receive a sponsored BAC pass. Active Duty member and Au Pair must process through the VCC with proper documentation.
- (4) Foreign nationals in possession of a blue-stripe CAC card and military dependent ID card are required to provide appropriate documentation before access can be granted. Documentation must list purpose for access and duration of access. They will need to report to the VCC with their ID and documentation where their ID will be registered for access.
  - a) If assigned to Fort Belvoir they will need to provide appropriate documentation noting Fort Belvoir as their duty location.


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- b) Foreign Liaison Office (FLO) and Personnel Exchange Program (FEP) personnel accessing multiple installations, will need to provide appropriate documentation from their commanding office or contact officer identifying installations where access is needed, purpose for access and duration of repeated access.
- c) International Military Students and Country Liaison Officers (CLOs) will need to report to the VCC with their travel orders or approved letter by the responsible International Military Student Office or commanding officer. Documentation must include installations where access is needed and duration of repeated access.
- d) Foreign nationals in possession of Department of State (DoS) issued diplomatic credentials are approved for access. They must register at the VCC.

(5) Holders of blue-stripe CACs and dependents cannot escort or sponsor persons seeking access to the installations.

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

  
JOSEPH V. MESSINA  
COL, AG  
Commanding



# **FORT BELVOIR ACCESS CONTROL DENIAL WAIVER APPLICATION**

## **1. PURPOSE**

- a. If you have been denied a visitor pass or Belvoir Access Card (BAC) at the Visitor Control Center based on the regulatory required National Crime Information Center III check to determine identity vetting you may request for an access denial waiver by completing the following steps:
  - (1) Obtain a certified copy of your complete criminal history, including all arrests and convictions, from the appropriate Clerk of the Court. This criminal history must include all matters that were noted in your National Crime Information Center III check.
  - (2) Obtain a letter of support from your employer or an approved sponsor. The letter must indicate that your sponsor will continue to employ you upon the issuance of a waiver. In cases where you are visiting a government sponsor on post you must include your sponsor's full name, rank/status, unit/organization, address for on-post residence or location of visitation, telephone number and dates of visitation.
  - (3) Complete the attached Fort Belvoir Access Control Denial Waiver Application in its entirety and submit your application packet to your government sponsor who will be responsible for the submission of the waiver application to the Fort Belvoir Office of the Staff Judge Advocate (OSJA). You must list all offenses and provide an explanation about why your offenses should not bar you from coming on Fort Belvoir in the application.
  - (4) The government sponsor will review the applicant's packet for completeness and determine if a waiver is warranted for the applicant before submission to the OSJA.
  - (5) The government sponsor must provide a letter of recommendation for the applying applicant. The government sponsor should address the respective offenses and indicate why those offenses should not bar you from Fort Belvoir. The government sponsor can hand deliver the waiver application to the OSJA's Military Justice Division, located in the basement of 9990 Belvoir Drive, Fort Belvoir, Virginia (Building 257).

- b. Upon satisfaction of these steps, the Garrison Commander, will review the application packet. The reviewing officer will determine based on the information provided whether the applicant fits into one of the following categories:
  - (1) The applicant is granted a waiver.
  - (2) The applicant is denied the waiver.
- c. Once a recommendation has been made, the package will be forwarded to the Garrison Commander for a final review and decision on approval status.
- d. The applicant will be mailed a copy of the Garrison Commander's decision. On the application, you can request to have a scanned copy of the decision sent to you via electronic mail. It is your responsibility to provide the OSJA with your current address in the application. You will not be provided further notice of a decision in the event that any correspondence is returned to the OSJA because of a faulty address.
- e. Should your request be denied, an appeal must state new grounds for an appeal, such as missing information, etc., before it will be accepted.

**2. PROCEDURES.** To ensure that your request is complete, please follow these instructions:

- a. Submit the completed application to your government sponsor. The government sponsor will review, complete cover letter recommendation, and hand deliver the following two items to the OSJA when the packet is completed:
  - (1) The attached request for denial waiver application (starting at page five of this packet)
  - (2) All supporting documents, including those certified by the Clerk of the Court, for the waiver application.

**3. Veteran's Health Identification Card (VHIC).** This section only applies to individuals that possess a VHIC (VA medical card) and who are not attempting to access Fort Belvoir as part of their employment with a third party, or for any reason not related to their status as a Veteran (i.e. treatment at Fort Belvoir Community Hospital, Shopping at the commissary or Post Exchange, etc.).

- a. If you have been denied access at the Visitor Control Center based on the regulatory required National Crime Information Center III check to determine identity vetting you may request for an access denial waiver by completing the following steps:

- (1) Obtain a certified copy of your complete criminal history, including all arrests and convictions, from the appropriate Clerk of the Court. This criminal history must include all matters that were noted in your National Crime Information Center III check.
- (2) Complete the attached Fort Belvoir Access Control Denial Waiver Application in its entirety. You must list all offenses and provide an explanation about why your offenses should not bar you from coming on Fort Belvoir in the application.
- (3) The applicant would mail their waiver application and all supporting documents, including those certified by the Clerk of the Court, for the waiver application to the address below.

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

- b. Upon satisfaction of these steps, the Garrison Commander will review the application packet. The reviewing officer will determine based on the information provided whether the applicant fits into one of the following categories:
  - (1) The applicant is granted a waiver.
  - (2) The applicant is denied the waiver.
- c. Once a recommendation has been made, the reviewing officer will forward the package to the Garrison Commander for a final decision on your approval status.
- d. On the application, you can request to have a scanned copy of the decision sent to you via electronic mail. It is your responsibility to provide the OSJA with your current address in the application. You will not be provided further notice of a decision in the event that any correspondence is returned to the OSJA because of a faulty address.
- e. Should your request be denied, an appeal must state new grounds for an appeal, such as missing information, etc., before it will be accepted.

**4. DoD ID Card Holder.** This section only applies to individuals that possess a Military DoD CAC, DoD Civilian CAC, and Teslin ID card (retired military, military dependent).

a. If you have been denied access at the Visitor Control Center based on the regulatory continuous security vetting you may request for an access denial waiver by completing the following steps:

- (1) Obtain a certified copy of your complete criminal history, including all arrests and convictions, from the appropriate Clerk of the Court. This criminal history must include all matters that were noted in your National Crime Information Center III check.
- (2) Complete the attached Fort Belvoir Access Control Denial Waiver Application in its entirety. You must list all offenses and provide an explanation about why your offenses should not bar you from coming on Fort Belvoir in the application.
- (3) The applicant would mail their waiver application and all supporting documents, including those certified by the Clerk of the Court, for the waiver application to the address below.

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

f. Upon satisfaction of these steps, the Garrison Commander will review the application packet. The reviewing officer will determine based on the information provided whether the applicant fits into one of the following categories:

(3) The applicant is granted a waiver.

(4) The applicant is denied the waiver.

g. Once a recommendation has been made, the reviewing officer will forward the package to the Garrison Commander for a final decision on your approval status.

h. On the application, you can request to have a scanned copy of the decision sent to you via electronic mail. It is your responsibility to provide the OSJA with your current address in the application. You will not be provided further notice of a decision in the event that any correspondence is returned to the OSJA because of a faulty address.

i. Should your request be denied, an appeal must state new grounds for an appeal, such as missing information, etc., before it will be accepted.

# FORT BELVOIR ACCESS CONTROL DENIAL WAIVER APPLICATION

**WARNING:** ANY MISREPRESENTATION OF OMISSION OF INFORMATION MAY RESULT IN DENIAL OF THE REQUEST

<b><u>REQUEST FORM</u></b>			
1. Name (First / Middle / Last)		SSN #: DOB:	
2. Current Address (Number and Street, City, State, and Zip Code)			
3. Email Address: Do you want your decision emailed back to you rather than mailed to you? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Current Telephone Number Home: (      )      -      Work: (      )      -			
5. Reason for requesting access to Fort Belvoir?			
6. What job has Fort Belvoir Offered You?			
7. Does your job require you to have a clearance?			
8. List your ENTIRE Criminal History (except traffic and other infractions) as follows:			
CRIME FOR WHICH YOU WERE ARRESTED	CRIME FOR WHICH YOU WERE CONVICTED (OR INDICATE IF DISMISSED OR NULL PROS.)	NAME & ADDRESS OF COURT OR AGENCY	DISPOSITION (INCLUDE SENTENCE AND CONVICTION DATE)
9. Attach a copy of all court documents, certified by the Clerk of the Court, from all of your conviction(s).			
10. In your own words, explain the facts of each felony, and why you should be able to come on post. Attach additional sheets if necessary.			
11. Explain any circumstances that lessen the seriousness of the felony conviction(s) and show that you have been rehabilitated. Attach additional sheets if necessary.			

12. Have you been denied access by any other federal organization? (please circle) <b>Yes</b> <b>No</b> If yes, indicate the reason for the denial.
13. List all references that you would like the review officer to consider on your behalf. Include name, address, telephone number, and relationship:

### VERIFICATION

State of \_\_\_\_\_)

County of \_\_\_\_\_)

Under the penalty of perjury, the undersigned has examined this request for review and to the best of my knowledge and belief, it is true, complete, and correct.

\_\_\_\_\_  
 (Your Signature)

\_\_\_\_\_  
 (Your Printed Name)

\_\_\_\_\_  
 Date (month, day, year)

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing instrument and his/her voluntary act and deed.

WITNESS, my hand and Notarial Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public, Written Signature