



DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

14 March 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 21-01, Access Control

1. References:

a. Army Directive 2014-05, SUBJECT: Policy and Implementation for Common Access Card Credentialing and Installation Access for Un-cleared Contractors, 7 March 2014.

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

c. Fort Drum Visitor Control Plan, 5 September 2017.

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

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

2. Supersession: This policy supersedes and replaces Installation Policy Memorandum 21-01, Access Control, 16 October 2021.

3. Purpose: Outlines Fort Drum's access control requirements for screening and granting installation access. This policy implements a balanced approach between security and achieving a viable community relationship with our North Country neighbors.

4. Applicability. This policy applies to all Soldiers, Family members, Civilians, contractors, employees and visitors to the installation. This policy is in effect while under Force Protection Threat-Condition (FPCON) Bravo and will be suspended should conditions change. This policy does not grant individuals the ability to avoid Random Anti-terrorism Control Measures (RAM) requirements.

5. Access: The Directorate of Emergency Services will execute access control procedures that incorporate Army regulations and this policy. All individuals wishing to visit Fort Drum either for business or leisure may do so providing they meet prescribed eligibility requirements established by Army policy. Access, once granted, is limited to Fort Drum and Wheeler Sack Air Field cantonment areas.

a. Individuals possessing valid Department of Defense (DoD) identification (ID) are not required to undergo a National Crime Information Center (NCIC) Interstate Index (III) background check and are granted unescorted access. Individuals with a valid DoD ID are entitled to use the Trusted Traveler program.

b. Individuals not enrolled in DoD's Physical Access Control System (ePACS) will follow procedures as a visitor. Individuals not possessing valid DoD ID and wishing to obtain installation access must volunteer to submit valid ID and undergo an NCIC background check. DES will issue unescorted type passes or badges for favorable checks and deny for unfavorable. Individuals denied access may submit an appeal to the Garrison Commander.

6. Categories of Access:

a. DoD ID holders. DoD ID holders are in ePACS and are not visitors. Individuals with ID listed below, when presented, have unescorted access to the installations and may exercise sponsorship and Trusted Traveler privileges:

- 1) DoD Common Access Card, to include retirees (Military and Civilian).
- 2) DD Form 2A (ACT) Active Duty Military Identification Card.
- 3) DD Form 2 (ACT / RES) Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve).
- 4) DD Form 2 (RET) United States Uniformed ID Card (Retired).
- 5) DD Form 2S (ACT / RES) Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve).
- 6) DD Form 2S (RET / RES RET) United States Uniformed ID Card (Retired and Reserve Retired).
- 7) United States Government issued authenticated Federal Personal ID Verification (PIV) credentials.
- 8) DD 1173, United States Uniformed Services ID and Privilege Card (persons over the age of 18).

b. Sponsored Badges. Sponsorship is required in cases where visitors are remaining overnight or have a recurring need for access. Individuals must submit a sponsorship packet and have a sponsor to receive one of the Fort Drum ID badge or pass listed below. Individuals possessing a badge will have unescorted access to the installation.

1) Friends of the North Country Local Access Badge is granted to those who have installation level command sponsorship and have a recurring access requirement greater than 30 days. Individuals are granted Trusted Traveler eligibility, but not the ability to sponsor others.

2) Fort Drum Mountain Community Homes (FDMCH) Housing Occupant Local Access Badge is granted to those individuals who are authorized to live in an FDMCH home, have sponsorship and have a recurring access requirement greater than 30 days. Individuals are granted sponsorship, but not Trusted Traveler eligibility.

3) Locally issued installation access badge is for anyone who has a recurring business need to enter the installation for greater than 30 days and is sponsored; examples include family care providers, volunteers, contractors and commercial transportation providers (taxi cabs, Uber, and Lyft). Individuals are not granted sponsorship or Trusted Traveler eligibility.

c. Other Recognized IDs. The below forms of ID are recognized by Fort Drum and when presented, grants the individual unescorted access to the installation, but does not grant Trusted Traveler or sponsorship eligibility:

- 1) DA Form 1602 (Civilian ID and Gold Star Family).
- 2) The Transportation Security Agency issued Transportation Worker ID Credential.
- 3) DD Form 2574, Armed Forces Exchange Services ID and Privilege Card.
- 4) DD Form 1934, Geneva Conventions ID Card for Medical and Religious Personnel Who Serve In or Accompany the Armed Forces.
- 5) DD Form 2764S, US DoD/Uniformed Services Civilian Geneva Conventions ID.
- 6) Military personnel of foreign governments, who are on orders for duty in the United States, only need to present their military ID card and their orders.

d. Day Access Pass. Persons not remaining on the installation overnight may be granted a day access pass to visit the installation between 0730 and 2300. A day pass permits unescorted access not to exceed 2300 and may be provided to visitors who are visiting Fort Drum either for business or leisure. Sponsorship is waived, but visitors wishing to obtain a day pass must voluntarily submit their ID and undergo an NCIC background check prior to issuance of a day pass.

e. Overnight/Multiple Day Pass. Persons remaining overnight or have a recurring need for access not to exceed 30 days duration are eligible for this type of pass. Individuals must be sponsored and submit a sponsorship packet.

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7. Trusted Traveler Program (TTP). The purpose of a TTP is to expedite access for service members, retirees, dependents over the age of 18, and DoD employees in order to maintain efficient vehicle throughput and mitigate traffic congestion between 0500-2200 daily. Use of the TTP is a privilege that permits these individuals to vouch for the occupants within a vehicle in lieu of submitting a sponsorship packet and a background check of individuals who do not already possess a badge or pass.

a. Access control point personnel will verify the identity of inbound personnel:

1) If the ID card holder exercising the TTP privilege is the driver, no other occupant IDs will be scanned.

2) If the ID card holder is a passenger, then all occupant IDs will be scanned.

b. A Trusted Traveler may only sponsor occupants in their vehicle.

c. The Trusted Traveler assumes responsibility for the guest's actions, and will escort their non-DoD ID card holder guests at all times while on the installation.

d. Personnel convicted of a felony crime or is under criminal investigation are not eligible to exercise Trusted Traveler privileges. The Garrison Commander is the approval authority for all appeals. Personnel's privileges will remain suspended until either an appeal is approved or upon favorable adjudication.

e. Contractors are not eligible to exercise Trusted Traveler privileges.

f. Trusted Traveler is not permissible for commercial vehicles or when selected for participation in a Random Anti-Terrorism Measure (RAM).

8. The point of contact for this policy is Mr. Gary Short, Chief, Physical Security Division, Directorate of Emergency Services, at (315) 772-3105.



MILFORD H. BEAGLE, JR.
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