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US ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE OF EMERGENCY SERVICES
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18 April 2018

STANDARD OPERATING PROCEDURES (SOP)

REAL ID ACT OF 2005 GUIDELINES

1. **PURPOSE:** This SOP establishes the applicability, responsibilities and procedures for granting access to Fort Lee, VA for those personnel requesting access to the installation not in compliance with the Real ID Act of 2005.

2. **APPLICABILITY:** This SOP applies to all individuals in possession of driver licenses from non-compliant states noted on the Department of Homeland Security (DHS) website.

3. **REFERENCES:**

- a. Army Regulation 190-13, The Army Physical Security Program, 25 FEB 11
- b. HQDA EXORD 033-15 Installation Access (Directed Actions), 07 NOV 14
- c. DoD 5200.08-R Physical Security Program, 9 APR 07 (Incorporating Change 1, 27 MAY 09)
- d. Real ID Act of 2005 Implementation: An Interagency Security Committee Guide, AUG 2015
- e. DES SOP, Fort Lee Visitor Control Procedures

4. **PROCEDURES:**

a. The Real ID Act of 2005 establishes minimum standards for the production and issuance of state-issued driver licenses and ID cards which include requirements for a photograph and certain biographic information, such as name, date of birth, gender, height, eye color, and address. State-issued driver licenses and ID cards from states not meeting the standards can no longer be used to access federal facilities including military installations.

b. All Non-CAC holder visitors, contractors, and vendors having a valid need for a one-time, intermittent, or routine physical access to Fort Lee must be vetted against the National Crime Information Center-Interstate Identification Index (NCIC-III) in accordance with AR 190-13. Individuals in possession of an identification card from a

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accordance with AR 190-13. Individuals in possession of an identification card from a non-compliant state or territory may not use their identification card as the sole source for identity proofing for unescorted access to Fort Lee, VA and must have an approved second form of ID.

c. Individuals who possess an Enhanced Driver's License (EDL) are considered compliant.

d. The following is a list of acceptable secondary forms of identification that may be used in conjunction with their state issued ID for identity proofing:

- (1) U.S. passport or U.S. passport card.
- (2) PIV card (personal identification verification) issued by the federal government.
- (3) PIV-I card (personal identification verification – interoperable) issued by the federal government.
- (4) U.S. military ID (all members of the U.S. Armed Forces) to include retirees and dependent ID card holders.
- (5) Veterans Health Identification card issued by the U.S. Department of Veterans Affairs.
- (6) TWIC (Transportation WORKER Identification Credential).
- (7) Merchant Mariner card issued by DHS/United States Coast Guard (USCG).
- (8) Driver's license issued by the U.S. Department of State.
- (9) Border Crossing Card (Form DSP-150).
- (10) U.S. Certificate of Naturalization or Certificate of Citizenship (Form N-550).
- (11) U.S. Permanent Resident card/Alien Registration Receipt card (Form I-551).
- (12) Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed on notation on a machine readable immigrant visa.
- (13) 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).
- (14) Employment Authorization Document with photograph issued by the DHS (Form I-766).

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(15) Identification card issued by federal, 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.

(16) U.S. Military or Draft Record.

(17) Native American Tribal photo ID.

(18) Vehicle registration with name and address.

(19) Birth certificate or document showing the person's full name and date of birth.

(20) Social Security Card.

(21) In the case of a 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.

(22) DHS "Trusted Traveler" cards (Global Entry, Nexus, Sentri, Fast).

(23) PIV-I card (personal identification verification – interoperable) issued by non-federal government entities.

(24) Foreign government issued passport with a current arrival-departure record (INS Form 94) bearing the same name as the passport and containing an endorsement of an alien's nonimmigrant status, if that status authorized the alien to work for the employer.

5. This SOP supersedes Fort Lee Policy 02-16, dated Apr 26, 2017.



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