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US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES GARRISON FORT HAMILTON
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Policy Letter # 23

29 June 2023

MEMORANDUM FOR Fort Hamilton Military Community

SUBJECT: Fort Hamilton Installation Access Control Policy

1. PURPOSE: To establish the access control requirements policy and procedures for entering USAG Fort Hamilton, New York.

2. REFERENCES:

- a. DoD Instruction 2000.12, DoD Anti-Terrorism (AT) Program, dated 8 MAY 2017
- b. DoD Instruction O-2000.16, DoD Anti-Terrorism (AT) Program Standards, dated 17 NOV 2017.
- c. DoD 5200.08-R Physical Security Program, dated 9 APR 2007, Incorporating Change 1, dated 27 MAY 2009.
- d. Army Regulation 190-5, Motor Vehicle Traffic Supervision, dated 22 MAY 2006.
- e. Army Regulation 190-11, Physical Security of Arms, Ammunition, and Explosives, with Rapid Action Revision, dated 17 JAN 2019.
- f. Army Regulation 190-13, The Army Physical Security Program, dated 27 JUN 2019.
- g. Army Regulation 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties, dated 12 MAR 1993.
- h. Army Regulation 190-56, The Army Civilian Police and Security Guard Program, dated 15 MAR 2013.
- i. Army Regulation 525-13, Anti-Terrorism, dated 3 DEC 2019.
- j. U.S. Army Garrison Traffic Policy, dated 15 July 2022.

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3. **APPLICABILITY:** This policy applies to all service members, family members, federal employees, civilians, contractors, and foreign nationals visiting or conducting official business on Fort Hamilton.

4. **POLICY:**

a. The theft of identity related items that might facilitate a terrorist intrusion onto USAG Fort Hamilton remains a matter of concern. There has been a rise in the number of reported, lost or stolen Department of Defense (DoD) Identification (ID) Cards, and military uniforms and equipment. Although most of these incidents are probably not related to terrorism, Department of the Army Civilian Police Security Guards and others performing duties related to Access Control /Force Protection need to remain vigilant. It is extremely important that controls over individuals accessing our installation and accountability procedures are established concerning Installation passes and ID Cards.

b. Reference Army Regulation 190-13, Commanders and directors will maintain a visitor control program to ensure only authorized individuals enter the installation. Commanders and directors will not grant visitors unescorted installation access without the required identity proofing vetting against the National Crime Information Center Interstate Identification Index (NCIC-III), the Terrorism Screening Data Base (TSDB) and determination of a valid purpose for entry for all personnel who do not possess a CAC, another Federal personal identity verification card, or other DOD ID card.

c. The introduction of weapons, ammunition, or explosives or other prohibited items and photography is prohibited without specific authorization from the commander

d. The visitor control program will include a process to verify a person's need to access the installation. CAC holders, military retirees, and military Family members have an inherent official purpose and therefore are authorized to access Army installations. This inherent official purpose does not apply to "restricted access" areas on the installation, unless properly cleared.

e. Non-CAC holding visitors, contractors, vendors, and other personnel, must have a need validated by a DOD component for one-time, intermittent, or routine physical access to an Army installation.

5. **PROCEDURES:**

a. A check of records through the National Crime Information Center (NCIC) Interstate ID Index (III) is the Army minimum baseline background check for entrance onto Army installations for non-common access card (CAC) holders and visitors.

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b. Authorized credentials accepted for access, after a favorable vetting, for USAG Ft. Hamilton installation access: Automated Installation Entry (AIE)

c. Access Control Point (ACP) and Visitor Control Center (VCC) hours of operation are:

101st Gate: open 24 hours a day, 7 days a week

7th Avenue Gate: open 0600hrs – 1800hrs, Monday through Friday

VCC: 0700-1900, Monday – Friday

Closed Saturdays, Sundays and most Federal Holidays.

6. ID DOCUMENTS: All other non-United States Government (USG) ID card applicants will provide a valid and original form of ID (State driver's license, or passport, which complies with Public Law 109-13, REAL ID Act of 2005). This is to prove identity (for enrollment into the AIE database) and issue a visitor pass or card. Security personnel processing an applicant will screen documents for evidence of tampering, counterfeiting, or other alteration.

All persons entering are required to present a valid Real ID compliant state/government issued photo ID prior to entry. All Department of the Army Civilian Police (DACPs) and Department of the Army Security Guards (DASGs) performing Access Control and Law Enforcement duties will conduct 100 percent hands on ID verification when AIE scanners are not in service. DASGs, DACPs, and Department of the Army Security Assistants performing access control duties will verify the ID of individuals using one of the following documents/methods:

a. Department of Defense (DoD) ID Cards:

DD Form 2A,	Active Duty Military, all branches of service.
DD Form 2 Ret,	Retired Military, all branches of service.
DD Form 2 Res,	Reserve/National Guard Members, all service branches.
DD Form 1173,	Military Family Member/dependents of Foreign Country Representatives
DD Form 2765,	Issued to Foreign Country Representatives.
DD Form 1173-1	Issued to Reserve Component dependents, all service branches.
DD Form 354,	DoD Civilian Employee.
DD Form 2574,	AAFES Employee ID.
DA Form 1602,	DA Civilian ID Card, Common Access Card/Gold Star DODCID/OUUSD (PTR)

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b. Non CAC-holding visitors, contractors, vendors, and other personnel, must have a need validated by a DOD component for one-time, intermittent, or routine physical access to an Army installation.

c. Non-DoD affiliated persons must present one (1) of the following forms of ID to request access to Fort Hamilton:

(1) Valid, Real ID compliant state/U.S. territories issued driver's license, state photo ID card or US government issued ID.

(2) Local, state, and federal government agencies including members of Congress, their staff representatives and elected public officials with official photo ID cards will be granted access to the installation.

(3) Valid passport with valid visa stamp from other countries cleared by the State Department.

d. For non-compliant states/territories, the following documents are acceptable as a **SECOND ID (All documents, primary and secondary, MUST be current and original form and WILL be checked for signs of alternation)**:

(1) U.S. passport or U.S. passport card.

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

(3) Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine-readable immigrant visa.

(4) Foreign passport with a current arrival-departure record (INS Form I-94) bearing the same names as the passport and containing an endorsement of the alien's non-immigrant status, if that status authorizes the alien to work for the employer.

(5) Employment authorization document containing a photograph (INS Form I-766).

(6) In the case of a non-immigrant alien authorized to work for a specific employer incident to status, a foreign passport with INS Form I-94 or INS Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

(7) U.S. Military or draft record.

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(8) U.S. Coast Guard Merchant Mariner Card or TWIC.

(9) Native American tribal document.

Note: In the New York City area there are dozens of security badges which are designed for an individual to gain access into a building, not an installation. Fort Hamilton does not accept security badges; they are not Real ID compliant.

7. INSTALLATION ACCESS. All individuals, age 18 and over, must present state/ government photo ID for access onto Fort Hamilton IAW AR 190-13, chapter 8. Individuals, age 17 and under, are required to present ID if living on the installation or will be escorted by a valid cardholder. Persons under 18 are not authorized to escort anyone onto the installation. Search procedures and random anti-terrorism measures apply to all personnel, regardless of the type of access control card they possess.

a. Unescorted persons requesting access onto Fort Hamilton must have a valid purpose and an authorized form of ID. Unescorted access is normally reserved for the below listed categories, unless random anti-terrorism measures (RAM) or an increase of Force Protection Conditions (FPCONs) is directed:

(1) DOD CAC.

(2) DD Form 2S (RES)

(3) DD Form 1173 (Uniformed Services ID and Privilege Card

(4) DD Form 2765 (Department of Defense/Uniformed Services ID and Privilege Card) (Tan).

(5) Retired DOD Civilian ID card. Retired DOD Civilians are eligible for the DOD Civilian Retiree ID Card.

(6) Blue striped CAC (for non-U.S. citizens).

(7) Persons possessing Federal personal identity verification (PIV) credentials that conform to Federal Information Processing Standards Publication 201-2 (Personal Identity Verification for Federal Employees and Contractors) are adjudicated by Government security specialists, in accordance with national agency check with inquiries standards, or OPM Tier I standards, and are considered identity proofed once the PIV can be verified electronically. This is done via the AIE for installations. Other requirements for access such as fitness and purpose still apply.

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(8) All other non-USG ID card applicants will provide a valid and original form of ID (State driver's license, passport, and so forth, which complies with Public Law 109-13 (REAL ID Act of 2005)). This is to prove identity (for enrollment into the AIE database if available) and issue a visitor pass or card. Security personnel processing an applicant will screen documents for evidence of tampering, counterfeiting, or other alteration.

b. Non-CAC holder contractors and vendors.

(1) Contractors and vendors requiring physical access to a single Army installation or facility, but who do not require access to a DOD computer network, will have a government-employee sponsor to provide the contractual agreement with a cover memorandum signed by a verifying officer vouching for the need for long-term access to the installation. The expiration date of the issued card will be the end date of the contract or visit, or the expiration date of the sponsor's access control card, whichever occurs first. Sponsors will be held responsible for notifying the DES (or appropriate local installation access issuing office) of terminated contract employees and for turn in of expired or revoked ID.

***If a retiree, or DOD ID card holder, wishes to gain employment on the installation as a contractor, then that person's "status" will change to a contract employee, which triggers the requirement for an employment background check and an NCIC-III check for access to the installation. Contractors will be processed through the Contractor Verification System for issuance of a CAC, if physical access to multiple Army installations and/or access to a DOD computer network is required.

(2) Non-CAC eligible contractors will be issued AIE pass that will only be used for physical access onto the single installation or facility where it is issued.

(3) Other personnel requesting long-term recurring installation access. The personnel listed below are recognized as having a valid requirement for long-term, recurring access to Army installations. Commanders and directors will vet the personnel below against NCIC-III (and TSDB when available) and issue a local access ID card for length of contract, lease not to exceed one (1) year, or for long-term access as follows: Most repeat visitor access situations require either a 90-day pass for short term, 6 months, or a 1-year.

c. Family care providers. Unit commanders and directors will use the Family care plan per AR 600-20 to review and validate requests by Soldiers for installation access for Family care providers after completion of initial identity proofing and vetting. Up to Ninety (90) days passes will be issued and need to be renewed if validated.

d. Army volunteers. The director of an activity will review and validate requests to grant unescorted installation access for Army volunteers and forward the request to the

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senior law enforcement official after completion of initial identity proofing and vetting. Six month passes will be issued and renewed if validated.

e. Gold Star Family members and next of kin survivors. The Army's AIE system will issue an AIE card marked "Survivor." Installations where AIE is not yet fielded will continue to issue the DA Form 1602 (Civilian Identification Card) with "Survivor" typed in the status block. The survivor Family member will contact the installation level Survivor Outreach Services (SOS) support coordinator, who will receive and review requests for access card(s) and verify eligibility. The SOS support coordinator will forward the request to installation access control to be vetted, for unescorted installation access. When vetting is successfully completed, the survivor access card will be issued for a three (3)-year period. No additional vetting is required during the 3-year period. Survivors who have previously been vetted and issued a survivor access card at another installation that is enrolled in DMDC's IMESA, through AIE or DBIDS, can be automatically registered at another IMESA installation. This is done by presenting this same credential for access at the ACP, without undergoing vetting again at the VCC as long as they provide a valid purpose for entry.

f. The veteran's health identification card (VHIC) is issued to veterans by the Veteran's Administration (VA) as a form of ID for appointments at VA care facilities. Veterans with an ID Card stating 'Service Connected' may request long-term access to the installation using the VHIC after completion of identity proofing and a non-derogatory vetting. Service-connected veterans are authorized to use the Commissary, Army Air Force Exchange (AAFE), Bowling center and Community Club. Passes will be issued for one (1) year from date of background check.

g. Privatized housing and lodging personnel.

(1) General public tenants are civilians with no DOD or Federal government affiliation.

(2) General public tenants that lease military housing privatization initiative housing will be vetted before being granted unescorted access to an installation.

(3) Installation access expiration dates will be based on the signed lease terms and will align with the end of the tenants' lease. Only the names appearing on the lease will be given an AIE pass.

a. Residents will submit request for to housing requesting an extended pass for guest staying over 72 hours.

b. The housing office will provide the resident and the visitor center with the names and length of time approved.

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h. Non-profit, non-governmental organizations. These organizations that provide support for Soldiers and their Family members will be granted access after being vetted, in accordance with paragraph 5 a (above) and a need validated.

i. Official foreign visitors. The following official foreign visitors will be granted unescorted access and are exempt from a check of NCIC-III and TSDB records, unless otherwise directed by the senior commander or director:

(1) Official foreign visitors subject to the provisions of AR 380-10 (for example, foreign liaison officer, foreign ex-change personnel, and cooperative program personnel) will be granted unescorted visitor status. The Foreign Visit System-Confirmation Module will be used to confirm that a proposed official visit by a foreign government representative has been approved through the Foreign Visit System and to record the arrival of such visitors. The module is available at <http://spanweb.dtsa.mil/systems/fvs-cm>.

(2) For visitors subject to the provisions of AR 12-15, the sponsoring U.S. Government office will provide documentation to the senior law enforcement official, or equivalent, that such visitors have been security screened per the policy's requirements.

(3) Consideration for extended visitor passes, other than stated above, are done on a case-by-case basis.

j. Escorted Access – Non-DoD ID Card holders and personnel not affiliated or in possession of a valid AIE pass, must enter through the 101st Gate and will be directed to VCC for a NCIC III background check. If a background check cannot be completed, then an escort will be required from the sponsoring agency/person.

(1) Will be escorted at all times while on the installation in accordance with local policy by an Army person authorized to escort and be accompanied for the duration of the individual's visitation period. Army personnel authorized to escort visitors include uniformed Service members and spouses, DOD employees, CAC-holding contractors, retired Service members and spouses, and retired civilian personnel.

(2) Be in possession of a valid, REAL ID-compliant, State driver's license, State ID card with photo, a valid U.S. passport, or a valid passport from other countries cleared by the State Department and will present it upon request. If an individual does not have one of the verification documents listed above, then they must present two forms of ID, one must be an ID card with photo (i.e. NYC ID card).

(3) Verification documents do not automatically constitute unimpeded access.
Note* Pedestrians, bicyclists, and vehicle operators may be screened for unauthorized

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weapons and contraband. Inspect private and commercial vehicles per prevailing force protection condition measures and security directives.

7th Avenue Gate Access: All properly credentialed person(s) may drive or walk through the 7th Avenue Gate during designated gate operating hours.

8. SECURITY VETTING.

a. Non-affiliated visitors processing for a pass will be checked against the following databases prior to being granted access to Fort Hamilton:

(1) Installation Bar and Suspension List.

(2) NCIC III check

(3) Foreign national visitors, not on official business with an agency at Fort Hamilton, will be subjected to a NCIC III and a Homeland Security Database Check. Foreign Nationals sponsor will need to provide the following, need for access, copy of passport, visa and date(s) of access, the information will be forwarded to DPTMS for processing prior to installation vetting. Once approved the person will be vetted through NCIC III.

b. Persons with Conviction Records. The purpose of security screening is to identify those personnel who may pose a threat to good order and discipline on Fort Hamilton and either deny them access or place restrictions on their movement. The mere fact of a previous conviction of a crime does not make them a threat. The following criteria will be used as a guideline to determine denial of access to the installation:

(1) Convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, drug possession with intent to sell or drug distribution.

(2) U.S. conviction of espionage, sabotage, treason, terrorism or murder.

(3) Registered sex offender.

(4) Felony conviction within the past 10 years, regardless of the offense or violation.

(5) Convicted of a felony firearms or explosives violation.

(6) Engaged in acts/activities designed to overthrow the U.S. Government by force.

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(7) Person(s) convicted of three (3) or more misdemeanors within the last five (5) years.

(8) Identified in the TSDB as known to be or suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

When this capability becomes available to DoD security personnel performing IACP personnel will strictly follow the Federal Bureaus of Investigation's published engagement protocols.

(9) Three or more misdemeanor convictions within the past five years (includes assault, theft of \$500 or less, and excludes traffic violations).

(10) Person(s) with known Violent Gang Association per NCIC check.

Individuals denied a visitor pass or Installation entry, based on the above IAW the regulatory required National Crime Information Center check, may be granted a denial waiver application **only upon their request**, for adjudication under the Fort Hamilton Access Control Denial Waiver Policy.

9. VISITOR PASS/SPONSORSHIP.

a. All persons applying for a visitor pass must produce a valid permanent or temporary state/US Territories ID, a valid US passport, or a valid passport from other countries cleared by the State Department.

b. DoD ID cardholders, residents listed on lease with BBC approval and are 18 years or older may sponsor guests onto the installation.

c. Foreign Visitors must have a valid passport and Visa as well as a valid driver's license, registration, insurance or valid rental agreement. They must be sponsored onto post as well.

d. Foreign Drivers Licenses: Foreign Drivers Licenses are valid if the visitor is staying in the US less than 30 days. For visits longer than 30 days, Foreign Drivers will have to have a permit to drive in the US.

10. SPECIAL EVENTS. Special events are held on the installation that require/allow civilians to enter from time to time. These events are closely monitored, and mitigating security measures are in effect. Special events will be handled on a case-by-case basis, upon approval of the Senior Commander (SC) or his designee. NCIC III screening for non-DoD personnel attending the installation event will be waived only with approval of the SC or his designee, where screening is impractical. A special event

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access request must be submitted for persons who will be in attendance, but do not possess DoD credentials. Such persons will be directed to specific gate(s) where security measures will be conducted prior to entrance onto the installation. The following procedures will be followed for those requesting Special Event status:

a. Government sponsor/action officer requesting to use any facility or area of Fort Hamilton may request Special Event Status from the Senior Commander or his designee, if no special event status is requested, an NCIC III (background check) must be conducted on each participant over 18 years of age, prior to the event.

b. The government sponsor/action officer will fill out the USAG Fort Hamilton Form 5 (enclosure 1) and submit to the installation Anti-Terrorism Officer (ATO).

c. The ATO will conduct a risk assessment. Analysis will be accomplished to assist in the development of compensatory security measures when NCIC-III screening is impractical and regulatory requirements cannot be met. The risk assessment along with USAG FH form 5 will be forwarded through the Safety Officer and Installation Legal Office to the Director of Emergency Service (DES).

d. The DES will review all documents for feasibility of adhering to the mitigating measure requirements as per AR 190-13 and forward all applicable paperwork to the Garrison Commander for determination.

e. The Senior Commander (SC) or his designee will be the only approving official.

f. If the request to categorize the function as a Special Event is denied, then each participant, over 18 years of age, must submit a NCIC III – Background Consent/Waiver (enclosure 2). These forms along with a photo copy of a valid state or government issued ID will be submitted to the VCC no later than one (1) week prior to event.

g. If derogatory information is disclosed from a background check that prohibits the participant from entering the installation, the government sponsor will be notified and can request an access denial waiver. Access denial waiver packets are available at the VCC. The packet must be filled out in its entirety and returned to the VCC for processing. Once a completed packet is submitted it will be processed and forwarded to the SC or his designee to determine participant's eligibility.

h. After a final determination of status, the government sponsor/action officer for all events will submit an alphabetized list to include, date, time location, sponsors name and contact number to the VCC (email usarmy.hamilton.imcom.list.vcc-distrolist@army.mil) no later than seventy- two (72 hours) prior to event if granted Special Event status.

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i. ACP personnel at the gate will NOT accept any lists from sponsors.

j. All vehicle operators are required to present a valid DL, valid registration, and proof of insurance. If the driver's license does not meet the requirements of the REAL ID Act, an additional accepted form of ID must be presented.

k. Vehicles are subject to a 100% inspection before being allowed access to the installation.

l. FMWR event is defined as an event held at the Bowling Center, Engledrum Bluff, Taylor Field, Fort Hamilton Fitness Center, Fort Hamilton Community Club, and various approved FMWR events hosted throughout the Garrison.

(1) Any approved FMWR event, over fifty (50) adults, will be categorized as a special event and will not require NCIC III background check for attendees. The event must meet the following guidelines:

(a) Event requestor must be or have a sponsor.

(b) Sponsor must be a current, Fort Hamilton Community Club Member, possess valid DOD ID, or be a federal, state or city first responder.

(c) Non-DOD sponsor and requestor must undergo NCIC III background checks regardless of special event status.

(d) Event sponsor must be present at the event.

(e) Attendee list must be provided to the Visitor Control Center no later than one (1) week prior to event. If no list is given to the VCC, the DES will address each instance on a case-by-case basis to be approved or denied.

(f) Events not meeting the 50 or more-attendee requirement must submit an NCIC III waiver form for each attendee over 18 years of age, including names, dates of birth, and last four of the social security number.

(g) An Anti-Terrorism risk assessment questionnaire must be completed and retained on file within FMWR for all events that are categorized as special events.

m. Non-FMWR Special Events:

(1) Government sponsor/action officer requesting to use any facility or area of Fort Hamilton may request Special Event Status from the SC or his designee, if no special event status is requested, an NCIC III (background check) must be conducted on each participant over 18 years of age, prior to the event.

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(2) The government sponsor/action officer will fill out the USAG Fort Hamilton Form 5 (enclosure 1) and submit to the installation Anti-Terrorism Officer (ATO).

(3) The ATO will conduct a risk assessment. Analysis will be used to assist in the development of compensatory security measures when NCIC-III screening is impractical and regulatory requirements cannot be met. The risk assessment along with USAG FH form 5 will be forwarded through the 1. Safety Officer, 2. Installation Legal Office and then to the Director of Emergency Service (DES).

(4) The DES will review all documents for feasibility of adhering to the mitigating measure requirements as per AR 190-13 and forward all applicable paperwork to the SC or his designee for determination.

(5) The SC or his designee will be the only approving official.

(6) If the request to categorize the function as a Special Event is denied, each participant over 18 years of age, must submit a NCIC III – Background Consent/Waiver (enclosure 7). These forms along with a photocopy of a valid state or government issued ID will be submitted to the VCC no later than one (1) week prior to event.

(7) If derogatory information is revealed from a background check that prohibits the participant from entering the installation, the government sponsor will be notified and can submit an access denial waiver package. The access denial waiver package is available at the VCC. The package must be filled out in its entirety and returned to the VCC for processing. Once a complete package is submitted it will be processed and forwarded to the SC or his designee to determine participant's eligibility.

(8) After a final determination on status, the government sponsor/action officer for all events will submit an alphabetized list to include, date, time location, sponsors name and contact number to the VCC (e-mail usarmy.hamilton.imcom.list.vcc-distro-list@army.mil) no later than one (1) week prior to event if granted Special Event status.

(9) ACP personnel at the gate will NOT accept any lists from the sponsor.

(10) All vehicle operators are required to present a valid DL, valid registration, and proof of insurance. If the driver's license does not meet the requirements of the REAL ID Act, an additional accepted form of ID must be presented.

(11) Vehicles are subject to a 100% search before being allowed access to the installation.

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11. ACTIVITY SPECIFIC ACCESS.

a. Taylor field - Users will provide team rosters as well as schedules for home teams as well as visiting teams. All participants 18 and older will be vetted. Team officials will also need to be identified and vetted. Seasonal passes will be given to team officials and coaches once an application has been submitted for AIE pass and a NCIC III check has been conducted with no derogatory results. Event Sponsors will provide rosters of players for home as well as visiting teams. The rosters will be distributed to gate personnel when the teams are playing at Fort Hamilton.

b. Bowling – Is open to the public and available for party rentals. However, the public must have an NCIC III completed. Parties conducted with over fifty (50) adults will follow the FMWR Special Event Access guidelines.

c. Fitness Center – The following non-DOD card holders are authorized to use the center. BASOP Contractor Employees (DPW), Active New York Police Department (NYPD) with ID and credentials, Active Fire Department New York (FDNY) with ID and credentials, future military enlistees under direct supervision of Recruiter and New York City Office of Emergency Management Employees. The Sports Director will provide the VCC with a list of Federal employees who are enrolled at the gym. This list will be updated semi-annually.

d. Lodging - Only Military/DoD cardholders can use lodging. Other guests must be sponsored by a Military/DoD cardholder or sponsored by the lodging manager or assistant manager. Foreign Service members will need to be vetted by the DPTMS Personnel Security Officer or Anti-Terrorism Officer (ATO), who will confirm they are allowed to stay at Fort Hamilton's Lodging facility.

e. Thrift Shop - The Thrift Shop is not open to the public. Any civilians that wish to utilize the Thrift Shop will have to be sponsored by a DoD card holder.

f. Theater– Theater groups that utilize the theater for their productions will supply a roster of the cast and crew for each production to be vetted by an NCIC III check. They will also provide a list of pre-registered attendees. All theater attendees will be subject to search, etc. prior to being granted access. Any group utilizing the theater will also supply a guest list to the VCC following the guidelines set forth under "Special events access."

g. AAFES Facilities. The following AAFES facilities are not open to the public:

- (1) Barber shop
- (2) Burger King
- (3) Cleaners

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(4) Subway

Going to these facilities is not a legitimate reason for coming to Fort Hamilton. These facilities are provided for the convenience of military members and their families and authorized guests.

h. Post Office – The Post Office is not open to the public. This facility is provided for the convenience of military members and their families.

Note: Personnel falling within the below listed categories are required to have annual NCIC III checks to have access to Fort Hamilton facility. If no derogatory results are returned an appropriate pass will be issued.

12. SPECIAL GROUPS.

a. Volunteers - All agencies need to update their lists as needed but will be required to update their list semi-annually. All volunteers will be given a six-month pass unless there is a written request for exception by the sponsoring agency to issue a pass that exceeds the six-month period. The written request can be in the form of an email. DES or the Garrison Commander will grant an extended pass upon approval.

b. Military Auxiliary Units – will be granted passes for one year, based on the expiration date on their ID cards. If the expiration date on their ID card is less than one year out, we will have their pass expire on the date that appears on their ID card.

c. Food delivery personnel entering the installation will be directed to the VCC where the employer will be contacted to verify legitimacy and employment status. The driver will produce a valid driver's license, registration, and insurance ID card for their vehicle in order to be issued an AIE pass that will be valid for a 24-hour period. Passes will not be issued for more than a 24-hour period.

d. USAG Fort Hamilton Community Club Members will be issued a AIE visitor and vehicle pass for the length and term of their club membership not to exceed one (1) year. The AIE pass along with state ID will allow access to the installation. The Fort Hamilton Community Club will provide the VCC with a monthly list of valid club members. When an individual's pass has expired the FHCC will update the member list and the VCC will remove the individual from AIE.

f. Contractors- Contracting Officer Representative (COR) responsibilities.

(1) Have contractor/vendor fill out AIE pass request form, and sign the NCIC III consent waiver on back, the COR will then fill out a AIE pass request form (front and back).

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(2) Provide the VCC with the dates of contract length to determine the length of the AIE pass. If the contract is less than one year, the contractor will be issued a three-month AIE pass. If the contract is more than one year, the contractor will be issued a one-year pass.

(3) Provide the VCC with a list of all contractors.

g. Balfour Beatty Communities (BBC). Employees will be issued a six (6) month pass.

h. Commercial Delivery Vehicles. Drivers must possess a current bill of lading for the specific delivery containing an address on the installation. Drivers must possess a valid state issued DL, state vehicle registration, and proof of insurance. All delivery vehicles may be subject to a vehicle inspection. Unescorted drivers will be cleared through NCIC III prior to making the delivery. If the vehicle has a seal, the seal's serial number will be checked against the bill of lading to ensure the cargo has not been tampered with. If the seal is broken or the serial number does not match a 100% inspection of the vehicle will be conducted.

i. Taxis. Taxi drivers must apply for a visitor pass and be cleared by NCIC III. Drivers must possess a valid DL, valid taxicab operator's "hack" license, vehicle registration, and proof of insurance. Vehicles are subject to inspection before access is granted.

Taxis drivers will not be granted trusted traveler. Although drivers for ride-sharing services or taxis would then have a valid credential after proper vetting, their purpose would still need to be established for each visit, which can be accomplished by showing the ride sharing hail on a smartphone or identifying the person and building for the pickup. This applies whether they present an AIE hard card or pass, or a registered REAL ID driver's license.

j. Tow Trucks. Tow truck drivers must be escorted or must apply for a visitor pass and be cleared by NCIC III. Drivers must possess a valid tow tag, tow truck certificate of registration, tow truck application, cab-card, valid DL, state vehicle registration, and proof of insurance. Vehicles are subject to be inspected before access is granted. Tow truck drivers will not be granted trusted traveler. Vehicles being towed for maintenance reasons will be verified telephonically with the person(s) requesting the tow but will not be allowed into the installation without a NCIC III check.

k. Repossessions. Creditors, or their agents, requesting access to recover property based on default of a contract or legal agreement are required to coordinate through the DES for an escort to Installation Legal Office (ILO).

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l. Movers. Drivers must possess a current bill of lading for the specific delivery containing an address on the installation. Drivers must possess a valid state issued DL, state vehicle registration, and proof of insurance. All delivery vehicles may be subject to a vehicle inspection.

n. Museum Visitors requesting access to the museum, after favorable completion of an NCIC III will only be moved forward once museum personnel are contacted.

o. Bus and school bus access. Access Control Personnel will board the bus and check all personnel to ensure there is no duress situation, either scan or inspect their ID, and then allow the bus to proceed. All personnel (with the exception of students on an authorized school bus) who fail to provide the required ID will disembark the bus and wait for the bus to return.

n. Veteran's Administration Employees: After completion of a favorable NCIC III check, VA employees will be issued a walk-in day AIE pass, for use to utilize the Bowling Center and Subway.

p. Resident Private Functions. After favorable completion of an NCIC III check Requests should be submitted directly to the VCC by the Military/DoD ID cardholder hosting the event not later than seventy-two (72) hours prior to the event. DACP/DASG personnel at the gate will NOT accept any lists from the sponsor. The ID card holder must submit an access request list to the VCC directly for posting at the gate. The list will need to include the type of event, date, time, and location, point of contact's name and phone number, total number of guests, and an alphabetized list of guests by last name. Each guest driving a vehicle on to the installation must have a valid driver's license, current vehicle registration, current vehicle insurance ID card, and an ID card for all occupants over the age of 18 traveling in the vehicle.

Residents who require their guests to stay for extended periods must acquire a validation memo from the Balfour Beatty Communities Office. The memo must then be returned to the VCC where upon clearance of the NCIC III check, the guest will be issued a 72-hour pass.

The VCC will deliver the list to the 101st street gate, the pedestrian booth, and the inspection tent. ACP personnel at these posts will sign the Gate List Signature Sheet, upon receipt.

13. VISITORS REQUIRING ESCORT.

a. New York Military Entrance Processing Station (MEPS) and Fort Hamilton Medical Recruiting Station.

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- b. Recruits must be escorted by a Recruiter when entering the Installation. Recruiters should not schedule physicals, tests, etc. if they are not available to escort the Recruit.
- c. Unescorted Recruits will not be admitted onto Fort Hamilton until the Recruiter or a representative from MEPS or Medical Recruiting reports to the VCC to escort the recruit.
- d. NYS Child Services: NYS Child Service visitors must be escorted by a Police Officer to their destination.
- e. Process Servers. All Process Servers must be escorted by a DACP to the ILO for approval and then to their destination.
- f. Media. All media personnel will be escorted by a representative from the Public Affairs Office.
- g. Local Law Enforcement will be escorted by a member of the DES, while conducting business.

14. TRUSTED TRAVELER PROGRAM (TTP): The purpose of a Trusted Traveler Program is to expedite access for Service members and dependent spouses, DOD employees, and retired Service members and spouses; maintain efficient vehicle throughput; mitigate traffic congestion on adjoining highways; and allow trusted travelers to vouch for occupants. The program allows a uniformed Service member or government employee with a valid DOD CAC, a military retiree (with a valid DOD ID credential), or an adult dependent 18 years or older (with a valid DOD ID credential) to present their ID credential for access to the installation while simultaneously vouching for any vehicle occupants.

- a. Commanders and directors may establish a Trusted Traveler Program for use during FPCON NORMAL, ALPHA, and BRAVO, as local security conditions permit.
- b. The program is governed and implemented locally and may not be recognized by other installations.
- c. Authorized personnel may sponsor up to five (5) person(s) any one time.
- d. Persons identified as trusted travelers are responsible for the actions of all occupants for whom they sponsor and for meeting all requirements for escort.
- e. The Trusted Traveler Program applies to the outermost perimeter of the installation. It does not apply to accessing facilities or areas inside the installation.

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f. Trusted travelers cannot vouch for persons with foreign passports or ID cards, who must instead be cleared by DPTMS first.

g. Vehicle occupants that are sponsored by the trusted traveler must be 18 years of age or older and be in possession of: a valid picture ID card such as a REAL ID-compliant State driver's license, State ID, DD Form 1173 (Uniform Services Identification and Privilege Card), DD Form 2 series, or passport, issued by an authoritative state or federal agency so they can be readily identified.

h. Occupants under the age of 18 that do not possess a valid picture ID card may be sponsored by an adult occupant of the vehicle that is cleared to enter the installation.

i. Commanders and directors, at their discretion, may suspend the Trusted Traveler Program based on the local threat or may revoke individual trusted traveler privileges.

j. The program will be suspended at Force Protection Condition levels Charlie and Delta.

Commanders and directors will ensure the Installation Area Access Control Plan reflects procedures when the Trusted Traveler Program is suspended.

k. DOD contractors in possession of a CAC, although authorized unescorted access, are not authorized trusted traveler privileges.

l. Commanders will remove the trusted traveler status of any ID cardholder engaged in conduct that is detrimental to good order and discipline on the installation. This would include those personnel who are subjects of a criminal investigation.

15. The point of contact is the Physical Security Office, Ms. Maryann Tighe at COMM (718) 630-4691/DSN 232 or e-mail at maryann.t.tighe.civ@army.mil.


BRIAN A. JACOBS
COL, AD
Commanding

6 Enclosures

1. AIE Passes

2. Vehicle Turn Around Worksheet

3. Gate List Signature Sheet

4. AIE Request Form

5. NCIC III Daily Visitor Background Waiver

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Enclosure 1

VISITOR

FORT HAMILTON
Automated Installation
Entry



Doe
John

VISITOR



EXPIRES:
2021Jul17
888001386



DoD Day Pass



888001386

FORT HAMILTON

Doe John	
--------------------	--



VALID THROUGH: 2021Jul17

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VISITOR TURN AROUND WORKSHEET

GATE: VCC

[illegible]

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Enclosure 3 Gate List

Gate List Signature Sheet

Party/Event Name	Location	Date	Time	Received By	
				Print Name	Signature
	101st St Gate				
	pedestrian				
	Inspection Tent				
Comments					

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Enclosure 4 AIE PASS APPLICATION

AIE Pass REQUEST <small>ARMY Reg. 190-5 PS, 190.16 AR 190-13</small>										
Privacy Act Statement AUTHORITY:					Title 5, USC, Section 301.					
PRINCIPAL PURPOSE:					To provide information on individuals requesting access to USA Garrison Fort Hamilton and/or authority to register a vehicle					
ROUTINE USES:					Fort Hamilton Police records check and background check, NCIC 111 check and TSDB check					
DISCLOSURES:					Voluntary. However, authority will be withheld from individuals who do not provide information.					
SECTION A – APPLICANT INFORMATION <small>(must be completed for all applicants)</small>										
RESPONSIBILITIES: Persons who accept the privilege driving a Government vehicle or POV on Fort Hamilton are responsible for compliance with the laws and regulations governing motor vehicle operations on the installation IAW AR 190-5.										
Last Name			First Name			MI	Male Female Other	SSN		
Date of Birth			Race			Operator's License Number		Eye color	Hair Color	
Year	Month	Day	<input type="checkbox"/> Asian-Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other			License State		Ht. _____	Wt. _____	
Applicant's Address			City			State	Zip Code	Phone #		
VIN#	Vehicle Yr		Make	Model		Body Style		Color		
Registration State		Registration Exp Yr		Plate #	Insurance		Policy #	Expiration Date		
Signature of Applicant (Must be Original)						Date				
SECTION B- CONTRACTOR INFORMATION <small>Use for Privately Owned Vehicle (POV) registration for contractors (app. for activities processed like contractors.) This request may cover more than one vehicle.</small>					SECTION C- SPONSOR INFORMATION/SPR/Govt. Rep <small>This request may cover only one vehicle.</small>					
Prime Contractor Company Name					Name and Position of: Sponsor/Contracting Office Rep/ Govt. rep					
Subcontractor company Name (If Applicable)					Sponsor/SPR/Govt. rep. Address and Phone, Email					
Normal Duty Location (Bldg Number, Construction Site Location, and Business, Etc.)										
SECTION D – CONTRACTOR And SPONSOR CERTIFICATION <small>(must be completed for all applicants)</small>										
Expected Dates of Employment/Services to be Provided										
From			Year			Month			Day	
TO			Year			Month			Day	
Printed/Typed Name of Applicant's Employer					Position					Phone
Signature of Applicant's Employer (same as printed name above)					Complete E mail address					
Signature of Sponsor/SPR/Govt. rep. (MUST be Original)					Date					
FOR FORT HAMILTON VCC PERSONNEL USE ONLY. COPS PASS ISSUED _____ ISSUED BY: _____ DATE _____ TIME _____										

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STATEMENT OF RESPONSIBILITY FOR CONTRACTORS/APPLICANTS

I, _____, take full responsibility for the actions of _____
Printed Name of DoD ID cardholder Printed Name of Contractor /Applicant
while on Ft. Hamilton, ____/____/____
Date of Pass

Signature of DoD ID Cardholder

Organization/Telephone#

Date

***** MUST BE SIGNED For Contractors: GOV REP /COR Certifies that the above individual has completed all required training as per AR 525-13, AR 530-1, DOD 2000.16, AR 190-13.**

COR/Gov Rep Signature

DATE:

The applicants social security number and personal data becomes part of the military police management information systems that supports the installation access control data base – Disclosure of the data by the applicant is voluntary; however, failure to provide the SSAN and other personal data used for identification may delay or preclude issuance of an installation access pass, badge, and/or vehicle registration on Fort Hamilton. Personal information gathered by VCC staff is protected LAF DoD 5400.11R and by AR 190-45 requirements See also revisions to the Standards for the Classification of Federal Data on Race and Ethnicity (1997 standards) (62 Federal Regulation 58, 781 (1997) – The dictates of the 1997 Standards are applicable to "any Federal agencies or organizational units that maintain, collect, or present data on administrative reporting, or civil rights compliance reporting." Provisional Guidance on the Implementation of the 1997 Standards for Federal Data on Race and Ethnicity (66 Fed Reg 3, 829, 3, 830 (2001). The new standards were used in the 2000 decennial census, and other federal programs must adapt the new standards no later 1JAN03 (62 Fed Reg 58, 782 (1997).

FAILURE TO DISCLOSE ANY REQUIRED INFORMATION IS REASON FOR DENIAL

BACKGROUND CONSENT/WAIVER

LAW AR 190-13, Physical Security Program, 25 February 2011 Army Directive 2014- 05

1. I hereby give my permission to the Directorate of Emergency Services to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct. I understand this information will be used, in part, to determine my eligibility access to US Army Garrison Fort Hamilton.

2. I, _____ the undersigned, do, for myself, my heirs, executors and administrators hereby remise, release and forever discharge and agree to indemnify the Directorate of Emergency Services and each of their officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability) and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to access US Army Garrison Fort Hamilton.

Applicant's Signature

Printed Name LAST, FIRST

Date

List maiden name or any other name used

Gender: Male Female Date of Birth (mo/day/yr): _____

Background check search completed by: _____ on: _____

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Enclosure 5 United States Army Garrison FT Hamilton Daily Waiver

NCIC III -BACKGROUND CONSENT/WAIVER

A check of records through the National Crime Information Center (NCIC) Interstate Identification Index (III), background check is the minimum baseline for entrance onto Ft. Hamilton for non-CAC holders to include entrance of visitors as per AR 190-13 chapter 8.

1. I hereby give my permission to the Directorate of Emergency Services to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct. I understand this information will be used, to determine my eligibility access to US Army Garrison Fort Hamilton.

2. I, _____ the undersigned, do, for myself, my heirs, executors and administrators hereby remise, release and forever discharge and agree to indemnify the Directorate of Emergency Services and each of their officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability) and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to access US Army Garrison Fort Hamilton.

Printed Name: LAST, FIRST, MI _____ Date of Birth: _____
List other names, maiden used: _____ Gender: ☐ Male ☐ Female ☐ Other
Address _____ City _____ State _____ ZIP _____
Signature: _____ RACE: ☐ Wh ☐ Blk ☐ PI/Asian ☐ Amer In ☐ Other
State ID # _____ State /Country of Issuance _____ Phone Number _____
SSN _____ Reason for access _____

The following are reasons for denied access to include, but NOT limited to:

Have ever been convicted of crimes encompassing sexual assault, armed robbery, child molestation, production or possession of child pornography, rape, trafficking in humans, drug possession with intent to sell or drug distribution. Have a U.S. conviction of espionage, sabotage, treason, terrorism or murder. Registered as a sex offender. Convicted of a felony within the past 10 years, regardless of the offense or violation or convicted of a felony firearms or explosives violation. Convicted of 3 or more misdemeanors within the last 5 years. Have engaged in acts or activities designed to overthrow the U.S. Government by force. Are identified in the TSDB as known to be or suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

Visitor Control Center 718 630 4848

-----FOR OFFICE USE ONLY-----

DES SIGNATURE: _____
BACKGROUND SEARCH COMPLETED BY: _____ DATE: _____

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PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 9397 (SSN); Title 10 U.S.C. Section 3013; DoDD 8500.1

PRINCIPAL PURPOSE(S): To provide Installation commanders and law enforcement officials with the means by which information may be accurately identified to determine if an applicant meets authorized access requirements. Use of SSN is required to make positive identification of an applicant. Records stored in the Automated Installation Entry (AIE) System are maintained to support Department of the Army physical security and information assurance programs and are used for identity verification purposes, to record personal data registered with the Department of the Army, and for producing installation management reports employed by security officials to monitor individuals accessing Army installations. Other acceptable identification e.g. Common Access Cards (CAC), EDI PI will be used to distinguish individuals who request entry to Army installations.

ROUTINE USE(S): The "DOD Blanket Routine Uses" are set forth at the beginning of the Army compilation of systems of records notices.

DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the denial of an authorized access pass (or equivalent) and denial of entry to Army installations.