



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

AMIM-MHL

31 March 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall, Policy Memorandum ES-13, Residential Minor Visitor Program Policy

1. REFERENCES.

- a. Army Regulation 190-13 (The Army Physical Security Program), 27 Jun 19.
- b. Memorandum from Office of The Provost Marshal General, Subject: Request for Exemption to Policy in AR 190-13, The Army Physical Security Program, 10 Oct 21.
- c. Joint Base Myer-Henderson Hall, Directorate of Emergency Services Installation Access Control Regulation 190-16, 15 Jan 16.
- d. Joint Base Myer-Henderson Hall Installation Access Control Request Form 190-16.
- e. Department of the Army Form 2823, Sworn Statement, Nov 2006
- f. Virginia Codes applicable to Teen Driving: Code of Virginia § 46.2-334.01(B) and (C), §18.2-266.1 and All Other Applicable Codes of Virginia.
- g. Codes of the District of Columbia applicable to Teen Driving: Codes of District of Columbia §§ 50-1401.01 – 50.1401.05, §§ 50-1403.01 – 50-1403.03, §§ 50-1405.01, and All Other Applicable Codes of the District of Columbia.

2. PURPOSE. To establish policy and prescribe procedures for Joint Base Myer-Henderson Hall residents' sponsorship of minors for escorted installation access.

3. APPLICABILITY. This policy is limited to active duty military and dependent, Department of Defense identification holders on Joint Base Myer-Henderson Hall, who reside on the installation as assigned by the Executive Management Housing Division (EMHD).

4. POLICY.

- a. The Joint Base Myer-Henderson Hall (JBM-HH), Residential Minor Visitor Program (RMVP), provides a process for Department of Defense (DoD), active duty military members and their spouses, who reside on JBM-HH, to sponsor non-DoD

AMIM-MHL

SUBJECT: Joint Base Myer-Henderson Hall, Policy Memorandum ES-13, Residential Minor Visitor Program Policy

affiliated adult parents/legal guardians and their non-DoD affiliated minor children, for an escorted installation access pass after successfully completing prescribed procedures.

b. Non-DoD affiliated parents/legal guardians of the non-DoD affiliated minor(s) will sign for a copy of the RMVP acknowledging receipt of, and agreement to adhere to, the RMVP policy when applying for access credentials for themselves and their minor children/guardians. Non-DoD affiliated parents/legal guardians will be vetted and adjudicated for unescorted access against the United States Army (USA) and JBM-HH access control standards using the National Crime Information Center – Interstate Identification Index (NCIC-III). Minors will not be vetted against NCIC.

c. If the parent/legal guardian is unable to meet the vetting requirements and DoD residential sponsorship, both the parent/guardian will be denied access in accordance with (IAW) Army Regulation (AR) 190-13, and the associated non-DoD affiliated minor will be ineligible for the RMVP.

d. Non-DoD parent/legal guardians must have and present valid legal documentation proving guardianship status over the non-DoD affiliated minor to participate in the RMVP. It is the responsibility of the non-DoD affiliated parent/legal guardian to provide documentation, at the time of registration and pass issuance, to the VCC representative. Lack of documentation will preclude pass issuance until such time as appropriate documentation is provided. Documentation must be an original, a notarized, or a certified copy of the original document, bearing any/all seals, signatures and dates as required by the jurisdiction where the documentation was issued. Images of documents shown via any electronic devices are not authorized. The following documents will be accepted as proof of parental or guardianship status. Documents supplied which are not listed in 4 d.(1)-(5), of this policy must be authorized by the Director of Emergency Services, or their approved designee, to ensure guardianship status requirements are met.

(1) Birth Certificate – listing both the non-DoD affiliated parent's and the non-DoD affiliated minor's names. The non-DoD parent's name must match their driver's license, or other authorized form of ID. In an instance where the non-DoD parent's name is different than the name provided on the birth certificate, the parent must provide supplementary legal documentation which authorizes a legal name change. Examples of such supporting documentation are marriage licenses, court orders of approved legal name changes and divorce decrees.

(2) Adoption Paperwork – listing both the non-DoD affiliated adopted parent's and the non-DoD affiliated minor's names. The non-DoD adopted parent's name must match their driver's license, or other authorized form of ID. In an instance where the non-DoD adopted parent's name is different than the name provided on the adoption paperwork, the adoptive parent must provide supplementary legal documentation which authorizes

AMIM-MHL

SUBJECT: Joint Base Myer-Henderson Hall, Policy Memorandum ES-13, Residential Minor Visitor Program Policy

a legal name change. Examples of such supporting documentation are marriage licenses, court orders of approved legal name changes and divorce decrees.

(3) Temporary Guardianship Paperwork – listing both the non-DoD affiliated guardian's and the non-DoD affiliated minor's names. The non-DoD guardian's name must match their driver's license, or other authorized form of ID. In an instance where the non-DoD guardian's name is different than the name provided on the birth certificate, the guardian must provide supplementary legal documentation which authorizes a legal name change. Examples of such supporting documentation are marriage licenses, court orders of approved legal name changes and divorce decrees.

(4) Custody, Care and Education of Ward – listing both the non-DoD affiliated guardian's and the non-DoD affiliated minor's names. The non-DoD guardian's name must match their driver's license, or other authorized form of ID. In an instance where the non-DoD guardian's name is different than the name provided on the birth certificate, the guardian must provide supplementary legal documentation which authorizes a legal name change. Examples of such supporting documentation are marriage licenses, court orders of approved legal name changes and divorce decrees.

(5) Documentation which legally authorizes the non-DoD affiliated adult temporary or permanent guardianship of a non-DoD affiliated minor. The documentation must indicate the temporary or permanent guardian duties which assign the care and custody of the non-DoD minor to the non-DoD adult. Legal documentation of both the non-DoD adult and non-DoD minor must be identified in the guardianship documents by name and date of birth. The non-DoD guardian's name must match their driver's license, or other authorized form of ID. In an instance where the non-DoD guardian's name is different than the name provided on the birth certificate, the guardian must provide supplementary legal documentation which authorizes a legal name change. Examples of such supporting documentation are marriage licenses, court orders of approved legal name changes and divorce decrees.

e. DoD and Non-DoD affiliated minors must be between 13 and 17 years of age to qualify for the RMVP.

f. If cleared and if both the non-DoD parent/legal guardian(s) and the non-DoD minor(s) have approved sponsorship from the DoD resident, a unique RMVP pass will be issued.

(1) Approved non-DoD parent/legal guardian(s) will be issued a standard Automated Installation Entry (AIE) credential, with an expiration date matching their non-DoD minor's access credential, to facilitate installation entry for any needs or requirements associated with their minor child's presence on JBM-HH.

(2) RMVP access credentials for minors will include the identifiers in 4f.(2)(a)-(e),

AMIM-MHL

SUBJECT: Joint Base Myer-Henderson Hall, Policy Memorandum ES-13, Residential Minor Visitor Program Policy

at a minimum, and may require the minor's date of birth (DOB) and/or the sponsoring residential quarter's number.

- (a) The name of the authorized non-DoD affiliated minor.
- (b) A photograph of the authorized non-DoD affiliated minor taken at the issuance facility.
- (c) Expiration date of the RMVP credential.
- (d) The RMVP indicator.
- (e) Escort Required designation.

g. RMVP pass validity will not exceed 180 days at a time, the duration of need, and/or beyond the expiration of the DoD affiliated sponsor's Common Access Card (CAC)/DoD Dependent ID, whichever is the lesser of the three timeframes. Further, the non-DoD minor's RMVP pass must expire the day prior to their 18th birthday, at which time they are eligible for AIE sponsorship by the DoD affiliated resident service member or spouse. If RMVP access is needed after 180 days, sponsorship and vetting requirements may be resubmitted for validation and reissuance.

h. The RMVP DoD affiliated minor resident will escort the non-DoD affiliated minor at all times while on JBM-HH, and ensure the escorted minor does not cause risk to installation safety, security, persons and property.

(1) The DoD affiliated minor must be between the ages of 13 - 17 years of age, and be in possession of their DoD dependent ID card, and their state issued driver's identification if so licensed or permitted, during their times of escort.

(2) The non-DoD affiliated minor must be between the ages of 13 - 17 years of age, be in possession of their RMVP access credential at all times while on JBM-HH, and their state issued driver's identification if so licensed or permitted, while being escorted.

(3) At no time may a DoD affiliated minor escort any individual(s) 12 years of age or younger, 18 years of age or older, a foreign national, any individual(s) in a commercial capacity or outside the constraints of the RMVP.

(4) RMVP DoD affiliated minors are only authorized to escort their specific RMVP non-DoD affiliated minor to their assigned residence, Directorate of Morale, Welfare and Recreation (DFMWR), and Non-Appropriate Fund (NAF) facilities on JBM-HH during established operating or visiting hours. Military barracks and all other restricted areas are prohibited under the RMVP.

(5) RMVP non-DoD affiliated minor credential holders are authorized to be on JBM-HH past established visiting hours if they are either overnighing at the DoD affiliated sponsor's residence when the DoD affiliated active duty or spouse sponsor is

AMIM-MHL

SUBJECT: Joint Base Myer-Henderson Hall, Policy Memorandum ES-13, Residential Minor Visitor Program Policy

present, is otherwise accompanied by the DoD affiliated active duty or spouse sponsor, or they are being transported on or off JBM-HH by their parent/legal guardian(s).

i. JBM-HH non-DoD affiliated minor visiting hours are 0500 – 2300 hours on the installation, except as otherwise specified in the RMVP. JBM-HH minor visiting hours does not absolve nor replace County, District or State laws which must be adhered to when not engaging in authorized activities or with authorized escort(s) per applicable policies, statutes, and laws.

(1) JBM-HH DoD affiliated and non-DoD affiliated minors who reside or visit the Ft. Myer/Henderson Hall location of JBM-HH are subject to all local Arlington County and Virginia state curfew laws, teen driving laws (as applicable if licensed in any way) to include the amount of passengers they may or may not transport based on age and any other restrictions. JBM-HH will enforce these restrictions. The Virginia State Teen Driving law may be found at <https://www.dmv.virginia.gov/drivers/#restrictions.asp>.

(2) JBM-HH DoD affiliated and non-DoD affiliated minors who reside or visit the Ft. McNair location of JBM-HH are subject to all local and District of Columbia curfew laws, teen driving laws (as applicable if licensed in any way) to include the amount of passengers they may or may not transport based on age and any other restrictions. JBM-HH will enforce these restrictions. The District of Columbia Teen Graduated License Program (GRAD) laws may be found at <https://dmv.dc>.

j. The DoD affiliated resident sponsor is responsible for the conduct and adherence to policies by the DoD affiliated dependent minor(s) and the RMVP non-DoD affiliated minor(s).

(1) The DoD affiliated resident sponsor will sign for a copy of RMVP acknowledging receipt of, and agreement to adhere to, the RMVP policy when sponsoring individuals for RMVP access.

(2) The DoD affiliated sponsor is required to immediately notify the JBM-HH Police Department at 703-588-2800 or 703-588-2801 for action and/or to receive instructions on how to file a report if required when:

(a) The DoD affiliated sponsor wishes to revoke their RMVP sponsorship of non-DoD affiliated individuals,

(b) Report lost or stolen RMVP associated AIE/access credentials via the JBM-HH Police Department. A police report will be taken to document the lost or stolen RMVP credential.

(c) Report any violations of the RMVP.

k. The RMVP is a privilege, may be suspended, revoked or terminated on an individual basis for misuse. The RMVP as a whole may further be suspended, revoked,

AMIM-MHL

SUBJECT: Joint Base Myer-Henderson Hall, Policy Memorandum ES-13, Residential Minor Visitor Program Policy

or terminated, during elevated Health Protection Conditions (HPCON) / Force Protection Conditions (FPCON) and/or at the discretion of the Installation, Senior Mission Commander or Office of the Provost Marshal General (OPMG).

I. The RMVP is a local program only applicable to JBM-HH. Credentials issued in support of the RMVP will not be recognized or applicable at any other DoD or Federal installation or facility. Deviation from the RMVP is not authorized.

5. PROCEDURES.

a. All RMVP submissions and passes will be processed at the JBM-HH, Fort Myer Visitor Control Center (VCC), building #S-507, located at Hatfield Gate, Fort Myer, Virginia, during operational hours. The VCC is open Monday – Friday from 0600 - 1700 hours and Saturdays from 1000 - 1500 hours. The VCC is closed on Sundays, Federal Holidays, and operational status may be further restricted based on the Office of Personnel Management (OPM) guidance. RMVP access credentials may not be processed using the AIE one day online pass generation system.

b. Adult EMHD JBM-HH residents, in possession of a valid DoD Common Access Card (CAC) or a spouse designated dependent identification card, DD Form 1173, are the only authorized sponsors for the RMVP.

c. The RMVP sponsorship process will be completed as follows:

(1) The authorized sponsor as detailed in 5b will provide the JBM-HH 190-16X Installation Access form to the non-DoD affiliated parent/legal guardian of the non-DoD affiliated minor to complete. After completing all required sections, the non-DoD parent/legal guardian will return the form to the DoD sponsor who will complete the sponsor section of the form.

(2) The DoD sponsor will submit the 190-16X to the JBM-HH VCC for processing either in person, via postal service or through e-mail to an authorized VCC e-mail address which may be obtained by contacting 703-696-0186/0189.

(3) The VCC will conduct vetting and initial adjudication of the non-DoD affiliated parent/legal guardian. The non-DoD minor will not be vetted IAW AR 190-13.

(4) The VCC will notify the DoD sponsor of the approval or denial of the application status.

(5) If the application is denied, the VCC is prohibited by law from disclosing to any non-law enforcement individual(s) the factor(s) which yielded a denial. The non-DoD affiliated party will be provided with documentation on how to obtain the information which resulted in a negative determination. The non-DoD affiliated

AMIM-MHL

SUBJECT: Joint Base Myer-Henderson Hall, Policy Memorandum ES-13, Residential Minor Visitor Program Policy

parent/legal guardian will not be authorized access and the non-DoD affiliated minor will be ineligible for the RMVP.

(6) After application approval, the sponsor should notify the non-DoD affiliated parent/legal guardian and non-DoD affiliated minor may proceed to the JBM-HH, Fort Myer VCC to have their photographs taken and passes issued. Of note, the non-DoD parent/legal guardian must accompany the non-DoD minor for pass issuance. Passes may be issued at any time during the VCC's operational hours or appointments scheduled in advance. The VCC may be reached at 703-696-0186/0189.

(7) The non-DoD affiliated parents/legal guardians will be provided a copy of the RMVP policy, and are required to sign a register acknowledging receipt of the RMVP, and agreement to adhere to the policy prior to pass issuance.

(8) Non-DoD affiliated parents/legal guardians and their non-DoD affiliated minors will receive a RMVP access credential pass IAW paragraph 4g. of this policy.

(9) The DoD affiliated minor must escort the RMVP access credential holder at all times, to include from the location of entry at the access control point until their exit at the access control point.

(10) RMVP access credential holders and/or their parent/legal guardians will be denied entry if their passes are expired. Resubmission of the documents listed in 5c. must be processed for reissuance.

6. PROPONENT. The proponent and POC for this policy memorandum is the Joint Base Myer Henderson-Hall, Directorate of Emergency Services at (703) 696-3197

DAVID D. BOWLING
COL, SF
Commanding

DISTRIBUTION:

I