


## **COMMERCIAL DELIVERY ACCESS INSTRUCTIONS FOR FORTS MYER or McNAIR**

1. All deliveries must come through the main Fort Myer Gate called Hatfield Gate on 2<sup>nd</sup> Street South, Fort Myer, VA. If you are delivering to Fort McNair, there is only one gate at 1600 2<sup>nd</sup> Street SW, Washington, D.C.
2. Request that the person receiving the delivery call 703-588-2800 and inform them a delivery will be coming through the gate.
3. The following documents are required. Without them, you will be denied access.
  - a. Bill of Loading or Invoice showing the address being delivered to.
  - b. EVERY person in the vehicle must have either REAL ID identification or one of the 10 other forms of identification below.
  - c. REAL ID-compliant forms of identification will have one of the following markings on the upper top portion of the card:
  - d. Other acceptable Identification:
    - 1) U.S. Passport
    - 2) U.S. Passport Card
    - 3) PIV-I Card (US GOV issued)
    - 4) PIV-I Card (NON-Fed issued)
    - 5) DOD CAC
    - 6) Military Teslin ID
    - 7) VHIC Card
    - 8) Transportation Workers Identification Card
    - 9) Birth Certificate (original or true copy)
4. Delivery drivers may be denied entry to JBM-HH if he/she has or is:
  - a. A current arrest warrant in NCIC, regardless of the offense or violation.
  - b. A current bar from entry or access to any Federal installation or facility.
  - c. A claimed identity that cannot be verified.
  - d. A registered sex offender.
  - e. Convicted of a felony within the last 10 years regardless of the offense or violation, however, any felony is subject to potential access denial.
  - f. Certain criminal offenses.
  - g. In the commission of a criminal act or other unauthorized activity.
  - h. Failed to supply identification.
  - i. Failed to submit to vetting or search.
  - j. Failed to provide valid need to access JBM-HH.
  - k. An unexpected visitor or deliveries that cannot be verified.
  - l. A perceived threat to service members and families of JBM-HH.
5. Once everyone in the vehicle is cleared to enter, the gate guard will inspect your vehicle and its contents before letting you through the gate.

6. Ensure someone in the vehicle has the address, name and phone number of the quarters or facilities being delivered to. The gate guards may call that family to verify the delivery.

***Fort Myer Visitor Control Center:***

***29 Carpenter Road***

***Fort Myer, 22211***

***703-696-0186 or 703-696-0189***

***Mon.-Fri., 7 a.m.-3:30 p.m.***

***Sat., 10 a.m.-3:00 p.m.***

***Fort McNair Visitor Control Center***

***1600 2nd Street SW***

***Fort McNair, DC 20024***

***202-685-7762***

***Wed., 7 a.m.-3:30 p.m.***