



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX**  
**111 E CHAFFEE AVENUE**  
**FORT KNOX, KENTUCKY 40121-5256**

IMKN-ESP-A

FEB 01 2016

**MEMORANDUM FOR**

**Commanders, All Units Reporting Directly to This Headquarters**  
**Commanders, Fort Knox Partners in Excellence**  
**Directors and Chiefs, Staff Offices/Departments, This Headquarters**

**SUBJECT: Fort Knox Visitor Control Program**

1. **PURPOSE.** To establish program policies, responsibilities, and procedures for installation access control ensuring the safety and security of Soldiers, Family Members, and Department of the Army Civilians that work and reside on the installation.
2. **APPLICABILITY.** The Visitor Control Program applies to all Soldiers and Family Members, Department of the Army Civilians, Contractors and Visitors entering the installation. The procedures outlined in this program are valid under force protection conditions (FPCON) Alpha and Bravo. The procedures are subject to immediate change upon direction of the Installation Commander at higher FPCON levels or when the security situation changes.
3. **REFERENCES.**
  - a. AR 190-13, Chapter 8 Army Access Control, 25 February 2011
  - b. Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for un-cleared Contractors, 07 March 2014
  - c. HQDA EXORD 033-15 Installation Access (Directed Actions) 17 November 2014
  - d. Secretary of The Army (SA) And Chief of Staff Of The Army (CSA) Sends Message: Installation Access (Directed Actions), 17 Oct 2014
  - e. Homeland Security Presidential Directive (HSPD) 12, Policy for a Common Identification Standard for Federal Employees and Contractors, 27 Aug 2004
  - f. Department of Defense (DoD) Manual 1000.13, Volume 1, DOD Identification (ID) Cards: ID Card Life-Cycle, January 23, 2014

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g. Directive-Type Memorandum (DTM) 09-012 Interim Policy Guidance for DOD Physical Access Control, 22 Apr 2014

h. Memorandum for Director of Emergency Services, Authority to Determine Fitness for Access to Fort Knox, 05 December 2014

#### 4. RESPONSIBILITIES.

a. The Installation Commander is responsible for establishing and maintaining a Visitor Control Program ensuring only authorized individuals enter the installation.

b. The Directorate of Emergency Services (DES) is designated to perform security functions and conduct fitness determinations.

c. The Installation Physical Security Office is the proponent for the Access Control Program and will ensure that it is reviewed and updated as required.

d. The Chief, Department of the Army Security Guard Force is responsible for oversight of all aspects of gate operations ensuring personnel performing access control duties are knowledgeable of the Access Control Program and Standard Operating Procedures and trained on applicable publications regarding access control.

#### 5. ACCESS CONTROL PROGRAM.

##### a. Screening and Vetting.

(1) Screening (Identity Proofing). Security personnel performing installation access control at the Visitor Control Center (VCC) will verify a person's need to have access to the installation and perform a physical (touch) and visual inspection on all identification documents provided by visitors. The inspection will include:

(a) Visual match of the photograph on the card to the person presenting the ID.

(b) Verifying authenticity by checking the anti-counterfeit or fraud protection embedded in the credential.

(c) Authenticating cards using automated means such as ALL STAR or Automated Installation Entry (AIE).

(2) Vetting. Non-affiliated visitors requesting access will be checked against the Fort Knox Installation Bar List and the National Crime Information Center (NCIC) Interstate Identification Index (III). Those with a valid need to access Fort Knox will be granted access for 180 days at a time.

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(a) Unescorted Personnel. Access will not be granted without completing a favorable NCIC-III screening which is the Army minimum baseline background check for entrance onto Army installations for non-Common Access Card (CAC) holders and visitors.

(b) Escorted Personnel. Non-DOD affiliated personnel will be escorted while on the installation when they have not been vetted through NCIC-III and vetted in accordance with (IAW) this program. Escorts are required to remain with the Non-DoD person for the duration of the visit. Escorts must be in possession of an authorized DoD ID card to escort. Contractors in possession of a Common Access Card are not authorized to escort personnel that have not been formally vetted. Personnel that have undergone a NCIC-III check which is unfavorable may submit a request to be escorted on the installation with the approval of the Installation Physical Security Office.

(c) Juveniles under the age of 18 are not required to show proof of identification as a passenger. Juveniles are not required to have a NCIC-III check conducted. Juveniles who are driving a Privately Owned Vehicle must present either a DoD ID Card, or a valid state driver's license.

b. Credentialing.

(1) The visitor's state driver's license (DL) or identification card (ID) is the local identification badge/pass credential. Visitors will be granted access based on a legitimate need not to exceed six months.

(2) Certain categories of personnel may require badge/pass in addition to their identification. The Access control office will issue a pass from an Army approved badge/pass system, such as the Centralized Operations Police Suite (COPS) which will contain the individual's personal data, sponsoring agency or individual, whether they have escorted or unescorted access, and an expiration date. Badge/Passes will be issued based on a legitimate need and will not exceed six months.

c. Sponsorship.

(1) Only affiliated DoD ID card holders will be able to sponsor. Contractors in possession of a Common Access Card are not authorized to sponsor personnel. Sponsors are not required to remain with the Non-DoD person for the duration of the visit. All sponsors are responsible for the conduct of their guests and will inform the VCC when the sponsored individual's need for access is no longer required.

(2) Personnel requesting access to the installation who require a sponsor will be vetted and approved for access for up to 180 days after completing and submitting DES Form 118 (S) to the VCC.

d. Military Vehicles

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(1) Military vehicles of any size and type may enter through any open gate and must possess valid identification IAW this program.

(2) Military Convoys consisting of 50 vehicles or more will be required to enter through Brandenburg gate from 0600-1300. Requesting access through Brandenburg gate or Baker gate after hours must be coordinated in advance during duty hours with the Installation Physical Security Office. If access is required after operating hours, call the DES at (502) 624-2111/2112.

(3) Military organizations requiring access through Limited Use Access Gates will coordinate prior with the Installation Physical Security Office and submit a request 14 days prior to arrival.

e. Commercial Delivery Vehicles.

(1) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.

(2) Drivers must possess a valid state issued Driver's License (DL), Commercial Driver's License (CDL), a state vehicle registration and proof of insurance.

(3) All delivery vehicles are subject to a vehicle inspection at any time while on the installation. All delivery drivers must be cleared through NCIC-III. Government sponsors may escort individuals while on the installation in lieu of vetting using NCIC-III.

(4) If the vehicle has a seal, the seal's serial number will be checked against the bill of lading to validate authenticity. If the seal is broken or the serial number does not match a 100% inspection of the vehicle will be conducted.

f. Moving Companies.

(1) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.

(2) Drivers must possess a valid state issued DL, state vehicle registration, and proof of insurance.

(3) All delivery vehicles are subject to a vehicle inspection and all occupants will be vetted IAW this program.

(4) All drivers must request access and be cleared through NCIC-III. Government sponsor may coordinate with Visitor Control Center for prior vetting.

g. Tow Trucks.

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(1) 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.

(2) All tow trucks are subject to a vehicle inspection and all occupants will be vetted IAW this program.

(3) All calls for service will be verified telephonically with the person(s) requesting the tow and they must request access and be cleared through NCIC-III.

h. Recovery and Repossessions.

(1) Creditors, or their agents, requesting access to recover property based on default of a contract or legal agreement are required to coordinate through the Provost Marshal Office/DES Desk Supervisor.

(2) The Police Desk will provide an escort and notify the Installation Staff Judge Advocate (SJA). The creditor or their agent must provide a copy of title, contract or legal agreement; present evidence that the debtor is in default of the contract or legal agreement; present evidence they are working for the creditor.

(3) All drivers are subject to be vetted by NCIC-III prior to entry. Government sponsor will coordinate with Visitor Control Center for prior vetting. Government sponsors may escort individuals while on the installation in lieu of vetting using NCIC-III.

i. Taxi Companies, Transportation Buses.

(1) Taxi drivers must be cleared through NCIC-III.

(2) Drivers must possess a valid state issued DL, valid taxicab operator's license, state vehicle registration, and proof of insurance.

(3) Vehicles are subject to inspection before access is granted.

(4) Taxi drivers will not be granted as a trusted traveler.

(5) Passengers must possess valid identification and be vetted IAW this program.

j. Food Delivery Vehicles and Vendors.

(1) Vendors and drivers must apply for access and be cleared through NCIC-III.

(2) Drivers must possess a valid state issued DL, state vehicle registration and proof of insurance.

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- (3) All vehicles are subject to inspection prior to being granted access.
- (4) Deliveries must have an on-post destination.

k. Special Events.

(1) The DoD requires all installations conduct a vetting process to determine fitness and eligibility for access. There are two categories of Special Events for DoD CAC holders and Non-DoD ID card holders, Installation and Hosted events.

(a) Installation special events may be authorized IAW AR 190-13, Chapter 8-6, when NCIC-III screening is impractical and regulatory requirements cannot be met.

(b) When Installation special events have been declared by the Senior Commander, a risk analysis will be accomplished to assist in the development of additional security measures to mitigate any increased risk i.e. Isolating event traffic and parking to specific locations, transporting attendees to and from the event utilizing government transportation, and directing event traffic to specific Access Control Points where access control measures are conducted prior to attendance.

(2) Hosted special events are small functions on the installation (i.e. weddings, proms, promotion ceremonies, etc...) where DoD sponsors have the option to submit a special event access request for persons who will be in attendance and who do not possess DoD credentials.

(a) A minimum of 25 visitors are required to make a hosted special event request. Request must be submitted to the Installation Physical Security Office 14 days prior to the scheduled event. Otherwise, the non-DoD visitors will proceed to the VCC and be vetted through NCIC-III IAW this program.

(b) Agencies sponsoring hosted special events will provide a completed DES Form 118 (Special Event Request Form) to the Installation Physical Security Office. Personnel attending hosted events that have undergone a NCIC-III check which is unfavorable may be escorted on the installation with the approval of the Installation Physical Security Office.

l. Gold Star Family Program.

(1) NCIC-III check will be conducted prior to enrollment in the program. The Fort Knox Survivor Outreach Support (SOS) Coordinator will coordinate directly with the Physical Security Office / Visitor Control Center for vetting prior to approving the enrollment request in the Gold Star Family Program.

(2) Fort Knox will honor the Gold Star Family Member ID issued at other installations, however a NCIC III screening is still required prior to access.

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m. Family Care Plans. Units must coordinate with the Visitor Control Center to ensure that when a Family Care Plan is executed, the care giver is properly vetted prior to gaining access onto the installation.

n. Family Visitors. All individuals who live on post must coordinate with the Visitor Control Center to ensure that their visitors are properly vetted prior to gaining access onto the installation.

o. Trusted Traveler Program (TTP).

(1) The trusted traveler program may be employed by the Garrison Commander when conditions warrant.

(2) TTP can only be used during FPCONs NORMAL, ALPHA, and BRAVO as local security conditions permit.

(3) TTP allows for any CAC holder, military retiree (with a valid DoD identification credential), or an adult dependent (with a valid DoD identification credential) to vouch for all vehicle occupants, when enrolled in the program.

(4) TTP is a local program and will not be recognized by other installations.

(5) The Trusted Traveler may vouch for anyone accompanying them in the vehicle.

(6) Trusted travelers are responsible for the actions of all occupants and for verifying all access requirements are met for entering the installation, which includes a favorable background NCIC-III check.

(7) Contractors who have been issued a CAC will not be authorized to participate in the trusted traveler program.

(8) The TTP is not authorized for persons under the age of 18 or persons not in lawful possession of a valid form of identification credentials that do not require a NCIC-III check.

p. The following are recognized Identification Cards for Access to Fort Knox:

(1) DOD CAC. (2) DD Form 2A (ACT) (Active Duty Military Identification Card), DD Form 2 (ACT) (Armed Forces of the United States-Geneva Conventions Identification Card (Active)), DD Form 2 (RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Reserve)), DD Form 2 (RET) (United States Uniformed Identification Card (Retired)), DD Form 2S (ACT) (Armed Forces of the United States-Geneva Conventions Identification Card (Active)), DD Form 2S (RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Reserve)),

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DD Form 2S (RET) (United States Uniformed Identification Card (Retired)), DD Form 2S (RES RET) (United States Uniformed Identification Card (Reserve) (Retired)), DD Form 1173 (United States Uniformed Services Identification and Privilege Card), DD Form 1173-1 United States Uniformed Services Identification and Privilege Card (Guard and Reserve family member), DD Form 2765 Department of Defense/Uniformed Services Identification and Privilege Card.

(2) Valid State Driver's License or Valid State Identification Card with picture.

(3) The Transportation Security Agency (TSA) issued Transportation Worker Identification Credential (TWIC).

(4) Valid Passport issued from any government agency, valid Permanent Resident Card or valid United States work Visa provided they are escorted by an ID card holder.

q. Special Agent Credentials. Any special agent of the Army's Criminal Investigation Division (CID), the Department of Defense Inspector General's Office (DOD IG), the Federal Bureau of Investigation (FBI), Department of Homeland Security Immigration Customs Enforcement (ICE), US Mint Police, or the Office of Personnel Management (OPM) who presents a badge accompanied by credentials issued to that agent for the purpose of conducting official business will be granted access to the installation.

r. Lost Identification Process for Access. Those individuals claiming to be Service Members, Authorized dependents, or DA Civilians who arrive at the Access Control Point (ACP) and claim they are assigned to Fort Knox, yet have no authorized ID in their possession, will be put in contact with their unit/ supervisor/ sponsor or the Police Desk so that an escort may be made available for access. Those individuals that have a valid Driver's License but no military ID will be scanned into the All-Star database and then allowed access to the installation without an escort.

s. AWOL Soldiers. AWOL or deserter personnel reporting to an Access Control Point turning themselves over to Military Control will be detained and notification will be made to the Police Desk for further action.

t. HAZMAT Deliveries. All ammunition and hazardous material laden vehicles will be directed to Baker Gate for access. To coordinate for access during duty hours, contact the Installation Physical Security Office at 624-8471/4788/1713. If access is required after operating hours, call the Police Desk at (502) 624-2111.

u. Access for Media Vehicles. All Media personnel will be required to be escorted by Public Affairs Office (PAO) personnel prior to being granted access to the installation. Media personnel are defined as anyone in a Media Vehicle/ News Reporting Vehicle or anyone who is reporting on the news for any agency. If Media personnel arrive to an



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ACP prior to PAO arrival they will wait at the ACP or VCC until PAO arrives to clear them.

v. Access for Funerals. Post Chapel or Casualty Affairs will contact the Police Desk prior to a funeral procession entering post. All vehicles in a funeral procession will be allowed access without checking identification, as long as the procession is escorted by Fort Knox Law Enforcement.

w. Emergency Vehicles. All marked emergency vehicles (police, fire and EMS) with local government license plates will be treated as a government vehicle and granted access after a check of their official credentials. During Higher FPCONs Drivers may be required to be validated prior to access being granted.

x. Knox Hills (Privatized Housing).

(1) NCIC-III check will be conducted with the Visitor Control Center prior to approving a lease for applicants that do not possess a valid Department of Defense Identification Card.

(2) Knox Hills will coordinate with the Visitor Control Center to ensure all employees have been cleared for access and vetted through NCIC-III.

y. School Sponsored Activities/Programs.

(1) Department of Defense Education Activity (DoDEA) school supported events where local community students from other schools will be participating on post will be cleared for access. School bus drivers and school chaperones will be vetted prior to gaining access to the installation.

(2) Buses may be boarded by security personnel to ensure there are no signs of distress.

(3) School Administrative staff may be issued installation passes or badges when FPCON is elevated and access requires a pass.

(4) School Administrative staff will coordinate with the Visitor Control Center to ensure all employees have been cleared for access and vetted through NCIC-III.

(5) Foreign exchange programs will be coordinated with the Visitor Control Center.

z. Foreign National Visitors.

(1) Foreign Visitors 10 years of age or older are required to be sponsored for access to the installation. Escort must have authorized identification listed in Para 5p above. Foreign Nationals will be required to be sponsored prior to entry and will be

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granted escorted or unescorted access as determined by the Physical Security Office / Visitor Control Center.

(2) Foreign Nationals will be required to obtain a badge/pass through the VCC or may obtain a badge/pass for up to seven days at Chaffee gate when the VCC is closed. Passes may be granted for short and long term. Short term passes will be up to seven days in duration. Long term visitors may be sponsored up to six months.

aa. Very Important Persons (VIP). The Garrison Commander may designate certain local, State, and Government Officials as VIPs. Once the designation is made the Visitor Control Center will coordinate with the appropriate staff member and process the VIP IAW the provisions of this program and issue an annual pass/badge or enroll that person in the ALL STAR or AIE for access.

bb. Fitness Determinations.

(1) DES personnel will determine if the person requesting unescorted or escorted access presents a potential threat to the good order, discipline or health and safety of the installation and will conduct fitness determinations IAW Army regulation and local policy. Department of the Army Security Guard personnel performing the access control mission and conducting the NCIC-III checks will inform the Sergeant of the Guard (SOG) or Captain of the Guard of any individual that has any of the following derogatory information on the NCIC-III check:

(a) The NCIC-III contains criminal information about the individual that causes the senior commander to determine that the individual presents a potential threat to the good order, discipline, or health and safety on the installation.

(b) The installation is unable to verify the individual's claimed identity based on the reasonable belief that the individual has submitted fraudulent information concerning his or her identity in the attempt to gain access.

(c) The individual has a current arrest warrant in NCIC, regardless of the offense or violation.

(d) The individual is currently barred from entry or access to a Federal installation or facility.

(e) The individual has been 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.

(f) The individual has a U.S. conviction of espionage, sabotage, treason, terrorism or murder.

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(g) The individual is a registered sex offender.

(h) The individual has been convicted of a felony within the past 10 years, regardless of the offense or violation.

(i) The individual has been convicted of a felony firearms or explosives violation.

(j) The individual has engaged in acts or activities designed to overthrow the U.S. Government by force.

(k) The individual is identified in the Terrorist Screening Database (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 installation access control will strictly follow the Federal Bureau of Investigation's published engagement protocols.

cc. Access Denial Waiver Packet and Process. In cases where an individual is denied access based on derogatory information obtained from an NCIC-III check, the following process will be followed if the individual requests a wavier:

(1) Verify denied access status with the Visitor Control Center at (502) 624-6818/6118.

(2) Individuals must provide a certified copy of complete criminal history, which must include all arrests and convictions.

(3) Individuals must obtain a letter of support from the Government sponsor. The letter must indicate that the sponsor requests that the individual be granted unescorted access to accomplish a specific purpose, as well as the anticipated frequency and duration of such visits. If the employee is terminated, the sponsor must inform the Visitor Control Center that unescorted access to the installation is no longer authorized.

(4) Complete an installation Access Control Denial Wavier Application packet and provide to the sponsor, who will be responsible for submitting the wavier application to the Access Control office (Packet consists of all required documentation). All offenses must be listed, along with an explanation why the conduct should not result in denial of access to the installation. Other factors the sponsor/applicant should address are:

(a) Nature and seriousness of the conduct.

(b) Circumstances (in specific) surrounding the conduct.

(c) Length of time elapsed since the conduct.

(d) Age of the individual at the time of the incident or conduct, and

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(e) Proof of efforts toward rehabilitation.

(5) Provide a current physical or email address to enable the Visitor Control Center to transmit a copy of his/her determination on the waiver request.

(6) The Government sponsor will review the individual's packet for completeness and determine whether or not to endorse the request for a waiver.

(7) If the Government sponsor decides to endorse the waiver, he/she must provide a letter of recommendation for the individual that addresses the conduct that caused the denial and indicate why the conduct should not prohibit the individual from being granted unescorted access to the installation. The Government sponsor will submit the packet and letter to the Visitor Control Center.

(8) The Visitor Control Center will review the waiver application and the designated government official(s) will make a fitness determination recommendation to the Garrison Commander.

(9) The Garrison Commander or delegated official will review the waiver application and render a determination that ensures proper protection of good order, discipline, health and safety on the installation.

(10) If the Garrison Commander or delegated official does not grant the waiver request the Senior Commander may then review the waiver application for a subsequent/final determination.

(11) The Visitor Control Center will receive access determination and will then provide a copy of the determination to the sponsoring agent and to the individual.

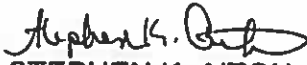
(12) Individuals who have had a waiver request denied may request reconsideration from the Installation Commander one year after the date of the final decision. Individuals may request reconsideration earlier if they can present significant information that was not available at the time of the original request or show that the basis for the original denial was overturned, rescinded or expired.

(13) Limited Access Authorization. The DES may authorize limited access to barred individuals for entry to the installation or authorize access to areas other than their place of duty when an extreme hardship or compelling circumstance where no significant risk to the installation is present. This will be done on a case-by-case basis. Requests must be sent to DES, phone 624-4335.

6. During elevated FPCON's contractors and visitors may be restricted from entering Fort Knox.

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7. The point of contact for this action is the Director of Emergency Services, at (502) 624-5980.

  
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COL, AG  
Commanding