



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON FORT MEADE  
4551 LLEWELLYN AVENUE  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

AMIM-MEL (RN 190-13)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #10, Installation Access Control

1. This memorandum supersedes all previous installation access control policy memoranda.

2. References.

a. DoD Manual 5200.08 Volume 3, Physical Security Program: Access to DoD Installations, 18 Sep 20

b. Army Regulation (AR) 190-13, The Army Physical Security Program, 27 Jun 19

c. Army Regulation 380-10, Foreign Disclosure and Contact with Foreign Representatives, 14 Jul 15

d. Army Directive (AD) 2021-02 (Access to Army Installations by Foreign Nationals and Section 621-Eligible Veterans and Caregivers), 13 Jan 2021

e. Real ID Act of 2005

3. Purpose. To standardize access control requirements for Fort George G. Meade, Maryland (FMMD) relating to vehicle entrance and screening and personnel identification validation, identification documents, and temporary passes.

4. Applicability. This policy memorandum applies to all garrison and tenant unit activities as well as personnel residing, working, or visiting FMMD.

5. Policy. As Garrison Commander, I am duty bound to ensure proactive and vigilant measures are in place to ensure authorized and secure access to FMMD. In accordance with above cited references, security personnel will verify the identity of all personnel entering through installation access control points.

6. Procedures. Commanders are responsible to establish an effective Visitor Control Program to ensure only authorized individuals enter the installation. Persons authorized access shall be granted either escorted or unescorted entry as described below.

a. Screening and Vetting.

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(1) Screening (Identity Proofing). Personnel performing installation access control functions will verify a person's identity, fitness, and purpose for access to the installation.

(2) Vetting. Conduct 100% vetting of all unescorted visitors and contractors through the National Crime Information Center Interstate Identification Index (NCIC III) which is the Army minimum baseline background check for entrance onto Army installations for non-common access card (CAC) holders and visitors.

b. Unescorted Installation Access. All unescorted persons entering the installation must have a valid purpose to enter, have a favorable NCIC III check (personnel under the age of 18 will not have an NCIC III check conducted), and be in possession of an authorized and valid access credential.

(1) Individuals in lawful possession of a valid form of the following credentials are authorized unescorted access onto FMMD without needing to undergo an NCIC III background check.

(a) DoD Common Access Card (CAC). The CAC is the standard identification card for active and reserve Uniformed Personnel, DoD civilian employees, eligible contractors, and some designated foreign nationals.

(b) DD Form 2S (RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Reserve) (Green)

(c) DD Form 2S (RET) (United States Uniformed Identification Card (Retired) (Blue)

(d) DD Form 2S (RES RET) (United States Uniformed Identification Card (Reserve Retired) (Red)

(e) DD Form 1173 (teslin card). The Uniformed Services Identification and Privileges Card, is issued to military members (Active and Reserve), family members, and retirees.

(f) DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card. (Tan)

(g) US Department of Defense, Uniformed Services Identification (USID) and Privilege Card.

(2) Personnel (Non CAC holder contractors, vendors, family care providers, volunteers, Gold Star family members, Transportation Worker Identification Credential

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(TWIC) holders, Veteran's Identification Card (VIC) holders, visitors, guests, housing residents, etc.), not in possession of one of the valid forms of identification listed above, require a favorable NCIC III check and local access credential (pass or badge) in order to have unescorted access to the installation.

(a) The issuance of temporary passes or badges requires individuals to establish valid reason for entry. The duration of the access badge may be contingent on the duration of the valid purpose. (i.e. MWR league, school year, limited duration lease, etc.)

(b) Housing residents who require an Automated Installation Entry (AIE) Permanent Badge, must provide proof of Fort Meade residency. Individuals listed on the housing lease are eligible to receive a yearlong AIE Permanent Badge. Visitors and guests of month-to-month lease holders are limited to temporary access badges not to exceed 30 days. Visitors and guests of all other housing residence may obtain a temporary access badge not to exceed 90 days. The temporary badge may be renewed at the Visitor Control Center. Individuals may request an exception to policy through the VCC and approved by the Fort Meade Garrison Commander.

(c) Veteran's may request long-term access to the installation using the Veteran's Health Identification Card (VHIC) after completion of identity proofing and vetting. Veterans may register their VHIC in the AIE database at the Visitor Control Center (VCC) or be issued a local badge to access the installation. VHIC are only acceptable at gates with AIE functionality. Local badges are accepted at any gate.

(3) Official Foreign National (Visitors) (including International Military Students).

a. Under Homeland Security Presidential Directive 12 and its implementation standards, foreign nationals shall be issued a CAC clearly identified by a blue stripe behind the name on the front of the card along with an affiliation color code "B," for blue.

b. All individuals holding blue-stripe CACs are limited to accessing only the installations or facilities to which they are assigned or otherwise have an official reason to access.

c. Automatic registration in AIE is disabled for individuals with blue-stripe CACs and Uniformed Services Identification cards. These individuals will no longer be able to automatically register at their first visit to installations that had supported automatic registration.

d. Blue-stripe CACs must always be scanned at the installation access control point and never verified visually at these installations, even during periods when other

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types of CACs are primarily verified visually due to throughput, traffic, or other circumstances.

e. Holders of blue-stripe CACs cannot escort or sponsor persons seeking access to Army installations.

f. Blue-stripe CAC holders must establish purpose for access by means of other documentation presented to the VCC for registration in AIE.

g. All foreign nationals on official business will carry their invitational travel authorization, Visitor International Stay Admission (VISA), applicable international agreement, or other official document on their person at all times while on the installation and will present them to installation security forces when requested for determining the purpose for access.

h. Military diplomats, Personnel Exchange Program (PEP) participants and Foreign Liaison Office (FLO) personnel on official business will carry their certification issued pursuant to applicable international agreements. When visiting installations where not assigned, they will be required to report to the visitor control center identifying their purpose for access.

#### (4) Dependent Identification Cards Issued to Foreign Nationals (FN).

(a) Foreign national dependents authorized to accompany a foreign national assigned to DoD duty (accompanying family members) are limited to accessing only the installations or facilities on which they live or those that offer them medical treatment, commissary, exchange, and MWR facilities.

(b) Dependent identification cards issued to foreign nationals establish only identity. Once the holders of a foreign national dependent identification card establish purpose at a particular installation, they may be enrolled in the AIE database to facilitate future access to the installation.

(c) Foreign national dependent identification cards must always be scanned at installation access control points. Visual verification is not authorized.

#### (5) Veterans and caregivers eligible under Section 621 of the National Defense Authorization Act.

(a) Veterans and caregivers eligible solely under Section 621 are not DoD-affiliated and are not permitted to serve as escorts for their accompanying visitors or to sponsor persons seeking access to Army installations.

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(b) Section 621-eligible veterans and caregivers, and Section 621-accompanying visitors, will be granted unescorted access only to installations where eligible benefits exist and are made available to them.

(c) Section 621-accompanying visitors may access the installation only when accompanied by a Section 621-eligible veteran or caregiver who has been granted unescorted access in accordance with this policy and must remain within reasonable visual contact of that individual at all times.

(d) Veterans and caregivers eligible to use the commissary, exchange, and MWR facilities solely under Section 621 may bring accompanying visitors with them as they use these facilities, provided each accompanying visitor meets the requirements for access.

(e) Once accompanying visitors successfully establish identity and fitness, they may be enrolled in the AIE database to facilitate future visits to the installation with the Section 621-eligible veteran or caregiver.

(f) Veterans Administration-issued caregiver letter establishes fitness for Section 621-eligible caregivers accompanying a Section 621-eligible veteran.

(g) For veterans with a service-connected disability rating of zero percent who have income in excess of VA-established limits (and are therefore ineligible for a Veterans Health Identification Card), a VA-issued Health Eligibility Center Form 623A identifying their placement into priority group 8E establishes fitness.

(6) Law enforcement officials who do not have a DoD issued CAC or federally issued personal Identification verification (PIV) which can be scanned and verified by AIE, will be vetted against NCIC III using their Real ID-compliant State driver's license. The ID can then be enrolled in the AIE database by linking the driver's license as a credential, or they can be issued an installation long-term access badge.

(7) Personnel requesting access require REAL ID Act 2005 compliant identification or supplemental identity proofing documents IAW annex B. Otherwise they will be denied access or be escorted at all times while on the installation.

(8) Verification documents do not automatically constitute unimpeded access. Search procedures and random antiterrorism measures apply to all personnel, regardless of the type of access control or ID card they possess.

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(9) Digital licenses and state identification on mobile devices are not accepted by federal, state or local law enforcement, nor for use to access Fort Meade. Visitors, vendors and contractors needing access to Fort Meade must provide a current physical copy (original) of their state driver's license or ID to access the installation.

c. Escorted Installation Access.

(1) Non-DoD affiliated personnel who have not been vetted through NCIC III will be escorted at all times while on the installation by an approved DoD ID card or AIE permanent badge holder. All visitor vehicles are subject to 100% inspection at the ACP.

(2) The escorted person must have a valid purpose for entering the installation, present valid REAL ID compliant State driver's license or identification card with photo, a valid US passport, or a valid passport from other countries cleared by the State Department to request access to Army installations, and be issued a pass from the VCC or Visitor Lane.

(3) Commercial/School Busses. Drivers must be vetted and be issued an access credential. Personnel failing to meet identification requirements will be denied access unless sponsored by a DoD ID card or AIE permanent badge holder (with the exception of students on an authorized school bus).

(4) Commercial or Delivery Trucks. (includes tractor trailers, FedEx, UPS, fuel deliveries, movers, and vehicles with bulky construction material).

(a) Large commercial deliveries will be directed to the vehicle cargo inspection facility (VCIF) at the National Security Agency (NSA) entrance off MD Route 32 (0500-2200 daily). Mission requirements may require some after-hours deliveries that will be processed through Mapes/175 access control point (ACP) when the VCIF is closed. After hour deliveries will be coordinated with the Directorate of Emergency Services (DES) and verified by the customer before allowing entry.

(b) Smaller (light commercial) construction and delivery vehicles will be processed at the FMMD vehicle inspection facility at either Rockenbach Rd or the Mapes/175 ACP. These type vehicles include passenger cars (day laborers), small vans and trucks, and maintenance vehicles with trade tools and equipment.

(c) All delivery trucks will be inspected at the vehicle inspection point each time they enter. (Regardless of the amount of times entry is made per day). Identification and manifest or bill of lading with drop off location will be checked, as well as State Registration Card. Drivers are not required to break a seal if one is present, however seal number will be cross referenced with manifest or bill of lading to verify no

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tampering has occurred. If a seal is found open or if opened by the guard, the guard will annotate that in writing on the manifest of document of lading with date, time and guard name and signature. Commercial trucks attempting to access any gate other than the vehicle inspection gate (unless they are on the exceptions list) will be identified prior to entering ACP and turned around and directed to the appropriate ACP.

(d) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation, have a valid state issued driver's license and vehicle registration.

(e) Unless escorted, drivers will be cleared through NCIC III prior to making the delivery.

(5) Contractors and vendors requiring physical access longer than 24 hours but who do not require access to the computer network, will have a government employee sponsor who will provide the completed FMMD Access Request Form to the VCC verifying the need to possess a long-term access credential. The expiration date of the installation pass or badge will be the end date of the contract or visit, or expiration date of the sponsor's identification document, whichever occurs first.

(6) Vendors.

(a) A vendor is a supplier of goods or service who does not require access to Army computers but does require physical access to an individual installation (taxi drivers, pizza deliveries, UPS, FEDEX).

(b) Vendors and drivers must apply for a visitor pass using the FMMD Access Request Form, receive a favorable NCIC III check, and be issued a FMMD access credential.

(7) Media. Vehicles and operators will be inspected and escorted at all times by a FMMD public affairs representative.

(8) Sponsored or Special Events. Must be approved by Garrison Command or higher before any vetting processes begin.

(a) Reimbursable costs may be incurred by the requestor to conduct risk analysis, additional security measures or other items related to the event or assessment of the event.

(b) If an individual requests access to FMMD to attend an individually sponsored event such as a wedding, wedding reception, promotion party, change of command and

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other gatherings that involve large groups of non-DoD personnel, the following measures apply: The Sponsor must be a DoD ID card holder or AIE permanent badge holder; Sponsors will submit a list of attendees or guests, with individual information as requested to the VCC at least 10 working days in advance of the event; Guests are subject to an identification check and verification upon arrival.

(c) Visitors may be subject to a vehicle and personnel inspection prior to being granted access to the installation. Hand-held technology, military working dog teams, and magnetometers will be used (when available) at the event site.

(9) Taxi/Ride Sharing Transportation (Taxi, Uber, Lyft, Doordash, Uber eats). Drivers are not eligible for un-vetted, un-escorted access. They must have a favorable NCIC III check, and possess a locally generated access pass from the VCC or an ACP Visitor Lane. The drivers must additionally show proof of insurance, have a valid vehicle registration, and are subject to vehicle inspections. Valid reason for entering the installation can be accomplished by showing the ride sharing hail on a smartphone or identifying the person and location of pickup or delivery.

(10) Tow Trucks. Tow trucks will be checked for a valid tow tag, tow truck certificate of registration, and tow truck application, cab-card, valid state driver's license, state vehicle registration, and proof of insurance. Security personnel will verify with the tow truck operator the reason for towing the vehicle. Vehicle inspection is mandatory.

(a) Vehicles being towed for maintenance reasons will be verified telephonically with the person(s) requesting the tow.

(b) Repossessions. Repossession agencies (creditors, or their agents) requesting access to recover property based on default of a contract or legal agreement must coordinate through the DES Police Services Division.

(c) The DES Police Services Division will provide an escort and notify the Garrison Staff Judge Advocate (SJA) in the event legal advice is required.

(d) The creditor or agent must present a copy of title, contract or legal agreement, present evidence that the debtor is in default of contract or legal agreement, and agents must present evidence they are working for the creditor.

(11) Emergency Vehicles. Responding to an emergency (mutual aid plan) on the installation must notify the Emergency Communications Center. If advance notification has not been received, the Emergency Communications Center will verify the response with the appropriate emergency agency.



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(12) Unofficial Foreign National Personnel (Visitors). Foreign national persons working on the installation or visiting family will undergo an NCIC III check and be escorted at all times.

(a) Foreign national persons (non-CAC) not subject to the provisions of AR 380-10 that have not been cleared by the State Department, require DoD sponsorship, background vetting (NCIC III) and will be escorted at all times. Those with valid work permits, will undergo NCIC III and be issued an access credential.

(b) Foreign national spouses of FMMD DoD Civilian employees not eligible for a DoD ID Card may be sponsored by their DoD Civilian spouse for unescorted access not to exceed 12 months. Individuals must be legally residing in the US. These individuals do not have sponsorship or escort privileges. Passes will terminate immediately upon termination of employment of the FMMD Civilian.

(c) Residents that have foreign national family member visitors must submit for an installation pass at the Visitor Control Center or the Visitor Lane of the Access Control Point. The foreign national family members must be escorted at all times.

(d) Foreign nationals in the US without legal status will be denied (escorted or unescorted). Future attempts to access FMMD may result in criminal prosecution.

(e) Authorized and acceptable foreign national identity documents used to apply for temporary installation pass for special events or sponsored/escorted visits are listed at annex B. NCIC III vetting is required.

(f) Those foreign nationals attempting to enter Military District of Washington (MDW) installations, who do not have a valid need, will be denied access and will be identity verified by Immigration and Customs Enforcement (ICE) at 1-866-DHS-2ICE (1-866-347-2423). Sponsored or previously verified individuals are exempt from ICE verification.

(g) Attempted entry by foreign nationals will be recorded. Information retained will include; how many FNs have attempted access, names and ID numbers (passport numbers), nationality, country of origin, any additional information available from those turn arounds (reason access was requested or attempted, destination, number of personnel in vehicle, vehicle description (make, model, color etc), license plate number and state. Information will be preserved. Was CI called to the get for identified FNs?

(h) Unofficial foreign national visitors who wish to enter the installation when the Visitor Control Center is closed, will enter through the visitor lane of the ACP. The foreign national visitor must present authorized identification that is been cleared by the

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state department. The DASG will record the visitor's and sponsor's name in the ACP visitor log. The foreign national visitor must be escorted at all times.

(13) Au Pairs. Au Pairs must be sponsored by a DoD ID card holder. The Au Pair must demonstrate proof of acceptable ID (passport, Visa, a Workers Authorization Card, SSAN, either a state ID or Driver's License) with photo, satisfactorily pass background vetting (NCIC III), and have a valid purpose for accessing the installation. If all four (sponsorship, ID, vetting and purpose) are met, they may be granted unescorted access. If they have only a passport and a J-1 Cultural Exchange Visitor Visa they must be escorted while on the installation. The sponsor must inform the VCC when the Au Pair is no longer employed or residing on the installation and return all access credentials issued.

d. Sponsorship Privileges.

(1) DoD ID card and AIE permanent badge holders are authorized to sponsor visitors onto the installation by completing the FMMD Access Request Form.

(2) DoD ID card and AIE permanent badge holders may sponsor visitor badge requests or provide escorted access to non-vetted visitors. DoD ID card and AIE permanent badge holders may sponsor non-vetted visitors through the access control point while they are riding in the same vehicle. The visitor is still required to provide an appropriate form of identification listed in Annex B.

(3) Individuals with approved "Visitor" badges or passes are not authorized to sponsor other individuals onto the installation. Installation visitor badge and passes are only valid for the individual and vehicle for which they are issued. Visitor badge holders are not authorized to vouch for other passengers in the vehicle and all passengers must show proof of ID to enter the installation.

(4) Holders of Blue-striped CAC cannot escort or sponsor persons seeking access to Army installations.

(5) Visitor or Guest of Residents not having a DoD identification card will;

(a) If the visitor requires unescorted access, the sponsor will complete and submit, in person, the FMMD Access Request Form to the visitor center. The visitor will undergo an NCIC III check and if favorable be issued a visitor badge for the duration of the visit not to exceed 90 days.

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(b) DoD ID card holders or housing residents with AIE permanent badges are authorized to sponsor long term residential requests IAW Corvias rental policy and FMMD access control policy.

(1) Resident: Someone who has a legal agreement with a property owner (Corvias) and is in possession of an AIE Permanent badge or a DoD ID. Residents may sponsor individuals for visitor passes/badges.

(2) Occupant: Someone who resides in the home but is not on the lease or in legal agreement with the property owner. Occupants may not sponsor individuals unless they have a DoD ID or AIE Permanent badge.

e. Credentialing.

(1) Locally produced installation badge or temporary pass will be used for all non-DoD affiliated people gaining access to the installation.

(2) The visitor identification badge will be an AIE like card with an imprinted photo and expiration date. Local visitor badges will be issued to personnel who require unescorted access not to exceed one year.

(3) The temporary pass will have the expiration date fully visible and be issued for short term installation access. Temporary passes will be issued to those individuals who require access for a period not to exceed 30 days. Temporary passes may be printed or added to a State Issued Driver's License.

(4) Persons applying for a visitor badge or temporary pass must present the VCC an authorized and valid form of identification listed in annex B.

(5) The badge or temporary pass is valid until midnight of the printed through date.

(6) The visitor badge or temporary pass only allows the person to whom issued to enter onto the issuing installation and proceed to the destination of official business or visitation. Additionally, the temporary pass must be used in conjunction with another form of picture identification.

(7) The standard for entry to the installation does not include the requirement for proof of negative (COVID) testing. Access control personnel will not request proof of negative testing in order to receive an installation access pass (long or short term).

f. Trusted Traveler Program (TTP). *\*The Fort Meade TTP is currently suspended until further notice\**

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(1) Allows for Uniformed Service Members, DoD employees, retired Service Members and their adult family members (18 years and older) to present their valid DoD credential to access the installation while simultaneously vouching for no more than twelve occupants in their immediate vehicle.

(2) The TTP is not authorized for foreign nationals, contractors, Veteran's ID card, Veteran's Health ID card, transportation worker ID card holders, Gold Star and next of kin survivors, volunteers, or family care providers.

(3) An access credential that typically is verified and enrolled by scanning, but does not properly scan because of defect, destruction, wear, or any other reason, cannot be used to enroll in AIE and cannot be used to establish identity or fitness. If the individual seeking access presents another acceptable credential that is verified, and that individual is therefore able to establish identity and fitness, they may use the credential that failed to scan as establishing purpose for 1-day unescorted access only.

(4) Trusted Travelers are responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by Army regulations and requirements of the garrison commander.

(5) The garrison commander has the discretion to suspend the TTP based on local threat or may revoke trusted traveler privileges.

(6) The TTP can only be used during FPCON Normal through Bravo within their implementation policy and as local security conditions permit. TTP will be suspended during FPCON Charlie and Delta.

(7) Trusted travelers cannot vouch for persons with foreign passports or identification cards who must, instead, be cleared through NCIC III prior to being granted access.

(8) Trusted Travelers may be required to register at the VCC, building 902 Reece Road, where the driver and vehicle information will be registered into the AIE database.

(9) Contractors whom have been issued a CAC may escort personnel onto the installation; however, cannot participate in the TTP.

(10) The TTP is not authorized for persons under the age of 18 or persons not in lawful possession of a valid form of identification listed in paragraph 6b (1) that do not require an NCIC III check.

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(11) Commercial vehicle drivers (taxi, Uber, delivery vehicles, etc) regardless of DoD (active, retired, family member) or non DoD affiliation, will not be granted Trusted Traveler status for the use in commercial transportation, even if the passenger is a DoD affiliated person with a valid ID.

g. Access Denial Waiver Process. In accordance with Annex A.

h. Reduced Holiday Operations.

(1) The Visitor Center will be closed on federal holidays as well as the Friday following Thanksgiving Day, Dec 24<sup>th</sup>, and Dec 31<sup>st</sup>.

(2) Rockenbach ACP will be closed on federal holidays, except Veteran's day and Columbus Day (if school is in session), as well as the Friday following Thanksgiving Day, Dec 24<sup>th</sup>, and Dec 31<sup>st</sup>.

(3) Reece Rd ACP, when open, will operate on reduced (weekend) hours on all federal holidays as well as on the Friday following Thanksgiving Day, Dec 24<sup>th</sup>, and Dec 31<sup>st</sup>.

(4) Mapes/175 remains the 24/7 ACP.

(5) Mapes/32 ACP will operate on reduced (weekend) hours on all federal holidays as well as on the Friday following Thanksgiving Day, Dec 24<sup>th</sup>, and Dec 31<sup>st</sup>.

(6) ACP hour are subject to change without prior notice based on personnel, force protection measures or other conditions effecting operations.

i. Privately Owned Firearms and Ammunition. The carrying of privately owned weapons, explosives and ammunition on Army installations is prohibited unless authorized by the senior commander. Personnel authorized to access the installation while carrying firearms will adhere to this policy and procedures outlined in AR 190-11.

7. Proponent. The Directorate of Emergency Services, Physical Security Division at (301) 677-6618.

AUTHORITY LINE:

3 Encls  
1. Annex A  
2. Annex B  
3. Annex C

YOLANDA D. GORE  
COL, AG  
Commanding

**Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy  
Memorandum #10: Installation Access Control**

**ACCESS DENIAL WAIVER PROCESS**

1. PURPOSE

a. Un-cleared contractors and visitors may be denied unescorted access to installations based on the results of NCIC, the NCIC-III, and the TSDB checks that contain credible derogatory information indicating the individual may present a threat to the good order, discipline or health and safety on the installation.

b. Security personnel performing the access control mission and conducting the NCIC-III checks will deny installation access to any individual that has any of the following derogatory information on the NCIC-III check:

(1) 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.

(2) 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.

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

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

(5) 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.

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

(7) The individual is a registered sex offender.

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

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

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

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**Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy  
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(11) 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 personnel will strictly follow the Federal Bureau of Investigation's published engagement protocols.

(a) Further disqualifying factors, as determined by the Garrison Commander, that would deny an individual access onto the installation will be added to this policy.

(b) In cases where an un-cleared contractor or visitor is denied access based on derogatory information obtained from an NCIC or NCIC-III check, the individual may request a waiver to obtain access onto the installation. The individual must request the waiver application packet from the Visitor Control Center located in Building 902 Reece Road, Fort Meade, Maryland on Monday thru Friday between the hours of 0730-1530.

2. Fitness Determination.

a. Only Government Official(s), appointed by the Garrison Commander, will perform fitness determinations for access to Fort George G. Meade, MD.

b. The designated government official(s) will review all access denial waiver applications and make a fitness determination recommendation to the approving official.

3. Access Denial Wavier Application Packet: (See Enclosure 1)

4. Approval Process.

a. The designated government official(s) will review the access denial waiver applications and make a fitness determination recommendation to the approving official. Unless otherwise delegated down, the Garrison Commander is the approving authority.

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

c. The Garrison Commander or delegated official will provide a copy of the determination to the individual, Director of Emergency Services, and sponsoring agent.

d. Individuals who have had a waiver request denied may request reconsideration from the Garrison Commander after one year from the date of the Garrison Commander's decision, or earlier if the individual can present significant information that was not available at the time of the original request or that the basis for the original denial was overturned, rescinded, or expired.

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**ANNEX B (List of acceptable identity documents) to Fort George G. Meade Policy Memorandum #10: Installation Access Control**

All visitors must provide proof of their identity with one of the source documents listed below.

State issued driver's licenses and identification cards marked "Not Valid for Federal Purposes", "Federal Limits may Apply", or other similar language will require a secondary form of ID to authenticate this type license or ID card.

Applicants are required to provide two forms of identity source documents, at least 1 from the primary listing in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change must be provided.

SOURCE DOCUMENTS FOR US CITIZENSHIP VERIFICATION

- Unexpired U.S. Passport or a U.S. Passport Card;
- Original or certified true copy of a birth certificate issued by a State, territory, possession, or District of Columbia bearing a raised seal.
- Form N-550 or N 570 Certificate of naturalization
- Consular Record of Birth Abroad
- Form N-560 or N-561 Certificate of U.S. Citizenship
- Form I-197 U.S. Citizen ID Card
- Permanent Resident Card/Green Card

PRIMARY SOURCE DOCUMENTS FOR IDENTITY VERIFICATION

- DoD Common Access Card
- DoD USID
- Real ID Compliant Driver's License or ID Card issued by a State, territory, possession, or District of Columbia.
- Enhanced Driver's License issued by a State, territory, possession, or District of Columbia
- Unexpired U.S. Passport or a U.S. Passport Card
- Foreign passport (current) with Form I-551 (Alien Registration Receipt Card) stamp or attached Form I-94 (Arrival and Departure Record) unexpired employment authorization
- Form I-151 Permanent Resident Card
- Form I-766 Employment Authorization Document that contains a photograph
- U.S. Military dependent/spouse ID card; or
- Personal Identity Verification (PIV and PIV-1) (HSPD 12 compliant)
- Veterans Health Identification Card (VHIC)
- Transportation Workers Identification Card (TWIC)

SECONDARY SOURCE DOCUMENTS FOR IDENTITY VERIFICATION

The secondary Identity source document may be from the list above; but cannot be of the same type as the primary identity source document.

- U.S. Social Security Card issued by the Social Security Administration;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- U.S. coast Guard Merchant Mariner Card;
- Form I-688 Temporary Resident Card
- Form I-688A Employment authorization Card
- Form I-327 Re-entry Permit
- Form I-688B Employment authorization document issued by DHS with photo
- Foreign ID with photograph;
- Driver's license issued by a Canadian government entity; or
- Native American tribal document.



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Annex C (Meade High School Pedestrian Gate, Standing Operating Procedures) to Fort George G. Meade Policy Memorandum 10, Access Control Policy

SUBJECT: Meade High School Pedestrian Gate Standing Operating Procedures (SOP)

1. Purpose: To standardize access control requirements for the use of the high school pedestrian gate entrance located adjacent intersection of MacArthur and Clark Roads, Fort George G. Meade, Maryland (FMMD). The Meade High School pedestrian gate is a locally controlled electro-mechanical turnstile. The turnstile allows outbound egress (off installation) without impedance. The turnstile is restricted to authorized inbound access by permission and issuance of a proxy card, which includes screening and personnel identification validation, by the Installation Visitor Control Center (VCC).
2. Scope: This policy applies to all current Meade High School and Meade Middle School students with permanent residence on FMMD requesting access to the high school pedestrian gate.
3. Procedures:
  - a. The Installation VCC, located in Building 902 Reece Road, is the central location to issue proxy cards for access to the high school pedestrian gate.
  - b. Meade High School will provide the VCC an alphabetized (last name, first name, middle initial) list of students that reside on the Installation. The list shall be update as changes occur or at least monthly.
  - c. Parents/Guardians of students requesting access will validate the student's current enrollment (school identification card or dependent identification card) at Meade High or Meade Middle School, and have a valid CAC or AIE permanent badge.
  - d. Proxy cards are for individual use and cannot be shared or transferred. Misuse, abuse, negligence or shared proxy cards may result in an individual's loss of access privileges. Decision to revoke privileges will be made by the issuing authority or an authorized representative. Card sharing and/or piggybacking is strictly prohibited.
  - e. Access through the high school pedestrian gate is restricted to force protection condition bravo and below. Gate operating hours will be Monday through Friday in accordance with Meade High School published school schedule each year to include before and after school programs as early as 0700hrs and not later than 2100hrs.
  - f. Personnel departing Fort Meade via the pedestrian gate will not be challenged. There may be instances when the pedestrian gate is closed for maintenance or is manned during increased force protection measures to validate an individual's identity for entry to the Installation.

Annex C (Meade High School Pedestrian Gate, Standing Operating Procedures) to Fort George G. Meade Policy Memorandum 10, Access Control Policy

g. Lost or damaged proxy cards will be reported to the VCC within 24 hours. VCC operating hours are Monday through Friday 0730-1530. If loss occurs on the weekend, notify the Fort Meade Police Station via the non-emergency line at 677-6622 or 6623.

h. The VCC will maintain a log of registered users that have been issued a proxy card. The registration log will be maintained for a period of five years.

i. Students are required to carry their assigned DOD-ID on their person when using the High School Pedestrian Gate. Fort Meade Police and/or Security Guards will conduct period assessments and ID checks to validate the identification of individuals entering the installation.

j. Juvenile violators of this policy are subject to a Juvenile Misconduct Board and potential Debarment from Fort Meade.

4. Recommended changes should be submitted in writing to the Directorate of Emergency Services, Physical Security Division, Building 4217, Room 320.

5. This policy will be reviewed annually for content and currency.

6. The point of contact for this annex is Mr. Joseph R. Shinskie at 301-677-6618 or joseph.r.shinskie.civ@army.mil.

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