



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 1000.13-M-V1 (23 Jan 14), DoD Identification (ID) Cards: ID Card Life-Cycle, Change 2, 01 Jul 25
 - b. DoD Manual 5200.08 Volume 3, Physical Security Program: Access to DoD Installations, 18 Sep 20
 - c. Army Regulation (AR) 190-13, The Army Physical Security Program, 27 Jun 19
 - d. 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) related to vehicle entrance and screening, personnel identification validation, identification documents, and endorsement of temporary passes.
4. Applicability. This policy memorandum applies to all garrison and tenant unit activities as well as personnel that reside on, work on, 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 the above cited references, security personnel will verify the identity of all personnel entering through installation access control points.

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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.

(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's minimum baseline background check requirement 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, and be in possession of an authorized and valid access credential. Personnel under the age of 18 will not have an NCIC III check conducted.

(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.

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

(2) Personnel [(i.e. Non CAC holder contractors, vendors, family care providers, volunteers, Gold Star family members, Transportation Worker Identification Credential (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) The AIE Permanent Badge referred to throughout this policy is a long term local access ID issued for a period of one year to persons requiring routine physical access to Fort Meade who do not hold a CAC or other DOD-issued ID card listed in paragraph 6b(1) above, after establishing a validated need for routine access, identity proofing, and vetting against NCIC-III and fitness determination requirements.

(c) 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 one-year AIE Permanent Badge. Visitors and guests of all housing residences are limited to temporary access badges not to exceed 30 days. The temporary badge may be renewed at the Visitor Control Center (VCC). Individuals on long-term housing leases may request a pass longer than 30 days with written approval from Corvias Property Management. Exceptions to policy for visitor passes greater than 90 days must be approved by the Fort Meade Garrison Commander. Exception to policy requests will be submitted to the VCC in memorandum for record format.

(d) Per paragraph 1.2 of the Corvias Resident Responsibility Guide, Family housing residents must complete the Request for Guest form and submit to the community manager for any person not listed on the tenant lease that will be visiting or residing in the home for a period exceeding 30-days in a 12-month period or calendar year. Single and/or unaccompanied residents at Randolph Point and Reece Crossings may have up to two guests visit for a period not to exceed 15 continuous days in a month. Request forms are available at the community office.

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(e) Veterans 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 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.

(f) DoD civilian retirees may gain access to the installation for limited use of morale, welfare, and recreation activities, as defined by DoDI 1015.10. DoD civilian retirees may receive a visitors pass up to 90 days upon establishing a purpose for entry, be in possession of a REAL ID Act-compliant driver's license, pass an NCIC III background check, and be in possession of their retirement Standard-Form 50. Installation sponsorship is limited to immediate family members of the DoD civilian retiree.

(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 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.

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(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 VCC identifying their purpose for access.

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

(a) FN 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 FN establishes only identity. Once the holders of a FN 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) FN 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.

(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.

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(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 always escorted 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.

(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.

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c. Escorted Installation Access.

(1) Non-DoW affiliated personnel who have not been vetted through NCIC III will be always escorted while on the installation by a Service member or government employee with a valid DOD CAC, military retiree (with a valid DOD ID credential), or an adult dependent 18 years or older (with a valid DOD ID credential). These individuals may escort non-vetted visitors through the access control point while they are riding in the same vehicle. Visitors are still required to provide an appropriate form of identification listed in Annex B.

(2) Commercial/School Buses. Drivers must be vetted and be issued an access credential. Personnel failing to meet identification requirements will be denied access unless escorted by an individual listed in paragraph 6c(1) (with the exception of students on an authorized school bus).

(3) 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 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 or 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.

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(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.

(4) 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.

(5) 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.

(6) Media. Vehicles and operators will be inspected and always escorted by a FMMD public affairs representative.

(7) 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 other gatherings that involve large groups of non-DoD personnel, the following measures apply: The Sponsor must be a DoD ID card holder or an individual listed in paragraph 6d(1); 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;

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Guests are subject to an NCIC III check during the vetting process and will be 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.

(8) Taxi/Ride Sharing Transportation (Taxi, Uber, Lyft, Door Dash, 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.

(9) 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.

(10) Emergency Vehicles. 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.

(11) Unofficial Foreign National Personnel (Visitors).

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(a) FN 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 always escorted. Those with valid work permits to work on post, will undergo NCIC III and be issued an access credential.

(b) FN 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 FN family member visitors must submit for an installation pass at the VCC or the Visitor Lane of the Access Control Point. The foreign national family members must be always escorted.

(d) FN in the U.S. without legal status will be denied access (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 FN 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 includes 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.

(h) Unofficial FN visitors who wish to enter the installation when the VCC is closed, will enter through the visitor lane of the ACP. The foreign national visitor must present authorized identification that has been cleared by the state department. The DASG will record the visitor's and sponsor's name in the ACP visitor log. The foreign national visitor must be always escorted.

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(12) 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) Service members and spouses, DOD employees, CAC-holding contractors, retired Service members and spouses, and retired civilian personnel with valid ID (DoD ID or AIE permanent badge) are authorized to sponsor visitors onto the installation.

(2) 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.

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

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.

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(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 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**

(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.

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(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 who 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.

(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. ACP hours are subject to change without prior notice based on personnel, force protection measures or other conditions affecting operations.

i. Privately Owned Firearms and Ammunition. The possession of privately owned weapons, explosives and ammunition on Army installations is prohibited unless authorized by the senior commander. All persons seeking to bring privately owned weapons or ammunition on post must comply with the installation Privately Owned Weapons Policy (Policy #25), and the procedures of AR 190-11, which require registration with the Directorate of Emergency Services (DES).

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


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Commanding