



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

IMME-ES

MAR 30 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #70, Installation Access Control

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

2. REFERENCES.

- a. Army Regulation 190-13, The Army Physical Security Program, 27 Jun 19
- b. Policy Letter #31, JFHQ-NCR/USAMDW, subject: Access Control, 11 Jan 16
- c. Real ID Act of 2005

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

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

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 FGGM. In accordance with above cited references, security personnel will verify the identity of all personnel entering FGGM through the installation's vehicle 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.

(1) Screening (Identity Proofing). Personnel performing installation access control functions will verify a person's identity and need to have access to the installation.

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(2) Vetting. Conduct 100% vetting of all unescorted visitors and contractors through the National Crime Information Center Interstate ID 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 FGGM without needing to undergo an NCIC III background check.

(a) DoD Common Access Card (CAC). The Common Access Card (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 a teslin card 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)

(2) Personnel (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 onto Fort George G. Meade.

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(a) 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 registered their VHIC in the AIE database at the visitor center or be issued a local badge to access the installation. VHIC are only acceptable at gates with AIE functionality. Local badges are good at any gate.

(3) Official foreign visitors subject to provisions of AR 380-10 (for example, foreign liaison officers, foreign exchange personnel), will be granted unescorted visitor status.

(4) Law enforcement officials who do not have a DoD issued CAC or federally issued 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.

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

(6) 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 card they possess.

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 holder or an Automated Installation Entry (AIE) Permanent Badge.

(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.

(3) Commercial/ School Busses. Drivers must be vetted and be issued an access credential. Security force personnel performing access control duties will conduct a walk-through of the bus and check photo identification cards of all passengers. Personnel failing to meet identification (ID) requirements will be denied access unless sponsored by a DoD ID card holder or Automated Installation Entry (AIE) Permanent Badge holder.

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(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 Reece Road 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 Reece Gate. These type vehicles include passenger cars (day laborers), small vans and trucks, and maintenance vehicles with trade tools and equipment.

(c) 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.

(d) 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 logical access to the computer network, will have a government employee sponsor who will provide the completed FGGM Access Request Form to the VCC verifying for 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 logical 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 FGGM Access Request Form, receive a favorable NCIC III check, and be issued a FGGM access credential.

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(7) Media. Vehicles and operators will be inspected and escorted at all times by a FGGM 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 FGGM 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 Automated Installation Entry (AIE) Permanent Badge holder; Sponsors will submit a list of attendees or guests, with individual information as requested by the VCC, 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). Drivers are not eligible for un-vetted, un-escorted access and must have a favorable NCIC III check, possess a locally generated access pass. 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.

(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

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must coordinate through the Directorate of Emergency Services (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.

(12) Foreign Military Passports. Will be cleared per AR 380-10 and be escorted per Army Regulation and local policy.

(13) Foreign Nationals.

(a) Foreign nationals that have not been cleared by the State Department, will be escorted at all times. Those with valid work permits, will undergo NCIC III and be issued an access credential.

(b) 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.

d. Sponsorship privileges.

(1) DoD ID card and Automated Installation Entry (AIE) Permanent Badge holders are authorized to sponsor visitors onto the installation by completing the FGGM Access Request Form.

(2) DoD ID card and Automated Installation Entry Permanent Badge holders may sponsor visitor badge requests or provide escorted access to non-vetted visitors.

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(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) 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 FGGM 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.

(b) DoD ID card holders or housing residents with Automated Installation Entry (AIE) Permanent Badges are authorized to sponsor long term residential requests IAW Corvias rental policy and FGGM access control policy.

e. Credentialing. A locally produced installation badge or temporary pass will be used for all non-DoD affiliated people gaining access to the installation.

(1) The visitor identification badge will be an Automated Installation Entry (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.

(2) 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.

(3) Persons applying for a visitor badge or temporary pass must present authorized and valid form of identification at the VCC. See Annex B.

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

(5) 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.

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f. Trusted Traveler Program (TTP).

(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 contractors, Veteran's ID Card, Veteran's Health ID Card holders, Transportation worker ID card holders, Gold Star and next of kin survivors, volunteers, or Family care providers.

(3) 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.

(4) The Garrison Commander has the discretion to suspend the TTP based on local threat or may revoke trusted traveler privileges.

(5) The TTP can only be used during FPCON NORMAL, ALPHA, and BRAVO within their implementation policy and as local security conditions permit. TTP will be suspended during FPCON Charlie and Delta.

(6) 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.

(7) Trusted Travelers may be required to register at the visitor center, building 902 Reece Road, where the driver and vehicle information will be registered into the Automated Installation Entry (AIE) database.

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

(9) 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.

(10) Commercial vehicle drivers (taxi, Uber, delivery vehicles, etc) regardless of DoD affiliation (active, retired, Family member) or non DoD affiliation, will not be granted



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Trusted Traveler status for the use in commercial transportation, even if the passenger is a DoD affiliated person with valid ID.

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

7. Reduced gate and VCC operations during holidays.

a. The Visitor Center and Llewelyn ACP 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>.

b. 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>.

c. 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>.

d. Reece Rd ACP remains the 24/7 ACP.

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

8. Privately owned arms and ammunition on Army property is prohibited unless authorized by the senior commander. Personnel authorized to access the installation while carrying firearms will adhere to this policy and procedures in AR 190-11.

9. The proponent for this policy memorandum is the Directorate of Emergency Services, Physical Security Division at (301) 677-6618.

2 Encls

1. Annex A

2. Annex B

  
ERIC C. SPRAGG  
COL, MI  
Commanding

DISTRIBUTION:

A

B

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SUBJECT: Fort George G. Meade Policy Memorandum #70, Installation Access Control

CF: (w/encl)

US Army Installation Management Command, ATTN: IMES-P, 2405 Gun Shed Road,  
Fort Sam Houston, TX 78234-1223

Commander, Joint Forces Headquarters, National Capitol Region, US Army Military  
District of Washington (MDW), 103 3rd Street SW, Fort Lesley J. McNair, DC 20319

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Enclosure 1 (Waiver Application) to Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy Memorandum #70: Installation Access Control

ACCESS CONTROL DENIAL WAIVER APPLICATION

**WARNING: ANY MISREPRESENTATION OR OMISSION OF INFORMATION MAY RESULT IN DENIAL OF THE REQUEST**

| REQUEST FORM  |   |                                   |  |
|---|---|-----------------------------------|--|
| Please type or print neatly; Attach additional sheets if necessary  |   |                                   |  |
| 1. Name (First/Middle/Last)   |   |                                   |  |
| 2. Current Address (Number and Street, City, State, and ZIP Code)   |   |                                   |  |
| 3. Email address:<br>Do you want your decision emailed back to you rather than mailed to you? Yes_____ No_____  |   |                                   |  |
| 4. Current Telephone Number<br>Home ( ) _____ - _____ Work ( ) _____ - _____  |   |                                   |  |
| 5. Reason for requesting access to Fort Meade, MD   |   |                                   |  |
| 6. What job has Fort Meade, MD offered you?   |   |                                   |  |
| 7. Does your job require you to have a clearance?   |   |                                   |  |
| 8. List Your <b>ENTIRE</b> Criminal History ( <i>except traffic and other infractions</i> ) as follows:   |   |                                   |  |
| CRIME FOR WHICH YOU WERE ARRESTED   | CRIME FOR WHICH YOU WERE CONVICTED (OR INDICATE IF DISMISSED OR NULL PROS.) | NAME & ADDRESS OF COURT OR AGENCY | DISPOSITION (INCLUDE SENTENCE AND CONVICTION DATE) |
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| 9. Attach a copy of all court documents, certified by the Clerk of the Court, from all of your conviction(s).   |   |                                   |  |
| 10. In your own words, explain the facts of each felony, and why you should be able to come on post. Attach additional sheets if necessary.                             |   |                                   |  |
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| 11. Explain any circumstances that lessen the seriousness of the felony conviction(s) and show that you have been rehabilitated. Attach additional sheets if necessary. |   |                                   |  |
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**Enclosure 1 (Waiver Application) to Annex A (Access Denial Waiver Process) to  
Fort George G. Meade Policy Memorandum #70: Installation Access Control**

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| 12. Have you been denied access by any other federal organization? <i>(please check a block)</i>  |
| Yes _____ No _____  |
| If yes, indicate the reason for the denial.   |
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| 13. List all references that you would like the review officer to consider on your behalf. Include name, address, telephone number, and relationship: |
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VERIFICATION

State of \_\_\_\_\_)

County of \_\_\_\_\_)

Under the penalty of perjury, the undersigned has examined this request for review and to the best of my knowledge and belief, it is true, complete, and correct.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your printed name

\_\_\_\_\_  
Date (Month, Day, Year)

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing instrument as his/her voluntary act and deed.

WITNESS, my hand and Notarial Seal, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public, Written Signature



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

DIRECTORATE OF EMERGENCY SERVICES

SUBJECT: Letter of Instruction for Installation Access Control Denial Waiver Process

1. Your request for unescorted access to Fort George G. Meade has been denied. The decision was based on derogatory information obtained from the National Crime Information Center, Interstate Identification Index (NCIC III).

2. To request a waiver to the denied access you should follow the below instructions.

3. The **Government sponsor** will:

a. Inform the individual(s) that they are no longer cleared for access to the installation and if found to be on the installation may be charged with trespassing. (FOIA/PA prohibits the release of personal information to the sponsor or to the contractor without approval of applicant).

b. Collect all documentation (access credential) issued to the individual and return it to the Visitor Control Center (VCC) within 3 business days of this notification.

c. Review the individual's packet for completeness and determine whether or not to endorse the request for a waiver.

d. If the Government sponsor decides to endorse the waiver, they must provide a letter or 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.

e. Submit the waiver request packet and sponsor letter to the Garrison Commander.

3. The **individual** has the option of requesting a waiver from the Garrison Commander by following the steps outlined below:

a. Obtain a certified copy of their complete criminal history; which must include all arrest and convictions.

b. Obtain a letter of support from their 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. The sponsor must inform the Garrison Commander's representative (VCC), (301) 677-1083/1520 when unescorted access is no longer authorized or needed.

SUBJECT: Installation Access Control Denial Waiver Process

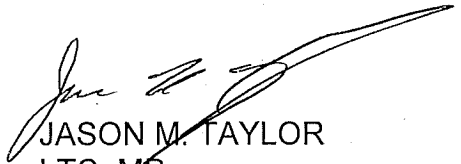
c. Complete an Installation Access Control Denial Waiver Application (attached) and provide the packet to the Government sponsor, who will be responsible for submitting the waiver application to the Garrison Commander. All offenses must be listed, along with an explanation why the conduct should not result in denial of access to the installation. Other factors the sponsor and or applicant should address are the:

- (1) nature and seriousness of the conduct;
- (2) circumstances (in specific) surrounding the conduct;
- (3) length of time elapsed since the conduct;
- (4) age of the individual at the time of the incident, or conduct;
- (5) proof of effort toward rehabilitation.

d. Provide a current physical or email address to enable the Garrison Commander or his designated representative to transmit a copy of his determination of the waiver request.

5. Individuals who have had a waiver request denied IAW Army Directive 2014-05, may request reconsideration one year after the date of the Garrison Commander's decision.

8. The point of contact is Mr. Brandy Cohen, Visitor Control Center building 902 Reece Road, (301) 677-1083, or [brandy.j.cohen.civ@mail.mil](mailto:brandy.j.cohen.civ@mail.mil).

  
JASON M. TAYLOR  
LTC, MP  
Director, Emergency Services

## UNCLASSIFIED

### **ANNEX B (List of acceptable identity documents) to Fort George G. Meade Policy Memorandum #70: Installation Access Control**

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.

#### PRIMARY IDENTITY SOURCE DOCUMENT

- U.S. Passport or a U.S. Passport Card;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Driver's license of an identification (ID) card issued by a state or possession of the United States provided it contains a photograph and is Real ID Act 2005 compliant;
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- U.S. Military card;
- U.S. Military dependent/spouse ID card; or
- Personal Identity Verification (PIV) (HSPD 12 compliant)

#### SECONDARY IDENTITY SOURCE DOCUMENT

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;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- Voter's registration card;
- U.S. coast Guard Merchant Mariner Card;
- Certificate of U.S. Citizenship (Form N-560 or N-561);
- Certificate of naturalization (Form N-550 or N-570);
- U.S. Citizen ID Card (Form I-197);
- Identification Card for Use of Resident Citizen of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
- Temporary Resident Card (Form I-688);
- Employment authorization Card (Form I-688A);
- Re-entry Permit Form I-327);
- Employment authorization document issued by Department of Homeland security (DHS);
- Employment authorization document issued by DHS with photograph (Form I-688B);
- Foreign ID with photograph;

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**Enclosure 1 (Waiver Application) to Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy Memorandum #70: Installation Access Control**

**ACCESS CONTROL DENIAL WAIVER APPLICATION**

**WARNING: ANY MISREPRESENTATION OR OMISSION OF INFORMATION MAY RESULT IN DENIAL OF THE REQUEST**

| <b>REQUEST FORM</b>   |   |                                   |  |
|---|---|-----------------------------------|--|
| Please type or print neatly; Attach additional sheets if necessary  |   |                                   |  |
| 1. Name (First/Middle/Last)   |   |                                   |  |
| 2. Current Address (Number and Street, City, State, and ZIP Code)   |   |                                   |  |
| 3. Email address:<br>Do you want your decision emailed back to you rather than mailed to you? Yes _____ No _____  |   |                                   |  |
| 4. Current Telephone Number<br>Home ( ) _____ - _____ Work ( ) _____ - _____  |   |                                   |  |
| 5. Reason for requesting access to <b>Fort Meade, MD</b>  |   |                                   |  |
| 6. What job has Fort Meade, MD offered you?   |   |                                   |  |
| 7. Does your job require you to have a clearance?   |   |                                   |  |
| 8. List Your <b>ENTIRE</b> Criminal History (except traffic and other infractions) as follows:  |   |                                   |  |
| CRIME FOR WHICH YOU WERE ARRESTED   | CRIME FOR WHICH YOU WERE CONVICTED (OR INDICATE IF DISMISSED OR NULL PROS.) | NAME & ADDRESS OF COURT OR AGENCY | DISPOSITION (INCLUDE SENTENCE AND CONVICTION DATE) |
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| 9. Attach a copy of all court documents, certified by the Clerk of the Court, from all of your conviction(s).   |   |                                   |  |
| 10. In your own words, explain the facts of each felony, and why you should be able to come on post. Attach additional sheets if necessary.                             |   |                                   |  |
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| 11. Explain any circumstances that lessen the seriousness of the felony conviction(s) and show that you have been rehabilitated. Attach additional sheets if necessary. |   |                                   |  |
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**Enclosure 1 (Waiver Application) to Annex A (Access Denial Waiver Process) to  
Fort George G. Meade Policy Memorandum #70: Installation Access Control**

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| 12. Have you been denied access by any other federal organization? <i>(please check a block)</i>   |
| Yes _____ No _____   |
| If yes, indicate the reason for the denial.  |
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| 13. List all references that you would like the review officer to consider on your behalf. Include name,<br>address, telephone number, and relationship: |
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VERIFICATION

State of \_\_\_\_\_)

County of \_\_\_\_\_)

Under the penalty of perjury, the undersigned has examined this request for review and to the best of my knowledge and belief, it is true, complete, and correct.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your printed name

\_\_\_\_\_  
Date (Month, Day, Year)

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing instrument as his/her voluntary act and deed.

WITNESS, my hand and Notarial Seal, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public, Written Signature



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

DIRECTORATE OF EMERGENCY SERVICES

SUBJECT: Letter of Instruction for Installation Access Control Denial Waiver Process

1. Your request for unescorted access to Fort George G. Meade has been denied. The decision was based on derogatory information obtained from the National Crime Information Center, Interstate Identification Index (NCIC III).

2. To request a waiver to the denied access you should follow the below instructions.

3. The **Government sponsor** will:

a. Inform the individual(s) that they are no longer cleared for access to the installation and if found to be on the installation may be charged with trespassing. (FOIA/PA prohibits the release of personal information to the sponsor or to the contractor without approval of applicant).

b. Collect all documentation (access credential) issued to the individual and return it to the Visitor Control Center (VCC) within 3 business days of this notification.

c. Review the individual's packet for completeness and determine whether or not to endorse the request for a waiver.

d. If the Government sponsor decides to endorse the waiver, they must provide a letter or 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.

e. Submit the waiver request packet and sponsor letter to the Garrison Commander.

3. The **individual** has the option of requesting a waiver from the Garrison Commander by following the steps outlined below:

a. Obtain a certified copy of their complete criminal history; which must include all arrest and convictions.

b. Obtain a letter of support from their 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. The sponsor must inform the Garrison Commander's representative (VCC), (301) 677-1083/1520 when unescorted access is no longer authorized or needed.

SUBJECT: Installation Access Control Denial Waiver Process

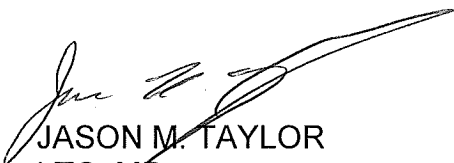
c. Complete an Installation Access Control Denial Waiver Application (attached) and provide the packet to the Government sponsor, who will be responsible for submitting the waiver application to the Garrison Commander. All offenses must be listed, along with an explanation why the conduct should not result in denial of access to the installation. Other factors the sponsor and or applicant should address are the:

- (1) nature and seriousness of the conduct;
- (2) circumstances (in specific) surrounding the conduct;
- (3) length of time elapsed since the conduct;
- (4) age of the individual at the time of the incident, or conduct;
- (5) proof of effort toward rehabilitation.

d. Provide a current physical or email address to enable the Garrison Commander or his designated representative to transmit a copy of his determination of the waiver request.

5. Individuals who have had a waiver request denied IAW Army Directive 2014-05, may request reconsideration one year after the date of the Garrison Commander's decision.

8. The point of contact is Mr. Brandy Cohen, Visitor Control Center building 902 Reece Road, (301) 677-1083, or brandy.j.cohen.civ@mail.mil.

  
JASON M. TAYLOR  
LTC, MP  
Director, Emergency Services

## UNCLASSIFIED

### **ANNEX B (List of acceptable identity documents) to Fort George G. Meade Policy Memorandum #70: Installation Access Control**

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.

#### PRIMARY IDENTITY SOURCE DOCUMENT

- U.S. Passport or a U.S. Passport Card;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Driver's license of an identification (ID) card issued by a state or possession of the United States provided it contains a photograph and is Real ID Act 2005 compliant;
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- U.S. Military card;
- U.S. Military dependent/spouse ID card; or
- Personal Identity Verification (PIV) (HSPD 12 compliant)

#### SECONDARY IDENTITY SOURCE DOCUMENT

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;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- Voter's registration card;
- U.S. coast Guard Merchant Mariner Card;
- Certificate of U.S. Citizenship (Form N-560 or N-561);
- Certificate of naturalization (Form N-550 or N-570);
- U.S. Citizen ID Card (Form I-197);
- Identification Card for Use of Resident Citizen of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
- Temporary Resident Card (Form I-688);
- Employment authorization Card (Form I-688A);
- Re-entry Permit Form I-327;
- Employment authorization document issued by Department of Homeland security (DHS);
- Employment authorization document issued by DHS with photograph (Form I-688B);
- Foreign ID with photograph;