



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK  
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FORT POLK, LOUISIANA 71459

AMIM-POG-ZA

FEB 23 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #23 – Taxi and Ride-Sharing Services Policy

1. References.

a. Department of Defense (DoD) 5200.08-R, Physical Security Program, 9 Apr 2007, Incorporating Change 1, 24 January 2019

b. Army Regulation (AR) 190-13, The Army Physical Security Program, 27 June 2019

c. Director of Emergency Services (DES), Access Control SOP, 17 March 2019

d. DES, Visitor Control Center Access Control SOP, 17 March 2019

2. Purpose. To outline the requirements for access by taxi and ride-sharing services of the Joint Readiness Training Center (JRTC) and Fort Polk in compliance with references in paragraph 1.

3. Applicability. This policy is applicable to all personnel who enter the JRTC and Fort Polk Installation.

4. Definitions.

a. "Taxi and Ride-Sharing Services" – Transportation services that are supplied by DoD and non-DoD personnel. These services can be in the form of dedicated taxi services or ride-sharing services such as Uber and Lyft. This definition is not exclusive and applies to all non-DoD transportation services.

b. "NCIC" – National Crime Information Center is a clearinghouse of crime data used by security personnel to identify fugitives, locate missing persons, recover stolen property and identify terrorists. The NCIC is the DoD baseline system for vetting all contractors and visitors who enter the installation.

c. Ride-Sharing Services – Transportation services, such as Uber and Lyft, usually performed in a privately owned automobile. Ride-sharing services require the individual

registration of the service provider and is generally hailed on a ride sharing app from a smartphone.

d. Trusted Traveler – A process whereby a uniformed service member, dependent, or Government employee with a valid DoD credential presents their identification for automated authentication at an Access Control Point (ACP), and simultaneously vouches for other vehicle occupants without their presentation of any credential. Fort Polk does not employ the Trusted Traveler program and performs 100% vetting of all personnel.

5. Policy.

a. All personnel entering the JRTC and Fort Polk installation are required to be 100% identified at all ACPs by security personnel.

b. 100% identification of personnel will be performed by electronic scanning of issued DoD credentials or by a visitors pass issued at the Visitors Control Center (VCC).

c. All Taxi and ride-sharing vehicle drivers must have a driver's license and show proof of insurance, and all vehicles must be properly registered. Personnel performing such services must be properly registered or aligned with an organized service (i.e. T&T Taxi, Uber, Lyft, etc.)

d. All Taxi and ride-sharing vehicle drivers must undergo identity proofing and vetting against NCIC-III and Terrorist Screening Data Base (TSDB) in accordance with AR 190-13 and this policy letter to determine fitness. If a retiree or DOD ID card holder wishes to gain employment as a Taxi or a ride-sharing vehicle driver, that person will undergo an NCIC-III and TSDB background check prior to engaging in employment services.

e. All Taxi and ride-sharing vehicle drivers must have a government sponsor. In accordance with paragraph 8-2 of Reference b, the Garrison Command will be the sponsoring organization for these drivers. This sponsorship is limited to only these drivers for purposes of this policy. Passes issued under this policy will not exceed one year, or the expiration date of the driver's license whichever comes first.

f. All Taxi and ride-sharing vehicles will be clearly marked to show that they are performing transportation services.

g. Drivers for ride-sharing services or taxis who have a valid credential for entering the installation must establish a requirement for each visit. This can be accomplished by showing the ride sharing hail on a smartphone, or identifying the person and building for the pickup. This applies whether they present an access control hard card, pass, or a registered REAL ID driver's license.

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h. All personnel entering the installation as a passenger via a taxi or ride-sharing service that do not possess a DoD CAC, retiree or dependent ID, AIE or visitors pass issued from Fort Polk must be vetted through NCIC and TSDB at the installation VCC.

6. Exceptions.

a. Persons under the age of 16 that do not possess a DoD Family Member ID card, but is accompanied by parent or guardian with a DoD ID card, may be validated by that individual. For purposes of this policy, the term guardian is defined as a parent, older sibling or relative 18 or above, or other individual similarly responsible for the minor's general care and supervision, or a person acting at the request of a parent or legal guardian of the said minor.

b. All vehicles entering the installation are subject to, and will comply with, Random Anti-Terrorist Measures.

c. Personnel issued passes may have limited access to Fort Polk during periods of increased Force Protection levels.

7. Enforcement. This policy is punitive in nature. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the provisions of this policy are subject to punitive and administrative action. Individuals not subject to the UCMJ who fail to comply with the provisions of this policy are subject to adverse administrative action or prosecution in federal court. The Provost Marshal is responsible for enforcing this policy. The proponent of this policy is Director, Emergency Services, 337-531-1493/2310.

8. This policy will remain in effect until superseded or rescinded.



RYAN K. ROSEBERRY  
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Commanding

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