



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
1046 MARKS ROAD
FORT WAINWRIGHT, ALASKA 99703-8000

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FEB 06 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Access Control Standing Operating Procedures (SOP)

1. References.

- a. DoD Manual 5200.08 Volume 3 Physical Security Program: Access to DoD Installations 02 January 2019.
- b. Army Regulation 190-13, The Army Physical Security Program, 27 June 2019.
- c. Army Regulation 190-11, Physical Security of Arms, Ammunition, and Explosives, 17 January 2019.
- d. Army Regulation 190-56, The Army Civilian Police and Security Guard Program, 16 December 2023.
- e. Army Regulation 190-14, Arming and The Use of Force, 1 April 2024.
- f. USAG Fort Wainwright Policy #26 Authorized Points of Entry 23 August 2023.
- g. USAG Fort Wainwright Policy #27 Privately Owned Firearms (POF), 7 November 2023.
- h. USAG Fort Wainwright Policy #30 Access Control Rosters for Events, Contractors and MWR onto Fort Wainwright, 23 August 2023.
- i. USAG Fort Wainwright Policy #31 Debarment Orders and Unescorted Access Determinations, 7 November 2023.

2. Purpose. To establish standard entry control procedures for all personnel, vehicles, packages, and privately owned weapons accessing Fort Wainwright, Alaska to prevent unauthorized access, detect, and deter potential criminals, terrorists, or other security threats. This SOP is to be used in conjunction with FPCON standards and to enforce the Garrison Commander's access control policies. By delegation of the Senior Commander, the Garrison Commander (GC) is the final approving authority for access onto the installation.

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3. Scope. This SOP applies to all military members, DoD civilian employees, invited contractors/technical representatives, dependents, sponsored visitors, and employees on Fort Wainwright. Failure to abide by these security measures could result in prosecution under any one or a combination of State and Federal Law (United States Code) to include the Uniform Code of Military Justice (UCMJ).

4. General.

a. The Installation Access Control Points (IACPs) will be located at the outermost boundary of the installation, or cantonment area of installations, where security checks will be performed on personnel, vehicles, and materials. The IACPs consist of both passive and active barriers arranged as an integrated part of a contiguous, controlled perimeter.

b. Fort Wainwright has been designated as a **RESTRICTED** controlled area in which access to the public is denied unless certain entry controls are met in accordance with references in paragraph 1. Enforcement of the policy is derived from the Internal Security Act [50, United States Code (U.S.C.), 797] and is implemented by Department of Defense Directive (DoDD) 5200.08, Security of Department of Defense (DoD) Installations and Resources, DoDD 5200.08, Physical Security Program: Access to DoD Installations.

c. Unauthorized entry is prohibited. All persons and vehicles entering herein are liable to search. Photographing or making notes, drawings, maps, or graphic representations of the area or its activities are prohibited unless specifically authorized by the Garrison Commander. Any such material found in possession of unauthorized persons will be confiscated.

d. Collection of information is "Controlled Unclassified Information (CUI)". This publication requires the collection of, or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Army, Powers and Duties; Department of Defense 5200.08 Physical Security Program as amended and the applicable Privacy Act of System of Record Notices (SORN).

e. Use of Force. DA military and civilian personnel engaged in law enforcement, counterintelligence, or security duties will be highly trained and proficient in both the understanding and the application of the use of force. In such cases where the use of force is warranted, DA military and civilian personnel will use the minimum amount of force necessary to reach their objective. Deadly force will be used only as described in AR 190-14. Vehicle barriers and/or spike strips will be deployed in the event a vehicle fails to stop at the gate as directed by security.

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f. The following words are interchangeable: Installation Access Control Point (IACP), Access Control Point (ACP), and Gate. They represent the same location and can be used interchangeably.

5. Responsibilities. Fort Wainwright has Concurrent Jurisdiction with local law enforcement. Department of the Army Security Guards (DASG), Department of the Army Civilian Police, and Access Control Point (ACP) Unit Mission Tasking's (UMT) have delegated authority from the Senior Command and Garrison Commander to direct law enforcement and security activities on the installation including ACP ingress/egress lanes, ACP vehicle approach corridors, and ACP related facilities and facility areas.

6. Installation Access Control Point (Gate) Hours and Operations.

a. The Visitor Control Center (VCC) is in Building RVC-01, adjacent to the Gaffney Gate on Gaffney Road. It is open Monday thru Friday 0530-2100 hours and Saturday thru Sunday 0800-2100 hours. Visitor processing will be at Gaffney Gate when the VCC is closed. The VCC parking lot is for visitors to obtain passes only.

b. Gaffney Gate (Main) is located at the entrance to Fort Wainwright, Alaska on Gaffney Road. This gate operates 24-hour a day, 7-days a week.

c. Montgomery Gate is located on Montgomery Road adjacent to Badger Road. The operational hours are 0500 hours to 2000 hours daily.

d. Trainor Gate is located on Trainor Gate Road. The operational hours are Monday through Friday from 0530 hours to 2000 hours and weekends are 0700 hours to 2000 hours. The sign board posted at the intersection of Meridian and Gaffney Road indicates whether the gate is open or closed and is updated daily by the DASG on shift. Trainor Gate will be restricted from commercial vehicle traffic unless the Gaffney Gate is closed.

e. Richardson Gate is located on South Gate Road and will not be open for daily routine traffic flow. Richardson Gate will only be open for approved special events authorized at the direction of the GC, DES Director, or leadership delegated no lower than the Physical Security Division Chief. Richardson Gate is a "limited use" ACP, all equipment transfers require pre-approval.

f. Lazelle Gate is located on Canol Service Road will only open for approved special events authorized at the direction of the GC, DES Director, or Chief, Physical Security. Lazelle Gate is a "limited use" ACP; all access requires pre-approval.

7. Visitor Control.

a. Authorized Identification.

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(1) The following ID cards are considered an authorized form of identity proofing and identification used for vetting to gain access to the installation (if it is not scannable, it must accompany an issued scannable ID). Only visitors with identification in paragraphs (a) and (b) below can proceed directly to the ACP for access. All other visitors will go to the visitor center for identify proofing and vetting:

(a) DOD (Army, Air Force, Coast Guard, Navy and Marine) issued military or civilian issued Common Access Card (CAC), retiree, dependent, and transition IDs (can sponsor). DOD ID cards with a blue strip are installation specific. They are only authorized access to the installation their card is registered to. If they work or live on another installation, they will be directed to the visitor center or denied access. If a retiree, or DOD ID card holder, wishes to gain employment on the installation as a contractor (Doyon Utilities, Uber, Lyft, other deliveries, Etc.) then that person's "status" will change to a contract employee, which triggers the requirement for screening getting a visitor pass for access to the installation.

(b) Fort Wainwright Automated Installation Entry Identification Card (AIE ID).

(c) Federal Aviation Administration (FAA) on official business (can sponsor on official business).

(d) Federal Personal Identity Verification (PIV) card when on official business to include Contractors (can sponsor on official business).

(e) US Department of Interior CAC/SMART ID Cards used by BLM/Forestry personnel (can sponsor).

(f) Merchant Mariner Credentials and Document issued by US Coast Guard (cannot sponsor).

(g) Transportation Workers Identification Card (TWIC) (cannot sponsor).

(h) State of Alaska, Alaska Department of Fish and Game (ADFG), Alaska Fire Service, and Alaska Railroad, and local government issued employee ID cards or credentials when on official business (Sponsorship only when in the performance of their duties, i.e. Child Protective Services, deliver fish, catch dogs).

(i) FNSB Animal Control on Official Business (cannot sponsor).

(j) US Postal Service employees working on FWA.

(k) Denali Security/Denali Universal Services employees that are inspecting the pipeline are authorized access in the performance of their duties while in their official vehicles (cannot sponsor).

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(l) Department of Veterans Affairs Identification Card (can sponsor).

(m) U.S. passport or U.S. passport card (In the event it is being presented for verification of citizenship, an expired US passport may be used, it cannot be used however, for Identification verification).

(n) Current valid Permanent resident card.

(o) Driver's license or identification card issued by a state that contains a photograph and information such as name, date of birth, gender, height, eye color, and address (Compliant with Real ID Act and associated orders). If a license states, "Federal Limits Apply" or "Not Acceptable for Official Federal Purposes", they are not authorized for use to access the installation regardless of state. They must provide an alternate ID from the list under Real ID Act (This is to be implemented in October 2025 at this time).

(p) Local student school photo identification card age 16 and above issued by Fairbanks North Star Borough School District.

(q) Official Tribal/Bureau of Indian Affairs officially issued Native American ID card (Not a piece of paper off a random printer). Not all tribal members have other photo ID. Screen them based on the information they provide in APSIN/NCIC to verify and to confirm if clear and valid. If they do not exist in the system, contact PS Office for direction prior to denial.

(r) Emergency Access Cards issued by Physical Security are for immediate access without question or delay as they are first responders. These cards are issued to police, fire department, emergency services personnel and EOD. Once shown, the vehicle will be waved through immediately. If there are questions about whether the card was used in an unofficial capacity, do not delay the vehicle. Report the access and all details to Physical Security.

8. Fitness adjudication standards and procedures for installation access control.

a. Visitor Passes.

(1) A visitor is defined as any person who is not a current or retired member of the Armed Forces, a military or retired military dependent, a DOD civilian employee, DOD civilian dependent, or NAF civilian employee of this Installation, for example, Army and Air Force Exchange Service (AAFES) or Defense Commissary Agency (DECA) employee or Fort Wainwright contractor.

(2) All visitors requesting access to the installation will obtain a pass by providing proof of identification and will be screened in the National Crime Information Center

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(NCIC III) via the Alaska Public Safety Information (APSIN). Other systems such as AIE, ALERT, and rosters will be used to support vetting purposes. All visitors are required to have a sponsor and a valid purpose to access the installation (see paragraph 8.c.).

(3) Drivers 16 and 17 years of age will be verified in APSIN for driving status ONLY. All persons under 18 years of age will not have a search conducted in NCIC III.

(4) Fort Wainwright Installation Identification Cards or passes will be made for "Short Term" (1-90 days) and "Long Term" (over 90 days) durations as outlined in AR 190-13. Other personnel requesting long-term recurring access may be as follows:

(a) Family Care Providers

(b) Army Volunteers

(c) Gold Star Family Members (Survivor Access Card)

(d) North Haven Residents

(e) Secluded Acres Residents

(5) All data provided by NCIC III and APSIN are For Official Use Only to verify and vet personnel who wish to access the installation.

(6) Personal Identifiable Information (PII) such as complete name, date of birth, and last four of the subject's SSN will be provided for NCIC III queries. An authorized identification (see paragraph 7.a.) will be provided to verify the query. PII collected and utilized in the execution of access control must be safeguarded to prevent any unauthorized use, disclosure, and/or loss.

(7) Once the visitor has obtained a pass, they will proceed to the gate for access. A 100% photo identification/pass check is required of all vehicle occupants 18 years of age and older. Personnel 18 years of age and older that do not have an identification card, or age cannot be determined based on information provided, will be denied access and sent to the VCC to obtain a pass. If the identification card presented does not have a scannable bar code, will be sent to the VCC to obtain a pass.

(8) Media credentials are not valid for any reason. Access rosters for media personnel and newspaper delivery drivers are maintained by PAO and are forwarded to Physical Security for processing and posting at the VCC.

b. Sponsoring Visitors.

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(1) Sponsored individuals are any person having a valid identification card, being sponsored by an authorized sponsor. Authorized sponsors are uniformed service member, DOD/DA civilian employee, contractor for work purposes that have sponsor on their pass, and a dependent spouse or adult dependent 18 years or older in possession of a valid DOD CAC or DOD identification card. To sponsor large groups, see USAG Fort Wainwright Policy #30. Sponsors are responsible for the actions of all sponsored individuals while on the installation, conduct that is detrimental to good order and discipline on the installation, could result in prosecution under any one or a combination of State and Federal Law (United States Code) to include the Uniform Code of Military Justice (UCMJ). The sponsor may be subject to disciplinary action and/or revocation of escort privileges in cases of visitor misconduct while on the installation.

(2) Sponsorship is limited to 9 persons, unless it is a pre-approved and scheduled event such as a Boy Scout meeting or a wedding/reception with specified guest list (see USAG Policy #30)

(3) Operators of commercial vehicles will not sponsor while in the performance of their duties.

(4) Some visitors may require an escort while they are on the installation. Sponsors are required to follow escort procedures listed below in paragraph 8.d.

(5) Sponsorship expiration dates will not exceed 1-year. Sponsored contractors and vendor passes will be provided for issuance of up to 1-year.

c. Trusted Traveler Program (TTP). Suspended.

d. Escorted Individuals.

(1) Escorted individuals are persons that require access and must be accompanied and escorted by a uniformed service member, a DOD/DA civilian employee, or contractor that are in possession of a valid DOD CAC or DOD identification card. The escort will remain with the visitor for the duration of the individual's visitation to include escorting them off the installation.

(2) All juveniles accessing the installation with someone other than their parent or guardian must have a written note from the parent or guardian specifying authorization to travel with the individual. The parent or guardian must include specific dates and contact information.

e. Denials.

(1) The Garrison Commander may deny personnel access to the installation through issuance of a debarment order. The AIE, DBIDS, and Installation Identification

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Access Cards (IIAC) are authorized DA access control systems that can store and maintain debarment information.

(2) If the vetting process finds any of the following information, you will be denied entry onto Fort Wainwright:

(a) Criminal information about the individual that causes the Garrison Commander to determine that the individual presents a potential threat to the good order, discipline, or health and safety of the installation.

(b) A claimed identity that cannot be verified based on the reasonable belief that the person submitted fraudulent identity information in the attempt to gain access.

(c) Current arrest warrant.

(d) Current bar from entry or access to a federal installation or facility.

(e) Conviction of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, or drug possession with intent to sell or distribute.

(f) Conviction for espionage, sabotage, sedition, treason, terrorism or murder.

(g) Being registered as a sex offender.

(h) Felony conviction within the last 10 years, regardless of the offense or violation.

(i) Felony conviction for a firearms or explosives violation, regardless of when the conviction occurred.

(j) Engaged in acts or activities designed to overthrow the U.S. Government by force.

(k) Been identified as known to be, or is suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

(3) If a person is denied access based on information obtained, that person will have the opportunity to file an Access Denial Packet. The packet has instructions to aid in completion and will be returned to the VCC for processing. Personnel that have questions or who wish to submit a waiver packet direct to DES, need to contact the Physical Security Office. The DA military and civilian workforce will not detail the information found during the vetting process.

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f. Foreign Nationals.

(1) Foreign Nationals (FN) in possession of a DOD CAC card or a DOD ID card are authorized access to the installation when presenting their identification to be scanned by ACP personnel. Foreign Nationals without a sponsor and no permanent resident card will not be issued a pass nor authorization to access the installation. Foreign Nationals with a sponsor, but no permanent resident card, may be issued a pass (not to exceed 30-days) to access the installation. Additionally, they will be always escorted and will present an Alien Registration Receipt Card (INS Form 1-551), an official passport from their country of origin with a valid entry stamp or an I-94 form attached permitting them to legally be present in the United States. Foreign Nationals presenting any other documents, contact Physical Security to obtain approval. Foreign Nationals possessing a permanent resident card, will be vetted and upon being cleared, will be issued a regular access pass not valid for more than 1-year and may access the installation unescorted. U.S. Passports that are expired may be used to verify citizenship, but not identification.

(2) Foreign Nationals requesting access to the installation on official business (i.e.: Doyon site visit, PAO foreign film crews, military officials, etc.) will have a sponsor from a Directorate or Brigade level unit. Sponsor will need to submit a FN Request Form (encl 2. Foreign Visitor Request Form) to Physical Security outlining their reason for visit, duration of the visit, Foreign National's full name, passport number, province of issue, and date of birth. Sponsors will forward all required information to Fort Wainwright Physical Security Division not less than 2-weeks prior to the visit. All Foreign National will undergo a local records check through APSIN and NCIC III. The Installation Security Information Office (ISIO) or Military Intelligence (MI) unit will conduct Multimedia Message Manager (M3) checks. Upon completion of these checks, provided the Foreign National is vetted and cleared, the GC or their authorized representative will approve the visit and authorize access to the installation. The GC, Garrison Command Group, DES, DPTMS, MI, and the Foreign National's Sponsor will be contacted prior to each visit.

(3) In the event of a natural disaster (wildfire) or other declared emergency requiring immediate access to the installation by Bureau of Land Management personnel and/or assets, the Director or Deputy Director of Emergency Services or Chief, Physical Security may authorize access to the installation.

g. Secluded Acres.

(1) Residents and property owners of Secluded Acres are authorized a Fort Wainwright Automated Installation Entry Identification Card (AIE ID) to use for access through the installation directly to their residence. Secluded Acres is not physically

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located upon Fort Wainwright property. Property owners, renters, and leases are authorized the AIE ID post background screening and vetting procedures. Secluded Acres dependents 16 years of age and older, can sponsor visitors IAW this SOP.

(2) VCC personnel will require property ownership documents, or notarized rental/lease agreement to demonstrate residence in Secluded Acres. Secluded Acres residents will provide a valid identification and be vetted IAW this SOP. A Fort Wainwright Automated Installation Entry Identification Card (AIE ID) maybe issued to residence of Secluded Acres not to exceed 1 year. The sponsor will be USAG Alaska, Fort Wainwright.

(3) Secluded Acres visitors will proceed to the Visitor Control Center (VCC) located at the Gaffney Gate on Gaffney Road to apply for and receive authorization to access to the installation. The pass will be issued for 1-day to no more than 30-days based on length of requirement. Applications for a longer duration pass will be requested through Fort Wainwright Physical Security located in Building 3028 on Montgomery Road, Fort Wainwright, Alaska. Visitors will provide a valid identification and name of sponsor/resident they are visiting (resident need not be present unless escort is required).

h. Non-Profit, Non-Contractor, Buses, Vendors, Wreckers and Taxi Procedures (Concessionaire).

(1) Drivers who request the privilege to operate as a concessionaire on Fort Wainwright will be vetted IAW this SOP. Those who meet established criteria will be issued a Fort Wainwright Automated Installation Entry Identification Card (AIE ID) with an expiration not to exceed 1-year from date of approval. For commercial or contractor vehicles for hire (i.e.: taxi, wrecker and tow truck, delivery, truck tractor, UBER, Door Dash, Lyft etc.), these drivers pass will not exceed 90-days from date of issue unless they are fully enrolled in the concessionaire program.

(2) Concession owner will be responsible for requesting concessionaire status for their drivers by requesting installation access requested, in writing, on company letterhead. Requests must be signed by the concession owner and must include full name, operator's license number, and last four of social security number. Drivers will be vetted IAW this SOP

(3) Concessionaires will be issued a vehicle decal that will be placed on the left front corner of the vehicle and right rear passenger door window in the upper right-hand corner.

(4) Coordination will be implemented that will authorize concessionaries to obtain vehicle decals from Fort Wainwright Physical Security under a memorandum of

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agreement. Company personnel requiring access to the installation on a regular basis must be permanent employees of the company and access the installation daily to conduct their business.

(5) Concessionaire drivers will not access the installation under the trusted traveler program.

i. Non-Government Contract Special Service Providers are companies that provide a personal customer service but do not possess a government contract and must be sponsored. Special service providers are pet waste removal, lawn care, private home cleaners, etc. These providers are contracted by installation residents to perform a special service on a regular schedule. The providers will be issued a pass not to exceed 90-days, based on their status. Due to the nature of their duties, armored vehicle personnel will display their pass by holding it up to the glass windows because the windows do not open.

j. Buses/public transportation (other than school buses) are not authorized access unless approved in writing by the GC or appropriately sponsored.

k. Newly hired employees (Appropriated Funding, Non-Appropriated Funding, and MAC Federal Credit Union, and other operating on-base entities) will process through the VCC as normal. These employees may receive a pass that will not exceed 30-days from date of issue. This stipulation is in place because CAC cards and other authorized access cards may take up to 30-days for issuance based on the hiring processes.

l. Recreation Pass Program for Directorate of Family and Morale, Welfare and Recreation Facilities (DFMWR).

(1) Non-DoD affiliated persons that are residents with proof of address showing for Fairbanks, Salcha, Ester, Nenana, Clear, Delta Junction, North Pole, Central, Healy, Cantwell, and Denali that reside in Alaska, may request access to use DFMWR facilities (Golf Course, Ski Hill, and Ice Rink). Personnel will be vetted IAW SOP and may obtain a Recreational Pass (AIE ID) that will not exceed one season. DFMWR seasons are:

(a) Ice Rink (Local Hockey Groups Only): 1 October to 1 May.

(b) Ski Hill: 20 November to 1 April.

(c) Golf Course: 1 May to 30 September.

(2) The pass is only valid at Fort Wainwright during facility operating hours within the season listed above.

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(3) Persons who go to unauthorized locations on the installation will have their pass confiscated, revoked, and will be barred from the installation.

(4) Non-DoD affiliated persons are not authorized to participate in the Trusted Traveler program and are not allowed to be escorts or sponsor individuals with the exception that parents can request non-DoD affiliated recreational access for the purpose of escorting their child or authorized juvenile to Recreation Pass facilities or approved events.

m. Installation Debarment and Revocation. Debarment and Revocation from accessing the installation will normally originate with the Provost Marshal's Office (PMO) involving the violation, investigation, or prosecution that is the basis for the debarment or revocation. Information regarding the underlying offense is forwarded through channels to the Garrison Commander's office and Staff Judge Advocate for adjudication. Written orders resulting from the adjudication will be provided to the PMO and Fort Wainwright Physical Security for implementation. The subject of the debarment or revocation will be provided a copy of the written order, and they will abide by any/all conditions or instructions identified in the order (see USAG Fort Wainwright Policy #31)

9. Weapons.

a. Visitors that are going to be on the installation under 24 hours may store their firearms in the Visitor Center Firearms Storage Lockers. The visitor will follow all instructions posted at the lockers to ensure safety and security. All items left after 24 hours will be considered found property and held for 30-days at the PMO. If firearms are not claimed by the 30-day time frame, they will be processed for disposal IAW regulation and policy.

b. For other weapons related topics see Privately Owned Firearms (POFs) (Fort Wainwright Policy #27).

10. Vehicles Entering the Installation.

a. Vehicle requirements for installation access (including motorcycles) are subject to the same driving standards required by federal and state laws. The operators will provide required documentation when requested by DA military and civilian personnel engaged in law enforcement, counterintelligence, or security duties. Vehicles will be expedited through the gate as quickly as possible when identified by ACP personnel. Operators must follow all instructions provided by ACP personnel when entering the installation.

b. Under no circumstance will the vehicle operator bypass ACP security operations or enter the installation in an unsafe or reckless manner. Operators must stop at the ACP

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for a 100% photo ID card check of all vehicle occupants 18 and older. Seat belts will be in use prior to installation access. All pedestrians and bicyclists are required to provide ID and meet installation access requirements. Personnel 18 and older that do not have an ID or age cannot be determined based on information provided by the individual, will be denied access and sent to the VCC. If the ID does not have a scannable bar code, they will be denied access and sent to the VCC.

(1) ID cards will be removed from the carrier and presented to the access control personnel. Access control personnel will verify information on both sides of the ID card and when verified, the person will be allowed to proceed. Any person refusing to surrender required identification will be denied access and turned around.

(2) All DOD ID cards found to be unserviceable, expired, or severely damaged will be confiscated on DA FM 4137 and turned into the Military Police Desk. Government ID cards altered, tampered with or used fraudulently will be confiscated and Military Police will be requested.

c. Motorcycles and Scooters:

(1) When operating a motorcycle, operators will have in their possession a valid license with the appropriate endorsement, current registration, and insurance. Soldiers operating motorcycles on Fort Wainwright must have successfully completed the Progressive Motorcycle Program and will provide evidence of compliance, such as the MSF cards, while operating a motorcycle on the installation during a DVI.

(2) Motorcycles will only be operated on Fort Wainwright when road conditions are "Green".

(3) IAW AR 385-10, all operators and passengers on motorcycles must, at a minimum, wear the following motorcycle Personal Protective Equipment (PPE):

(a) Helmet: certified to meet DOT Federal Motor Vehicle Safety Standard No. 218 or Snell Standard M2005 and properly fastened under the chin.

(b) Goggles, wraparound glasses, or manufacturer's full-face shield properly attached to the helmet that meet or exceed ANSI Safety Code Z87.1, for impact and shatter resistance. A windshield alone is not proper eye protection.

(c) Footwear: sturdy footwear, leather boots, or a ballistic-type cloth shoe that covers the ankle and affords protection for the feet and ankles.

(d) A long-sleeved shirt or jacket, long trousers, and full fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants

constructed of abrasion-resistant materials (such as leather, Kevlar® or Cordura ®) and containing impact-absorbing padding are strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and retro-reflective material.

11. Detailed Vehicle Inspection (DVI) Program.

a. Periodic Random Anti-Terrorism Measures Portal Inspections (RAMP) will be conducted by ACP and may include police personnel. RAMP missions will have detailed vehicle inspections. The inspection will include a photo ID check of all vehicle occupants, operator's licenses, and vehicle documents.

b. The following documents must be presented to ACP personnel:

(1) Valid state vehicle registration.

(2) Valid state driver's and motorcycle licenses.

(3) Proof of insurance (current policy, insurance card, and/or self-insured documents). If the card has been forgotten, the card provided digitally from the insurance company website. We will take electronic insurance cards.

(4) Motorcycle safety card if required (active-duty military).

(5) Weapon Registration when weapon being transported in vehicle.

c. Unless otherwise specified by the weekly/monthly RAMP memo, ACP personnel will conduct detailed vehicle inspections of all vehicles for prohibited items. The inspection will include trunks, undercarriages, engine compartments, glove boxes, under seats, and the interior of accessible packages, briefcases and other containers within the vehicle for prohibited items.

d. Vehicle Inspection Refusal:

(1) Vehicle Inspection Refusal: Any person driving onto Fort Wainright refusing to submit to a vehicle inspection at the gate will be denied access and Physical Security Office will be notified. DA civilians will be denied access to the installation and other gates notified of this denial. Service members vehicle will be denied access, dispatch will be notified, and the service member will be released to their chain of command. The vehicle will only enter after being inspected. If the operator continues to refuse the inspection, a debarment may be issued.

(2) Information on the operator and vehicle will be obtained, reported to the DA/MP Desk and other ACPs. The incident will be recorded in the DA/MP journal and the incident reported to the DES and GC.

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(3) Personnel with a legitimate immediate need to be on the installation, may immediately return to the VC and apply for a 1-time day pass; however, the driver must submit to the vehicle inspection prior to entering the installation. The pass will indicate DVI required for entry on it.

12. Gratuities and Packages. Personnel working at the gates and VCC, will not accept any packages, deliveries or gratuities. Delivery personnel must deliver items directly to the intended customer outside the VCC. Gratuities will not be accepted to including food, drinks, meals or other items of monetary value IAW 5 U.S.C § 2635.201.

13. Amendments and Changes. All changes and amendments to this standard operating procedure (SOP) will be in the form of a memorandum and will be attached to the original at the access control points, visitor center and physical security. The SOP will be reviewed annually for updates and corrections.

14. Point of contact for this SOP is Jason A. Millett, Chief, Physical Security at (907) 361- 2346 or email at jason.a.millett@army.mil.

2 Encls

1. Denial Waiver
2. Foreign Visitor Request Form


JASON A. COLE
COL, LG
Commanding

DISTRIBUTION:
A (FWA)