



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 ROGERS PLACE
WEST POINT, NY 10996

AMIM-MLG-ZA

01 May 2024

U.S. ARMY GARRISON WEST POINT POLICY # 13

SUBJECT: Access Control Policy

1. REFERENCES:

- a. ARMY DIR 2014-05 (Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors), 7 Mar 2014.
- b. AR 190-13, The Army Physical Security Program Chapter 8, 27 Jun 2019.
- c. AR 210-7, Personal Commercial Solicitation on Army Installations, 11 May 2021.
- d. AR 210-22 (Private Organizations on Department of the Army Installations), 12 May 2022.
- e. HQDA EXORD 033-15 Installation Access (Directed Actions), 7 Nov 2014.
- f. Installation Management Command, OPORD 15-031: Implement Access Control Procedures at IMCOM Installations, 21 Nov 2014.
- g. RAGMENTARY ORDER 01 to OPERATIONS ORDER 15-031: Implement Access Control Procedure at IMCOM Installations, 15 Dec 2014.
- h. Department of the Army Security Guard Special Orders: 20 Jul 2022.
- i. USMA Policy Memorandum Number MA-20-01, Personnel Access to, and Display of, Identification within the Central Post Restricted Area (CPRA), dated 02 Oct 2020.
- j. Official Priority Information 2019-013, IMCOM Policy MEMO 608-1-2 Survivor Access Badge, 01 Feb 2019.
- k. AR 12-15, Joint Security and Cooperation Education and Training, 01 Jan 2011.
- l. AR 380-10, Foreign Disclosure and Contacts w/ Foreign Reps, 12 Jul 2015.

m. ALARACT 63/2020, Public Display or Depiction of Flags in the United States Army, 17 Jul 2020.

2. **PURPOSE.** To standardize the access control requirements for entering the United States Army Garrison West Point (USAG WP) relating to vehicle and personnel screening, identification (ID), vehicle registration, access control, guest escort, and issuance of temporary passes in accordance with (IAW) reference b. This document establishes a policy to control access onto the installation related to only authorized personnel.

3. **AUTHORITY.** Authority to control access to United States Army installations varies based on jurisdiction, property rights, and geographic location. Within U.S. jurisdiction, Commanders publish and enforce guidance to protect installation personnel, equipment, and facilities IAW Department of Defense (DoD), Department of the Army (DA) and Installation Management Command (IMCOM) established policies. In addition, DoD Instruction (DoDI) 5200.08-R, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB), prohibit individuals from entering military installations within the jurisdiction of the U.S. for purposes prohibited by law or lawful regulation, and/or re-entering an installation after being denied entry. The primary organization and specific personnel who oversee the implementation of this policy will include but are not limited to:

a. The Directorate of Emergency Services (DES) ICW the installation Physical Security Officer (PSO) and the installation Antiterrorism Officer (ATO) manage, publish, maintain and when necessary, make recommended changes to the installation's Access Control Policy.

b. The DES implements all aspects of the policy, and if necessary, will request through the Garrison Commander (GC) an amendment or change to the procedures outlined in the policy.

c. Security personnel verify the ID of all persons attempting to enter the installation through the Visitor Control Center (VCC) and West Point Access Control Points (ACPs), IAW the references above. The VCC operates daily from 0600 to 1800 except for some federal holidays (Thanksgiving, Christmas, and New Year), declared Code Red or mandated closure periods. After hours access is available at the satellite VCC in Stony Lonesome ACP. The VCC may extend hours of operations to 2200 on known special events or as directed by anticipated high volume of traffic.

4. **GENERAL.** Specific requirements and/or procedures, as outlined in this policy, will be implemented incrementally as recommended by the Antiterrorism Working Group (ATWG) and/or Force Protection Working Group (FPWG), and then approved by the GC. All pedestrians and vehicles approaching the ACPs at Thayer, Stony Lonesome,

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Washington and South Gates will be stopped and screened by the Department of the Army Security Guards (DASG) and/or Military Police (MPs) by scanning all IDs. In addition, the DA minimum baseline background check for entrance onto Army installations for non-common access card (CAC) holders and visitors is a check of the person or person's records using the National Crime Information Center (NCIC) and Interstate ID Index III (NCIC-III) and is strictly enforced. Contractors without CAC and unescorted visitors are granted access onto the installation based on results from the NCIC-III and the Terrorist Screening Data Base (TSDB) checks. Upon full implementation of this policy, access to the installation will comply with listed references. Additional, information for procedures at the gates to include testing and enforcement are located within the Department of Army Security Guard (DASG) standard operating procedures.

a. **Escort.** All persons aged eighteen (18) and over must present photographic (photo) ID for access onto West Point. Anyone, regardless of age, without a valid government issued ID card as prescribed in this policy, may be granted access onto West Point, provided they are escorted on, around and out of the installation by someone 18 or older who possesses a CAC or DoD affiliated form of ID. Minors with a valid driver's license require escort by an adult holding an AIE credential or DoD credential. ***Regardless of the circumstances, the designated escort must be always with the visitor(s) and is responsible for their actions/activities.***

b. **Visiting Hours.** Visiting hours are established from 0900-1700 daily. Individuals without a DoD affiliation, or guests under the Trusted Traveler Program, or ID documents listed below must have a specific official purpose and destination for their visit to West Point to gain access onto the installation.

c. **Consent to Search.** Any vehicle attempting to enter the installation is subject to search IAW Random Antiterrorism Measure Program (RAMP) procedures. Vehicle drivers possessing a DoD or government issued ID may use the "DoD Only Lane" at any of the ACPs, while drivers without these forms of identification must use the "All Others" lanes at either Stony Lonesome or Thayer ACP. Washington Gate is for CAC and Local Access Credential holders only (and guests if traveling with a CAC holder). All commercial vehicles attempting to enter the installation will follow the procedures outlined in this policy. Those who do not consent, if randomly selected for search will be denied access and escorted off the installation immediately.

d. **Contract for Services.** All West Point organizations or activities that contract for services, work or activities must include within their contract, work order or service agreement that "all non-Government employees must first be vetted thru an NCIC-III check to work on and/or access the West Point installation." The Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR) will submit a current list of names of personnel with the contract number and end date to the

USAG WP, DES Physical Security VCC at Building 2107, or call x5207 or x0390. The contractors' personnel will go to BLDG 2107 to fill out USMA Form 13-16 to apply for Automated Installation Entry (AIE) pass onto the installation for the duration of the contract end date or 6 months, whichever is soonest.

e. **Good Order and Discipline.** Displays contrary to good order and discipline or morale that violate policies of the installation, such vehicles that display symbols, flags, posters, or other displays will be directed to be removed or be denied access. This does not include bumper stickers or window decals but does include wraps and verbiage/phrases made with temporary paint.

f. **Real ID Act.** Driver licenses and state ID cards that do not comply with the Real ID Act, are not to be used as the sole source for identity proof to access military installations, a second form of ID is required. Individuals who do not meet this requirement must go to the VCC to receive an AIE Visitor's Pass. For the most current information concerning state-by-state compliance with the REAL ID Act, travelers are advised to visit <https://www.dhs.gov/real-id>.

5. ACCESS:

a. **Valid Purpose.** Visiting the installation is considered a valid purpose from 0900-1700 daily. Anyone attempting to access the installation outside of these established hours must provide the ACP security personnel a valid reason to enter the installation. A valid purpose for entering the installation may include, but is not limited to:

1. Appointments with installation activities.
2. Meetings with Cadets or members of the staff and faculty.
3. Attendance to advertised athletic, academic, or social events and other related recreational activities or academic events, including conferences and lectures that are open to the public.
4. Participation in events/activities approved by the Garrison or Senior Commander.

b. **Non-valid Purpose.** Security personnel will deny access to anyone who does not have a valid purpose to enter the installation. Reasons for denial may include, but are not limited to:

1. Protests or demonstrations.

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2. Engagement in not Garrison or Senior Commander approved activities or events, nor advertised to the public.
3. Installation tours after 1700 daily.

c. **ID Documents.** A person is authorized unescorted access onto the installation if they are in possession of any one of the following forms of ID.

1. DoD Common Access Card (CAC). The CAC is the standard ID for active and reserve uniformed personnel, DoD civilian employees, eligible contractors, and designated foreign nationals.
2. Department of Defense (DD) Form 2 and Form 1173. The Uniformed Services ID (DD Form 2) and Privileges Card (DD Form 1173) are issued to military dependents and retirees.
3. Air Force (AF) Form 354, Civilian ID Card.
4. DA Form 1602, Civilian ID Card.
5. DD Form 489, Geneva Convention Card for Civilians.
6. DD Form 1934, Geneva Convention Card for medical and religious persons.
7. DD Form 2574, Armed Forces exchange ID and privileges card.
8. Defense Biometric Identification System (DBIDS) card.
9. Veteran's Health Administration Card. ONLY after the holder has undergone a background check and the card is registered in AIE. See para 6.

d. Verification documents do not automatically constitute unimpeded or unescorted access. While a visitor may be authorized unescorted access onto the installation, they are not automatically allowed access to restricted areas inside the installation, such as the Central Post Restricted Area (CPRA).

e. Official Business, Law Enforcement and Emergency Considerations:

1. Federal, state, and local government officials driving official or emergency vehicles (non-emergency capacity) or privately owned vehicles (POV) must present their credentials to ACP security personnel. All federal, state, and local emergency vehicles responding to an emergency (Mutual Aid Plan) on the installation must proceed to the installation's pre-established staging area

- and/or notify the MP station operations desk. If advance notification is not received, the MP desk must verify the response with the appropriate emergency agency.
2. Federal Law Enforcement officials are authorized unescorted access and are permitted to carry their issued firearms but are required to show Personal Identity Verification (PIV) credentials upon request and must inform security personnel at the ACPs of the fact that they are armed. The carry of POWs is not authorized.
 3. State and Local LE officials on-duty are permitted unescorted access and are permitted to be armed. Those in plainclothes while on official duty must provide REAL ID-compliant State Driver's License, their organizations Badge and/or Credentials (Bs and Cs) and inform security personnel at the ACP that they are armed. State and Local LE officials off-duty are not permitted to be armed and are invited to check their weapons at the MP desk and retrieve them after their visit.
 4. Active Pursuit. Any Law Enforcement entity is granted the authority to continue active pursuit onto the installation for actions/activities that occurred off-post (on any property that is not Federal Exclusive jurisdiction) for the purposes of apprehension. The use of lethal force is prohibited unless used in self-defense of lethal force. Notification and coordination with MPs will be made immediately and the safety of the West Point community will always take priority. Attempts to notify DASG or MPs prior to any suspect approaching the ACPs is highly encouraged to facilitate assistance in termination of pursuit and apprehension of suspects.
 5. Ambulances. Any ambulance service accessing West Point for the purpose of picking up or dropping off patients to Keller Army Community Hospital (KACH) will be granted immediate access for emergency care/treatment.
 6. Ambulettes. Services that are related to non-emergency patient transportation to doctor appointments at KACH will be verified by confirmation of patient status as authorized access. Any others will be required to obtain a LAC from the VCC prior to entry.

f. Trusted Traveler Program (TTP):

1. IAW AR 190-13, para 8-8. West Point executes the TTP.
2. The TTP allows for SMs and spouses, DOD employees, and retired SMs and spouses (DoD CAC, Dependent and Retiree card holders) to vouch for

- occupants in their immediate vehicle and/or those in their “convoy” but must physically vouch for everyone in every vehicle accompanying them up to 15 personnel, provided the Trusted Traveler vehicle operator possesses a valid identification card and passes the AIE handheld Continuous Vetting check.
3. Trusted travelers are entirely responsible for the actions of all occupants in their vehicle and those vouched for and for meeting all local security requirements for escort.
 4. Trusted travelers cannot vouch for unvetted persons with foreign passports or identification cards who must, instead, be cleared thru the vetting process at the VCC. Once cleared by VCC personnel, they will be issued a pass marked “Escort Required”.
 5. The TTP will be suspended at FPCON Charlie and Delta. It may also be suspended based on local threats or as directed.
 6. The TTP does not authorize vehicle occupants or those vouched for to enter a MEVA, or the CPRA without first meeting the additional security requirements.
 7. TTP escorted personnel still require have their ID verified and scanned with the AIE scanner upon entry.

6. Automated Installation Entry (AIE) Credentials (Photo Card). These credentials provide a means to effectively vet a population that requires recurring access to the installation and that does not necessarily have a DoD affiliation (i.e. contractors, sub-contractors, vendors, and Nonprofit Non-Federal Entities {NFE}) An AIE credential may be issued for up to one year. The nine types of Local Access Credentials (LACs) are access credentials issued by West Point DES to persons who successfully pass a NCIC-III background check, and who do not otherwise meet the requirements for a CAC. Those personnel possessing an AIE credential may not escort any individual onto the installation. Those personnel traveling with an AIE credential holder do not fall under the Trusted Traveler Program and must undergo a background check to gain access to the installation.

a. **Contractor.** Issued to personnel working under a contract authorized by a Contracting Officer Representative. Contractors that require access to the Central Area (CPRA) will have their cards generated with “CPRA ACCESS” underneath their name.

b. **Guest.** Issued for VIP’s requiring recurring access and will be directed by only DES, Garrison, or Senior Commander. Any Guest requiring access to the CPRA will have it labeled underneath their name.

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c. **Survivor.** Issued to family members of a Soldier who died while serving in combat. Family Members who desire this type of card should contact Army Community Services which will make coordination with the PSO to ensure the issuance process is expedited. Surviving Family Members who already have a military identification card granting installation access, such as DD Form 1173 and CAC, are not eligible to receive the Survivor Access Badge. These cards will be issued for three years.

d. **Parent.** West Point Parents (WPP) will be issued a Parent Credential with an expiration date not to exceed four years and not to exceed 01 June of the graduating year after undergoing a NCIC-III check. Upon the Cadet's graduation or dismissal, the pass will be voided, and parents will be required to follow normal procedures.

e. **Resident.** Issued to family members of West Point employees living on West Point including Title X and Army West Point Athletics Association (AWPAD) employees will be granted resident credentials (by exception) with expiration dates that match their employed spouses' contracts or terms of employment or five (5) years whichever comes first. Family members must identify themselves as such and have copies of the appropriate documents to establish expiration dates. Minor family members on this category will be granted Visitor LACs at age 11. These minors will still need a form of acceptable ID for AIE entry to be completed and a LAC issued. Any other non-DoD affiliated persons living on West Point as authorized by Balfour Beatty Communities will be granted a one-year resident pass. Their children aged 11 and older will only be granted a pass if the parent appears in person and authorizes them unescorted access onto the installation.

f. **Delivery.** Issued for any transport service, including but not limited to; taxi drivers, ride sharing services, bus drivers, food delivery, construction delivery, household goods delivery. Deliveries into CPRA must be escorted with a CPRA Vehicle Pass.

g. **NAF.** Issued to Non-Appropriated Funds employees that don't meet the requirements to obtain a CAC. NAF entities include but are not limited to West Point Club, Ski Slope, Golf Course, etc. Minors employed by a NAF entity will need to provide documentation to the employed minor to gain a NAF credential. Minors with a valid driver's license will be authorized unescorted access for the purpose of their employment only.

h. **Grad Pass.** Issued to West Point Alumni only. Alumni may receive a 5-year pass. Their guests will receive a one-year pass. Foreign national alumni will only receive a grad pass for the duration of their visits and must be renewed each visit to West Point.

i. **Visitor.** Issued to personnel who do not meet any of the other 8 categories. AIE Visitor Pass (Paper Pass).

1. Persons who successfully pass a NCIC-III check at the VCC may be issued a Visitor Pass, stamped with date(s) of the visit, and allowed unescorted access unless RAMS are implemented or FPCON restrictions.
2. Persons operating a motor vehicle and requesting to apply for an AIE Visitor Pass must produce a valid permanent or temporary state/U.S. Territories Driver's License (DL), current registration and insurance. A vehicle search may be conducted at the ACP.
3. The VCC may issue an AIE Visitor Pass for up to thirty (30) days or an AIE Credential for up to one year. Passes are valid until midnight on their through date.

j. Exceptions. Groups or individuals wishing to have Permanent LACs vs the ones for which they would normally qualify must seek an Exception to Policy (ETP) that will be signed by the GC. These ETPs will be accompanied by rosters of those receiving the exception and presented by the requestor to the VCC to receive a Permanent LAC in lieu of the one for which they would normally qualify.

7. Sponsorship and Pre-Screening:

a. DoD ID Cardholders. Only DoD ID cardholders, and those the Senior Commander (SC) has approved, can sponsor visitors onto West Point by completing the USMA Form 13-16 and/or the Security Assessment Team (SAT) event information form, enclosures 2 and 3. Please submit those sponsored individuals' information and desired expiration date to the VCC and allow 10-14 days for the background check to be completed.

b. Pre-Screening. Groups or hosted events with 25 or more participants (prom, weddings, promotions, family reunions, etc.) can undergo and are encouraged to pre-screening by submitting "manifests" with full legal names, Driver's License numbers, birthdates, or USMA Form 13-16 to the VCC with desired expiration date to usarmy.westpoint.id-training.list.west-point-vcc@army.mil. Please allow 14 days prior to the date required for background checks to be completed and returned. Group or event POCs are encouraged to establish registration/in-processing tables at the Visitor's Center, or at the Thayer Hotel if convenient. Only the POC for the submitting organization is authorized to be issued the passes. Individuals in manifests that do not pass the NCIC III checks will be denied access.

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c. Media. West Point Public Affairs Office (PAO) personnel will meet any media visitors who wish to enter the installation outside of the ACPs. The suggested initial meeting location for any media is at the VCC. Media visitor(s) must be always escorted by a PAO representative while they are on the installation. PAO will coordinate with DES when large number of media representatives are expected, and escorts are impractical. In the event media personnel are identified without PAO escort, they will be immediately escorted off post and reported to PAO. A “repeat offender” could be barred from the installation.

d. Special Events. The Garrison Commander, by delegation authority of the SC, may designate large functions (i.e. selected Band concerts, Eisenhower Hall shows, ticketed athletic events, USCC/USMAPS Reception Day, Projects Day, Parent's Weekend, and Graduation), where NCIC-III screening may be determined impractical, as an installation special event.

1. Motor vehicle operators will be required to present a valid DL by security personnel at the ACPs and undergo automated identity screening AIE3 check along with all passengers.
2. All vehicles remain subject to searches by ACP security personnel before being allowed access. Refusal or consent will result in access denial. If a person is denied access all ACP's will be notified to ensure access is not granted at another ACP.
3. Entities or event sponsors wishing to have their event considered a Special Event must submit a request through DPTMS for approval by the Garrison Commander.

e. NORTHCOM Waivered/ Notified Events. During these events and with manpower intensive mitigation measures in place, the Senior Commander may direct unscreened access to the installation. Under the Modified Access Control Measures, the public can enter the installation unscreened with no ID check. Additional LE and Security measures are in place throughout the installation during these events mitigating risk to the installation.

f. Tours.

1. Scheduled Tours. Guided tours and visits to historical West Point can be booked at the West Point Visitors Desk at the Malek Visitors Center for a nominal fee through West Point Tours. The tour contractor will provide the security personnel at the VCC with a manifest of visitors who have signed up for the scheduled tour and provide the contractor's staff a valid photo ID at the time they signed for the tour, prior to the tour accessing West Point. All

visitors with foreign identification must have a background check completed prior to entering the installation. DASG and/or MPs will compare photo IDs provided by the tourists with the manifest to verify identities. Tour buses will enter the installation through the Thayer Gate ACP and travel on an established route to designated stopping points. Contract tour guides have CACs and are on a current access roster retained at the VCC. Tour guides are required to always maintain positive control over all bus occupants and will serve as the escort for the visitors. These escorts will not allow their assigned visitors to be more than fifty (50) yards away from them at any given time during the tour. A maximum of 38 visitors can be escorted by the tour guide. In addition, tour guides must always be in possession of an operational cell phone with the PMO Desk phone number (845-938-3333) pre-set in the phone's address book for use in the event of an emergency.

2. Charter Buses. A charter bus is defined as a vehicle equal to or larger than a 15-passenger van, with the purpose of entering West Point as part of a commercial enterprise. Any entity that intends to do business on the installation—including charter bus companies—must comply with AR 210-22 (Private Organizations on Department of the Army Installations) and AR 210-7 (Commercial Solicitation on Army Installations). All Charter bus companies must first register as a private organization and receive approval from USAG-WP prior to touring groups on West Point property. A person or business required to register with the garrison must contact the Directorate of Family, Morale, Welfare, and Recreation Representative (DFMWR) for Private Organizations and Commercial Solicitation, building 681, 2nd Floor, West Point, New York, 10996, at (845) 938-8455. Authorized and approved businesses will receive a USAG WP letter granting privileges that is effective for two (2) years and must be revalidated, if required, thirty 30 days prior to the expiration date. There must be at least one CAC holder with the tour vehicles coordinated for through the authorized West Point affiliated tour contractor and will follow the same rules as Scheduled Tours above.
3. Group Tour: A group tour is defined as 15 or more individuals, whether traveling in the same or separate vehicles, who desire to enter the installation for a tour and are not a charter bus or operated as a commercial enterprise. Group tours that wish to visit the installation must coordinate their visit with the West Point Visitors' Center, which will in turn effect linkup with the authorized West Point tour contractor for providing visitor tours. Group tours must coordinate with authorized West Point tour contractor to arrange for a tour guide. Group tours will not be allowed access onto the installation without a CAC holder from the West Point tour contractor who will serve as the tour guide following the same rules as Scheduled Tours above. The group tour coordinator must provide a manifest of tour participants to the government

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designated tour operator when requested and provide the VCC a copy of the submitted manifest. All visitors with foreign identification must have a background check completed prior to entering the installation. On the day of the tour, DES security personnel will verify the identity of the group tour participants by comparing the valid photo ID against the person proffering it. Note: physical security processing of visitors must be performed by government employees because this process is an inherently governmental function.

4. Charter Boats. Tour and cruise lines that dock at South Dock must coordinate for their passengers to tour the installation. Cruise lines will coordinate with the harbormaster for docking times and provide the harbormaster with a manifest of the crew and passengers and scheduled tour agenda. The harbormaster will inform DES PSO and DES Plans Officer of the scheduled vessel arrival so security personnel can be on hand validate the photo IDs of disembarking visitors against the manifest, ensure a CAC holder from the authorized West Point tour contractor is present and supervise them getting on tour vehicles. Any passenger not on the manifest that does not have an acceptable form of ID (see paragraph 5.c) will be instructed to return to the vessel. Note: Vessel passengers are not allowed to tour the installation individually. Those passengers arriving on vessels during Home Football games will be required to have photo ID and will be subject to search.
5. Ferry Service. When the West Point ferry service is active and accepting members of the public, not just Cadets, the harbormaster must notify the PSO and DES Plans Officer to ensure there are security personnel present at the West Point South Dock to check passenger credentials. Those passengers not in possession of LACs or CACs will be required to return to the ferry and to their embarkation point. During times when the ferry is operating for Cadets only, it is incumbent upon the vessel captain to verify that passengers are indeed Cadets.
6. Foreign Nationals. Foreign visitors (Any person other than a U.S. citizen) must present a government form of identification (valid passport with visa or ESTA, I-94 (Arrival/ Departure Record), or an alien resident ID, and must have a valid reason to enter the installation. Foreign visitors can't access without an escort and may enter the installation daily, 0900-1700, with the following restrictions.
 - a. They must always be physically escorted on the installation by a U.S. Citizen who possess a valid ID as described above.
 - b. Foreign military ID card on NATO orders.

- c. Part of a tour as indicated above.
- d. Foreign nationals denied access will be submitted to e-Guardian.

g. Commercial Vehicles. All commercial vehicles must access the installation through the Stony Lonesome Gate ACP. Drivers must either have an issued LAC, visitors pass, or undergo a background check “in-lane” at the ACP. In addition, they will provide security personnel with a bill of lading showing the contents of the vehicle and destination. All commercial vehicles are searched, while those with explosive material must be escorted to their destination and back to the ACP. A commercial vehicle is defined as any vehicle as large or larger than an enclosed fifteen (15) passenger van (not used for passenger transportation) or any company vehicle pulling an enclosed trailer of any size and all Civilian fuel trucks. This includes, but is not limited to, U-Haul trucks, UPS/FedEx delivery vehicles, any vehicle with company logos, etc.

h. Exceptions to the use of Stony Lonesome ACP. The following commercial vehicles may access the installation at any ACP provided the operators have visitor passes (Thayer or South Post) or LACs (Washington, Thayer or South Post). In general, these vehicles will be sedans, pickups, SUVs, vans or minivan sized vehicles and/or those that would not be restricted due to the risk of damage to the ACP or the vehicle.

1. Food Deliveries – local vendors and on-demand food deliveries (Door Dash, Grub Hub, etc.).
2. Tow Trucks.
3. BBC/Housing related contractors—construction, pest control, mold remediation, plumbing, roofing, landscaping, etc.
4. Small Delivery vehicles—FedEx, UPS, etc.
5. Delivery services that operate on West Point in a commercial/ support/ contractor capacity on a consistent scheduled are encouraged to obtain LACs at the VCC. If any driver or operator has an inquiry as to whether they would qualify for a LAC, they are encouraged to visit the VCC to have their concern/question addressed.

i. Taxi Drivers or On Demand Transportation. Drivers must apply for a visitors pass or LAC at the VCC IAW policy above. Drivers must possess valid drivers’ license, valid taxicab operator’s license, current vehicle registration, and proof of insurance. Vehicles are subject to inspection or search before access is granted. If a CAC holder is the occupant of the vehicle, the driver must still possess a visitors pass or LAC as the driver

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will be unescorted at some point during their time on West Point or the drop-off must be made at the ACP. If the driver has a visitors pass or LAC, their purpose still needs to be established for each visit, which can be accomplished by showing the ride sharing hail on a smartphone or identifying the person and building for the pickup.

j. Visiting Teams. Visiting NCAA teams will be issued a Team Pass by AWPAD. Busses with these passes will be allowed onto the installation with a DL check of the driver only. Occupants will be dropped off at the event facility only. Any additional travel to any other destination on the installation will require an escort by a CAC holder. Any member of a team arriving in a POV, or un-placarded vehicle will be directed to the VCC and must undergo a NCIC-III background check.

k. Game officials. Manifests of game officials will be submitted to the VCC 14 days before the event. Officials will proceed to the VCC to pick up their visitor passes, valid for one year. At any time, Officials with valid visitor pass can visit the VCC to exchange them for an AIE Credential (photo card).

l. Parents of Visiting Teams. Visiting Teams may submit separate manifests with parent/fan information 14 days prior to an event, through the sponsoring organization. Passes will be returned to the sponsoring organization POC for distribution. If parents/fans are not pre-cleared, then they will have to submit to and pass a background check prior to being granted access to West Point. All other rules for foreign nationals apply to visiting parents. They must undergo a background check prior to access. Host Nation documentation (passport) will be required for these checks to be accomplished. Valid US-issued visa or "green card" documentation will be required, except in the case of Canadian residents, a passport is sufficient. An Electronic System for Travel Authorization or (ESTA) is also a valid form. Undocumented immigrants are not permitted access on West Point.

m. Non-military conferences. Other than conferences hosted by the Thayer Hotel, conferences, symposiums, charrettes, or other meetings that do not have as their primary audience, currently serving military personnel or are not sponsored by USAG WP, AOG or the USMA, are not authorized on West Point. All AWPAD sponsored sports camps or activities and USMA Class reunions are authorized to be held on West Point. Anyone sponsoring or hosting a conference, symposium, charrette, or other type of meeting who want to have attendees or guests tour West Point may do so IAW this policy. Other than West Point Tours tour guides, no CAC holder may be compensated for or act as an escort for a chartered or unchartered tour, with the exception of USMA, USAG WP, AOG, and AWPAD personnel escorting those in attendance of sponsored events on tours as part of or as an opportunity addition to the sponsored event (i.e.: AWPAD led tour for a visiting sports team) As part of the registration process, DLs and birthdates are encouraged to be collected by the sponsoring agency as part of the event registration process. Once collected, the information should be sent to the VCC to pre-

clear the attendees. It is recommended that the “in processing” for the conference occur at the VCC so that the passes can be handed out at that time. The alternative is for the conference sponsor to collect the information with enough lead time to collect the passes from the VCC upon completion and send them to the attendees in advance of their arrival at West Point. If attendees are not pre-cleared, they will have to undergo background checks and be issued passes at the VCC. As conference schedules normally do not keep attendees consolidated for the length of the events, attendees can’t be consolidated and bussed to the event with an escort. Further accommodations may be considered on a case-by-case basis if coordinated with USAG-WP in advance.

n. Foreign Cadets and Staff. Foreign national Cadets and Staff can receive visitor passes for 30 days (longer if necessary) prior to receiving their “blue band” CACs. An email from the appropriate Department leadership to the VCC is required to validate an individual’s qualification for this accommodation.

o. Veteran’s Administration Card. DoD has issued directions that makes the Veteran’s Health Identification Card (VHIC) an approved credential for point-of-sale eligibility at the commissary, exchange and MWR Category C activities (e.g., clubs, golf courses, and recreational vehicle parks). The VHIC holder must still have a background check completed and their card enrolled at the VCC to enter the installation using the VHIC alone.

p. West Point Alumni. Alumni are authorized to enter the installation at any time (beyond the established visitor hours), provided they possess a current CAC, DoD Government issued photo ID, VCC-issued Alumni/Grad Pass, or 3-Day Reunion Pass.

8. **Access Denial.** Persons seeking access to the installation may be denied access if the results of the NCIC-III or the TSDB checks contain any of the below designated credible derogatory information:

a. NCIC-III report contains criminal information about the individual that causes the Senior Commander to determine that the person presents a threat to the good order, discipline, or health and safety on 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 in NCIC, regardless of the offense or violation.

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

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- 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. Sex offender registration.
- 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. Engagement in acts/activities designed to overthrow the U.S. Government.
- k. Identified in the NCIC KST file or TSDB report 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.

9. **Waiver Process.** Individuals may request waiver and security personnel will issue instructions to the denied person on how and where to submit a waiver. Individuals will perform the following actions IAW enclosure 5:

- a. Obtain a notarized copy of their complete criminal history to include the disposition of all arrests and convictions.
- b. Obtain letters of support/ endorsement/ recommendation from their U.S. government sponsor.
- c. Submit a letter requesting the access denial be waived to the Garrison Commander. The letter must include all offenses, plus an explanation why the conduct should not result in denial of access to the installation. Other factors that the sponsor/the requesting individual should address are the:
 - 1. Nature and seriousness of the conduct.
 - 2. Specific circumstances surrounding the conduct.
 - 3. Length of time elapsed since the conduct.
 - 4. Age of the person at the time of the incident or conduct, and
 - 5. Proof of efforts toward rehabilitation.
 - 6. Current mailing address or email address for Army communications.

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d. The government sponsor will review the person's information for completeness and determine whether to endorse the request for a waiver. If the government sponsor endorses the waiver, they will do so by completing Part VI of enclosure 4.

e. Personnel without a government sponsor will apply the criteria in this policy when submitting a waiver request.

f. The Garrison Commander will render a determination in line with good order, discipline, and health and safety on the installation. The results of the Garrison Commander's decision will be provided to DES and PSO to the VCC updates applicable access control databases and provides a response to the requester.

g. Persons who had a waiver request denied may request reconsideration from the Garrison Commander after 1 year from the date of previous denial. Persons may request reconsideration earlier if they can present significant information that was not available at the time of the original request or show that the basis for the original denial was overturned, rescinded, or expired.

10. This policy is effective immediately and remains in effect until canceled or superseded in writing. POC is the Director, DES, 845-938-8131 and the ATO at 845-938-3650. The VCC can be reached at usarmy.westpoint.id-training.list.west-point-vcc@mail.mil, or 845-938-0389/0390.

TRAVIS E. ROBISON
COL, FA
Commanding

5 Encls
List of Preferred Forms Identification (Secondary)
USMA 13-16 LAC Application
West Point Security Manifest Form
Security Assessment Team (SAT) Event Information Form
Access Denial Waiver Request Application
Memorandum for Completing Pre-Clearance Applications

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