



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

MAY 14 2015

IMMH-ES

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum ES-11,
Fort McNair Automated Pedestrian Turnstile

1. REFERENCES

- a. Army Regulation 190-13, The Army Physical Security Program, 26 Feb 11.
- b. Army Regulation 525-13, Antiterrorism, 11 Sep 08.
- c. Homeland Security Presidential Directive-12 (HSPD-12), 27 Aug 04.
- d. Memorandum, Joint Base Commander, IMMH-ES, 14 Apr 15, subject: Request for Waiver at Fort Lesley, J. McNair, Joint Base Myer-Henderson Hall – Installation Access Control Point.

2. PURPOSE. To establish policy and prescribe procedures for use of the automated pedestrian turnstile located at the Ceremonial Gate of Fort Lesley J. McNair, Washington, D.C., during non-duty hours.

3. APPLICABILITY. This policy applies to all Department of Defense (DoD) military and civilian personnel who perform duties or reside on Fort McNair.

4. POLICY. Personnel access to Fort McNair through the pedestrian turnstile is limited to Fort McNair residents and DoD Common Access Card (CAC) holders who require twenty-four hour access due to mission support to Joint Force Headquarters-National Capital Region/US Army Military District of Washington. The aforementioned personnel must register for access with the Joint Base Myer-Henderson Hall (JBM-HH) Directorate of Emergency Services (DES) Police Station on Fort McNair.

5. PROCEDURES.

- a. In order to use the automated pedestrian turnstile, authorized personnel will be required to register at the Fort McNair Police Station located in the basement of building 32. Registration hours will be limited to 0900 – 1200, Tuesday and Thursday until the Fort McNair Visitor Control Center is operational.

IMMH-ES

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Fort McNair Automated Pedestrian Turnstile

b. Requests for exceptions to this policy must be submitted through the JBM-HH DES to the Joint Base Commander for approval.

c. Fort McNair residents will be authorized two additional Proximity Access Cards (PACs) per quarters for family members who do not have a CAC-enabled DoD-issued ID card, or for their guests.

(1) Any additional PACs required by persons living on Fort McNair will be distributed to each quarter's residents through the Executive Management Housing Directorate (EMHD).

(2) EMHD will maintain accountability of all assigned PACs, keep PAC holder information current, and brief each individual PAC holder on their responsibilities as a PAC holder.

(3) Each PAC will have an expiration date established based on the resident sponsor's estimated date for termination of their quarters assignment.

d. Access through the turnstile gate is controlled by a proximity card reader; access requires the person to present a CAC or issued PAC to and enter a Personal Identification Number (PIN) in the card reader to activate the turnstile.

e. If the badge and PIN are valid, the reader will display a green light. A red light indicates an invalid card and/or PIN, and the individual will not be allowed to enter through the turnstile gate. If this happens, the individual will proceed to the 2nd Street Gate access control point to enter the installation.

f. Pedestrian turnstile access will be suspended during Force Protection Conditions (FPCONs) CHARLIE and DELTA.

g. DoD CACs and PACs and their PINs must be safeguarded by cardholders at all times.

(1) All lost, stolen, or missing CACs and/or PACs registered for use with the automated pedestrian turnstile must be reported by the card holder to the JBM-HH Police by calling (703) 588-2800, and the Executive Management Housing Directorate security representative, (202) 236-4986.

(2) If a PAC holder no longer resides on Fort McNair and fails to return his PAC to the Executive Management Housing Directorate, it will be reported as missing at which time the card and PIN be deleted from the system, and rendered invalid.

(3) All DoD military and civilian personnel who are registered to use the automated pedestrian turnstile must, upon being issued a new CAC, report to the Fort McNair Police

IMMH-ES

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum ES-11,
Fort McNair Automated Pedestrian Turnstile

Station located in the basement of building 32 and have their access profile updated with their new CAC. This must be done as soon as possible as the access control system automatically denies access based on the expiration date embedded within the CAC.

h. Revocation, Suspension, or Non-renewal of automated pedestrian turnstile use privileges.

(1) The Joint Base Commander or designee, shall revoke, suspend, or deny the renewal of turnstile use privileges if he or his designee reasonably determines that the card holder has violated this policy or is denied access (barred from) to the installation as a result of an adverse action not having to do with a violation of this policy.

(2) Unauthorized use of CACs, PACs and PINs. Improper transfer or loan of cards is prohibited. Only a registered member of the Ceremonial Gate pedestrian turnstile automated access control system is authorized use of the system.

6. PROPONENT. The proponent and POC for this policy memo is the JBM-HH DES/Provost Marshal's Office, (703) 696-3525.


MICHAEL D. HENDERSON
COL, AR
Commanding

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1