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U.S. ARMY MILITARY DISTRICT OF WASHINGTON
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ANPM

MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Trusted Traveler Program (TTP) Policy – Memorandum #22

1. REFERENCES.

- a. Army Regulation 600-20 (Army Command Policy).
- b. EXORD 033-15, HQDA, subject: Installation Access (Directed Actions).
- c. Army Regulation 190-13 (The Army Physical Security Program).
- d. Memorandum, Department of Defense, subject: Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control".

2. PURPOSE. To establish a command-wide policy for the implementation of the Trusted Traveler Program (TTP) that will standardize TTP Access Control throughout the U.S. Army Military District of Washington (USAMDW) Senior Commander Installations.

3. AUTHORITY. This policy is issued under my authority as USAMDW Commander, and as the Senior Commander pursuant to AR 600-20, par 2-5.

4. APPLICABILITY. This policy applies to all military and civilian personnel who perform duties, reside, visit, or otherwise enter for any purpose, any installation for whom I am the Senior Commander (SC). These installations include Joint Base Myer-Henderson Hall, Virginia; Fort Lesley J. McNair, District of Columbia; Fort Belvoir, Virginia; Fort Meade, Maryland; and Fort A.P. Hill, Virginia; and all sub-installations; [hereinafter "USAMDW installations"]. This policy applies to all servicemembers, government employees, military retirees, and adult dependents attached, assigned, working, or visiting any organization or unit under my command at all times.

5. CURRENT POLICY.

a. The policy in this paragraph applies until such time as an Installation receives a fully commissioned Automated Installation Entry (AIE) system.

b. USAMDW Installations may incorporate a Trusted Traveler Program (TTP) into their implementation policy pursuant to the specifications contained in reference 1.b. The TTP may be used only during FPCONs NORMAL, ALPHA, and BRAVO. The TTP will be suspended during FPCONs CHARLIE and DELTA and the installation access control plan will reflect the procedures

ANPM

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when TTP is suspended. TTPs will be governed and implemented locally and will not be recognized from installation to installation.

(1) The USAMDW TTP allows a uniformed servicemember (in the grade of E-5 and above), a Government employee with a valid CAC, a military retiree (with a valid DoD identification credential), and an adult spouse or dependent (with a valid DoD identification credential) to present their identification credential for verification while simultaneously vouching for any occupants of their immediate vehicle.

(2) Per paragraph 3.E.7.F.2 of reference 1.b., the Garrison Commander is delegated the authority to determine the number of personnel a Trusted Traveler is allowed to vouch for and/or sponsor at any one time.

(3) Personnel using the Trusted Traveler program are responsible for the actions of all occupants for whom they vouch. IAW paragraph 3.E.7.F.3 of reference 1.b., the Garrison Commander is delegated the authority to establish any additional security requirements for escorts.

(4) Contractors cannot participate in the TTP.

(5) There is no requirement to check the IDs of those personnel in the vehicle of a Trusted Traveler.

(6) Installations may continue to use existing commercial systems or services to facilitate installation access control, but they will not be employed in lieu of NCIC-III vetting for determining fitness for access. All information gleaned from these open source systems must be verified with authoritative government sources before access is approved or denied. These existing commercial systems or services will no longer be authorized once the army's enterprise system, automated installation entry, is fielded at a specific location.

c. Exclusions.

(1) A trusted traveler may have their status revoked at any time. The Trusted Traveler Program is a voluntary program at the direction and discretion of the SC, IAW AR 190-13, Chapter 8.

(2) Drivers of commercial vehicles, such as taxis, delivery vehicles, etc., who are DoD affiliated (active duty, retiree, dependent, etc.) will not be granted Trusted Traveler status for use in commercial transportation, even if their passenger is a DoD affiliated person with a DoD identification credential. Trusted Traveler Status is reserved for authorized personnel not in the commission of commercial activities or ventures which do not have a valid DoD affiliation.

(3) The TTP is not authorized for personnel who have AIE passes issued by an installation Visitor Control Center, dependents 17 years of age and under, or Family Care Providers.

ANPM

SUBJECT: Policy Letter -- Trusted Traveler Program (TTP) Policy -- Memorandum #22

d. Garrison Commanders have the authority to add additional restrictions/requirements to their TTP as they see fit commensurate with current threat assessments and security requirements.

6. POLICY with AIE.

a. The policy in this paragraph applies from such time as a USAMDW Installation receives a fully commissioned Automated Installation Entry (AIE) system.

b. USAMDW Installations may incorporate a Trusted Traveler Program (TTP) into their implementation policy upon the commissioning of an Automated Installation Entry (AIE) system as local security conditions permit. The TTP may be used only during FPCONs NORMAL, ALPHA, and BRAVO. The TTP will be suspended during FPCONs CHARLIE and DELTA and the installation access control plan will reflect the procedures when TTP is suspended. TTPs will be governed and implemented locally and will not be recognized from installation to installation. Provisions outlined in paragraphs 5.b.(1)-(6) above and the following apply: Once AIE is fully fielded at an installation, personnel with Trusted Traveler enabled credentials must use AIE equipped access control points in order to use the TTP. If a trusted traveler enters through a non-AIE equipped access gate, 100 percent vetting is required IAW reference 1.c. for all passengers prior to being granted installation access.

c. Exclusions. Exclusions listed in paragraphs 5.c.(1)-(3) above still apply.

d. Garrison Commanders have the authority to add additional restrictions/requirements to their TTP as they see fit commensurate with current threat assessments and security requirements.

7. PROPONENT. The JFHQ-NCR/USAMDW Provost Marshal's Office is the proponent for this policy letter.



BRADLEY A. BECKER
Major General, US Army
Commanding

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