



**DEPARTMENT OF THE ARMY**  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
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MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Access Control Policy – Memorandum #26

1. REFERENCES.

- a. Army Regulation 600-20 (Army Command Policy).
- b. EXORD 110-16, HQDA, subject: Real ID Act Implementation (Directed Actions).
- c. EXORD 033-15, HQDA, subject: Installation Access (Directed Actions).
- d. Army Regulation 190-13 (The Army Physical Security Program).
- e. Memorandum, Department of Defense, subject: Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control."
- f. JFHQ-NCR/USAMDW Policy Letter #22 (Trusted Traveler Program (TTP)).

2. PURPOSE. To ensure Access Control policy and procedures are standardized on all U.S. Army Military District of Washington (USAMDW) Installations.

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

4. APPLICABILITY. This policy applies to all military and civilian personnel, and interagency partners who perform duties, reside, visit, or otherwise enter for a validated need, on any installation for whom I am the 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"].

5. POLICY. Commanders are responsible to establish an Installation Access Control Program to ensure only authorized individuals enter the installation. Authorized individuals are those persons who possess a valid Department of Defense CAC, DoD retired ID, valid visitors passes [for specific time periods and not to exceed one year], other interagency credentials [as specified by installation]. Persons authorized access shall be either escorted or unescorted. Commanders must ensure the Installation Access Control Programs address the following, IAW references in para 1 above.

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a. Identity Proofing.

(1) Installations will conduct 100% identification check at access control points as a manner of standard operating procedures. Commanders may establish a trusted traveler program for use during FPCONS Normal, Alpha, and Bravo within their implementation policy as local security conditions permit. The trusted traveler procedure allows a uniformed service member or government employee with a valid CAC, a military retiree (with a valid DOD identification credential), or an adult dependent (with a valid DOD identification credential) to present their identification for verification while simultaneously vouching for any vehicle occupants. Contractors cannot participate in the trusted traveler program.

(2) 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. These existing commercial systems or services will no longer be authorized once the Army's Enterprise System, Automated Installation Entry (AIE), is fielded and fully functional.

(3) Commanders will develop a process to provide local access identification for visitors and others requiring unescorted access.

(a) All individuals receiving local access identification must have a validated need to enter and must conform to identity proofing, vetting against NCIC-III, and fitness determination requirements.

(b) When conducting identity proofing for non-DoD affiliated persons, driver licenses and ID cards from Real ID non-compliant states or territories may not be accepted without an acceptable and valid, second form of ID. Individuals who do not possess a driver's license or ID card compliant with the Real ID Act, and who do not possess an acceptable secondary ID as identified in Reference 1.b., must be escorted or denied access.

(c) Foreign Nationals attempting entry to MDW installations, who do not have a validated need, will be identity verified by Immigration and Customs Enforcement (ICE) at 1-866-DHS-2-ICE (1-866-347-2423). Sponsored or previously verified individuals (eg., National Defense University Students, or sponsored/escorted dignitaries) are exempt from ICE verification.

(d) Implement procedures to issue, revoke and retrieve/turn in expired local access identification. All revocations will be shared amongst all USAMDW installations for situational awareness through the USAMDW PMO.

(e) Personnel issued local access identification should be registered in an installation access control database that records fitness determination decision, date of issuance and expiration, revocation and other information necessary to track and account for visitor processing.

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(f) Local access identification will only be issued for routing physical access onto the single installation or facility where it is issued. This identification should be issued for no more than one year or to the expiration date of the documents used to support the issuance. The terms “visitor”, “escort not required” or “escort required” will be prominently displayed along with an expiration date on all local access identification.

b. Local Emergency Response/Assistance and Law Enforcement Access. Installation commanders will develop and implement procedures for local first responders’ physical access requirements IAW Reference c. Procedures will include emergency and non-emergency access for Local, State and Federal Law Enforcement and Local Fire and Emergency Medical Services.

c. Training Requirements. Commanders will ensure compliance with training requirements and standards for access control IAW Reference 1.c.

6. PROPONENT. The USAMDW Provost Marshal/Protection Directorate is the proponent for this policy letter.



BRADLEY A. BECKER  
Major General, US Army  
Commanding

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