



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
4551 LLEWELLYN AVENUE, SUITE 5000  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

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3 August 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 70, Installation Access Control

1. This memorandum supersedes all previous policy memoranda concerning installation access control.
2. References.
  - a. DoD 5200.8-R, Physical Security Program, 27 May 09.
  - b. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 May 06.
  - c. Army Regulation 190-13, The Army Physical Security Program, 30 Sep 93.
  - d. Army Regulation 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties, 12 Mar 93.
  - e. Army Regulation 190-16, Physical Security, 31 May 91.
  - f. Army Regulation 525-13, Antiterrorism, 11 Sep 08.
  - g. Army Regulation 600-8-14, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, 17 Jun 09.
  - h. Homeland Security Presidential Directive-12, Policy for Common Identification Standards for Federal Employees and Contractors, 27 Aug 04.
  - i. NORTHCOM OPORD 05-01B, 6 May 05.
  - j. US Army IMCOM OPORD 09-001, Tab A, Installation Access Control.
  - k. US NORTHCOM message 051717Z Dec 07, NORTHCOM Access Control Guidance for AOR.
  - l. HQDA message, DACS-ZA, 270100Z Mar 01, Installation Security.

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m. HQDA message, DAMO-ODL, 302100Z Aug 01, Display of Vehicle Registration Decal.

n. HQDA-AOC message, 101616Z Oct 03, DA Installation Access Control Program.

o. HQDA message, DAPM-ZXS, 042203Z Apr 06, Updated Guidance for Expediting Access to Army Installations by Family Care Providers and Civilian Volunteers to Army Activities.

p. HQDA-AOC message, 152028Z May 07, VCSA, Installation Force Protection Message.

q. HQDA-ALARACT message 049/2010, 191713Z Feb 10, Guidance for Physical Access Control for Army Installations.

r. DoD Directive Type Memorandum (DTM) 09-012, Interim Guidance for DoD Physical Access Control, 8 Dec 09.

s. Military District of Washington Memorandum, Senior Mission Commander's Guidance Concerning Installation Access Control, 19 Jun 06.

t. Fort George G. Meade Access Control Training Support Package, dated, 1 Jun 06.

u. Applicable State Laws.

3. Purpose. To standardize access control requirements for entering Fort George G. Meade (FGGM), Maryland relating to vehicle and personnel screening, identification documents, vehicle registration, and temporary passes.

4. Scope. This policy memorandum applies to all garrison and tenant unit activities as well as personnel residing, working, or visiting FGGM.

5. Policy. As Installation Commander, I am duty bound to ensure proactive and vigilant measures are in place to ensure authorized and secure access to FGGM. In accordance with above cited references, security personnel will verify the identity of all personnel entering FGGM through the installation's vehicle access points.

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6. Procedures.

a. Identification Documents. Individuals in possession of a valid form of the following identifications are authorized unescorted access onto FGGM.

(1) DoD Common Access Card (CAC). Per DoDD 8190.3, the DoD CAC is the standard identification card for active and reserve Uniformed Personnel, DoD civilian employees, eligible contractors and some designated foreign nationals. The DoD CAC shall be the principal access control card enabling access to buildings, facilities, installations, and some limited controlled spaces.

(2) DD Form 2 and DD 1173 (teslin card). The Uniformed Services Identification and Privileges Card, (DD Form 2 and DD Form 1173) is a teslin card issued to military dependants and retirees. Teslin cards will interface with the Automated Installation Entry (AIE) per system specifications.

(3) Centralized Operating Police Suite (COPS) Badge. The COPS badge provides a means to effectively vet a population that do not necessarily have DoD affiliation (eg., visitors, sub contractors etc). The COPS badge is an access credential issued by the Demps Visitor Center (DVC) to individuals who successfully pass a limited background check but do not otherwise meet the requirements for a CAC or teslin card.

(4) Other acceptable forms of ID include:

(a) AF Form 354, Civilian Identification Card.

(b) DA Form 1602, Civilian Identification Card.

(c) DD Form 489, Geneva Convention ID Card for civilians.

(d) DD Form 1934, Geneva Convention Identity Card for Medical / Religious Personnel.

(e) DD Form 2574, Armed Forces Exchange Services Identification and Privilege Card.

(f) DD Form 2764, United States DoD/Uniformed Services Civilian Geneva Convention ID.

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(g) DD Form 2765, Department of Defense/Uniformed Services ID and Privilege Card.

(5) Non-DoD affiliated personnel must present one of the following forms of identification to initiate access to FGGM.

(a) Valid State driver's license or State identification card with photo.

(b) Local, State, and Federal government agency (including EPA, NSA, OPM, members of Congress, their staff representatives and elected public officials) identification cards with photo will be accepted to gain access to the installation.

(c) Valid American Passport.

(d) Valid passport from other countries cleared by the State Department and meet requirements of AR 190-13, para 8-2.

(6) In the National Capital Region there are dozens of security badges. Security badges are designed for an individual to gain access into a building not an installation. Fort Meade will not accept security badges as a sole identification document. The security badge must be used in conjunction with another form of identification. With the exception of a photo and person's name, security badges lack sufficient data to identify the bearer. Also, security badges are not linked to a central database that can be cross-referenced by law enforcement.

b. Unescorted/Unimpeded Installation Access: All unescorted persons entering the installation must have a valid purpose to enter and be in possession of an authorized and valid access credential listed in paragraph 6a thru d. Unescorted/Unimpeded access to FGGM is reserved for the following: (unless random antiterrorism measures (RAM) have been directed or there has been an increase in FPCON).

(1) Department of Defense Identification Card holder with a DoD Vehicle Registration Decal (DD Form 2220), Temporary Vehicle Pass, or rental car agreement.

(2) Individuals issued a COPS generated visitor badge, with a DoD Vehicle Registration Decal (DD Form 2220) or Temporary Vehicle Pass.

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(3) Other federal agency (NSA, EPA, OPM etc.) personnel with an approved identification document, DoD Vehicle Registration Decal (DD Form 2220), or Temporary Vehicle Pass.

(4) Federal, State, and Local Government Officials driving official or emergency vehicles (non-emergency capacity) or privately owned vehicles must present their credentials (photo ID and driver's license). All federal, state, or local emergency vehicles responding to an emergency (mutual aid plan) on the installation must notify the installation police station. If advance notification has not been received, the police watch desk must verify the response with the appropriate emergency agency.

(5) Military and government (Federal, State, Local) vehicles with approved dispatch/registration documents (Driver must possess authorized photo identification documents).

(6) Pedestrians and bicyclists with an approved form of ID (e.g. Department of Defense Identification Card or COPS generated visitor's badge).

(7) Verification documents do not automatically constitute unimpeded access. Pedestrians, bicyclists, and vehicle operators may be subject to magnetometer and vehicle screening in accordance with (IAW) force protection directives.

c. Controlled Installation Access: Non DoD affiliated personnel must have a valid purpose for entering the installation, present identification documents listed in paragraph 6e (1) thru (4), be issued an access credential and be sponsored or escorted by an authorized DoD ID card holder.

(1) Commercial Bus: Driver's must present employer specific photo identification card with State driver's license. Security Force personnel performing access control duties will conduct a walk-through of the bus and check photo identification cards of all passengers. Personnel failing to meet ID requirements will be denied access unless sponsored by a DoD ID card holder.

(2) Commercial/Delivery Trucks (includes FedEx, UPS, U-Haul, etc):

(a) Commercial deliveries will be directed to the vehicle cargo inspection facility (VCIF) at NSA entrance off MD Rte 32 (0500-2200 daily). Mission may require some after hours deliveries that will be processed through Reece Road when the VCIF is

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closed. After hours deliveries will be coordinated with DES and verified by the customer before allowing entry.

(b) Check bill of lading for delivery address on the installation.

(c) Ensure driver has a valid State issued driver's license, state vehicle registration and proof of insurance (scan D/L with Mobilisa).

(d) 100% vehicle inspections will be conducted for all deliveries. Operator inspections will also be conducted. Vehicles will be logged in at the DVC or vehicle inspection point by annotating the name, location and phone number of person(s) providing delivery confirmation.

(e) Maximum utilization of available Military Working Dog Teams and Explosive Detection Equipment will be implemented.

(3) Contractors: A contractor is one who enters into a binding agreement to perform a certain service or provide a certain product in exchange for valuable consideration, monetary, goods or services, over a specific time. The person may require logical access to Army computers in addition to physical access to the installation. Sub-contractors fall into this category.

(a) Sponsoring organizations, activities, and personnel will be responsible for monitoring contractor access, submitting a DES Form 191 to the Installation Access Control Officer/DVC outlining the services the contractor will provide on the installation, the locations where the contractor will be working and the requested length of time access to the installation is required.

(b) Contractors requesting access for less than one year will receive a COPS generated visitor badge and COPS generated temporary vehicle pass. Contractor temporary badges and passes are valid for no more than 1 year.

(c) Contracts that exceed one year in duration will receive a temporary badge and vehicle pass for 1 year. Contractor will be able to renew their badge and pass for up to one year at a time for the duration of the contract.

(d) Contractors with Common Access Cards (CAC) will be issued a DoD decal with a black FGGM installation tab for the valid date of the CAC (NTE 4 years).

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(4) Food deliveries/Vendors: A vendor is a supplier of goods or service who does not require logical access to Army computers but do require physical access to an individual installation (taxi driver's, pizza deliveries, UPS, FEDEX etc).

(a) Guards will randomly verify food deliveries by calling the customer (vendor provides contact information). Delivery must have an on post destination.

(b) Vehicles will be logged in at the DVC or Inspection Point (IP) and Non DoD Decal or ID Card are subject to paragraphs c and d below.

(c) Vehicles and operators will be inspected before allowing entry to the Installation.

(d) Ensure driver has a valid state issued driver's license (scan D/L through Mobilisa), and state vehicle registration.

(5) Media:

(a) Personnel will be escorted at all times by a FGGM public affairs representative.

(b) Vehicles will be logged in at the DVC or Inspection Point.

(c) Vehicles and Operators will be inspected before allowing entry to the Installation (scan driver's license through Mobilisa).

(6) Morale, Welfare and Recreation (DFMWR) Patrons: (i.e., Hunting, Fishing, Bowling League, etc.) (Non-DoD affiliated) Individuals requesting access to participate in these events will be required to complete DES Form 193. Once approved, the individual will be issued a COPS generated visitor badge and DoD decal (black) not to exceed (NTE) 2 years. Patrons not in possession of a COPS badge or decal will follow the visitor procedures in paragraph 6c (15) and 6d below.

(7) Pedestrians and Bicyclists: 100% inspection of all bags and packages will be conducted of individuals who do not possess a DoD identification card. If they are visiting someone on the installation, visitor procedures in paragraph 6c (15) and 6d apply.

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(8) Rental Vehicles: Conduct 100% assessment and verify the identification of all persons in the vehicle. Allow access if driver is in possession of an approved DOD identification document and rental agreement in their name. Rental vehicles may be issued a temporary vehicle pass (required during increased FPCON) for the duration of the rental contract. If no DoD ID available, visitor policy in 6c (15) and 6d applies.

(9) Retired Department of Defense Civilians, Department of the Army Civilians: (to include AAFES and NSA retirees) and family members will be allowed access to the installation after the following has been accomplished.

(a) Civilian retiree must provide proof of retirement status.

(b) Civilian retirees/family members not in possession of a valid Department of Defense Identification Card must submit DES Form 193 to the visitor center. Upon approval they may receive a COPS generated visitor badge and DoD decal with green installation tab NTE 2-years.

(10) School faculty, Staff and Administrators:

(a) Present their school district identification card with valid state driver's license or state identification card with photo.

(b) Register their vehicle and receive a COPS generated badge and DoD decal with black Fort Meade Only installation tab that is valid for the duration of the school year (1 year).

(11) School Bus: Driver's must present employer (county/school district) specific photo identification card with State driver's license. Additionally, security force (SF) personnel performing access control duties will conduct a walk-through of the bus, conducting random spot checks of student IDs.

(12) Sponsored/Special Events: If an individual requests access to FGGM to attend an individually sponsored event such as a wedding, wedding reception, promotion party, change of command and other gatherings that involve large groups of non-DoD personnel, the following measures apply:

(a) The Sponsor (must be a DoD authority, ID card holder or Directorate of Family, Morale, Welfare and Recreation) will provide the DVC guest list (preferably typed using Excel spreadsheet format) containing the individual's name (last, first, MI),



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at least 5 days in advance of the event. The guest list serves as the sponsoring document that grants access following an identification check and verification.

(b) Temporary vehicle passes may be required at increased FPCON or during RAM.

(c) Visitors may be subject to a vehicle and personal inspection prior to being granted access to the installation. Hand held technology, Military Working Dog Teams, and Magnetometers will be used (when available) at the event site.

(d) Access for these events is limited to Llewellyn Avenue and Reece Road Access Control Points.

(13) Taxis:

(a) Direct taxi to the vehicle inspection to confirm pick up data (if required) and conduct log in procedures.

(b) Conduct vehicle inspection.

(c) Inspection of driver/personnel is conducted.

(d) Taxi driver needs a valid taxicab operator's "hack" license to gain access.

(e) Ensure driver has a valid State driver's license (scan with Mobilisa), State registration and proof of insurance.

(f) Inbound taxis will be granted access when there is a passenger with an approved form of identification listed in paragraph 6a(1) thru (d) or after verification of a scheduled pick up.

(14) Tow Trucks: Tow trucks will be directed to the DVC or the IP lane and checked for a valid tow tag, tow truck certificate of registration, and tow truck application, cab-card, valid driver's license, state vehicle registration and proof of insurance. DVC/IP personnel will verify with the tow truck operator the reason for towing the vehicle. Vehicle inspection is mandatory.

(a) Vehicles being towed for maintenance reasons will be verified telephonically with the person (s) requesting the tow.

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(b) **Repossessions:** Repossession agencies must coordinate through the Directorate of Emergency Services (DES). The DES Police Watch Desk will provide an escort and notify the Installation Staff Judge Advocate (SJA), including the submission of appropriate documentation.

(15) Visitor/Guest of Residents: If a visitor to the installation or a guest of a resident is not DoD affiliated (no DoD identification card or DoD vehicle registration) the following applies:

(a) The sponsor will notify the DVC in writing (memo, e-mail, etc.) in advance (72 hrs) of the scheduled visit, providing visitor information (name, last, first, MI etc.) reason and duration of the visit.

(b) Visitor identity (state driver's license w/photo) will be verified and the vehicle will be logged in at the DVC or IP gate vehicle log-in sheet.

(c) If the visitor will be on the installation for a two-day period or longer, the visitor will report to the DVC along with their sponsor, complete DES Form 191 and be issued an extended COP's generated visitor badge and temporary vehicle pass for the duration of the visit.

(d) The vehicle will be inspected the first time it enters the installation, and each time thereafter if they do not possess a temporary vehicle pass from the DVC.

(e) Only DoD ID card holders and Picerne Housing Residents (civilian, non-DoD personnel) with COPS issued Badges may vouch for passengers and sponsor guests up to 30 days by completing DES Form 191.

(16) Volunteers/Family Care Providers:

(a) Should receive a DA Form 1602 from the ID card issuing authority IAW AR 600-8-14.

(b) If no DA Form 1602 is issued, the sponsoring volunteer agency will submit DES Form 194 to the Installation Access Control Officer, certifying that the individual conducts volunteer services on the installation.

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(c) Once approved, volunteers will receive a COPS generated visitor badge for the duration of service, NTE 2 years.

(d) Volunteers will receive a COPS generated temporary vehicle pass if services are less than one year. If services rendered are for a one-year period or longer, the volunteer will be issued a DoD decal with black Fort Meade Only installation tab NTE 2 years.

(e) Registration may be extended as long as the activity director certifies the volunteer/family care provider continues in a satisfactory status.

(17) Veteran Administration Clinic Patients:

(a) Present their VA ID along with a KACC letter of enrollment in the VA clinic.

(b) Present their valid State driver's license or State identification card with photo, State registration documents and proof of insurance.

(c) Register their vehicle with the DVC and receive a COPS generated badge and DoD decal with black Fort Meade Only installation tab that is valid for the duration of the treatment/enrollment period or the expiration date on the VA identification card NTE 2 years.

(18) Foreign Military Passports: Will be cleared per AR 380-10 and be escorted per Army Regulation and local policy.

(19) Sponsorship privileges:

(a) Only DoD identification card holders are authorized to sponsor guests, personal service personnel, volunteers etc. onto the installation by completing DES forms 191 thru 194.

(b) Individuals with COPS generated "Visitor" badges or passes are not authorized to sponsor other individuals onto the installation. COPS visitor badge and passes are only valid for the individual and vehicle for which they are issued. COPS visitor badge holders are not authorized to vouch for other passengers in the vehicle and all passengers must show proof of ID as described in paragraph 6c(12) or 6c(15) above.

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(c) The only exception to paragraph b above is military housing residents that have been issued a COPS resident badge and do not possess a DoD form of ID. Residents (as designated on the reverse of the COPS badge) may sponsor passengers in their POVs and guests for up to 30 days.

d. Visitor Processing Procedures: Visitors (i.e., contractors, volunteers, former family members, DFMWR event attendees, hunters, fishermen, guests of residents etc.) attempting to gain access onto FGGM will be directed to the installation access control point (IACP) at Reece Road and be processed at either the Inspection Point or DVC, building 902.

(1) Sponsors/authorized personnel expecting visitors will submit a memorandum containing the visitors name, date, duration, location and purpose of the visit, and any available vehicle information to the DVC, Building 902 Reece Road, 5 days prior to the anticipated arrival.

(2) Inspection Point: Security Guards will process visitors (Non-DoD ID Card holders) at the IACP inspection point in the following manner:

(a) Welcome them to Fort Meade, ask their destination and reason for entering the installation.

(b) Verify the identity of the driver by inspecting their State driver's license with photo. Scan the driver's license using Mobilisa. Check the ID against the access roster (if available).

(c) Verify the identity of all passengers, pedestrians, and bicyclists by inspecting a valid State driver's license, state identification card with photo, or two forms of identification, one of which must have a photo.

(d) If an individual in the vehicle does not have the proper identification documents, (i.e., family member not old enough for an ID card, someone forgot a form of ID, etc.) the individual can be sponsored, on a case-by-case basis, by a DoD ID card holder in the vehicle or by the sponsoring activity.

(e) Log-in the vehicle and personal information (Name, plate #, state, destination, time, remarks).

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(f) In the event that the individual(s) will be staying on FGGM for an extended period, after completing log-in procedures, direct the visitor (and their sponsor) to the DVC to obtain COPS generated extended temporary vehicle pass and visitor badge.

(g) During weekend / holiday hours or when the DVC is closed, personnel with a DoD ID card or those personnel sponsored by a DoD ID card holder that is present, will be issued a temporary pass good through 1600 hrs the next duty day.

(3) Demps Visitor Center: DVC will process visitors in the following manner.

(a) Welcome them to Fort Meade and ask their destination and reason for entering the installation.

(b) Verify the identity of the driver's by inspecting their state driver's license with photo. Scan State driver's license using Mobilisa.

(c) Verify the identity of all passengers, pedestrians, and bicyclists by inspecting their valid State driver's license, state identification card with photo, or two forms of identification.

(d) In the event that the individual(s) will be staying on the installation for an extended period of time (2 days or more), a COPS generated Visitor Badge and Temporary Vehicle Pass may be issued for the duration of the visit after a satisfactory local files and criminal history check (Mobilisa, COPS etc).

(e) Direct the visitor to the vehicle inspection point. All visitors will be inspected.

e. Vehicle Registration:

(1) Permanent decal vehicle registration is mandatory for all DoD personnel who reside, perform duties, or are employed on Army installations. Vehicle registration involves the issuance of DD Form 2220 for the registered vehicle. Registration decals from active duty military installations (i.e., Coast Guard, Air Force, Marine Corps, or Navy) or other activities will be honored. Privately owned or leased motor vehicles to include automobiles, motor homes, motorcycles, motor scooters, and motorized bicycles that are owned by personnel who reside, perform duty, or are employed on Army installations will be registered in the Vehicle Registration System (VRS).

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(2) Registration will be completed within 5 working days of arrival on station or acquisition of such vehicle. The Installation/Garrison Commander or his/her representative can grant limited temporary registration for up to 45 days, pending permanent registration, or in special circumstances for longer terms.

(3) Owners are required to maintain their vehicles in accordance with AR 190-5 and the requirements of the state in which they are registered.

(4) Each operator of a military or privately owned motorcycle authorized to operate on Fort Meade will complete an Army approved motorcycle safety course. Individuals must show proof of completing the course when registering the motorcycle. Individuals who have not completed an Army approved motorcycle safety course may not register or operate a motorcycle on post.

(5) The following personnel are authorized permanent vehicle registration:

- (a) Active duty military
- (b) Retired military
- (c) Family members of active duty and retired military
- (d) DoD Civilian employees
- (e) Retired DoD civilian employees and family members
- (f) Reserve and National Guard
- (g) Armed Services Secretaries
- (h) Members of Congress
- (i) Designated members of the Diplomatic Corps
- (j) Designated political appointees

(k) Contractor personnel with Common Access Cards, expected to work on the installation for more than one year (contractors without a CAC card will receive a COP badge and vehicle pass that only allows them access to Fort Meade).

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(l) Federal, State and Local elected officials

(m) Persons who live and work on the installation (other than described above, e.g., faculty, staff, and administrators of on-post schools, volunteers, family care providers, Veterans Administration (VA) patients) will provide a letter of employment/enrollment, ID for on-post schools and VA, or approved DES Form 191 thru 194 during the registration process as appropriate.

(6) The following documents are required for vehicle registration.

(a) A valid State registration certificate. For individuals registering a privately owned vehicle that is not in his/her name, a lease agreement, power of attorney, or notarized statement from the owner of the vehicle specifying the inclusive dates for which permission to use the vehicle has been granted is required (verbal permission from the owner of the vehicle is not an exception to this requirement).

(b) A valid operator's permit from either the State or territory of home of record or State in which current duty assignment is required.

(c) A valid insurance card in compliance with the minimum requirements of the automobile insurance laws or regulations of the State in which the vehicle is registered.

(d) A valid military, military retiree, family member, DoD civilian employee, DoD retiree (civilian) identification card; VA ID with letter of enrollment from KACC; letter from employer; copy of contract; or an approved DES Form 191 thru 194.

(e) Satisfactory completion of a safety and mechanical vehicle inspection by the licensing State or jurisdiction (if required).

(7) Upon verification of the above documents, personal and vehicle information will be entered into the VRS system and individuals will then be issued a DD Form 2220 (Department of Defense Vehicle Registration Decal), installation tab, and an expiration decal.

(8) Decals: DoD registration decals for vehicle registration will be issued in one color, white field with blue lettering. Installation tabs will be issued in four colors.

(a) Blue - commissioned and warrant officers: active, reserve, and retired.

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(b) Red - enlisted personnel: active, reserve, and retired.

(c) Green - DOD installation civilian employees: (including NAF employees) and retired civilian employees.

(d) Black - Contractor personnel and other civilians employed on the installation, to include volunteers at installation activities, family care providers, and DFMWR sponsored personnel.

(9) Additionally, a dual numbered decal will be issued to indicate the month and year of decal expiration (not to exceed 4 years). Renewal of post vehicle registration is mandatory (see enclosure 4 for the components of a properly registered vehicle).

(10) Decals will be affixed to the outside of the windshield. Positioning of the decal will vary depending upon in which state the vehicle is registered. DVC personnel will provide positioning guidance during registration (see enclosure 3 for the proper placement of a vehicle registration decal, DD Form 2220).

(11) In accordance with reference m: Headquarters, Department of the Army Message, 302100 Aug 01, Display of Vehicle Registration Decal, the following personnel are exempt from the AR 190-5 requirement to affix the DD Form 2220 to the windshield or front bumper of the registered vehicle:

- (a) General Officers and Flag Officers of the Armed Services
- (b) Armed Services Secretaries
- (c) Political appointees
- (d) Members of Congress
- (e) Members of Diplomatic Corps
- (f) Federal, State and Local elected government officials.

Note: These individuals may present the DD Form 2220 on 3x5 cards, a device that permits the decal to hang from the rear view mirror, etc.



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f. Termination of Registration:

(1) When a vehicle registrant sells or otherwise disposes of a vehicle; is released from active duty; is separated from service (ETS, unless receiving medical, PX, commissary or tuition assistance ID for school); or terminates his/her civilian employment, volunteer service or no longer requires access to FGGM, AR 190-5 requires the following:

(a) Write the decal number on a copy of their orders. Personnel who sell or otherwise dispose of their vehicle may write their number on a 3x5 card or paper.

(b) Remove all decals from the vehicle.

(c) Report to the DVC/Directorate of Emergency Services (DES) with the remnants of the decals, one copy of orders, and clearance papers.

(2) Personnel who are transferred to a new duty station will annotate the DoD registration number on their installation clearance papers and report to the DVC. They will remove their installation identification tab and expiration stickers but retain the DoD registration decal on the vehicle.

(3) When an individual's State license or installation driving privilege is suspended or revoked, that individual's installation vehicle registration decal is concurrently terminated. Installation Provost Marshals will annotate the termination in the Vehicle Registration System (VRS). Individuals may resubmit for a post registration decal and driving privileges following expiration of state imposed suspensions.

(4) Installation registration may be continued for family members who remain in the geographical area when the service member is transferred overseas.

(5) If, for a valid reason (i.e., the vehicle was involved in a traffic accident and the decals were destroyed) prior to termination of registration, individuals must present a letter from the appropriate commander certifying the reason that decal remnants cannot be presented prior to a new decal being issued.

(6) Lost, stolen, or defaced decals will be immediately reported to the Police Watch Desk in building 6619 Mapes Road. A blotter or journal entry will be initiated and information copy provided to the DVC supervisor for action.

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g. Vehicle Registration Decal (DD Form 2220) Accountability: The Installation Provost Marshal will implement procedures designed to maintain strict accountability of decals. Additionally, all registrants (service members, civilians, family members, volunteers, DFMWR patrons etc) must be educated concerning the importance of decal accountability.

h. Temporary Vehicle Pass and Visitor Badge System: The intent of the Temporary Vehicle Pass and Visitor Badge System is two-fold. First, it will provide flexibility to DoD employees, family members, and other individuals facing circumstances (recent PCS, new vehicle, new insurance, rental vehicle) that restrict them from presenting permanent documentation In Accordance With AR 190-5 for a DD 2220. Additionally, the system will produce controlled documents to individuals (contractors, volunteers, retired DoD, DFMWR event participants, visitors, hunters, fishermen, family members, friends of FGGM, etc.) conducting legitimate business on or visiting FGGM.

(1) Temporary Vehicle Pass:

(a) Persons applying for a Temporary Vehicle Pass must produce a valid permanent or temporary state driver's license, state registration and proof of insurance.

(b) The installation DVC will generate the Temporary Vehicle Pass from the COPS. The pass will contain the issuing installation logo (top left hand corner), "Temporary Vehicle Pass" and the name of the issuing installation (centered at the top), vehicle operator's photo (top right hand corner), pass number, vehicle description, vehicle owner's name, vehicle tag number, destination, validation through date, vehicle operator's statement, vehicle owner's signature, approving authority signature, raised embossed seal of issuing authority, and the watermark. The photo requirement may be exempt for VIP guests/visitors when the military aides make prior coordination of the visit with the DES/DVC.

(c) If the social security number is used as a driver's license number, the vehicle operator has the option to use the VIN number in lieu of the driver's license number on the Temporary Vehicle Pass.

(d) The pass is only valid when the vehicle owner and issuing authority sign the pass in the appropriate blocks, and the issuing authority embosses the pass. The pass is valid until midnight of the printed pass through date. (See enclosure 5 for a sample Temporary Vehicle Pass)

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(e) Dependents of active duty and retired military personnel may utilize the Temporary Vehicle Pass (only in the vehicle to which it is registered) to access all installations. Military dependents must present a valid DD Form 1173 (Military Family Member Identification) in conjunction with the Temporary Vehicle Pass to gain access.

(f) The Temporary Vehicle Pass will be placed on the driver's side dashboard so as to be easily seen by the security forces. The pass must be presented to the security forces upon request.

(g) Security Forces will examine each and every pass during gate and patrol operations. The security forces will ensure that the information on the pass coincides with the operator's license, vehicle tag, and photo.

(h) Temporary Vehicle Passes (like state vehicle tags) are nontransferable to other vehicles.

(2) Temporary Visitor Badge:

(a) Persons applying for a Temporary Visitor Badge must present an authorized form of identification to the DVC.

(b) The installation DVC will generate the visitor badge from the COPS. The pass will contain "Visitor Badge" (top centered); name of issuing installation (centered below "Visitor Badge"); visitor's photo (left justified below installation name); date of birth, race, sex, height, weight, eye color, hair (right of the photo); visitor's name (centered below the photo characteristics information), badge expiration date (center below the name), visitor's destination (left justified below expiration date), visitor's POC for visit (below destination), phone number for POC (below POC name), type of visitor, i.e. contractor, volunteer, etc., and badge number (centered bottom of the badge). (See enclosure 6 for sample Visitor Badge).

(c) The badge is valid until midnight of the printed pass through date.

(d) The visitor badge must be presented to the SF to gain access to the installation.

(e) The visitor badge only allows the pass holder to enter onto the issuing installation and proceed to the destination of official business or visitation. Additionally, the visitor badge must be used in conjunction with another form of picture identification

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(i.e., State driver's license, state identification card, etc.), and security personnel will examine each and every badge during access control operations.

(f) Temporary Visitor Badges (i.e. state driver's licenses) are nontransferable to any individual other than the recipient of the badge.

(3) Installation agencies or organizations requesting the issue of installation or COPS generated passes or badges must either submit to the installation DVC signature cards or a list of personnel authorized to request installation access control documents.


(4) The DVC Supervisor and Installation Access Control Officer will develop accountability procedures to control the issue and turn-in of visitor passes and badges.

7. The transportation, storage and registration of privately owned weapons (POWs) will be in accordance with AR 190-11, AR 190-13, paragraph 8-9 and FGGM Regulation 190-13.

8. The proponent for this policy memorandum is the Directorate of Emergency Services, Physical Security Division at (301) 677-6618.

11 Enclosures

1. Access Control Matrix
2. DOD Decal Components
3. Installation TAB Colors
4. DOD Vehicle Decal Placement
5. Temporary Vehicle Pass
6. Installation Visitor Pass
7. ACP/DVC Hours of Operation
8. DES Form 191 (Contractors)
9. DES Form 192 (Personal Services)
10. DES Form 193 (DFMWR)
11. DES Form 194 (Volunteers)

  
EDWARD C. ROTHSTEIN  
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