



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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APR 28 2016

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. Army Regulation 190-13, The Army Physical Security Program, 25 Feb 11
 - b. Army Directive 2014-05, Policy and Implementation for Common Access Card (CAC) Credentialing and Installation Access for Un-cleared Contractors, 7 Mar 14
 - c. Directive Type Memorandum (DTM) 09-012, Interim Policy Guidance for Department of Defense (DoD) Physical Access Control, 3 Mar 15
 - d. IMCOM OPORD 15-031, Implement Access Control Procedures at IMCOM Installations, 21 Nov 14
 - e. Policy Letter #31, JFHQ-NCR/USAMDW, subject: Access Control, 11 Jan 16
 - f. Real ID Act of 2005
3. Purpose. To standardize access control requirements for Fort George G. Meade (FGGM), Maryland relating to vehicle entrance and screening and personnel identification validation, identification documents, 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 Garrison 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 control points.

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6. Procedures. Commanders are responsible to establish an effective Visitor Control Program to ensure only authorized individuals enter the installation. Persons authorized access shall be granted either escorted or unescorted entry as described below.

a. Screening and Vetting.

(1) Screening (Identity Proofing). Personnel performing installation access control functions will verify a person's identity and need to have access to the installation.

(2) Vetting. Conduct 100% vetting of all unescorted visitors and contractors through the National Crime Information Center Interstate ID Index (NCIC III) which is the Army minimum baseline background check for entrance onto Army installations for non-common access card (CAC) holders and visitors.

b. Unescorted Installation Access. All unescorted persons entering the installation must have a valid purpose to enter, have a favorable NCIC III check (personnel under the age of 18 will not have an NCIC III check conducted), and be in possession of an authorized and valid access credential.

(1) Individuals in lawful possession of a valid form of the following credentials are authorized unescorted access onto FGGM without needing to undergo an NCIC III background check.

(a) DoD Common Access Card (CAC). The Common Access Card (CAC) is the standard identification card for active and reserve Uniformed Personnel, DoD Civilian employees, eligible contractors, and some designated foreign nationals.

(b) DD Form 2A (ACT) (Active Duty Military Identification Card)

(c) DD Form 2 (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)

(d) DD Form 2 (RET) (United States Uniformed Identification Card (Retired)

(e) DD Form 2S (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)

(f) DD Form 2S (RET/RES RET) (United States Uniformed Identification Card (Retired and Reserve Retired)

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(g) DD Form 1173 (teslin card). The Uniformed Services Identification and Privileges Card, is a teslin card issued to military members (Active and Reserve), Family members, and retirees.

(2) Personnel not in possession of one of the valid forms of identification listed above require a favorable NCIC III check and local access credential (pass or badge) in order to have unescorted access onto Fort George G. Meade.

(3) Personnel requesting access require REAL ID Act 2005 compliant identification and supplemental identity proofing documents. Otherwise they will be denied access or be escorted at all times while on the installation. See Annex B.

(4) Verification documents do not automatically constitute unimpeded access. Pedestrians, bicyclists, and vehicle operators may be subject to magnetometer and vehicle screening IAW random antiterrorism measures and force protection directives.

c. Escorted Installation Access.

(1) Non DoD affiliated personnel will be vetted through NCIC III or be escorted while on the installation by an approved DoD ID card holder or an Automated Installation Entry (AIE) Permanent Badge.

(2) The escorted person must have a valid purpose for entering the installation, present valid identification documents, or a valid passport from other countries cleared by the State Department to request access to Army installations.

(3) Official foreign visitors subject to provisions of Army policy concerning foreign disclosure and contacts with foreign representatives will be cleared per AR 380-10, receive an NCIC III check prior to entering the installation, and will be escorted.

(4) Commercial Busses. Drivers must be vetted and be issued an access credential. 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 identification (ID) requirements will be denied access unless sponsored by a DoD ID card holder or Automated Installation Entry (AIE) Permanent Badge holder.

(5) Commercial or Delivery Trucks. (includes tractor trailers, FedEx, UPS, fuel deliveries, movers, and vehicles with bulky construction material):

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(a) Large commercial deliveries will be directed to the vehicle cargo inspection facility (VCIF) at the National Security Agency (NSA) entrance off MD Route 32 (0500-2200 daily). Mission requirements may require some after-hours deliveries that will be processed through Reece Road when the VCIF is closed. After hour deliveries will be coordinated with the Directorate of Emergency Services (DES) and verified by the customer before allowing entry.

(b) Smaller (light commercial) construction and delivery vehicles will be processed at the Reece Gate. These type vehicles include passenger cars (day laborers), small vans and trucks, and maintenance vehicles with trade tools and equipment.

(c) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation, have a valid state issued driver's license and vehicle registration.

(d) Unless escorted, drivers will be cleared through NCIC III prior to making the delivery.

(6) Contractors and vendors requiring physical access longer than 24 hours but who do not require logical access to the computer network, will have a government employee sponsor who will provide the completed FGGM Access Request Form to the VCC verifying the need to possess a long term access credential. The expiration date of the installation pass or badge will be the end date of the contract or visit, or expiration date of the sponsor's identification document, whichever occurs first.

(7) Vendors.

(a) A vendor is a supplier of goods or service who does not require logical access to Army computers but does require physical access to an individual installation (taxi drivers, pizza deliveries, UPS, FEDEX).

(b) Vendors and drivers must apply for a visitor pass using the FGGM Access Request Form, receive a favorable NCIC III check, and be issued a FGGM access credential.

(8) Media. Vehicles and operators will be inspected and escorted at all times by a FGGM public affairs representative.

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(9) Sponsored or Special Events. Must be approved by Garrison Command or higher before any vetting processes begin.

(a) Reimbursable costs may be incurred by the requestor to conduct risk analysis, additional security measures or other items related to the event or assessment of the event.

(b) 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: The Sponsor must be a DoD ID card holder or Automated Installation Entry (AIE) Permanent Badge holder; Sponsors will submit a list of attendees or guests, with individual information as requested by the VCC, to the VCC at least 10 working days in advance of the event; Guests are subject to an identification check and verification upon arrival.

(c) Visitors may be subject to a vehicle and personnel 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.

(10) Taxis/Vendor Transportation (Taxis)

(a) Taxi drivers must pass a NCIC III, possess a FGGM generated access pass, and are subject to 100% inspection.

(b) Taxi drivers are not eligible for un-vetted, un-escorted access.

(11) Tow Trucks. Tow trucks will be checked for a valid tow tag, tow truck certificate of registration, and tow truck application, cab-card, valid state driver's license, state vehicle registration, and proof of insurance. Security 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.

(b) Repossessions. Repossession agencies (creditors, or their agents) requesting access to recover property based on default of a contract or legal agreement must coordinate through the Directorate of Emergency Services (DES), Police Services Division.

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(c) The DES Police Services Division will provide an escort and notify the Garrison Staff Judge Advocate (SJA) in the event legal advice is required.

(d) The creditor or agent must present a copy of title, contract or legal agreement, present evidence that the debtor is in default of contract or legal agreement, and agents must present evidence they are working for the creditor.

(12) Emergency Vehicles. Responding to an emergency (mutual aid plan) on the installation must notify the Emergency Communications Center. If advance notification has not been received, the Emergency Communications Center will verify the response with the appropriate emergency agency.

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

(14) Foreign Nationals.

(a) Foreign nationals that have not been cleared by the State Department, will be escorted at all times. Those with valid work permits, will undergo NCIC III and be issued an access credential.

(b) Those foreign nationals attempting to enter Military District of Washington (MDW) installations, who do not have a valid need, will be denied access and will be identity verified by Immigration and Customs Enforcement (ICE) at 1-866-DHS-2ICE (1-866-347-2423). Sponsored or previously verified individuals are exempt from ICE verification.

d. Sponsorship privileges.

(1) DoD ID card and Automated Installation Entry (AIE) Permanent Badge holders are authorized to sponsor visitors onto the installation by completing the FGGM Access Request Form.

(2) DoD ID card and Automated Installation Entry Permanent Badge holders may sponsor visitor badge requests or provide escorted access to non-vetted visitors.

(3) Individuals with approved "Visitor" badges or passes are not authorized to sponsor other individuals onto the installation. Installation visitor badge and passes are only valid for the individual and vehicle for which they are issued. Visitor badge holders

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are not authorized to vouch for other passengers in the vehicle and all passengers must show proof of ID to enter the installation.

(4) Visitor or Guest of Residents not having a DoD identification card will;

(a) If the visitor requires unescorted access, the sponsor will complete and submit, in person, the FGGM Access Request Form to the visitor center. The visitor will undergo an NCIC III check and if favorable be issued a visitor badge for the duration of the visit.

(b) DoD ID card holders or Corvias housing residents with Automated Installation Entry (AIE) Permanent Badges are authorized to sponsor long term residential requests IAW Corvias rental policy and FGGM access control policy.

e. Credentialing. A locally produced installation badge or temporary pass will be used for all non-DoD affiliated people gaining access to the installation.

(1) The visitor identification badge will be an Automated Installation Entry (AIE) like card with an imprinted photo and expiration date. Local visitor badges will be issued to personnel who require unescorted access not to exceed one year.

(2) The temporary pass will have the expiration date fully visible and be issued for short term installation access. Temporary passes will be issued to those individuals who require access for a period not to exceed 30 days.

(3) Persons applying for a visitor badge or temporary pass must present authorized form of identification at the VCC. See Annex B.

(4) The badge or temporary pass is valid until midnight of the printed through date.

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

f. Trusted Traveler Program (TTP).

(1) Allows for Service Members and spouses, DoD employees, and retired Service Members and spouses to vouch for no more than twelve (12) occupants in their

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immediate vehicle, provided the Trusted Traveler (TT) vehicle operator has a valid identification card.

(2) The TTP is not authorized for military dependents (except spouses), contractors, volunteers, or family care providers.

(3) Trusted Travelers are responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by Army regulations and requirements of the garrison commander.

(4) The Garrison Commander has the discretion to suspend the TTP based on local threat or may revoke trusted traveler privileges.

(5) The TTP can only be used during FPCON NORMAL, ALPHA, and BRAVO within their implementation policy and as local security conditions permit. TTP will be suspended during FPCON Charlie and Delta.

(6) Trusted travelers cannot vouch for persons with foreign passports or identification cards who must, instead, be cleared through NCIC III prior to being granted access.

(7) Trusted Travelers may be required to register at the visitor center, building 902 Reece Road, where the driver and vehicle information will be registered into the Automated Installation Entry (AIE) database.

(8) Contractors whom have been issued a CAC may escort personnel onto the installation; however, cannot participate in the TTP.

(9) The TTP is not authorized for persons under the age of 18 or persons not in lawful possession of a valid form of identification credentials listed in paragraph 6b (1) that do not require an NCIC III check.

g. Access Denial Waiver Process. In accordance with Annex A.

7. The transportation, storage, and registration of privately owned weapons (POWs) will be in accordance with AR 190-11, and FGGM Regulation 190-13, para 3-4.

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



BRIAN P. FOLEY
Colonel, Signal Corps
Commanding

- 2 Encls
- 1. Annex A
- 2. Annex B

DISTRIBUTION:

- A
- B

CF: (w/encl)

US Army Installation Management Command, ATTN: IMES-P, 2405 Gun Shed Road,
Fort Sam Houston, TX 78234-1223

Commander, Joint Forces Headquarters, National Capitol Region, US Army Military
District of Washington (MDW), 103 3rd Street SW, Fort Lesley J. McNair, DC 20319

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**Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy
Memorandum #70: Installation Access Control**

ACCESS DENIAL WAIVER PROCESS

1. PURPOSE

a. Uncleared contractors and visitors may be denied unescorted access to installations based on the results of NCIC, the NCIC-III, and the TSDB checks that contain credible derogatory information indicating the individual may present a threat to the good order, discipline or health and safety on the installation.

b. Security personnel performing the access control mission and conducting the NCIC-III checks will deny installation access to any individual that has any of the following derogatory information on the NCIC-III check:

1. The NCIC-III contains criminal information about the individual that causes the senior commander to determine that the individual presents a potential threat to the good order, discipline, or health and safety on the installation.

2. The installation is unable to verify the individual's claimed identity based on the reasonable belief that the individual has submitted fraudulent information concerning his or her identity in the attempt to gain access.

3. The individual has a current arrest warrant in NCIC, regardless of the offense, or violation.

4. The individual is currently barred from entry or access to a Federal installation or facility.

5. The individual has been convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, drug possession with intent to sell, or drug distribution.

6. The individual has a U.S. conviction of espionage, sabotage, treason, terrorism, or murder.

7. The individual is a registered sex offender.

8. The individual has been convicted of a felony within the past 10 years, regardless of the offense or violation.

9. The individual has been convicted of a felony firearms or explosives violation.

10. The individual has engaged in acts or activities designed to overthrow the U.S. Government by force.

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ANNEX B (List of acceptable identity documents) to Fort George G. Meade Policy Memorandum #70: Installation Access Control

Applicants are required to provide two forms of identity source documents, at least 1 from the primary listing in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change must be provided.

PRIMARY IDENTITY SOURCE DOCUMENT

- U.S. Passport or a U.S. Passport Card;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Driver's license of an identification (ID) card issued by a state or possession of the United States provided it contains a photograph and is Real ID Act 2005 compliant;
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- U.S. Military card;
- U.S. Military dependent/spouse ID card; or
- Personal Identity Verification (PIV) (HSPD 12 compliant)

SECONDARY IDENTITY SOURCE DOCUMENT

The secondary Identity source document may be from the list above, but cannot be of the same type as the primary identity source document.

- U.S. Social Security Card issued by the Social Security Administration;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- Voter's registration card;
- U.S. coast Guard Merchant Mariner Card;
- Certificate of U.S. Citizenship (Form N-560 or N-561);
- Certificate of naturalization (Form N-550 or N 570);
- U.S. Citizen ID Card (Form I-197);
- Identification Card for Use of Resident Citizen of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
- Temporary Resident Card (Form I-688);
- Employment authorization Card (Form I-688A);
- Re-entry Permit Form I(-327);
- Employment authorization document issue by Department of Homeland security (DHS);
- Employment authorization document issued by DHS with photograph (Form I-688B);
- Foreign ID with photograph;
- Driver's license issued by a Canadian government entity; or
- Native American tribal document.

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**Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy
Memorandum #70: Installation Access Control**

11. The individual is identified in the Terrorist Screening Database (TSDB) as known to be or suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity. When this capability becomes available to DoD, security personnel performing installation access control personnel will strictly follow the Federal Bureau of Investigation's published engagement protocols.

c. Further disqualifying factors, as determined by the Garrison Commander, that would deny an individual access onto the installation will be added to this policy.

d. In cases where an uncleared contractor or visitor is denied access based on derogatory information obtained from an NCIC or NCIC-III check, the individual may request a waiver to obtain access onto the installation. The individual must request the waiver application packet from the Visitor Control Center located in Building 902 Reece Road, Fort Meade, Maryland on Monday thru Friday between the hours of 0730-1530.

2. Fitness Determination

a. Only Government Official(s), appointed by the Garrison Commander, will perform fitness determinations for access to Fort George G. Meade, MD.

b. The designated government official(s) will review all access denial waiver applications and make a fitness determination recommendation to the approving official.

3. Access Denial Wavier Application Packet: (See Enclosure 1)

4. Approval Process

a. The designated government official(s) will review the access denial waiver applications and make a fitness determination recommendation to the approving official. Unless otherwise delegated down, the Garrison Commander is the approving authority.

b. The Garrison Commander or delegated official will review the waiver application and render a determination that ensures proper protection of good order and discipline, or health and safety on the installation.

c. The Garrison Commander or delegated official will provide a copy of the determination to the individual, Director of Emergency Services, and sponsoring agent.

d. Individuals who have had a waiver request denied may request reconsideration from the Garrison Commander after one year from the date of the Garrison Commander's decision, or earlier if the individual can present significant information that was not available at the time of the original request or that the basis for the original denial was overturned, rescinded, or expired.

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Enclosure 1 (Waiver Application) to Annex A (Access Denial Waiver Process) to Fort George G. Meade Policy Memorandum #70: Installation Access Control

ACCESS CONTROL DENIAL WAIVER APPLICATION

WARNING: ANY MISREPRESENTATION OR OMISSION OF INFORMATION MAY RESULT IN DENIAL OF THE REQUEST

REQUEST FORM			
Please type or print neatly; Attach additional sheets if necessary			
1. Name (First/Middle/Last)			
2. Current Address (Number and Street, City, State, and ZIP Code)			
3. Email address: Do you want your decision emailed back to you rather than mailed to you? Yes _____ No _____			
4. Current Telephone Number Home () _____ - _____ Work () _____ - _____			
5. Reason for requesting access to Fort Meade, MD			
6. What job has Fort Meade, MD offered you?			
7. Does your job require you to have a clearance?			
8. List Your ENTIRE Criminal History (except traffic and other infractions) as follows:			
CRIME FOR WHICH YOU WERE ARRESTED	CRIME FOR WHICH YOU WERE CONVICTED (OR INDICATE IF DISMISSED OR NULL PROS.)	NAME & ADDRESS OF COURT OR AGENCY	DISPOSITION (INCLUDE SENTENCE AND CONVICTION DATE)
9. Attach a copy of all court documents, certified by the Clerk of the Court, from all of your conviction(s).			
10. In your own words, explain the facts of each felony, and why you should be able to come on post. Attach additional sheets if necessary.			
11. Explain any circumstances that lessen the seriousness of the felony conviction(s) and show that you have been rehabilitated. Attach additional sheets if necessary.			



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DIRECTORATE OF EMERGENCY SERVICES

SUBJECT: Letter of Instruction for Installation Access Control Denial Waiver Process

1. Your request for unescorted access to Fort George G. Meade has been denied. The decision was based on derogatory information obtained from the National Crime Information Center, Interstate Identification Index (NCIC III).

2. To request a waiver to the denied access you should follow the below instructions.

3. The **Government sponsor** will:

a. Inform the individual(s) that they are no longer cleared for access to the installation and if found to be on the installation may be charged with trespassing. (FOIA/PA prohibits the release of personal information to the sponsor or to the contractor without approval of applicant).

b. Collect all documentation (access credential) issued to the individual and return it to the Visitor Control Center (VCC) within 3 business days of this notification.

c. Review the individual's packet for completeness and determine whether or not to endorse the request for a waiver.

d. If the Government sponsor decides to endorse the waiver, they must provide a letter or recommendation for the individual that addresses the conduct that caused the denial and indicate why the conduct should not prohibit the individual from being granted unescorted access to the installation.

e. Submit the waiver request packet and sponsor letter to the Garrison Commander.

3. The **individual** has the option of requesting a waiver from the Garrison Commander by following the steps outlined below:

a. Obtain a certified copy of their complete criminal history; which must include all arrest and convictions.

b. Obtain a letter of support from their Government sponsor. The letter must indicate that the sponsor requests that the individual be granted unescorted access to accomplish a specific purpose, as well as the anticipated frequency and duration of such visits. The sponsor must inform the Garrison Commander's representative (VCC), (301) 677-1083/1520 when unescorted access is no longer authorized or needed.

SUBJECT: Installation Access Control Denial Waiver Process

c. Complete an Installation Access Control Denial Waiver Application (attached) and provide the packet to the Government sponsor, who will be responsible for submitting the waiver application to the Garrison Commander. All offenses must be listed, along with an explanation why the conduct should not result in denial of access to the installation. Other factors the sponsor and or applicant should address are the:

- (1) nature and seriousness of the conduct;
- (2) circumstances (in specific) surrounding the conduct;
- (3) length of time elapsed since the conduct;
- (4) age of the individual at the time of the incident, or conduct;
- (5) proof of effort toward rehabilitation.

d. Provide a current physical or email address to enable the Garrison Commander or his designated representative to transmit a copy of his determination of the waiver request.

5. Individuals who have had a waiver request denied IAW Army Directive 2014-05, may request reconsideration one year after the date of the Garrison Commander's decision.

8. The point of contact is Mr. George Cartagena, Visitor Control Center building 902 Reece Road, (301) 677-1083, or george.l.cartagena.civ@mail.mil.



JEFFERY E. WINEGAR
LTC, MP
Director, Emergency Services



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- (5) proof of effort toward rehabilitation.

d. Provide a current physical or email address to enable notification of the final determination of the waiver request.

5. Individuals who have had a waiver request denied IAW Army Directive 2014-05, may request reconsideration after one year from the date of the Garrison Commander's decision.

6. The point of contact is Mr. George Cartagena, Visitor Control Center, building 902, Reece Road, (301) 677-1083, or george.l.cartagena.civ@mail.mil.



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Director, Emergency Services