



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
2221 ADAMS AVENUE  
FORT LEE VIRGINIA 23801-2102

FORT LEE POLICY NO: 02-15

ATCL-CG

MAY 20 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Visitor Control Policy

1. References.

- a. Army Directive, Subject: 2014-05 Policy and Implementation for Common Access Card Credentialing and Installations Access for Uncleared Contractors, 07 MAR 14
- b. Army Regulation 190-13, The Army Physical Security Program, 25 FEB 11
- c. HQDA EXORD 033-15 Installation Access (Directed Actions), 07 NOV 14
- d. IMCOM OPORD 15-031 Implement Access Control Procedures at IMCOM Installations, 211313Z NOV 14

2. Purpose. This memorandum establishes policies, responsibilities and procedures for granting access to Fort Lee.

3. Scope. This policy applies to all individuals assigned to Fort Lee and to visitors, contractors, and vendors who require physical access to Fort Lee.

4. CAC ID holders, military retirees, and military Family members with valid government ID are not classified as "visitors" and have an inherent official purpose and are authorized unescorted access to Fort Lee. These personnel are considered vetted and do not require additional checks.

5. Non-CAC holder visitors, contractors, and vendors must have a valid need for a one-time, intermittent, or routine physical access to Fort Lee. All personnel who meet the criteria must complete a Fort Lee Form 190-3 (Request for Unescorted Access) or Fort Lee Form 190-4 (Group Application Request) and submit the request to the Fort Lee Visitor Control Center (VCC).

6. Fort Lee Visitor Center Personnel will conduct National Criminal Information Center (NCIC-III) checks for individuals requiring entry onto the installation. VCC personnel will

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deny installation access to any individual that has any of the following derogatory information on the NCIC-III check:

a. 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.

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

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

d. 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.

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

f. The individual is a registered sex offender.

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

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

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

j. 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.

#### 7. Trusted Traveler Program (TTP).

a. TTP will only be used during FPCONs NORMAL, ALPHA, and BRAVO as local security conditions permit.

b. TTP allows Uniformed Service Members and spouses, DOD employees, and retired Uniformed Service Members and spouses to vouch for occupants in their immediate vehicle. The TTP is not authorized for military dependents (except for spouses), contractors, volunteers, or Family care providers.

c. TTP procedures are governed and implemented locally and may not be recognized by other installations.

d. The number of personnel for whom a trusted traveler is allowed to vouch for is limited to eight (8) at a time.

e. Trusted travelers are responsible for the actions of all occupants and for meeting all security requirements for entering the installation.

f. Contractors are not authorized to participate in the TTP, even if issued a CAC.

g. 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 that do not require a NCIC-III check.

#### 8. Special Events.

a. The Senior Commander, Fort Lee may grant waivers for special events IAW AR 190-13, para 8-6. Units / Activities will coordinate special waiver requests to the Directorate of Emergency Services for Senior Commander's approval.

b. A risk analysis will be accomplished to assist in the development of compensatory security measures when NCIC-III screening is impractical and regulatory requirements cannot be met. The following are examples to be considered when planning the event:

(1) Isolation of event traffic and parking to specific locations.

(2) If applicable, the installation will coordinate the transport of attendees to and from the event utilizing government transportation.

(3) Specific ACPs will be identified where security measures are conducted prior to attending the event.

(4) The use of Random Antiterrorism Measures (RAM) Checks and additional Military Working Dog (MWD) support may be utilized to assist Security Personnel in screening visitors to the installation.

#### 9. Commercial Delivery / Moving Vehicles.

a. Drivers must possess a current bill of lading for the specific delivery containing an address on the installation. If no bill of lading is present, the vehicle will be denied entry. All exceptions will be approved by the Provost Marshal Office.

b. Drivers must possess a valid state issued Driver's License (DL), state vehicle registration, and proof of insurance.

c. All delivery vehicles will be inspected prior to entry. If any portion (other than verified sealed compartments) of the vehicle cannot be inspected, that vehicle will be denied access.

d. Unless escorted, drivers will be cleared through NCIC-III prior to making delivery. A locally issued pass will be issued at the Shop Road Gate only for the duration of the delivery.

e. If the vehicle has a seal, the seal's serial number will be checked against the bill of lading to ensure the cargo has not been tampered with. If the seal is broken or the serial number does not match, a 100% inspection of the vehicle will be conducted.

#### 10. Food Deliveries.

a. Delivery personnel are authorized an extended pass, contingent upon the THREATCON level, not to exceed 30 days.

b. The pass will be issued to allow deliveries only, not to allow free access to the installation for other than delivery purposes.

c. Delivery personnel without a letter requesting an extended pass will be issued a 24-hour pass.

#### 11. Cab Services.

a. All AAFES authorized taxis must be in possession of a DA Form 1602 ID card at all times. The DA Form 1602 is not valid without being accompanied with a valid state driver's license. The ID card is valid only for the taxicab company whose name is on the card. If the driver goes to work for another taxicab company, the owner will inform AAFES Security POC and the driver is responsible for returning the old ID card and requesting a new ID card be issued.

b. All other taxi drivers must apply for a visitor pass and be cleared by NCIC-III. These drivers will be issued a pass not to exceed 24 hours.

c. Drivers must possess a valid DL, valid taxicab operator's license, vehicle registration and proof of insurance.

d. Vehicles are subject to inspection before being granted access.

e. Taxi drivers will not be granted Trusted Traveler Program status.

#### 12. Towing Services.

a. Tow truck drivers must apply for a visitor pass and be cleared through an NCIC-III check.

b. Drivers must possess a valid tow tag, tow truck certificate of registration, tow truck application, cab-card, valid DL, state vehicle registration, and proof of insurance.

- c. Vehicles are subject to inspection before being granted access.
- d. Tow truck drivers will not be granted Trusted Traveler Program status.
- e. Vehicles being towed for maintenance reasons will be verified telephonically with the person(s) requesting the tow but will not be allowed onto the installation without a NCIC-III check.

13. Repossessions.

a. Creditors or their agents requesting access to recover property based on default of a contract or legal agreement are required to coordinate through the Provost Marshal Office.

b. The creditor or their agent must adhere to the following procedures:

- (1) Copy of title, contract or legal agreement must be presented.
- (2) Present evidence that the debtor is in default of the contract or legal agreement.
- (3) Agents must present evidence they are working for the creditor.

14. Emergency Response Vehicles. Vetting of emergency services personnel with properly issued credentials from their local / state agency prior to granting access to the installation is not required.

15. Buses. All local school bus drivers must be vetted prior to entry onto the installation. Once vetted, the driver / any other school representative on the bus must provide their Fort Lee issued pass to security personnel at the ACP prior to entry.

16. Access Denial Waiver Application Packet Procedures.

a. The Access Denial Waiver Application (Fort Lee Form 190-4) will instruct the individual to do the following:

(1) Obtain a certified copy of their complete criminal history, which must include all arrests and convictions. All offenses must be listed, along with an explanation why the conduct should not result in access denial from Fort Lee, VA. Other factors addressed by the sponsor / applicant are:

- a. Nature and seriousness of the incident / conduct.
- b. Specific circumstances surrounding the incident / conduct.
- c. Length of time elapsed since the incident / conduct.
- d. The age of the individual at the time of the incident / conduct.

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e. Proof of efforts towards rehabilitation.

(2) Provide a current physical or email address to enable the Director of Emergency Services to transmit a copy of the final determination for all waiver requests.

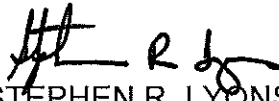
b. The government sponsor will review the individual's packet for completeness and determine whether or not to endorse the waiver application. If the government sponsor decides to endorse the waiver, he / she must provide an endorsement letter. The letter must indicate the sponsor requests the individual be granted unescorted access to accomplish a specific purpose, as well as the anticipated frequency and duration of such visits. If a contractor employee is terminated, the sponsor must inform the Director of Emergency Services so that unescorted access to the installation is terminated.

#### 17. Fitness Determination and Approval Process

a. The Director of Emergency Services is designated in writing as the Fitness Determination Review Authority. All Access Control Denial Waiver Applications will be forwarded to the Fort Lee Director of Emergency Services through the Fort Lee Visitor Control Center for review.

b. Disapproved Access Control Denial Waiver Packets will be reviewed by the Appeal Authority (Garrison Commander) only when applicant requests an appeal.

18. Questions pertaining to this policy should be directed to the Directorate of Emergency Services at (804) 734-7438.

  
STEPHEN R. LYONS  
Major General, US Army  
Commanding

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