

**Fort Indiantown Gap Regulation 190-13**

# **Fort Indiantown Gap Installation Access Control**

**29 September 2023  
Fort Indiantown Gap Training Center  
Anville, PA 17003-5002  
FTIG-TC Force Protection Section**

UNCLASSIFIED

# Installation Access Control

---

By order of the Garrison Commander:

**KEVIN D. POTTS**  
**COL, AR, PAARNG**  
**Garrison Commander**

Official: \_\_\_\_\_

**History.** This publication is effective NOV 2023 in order to institute the installation access control policies for Fort Indiantown Gap, Pennsylvania.

**Summary.** This regulation prescribes policies and procedures for granting access to Fort Indiantown Gap, Pennsylvania. Access control restricts, and/or controls

entrance to Fort Indiantown Gap to only those authorized persons and their vehicles. Persons authorized access will be either escorted or unescorted.

**Applicability.** This regulation applies to all Service Members, Family Members, Federal employees, Contractors, Civilians and foreign nationals visiting or conducting official business on Fort Indiantown Gap.

**Proponent.** The proponent for this regulation is the Provost Marshall for Fort Indiantown Gap.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Directorate of Plans, Training, Mobilization and Security, ATTN: Force Protection Office, Fort Indiantown Gap, Anville, PA 17003-5002

**Distribution.** This publication is available in both electronic media and hard copy. The signed original is filed at the office of the Directorate of Plans, Operations, Training and Security.

## Contents

### **Chapter 1**

#### **Introduction**

Purpose

References

Associated Publications

Administrative Control

### **Chapter 2**

#### **Installation Access Policy**

General

### **Chapter 3**

#### **Access Control Procedures**

Screening and Vetting

Unescorted Access

Trusted Traveler Program

Uncleared (Non-CAC) Visitors (State Employees)

Uncleared (Non-CAC) Visitors (Contractors and Vendors)

Uncleared (Non-CAC) Visitors (All Others)

Fitness Determination

Access Denial Waiver Application Packet

Approval Process for Denial Waivers

Access Control Review Appeal Board

Escorted Access

### **Chapter 4**

#### **Credentialing**

Credentialing Categories

Special Events

Special Categories

### **Chapter 5**

#### **Deliveries, Convoys, Super Loads, and other Logistical Support for the Installation**

Accessing the installation

Delivery locations on the installation

Deliveries after hours

Classes of Supply

Super Loads

### **Chapter 6**

#### **Firearms**

### **Chapter 7**

#### **Outdoor Recreation**

Appendix A – References/Prescribed Forms

Appendix B – Internal Control Evaluation

Appendix C – Example Designation to Determine Fitness for Installation Access

Appendix D – Example Fort Indiantown Gap Access Request Form

Appendix E – Example Installation Access Denial

Appendix F – Example Fort Indiantown Gap Access Control Denial Waiver Application

Appendix G – Example NCIC-III Request Cover Sheet memo (Bulk Pre-vetting)

Appendix H – Example NCIC-III Request Roster (Bulk Pre-Vetting)

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose.**

This regulation establishes policies, responsibilities and procedures for granting access to Fort Indiantown Gap.

#### **1-2. References.**

See Appendix A.

#### **1-3. Associated Publications**

This section contains no entries.

#### **1-4. Administrative Control.**

The Fort Indiantown Gap Headquarters is responsible for the management and control of installation access. Installation Directorates, agencies and tenants are responsible for notifying Fort Indiantown Gap Headquarters of revoked Common Access Card (CAC) privileges when CACs are not retrieved. The Directorates, Agencies, and tenants are responsible for identifying and notifying Fort Indiantown Gap Headquarters of their Government Employee Sponsors. Directorates, Agencies and tenants are also responsible for reporting changes in Government Employee Sponsor, as well as the removal of employees from contracts.

## **Chapter 2**

### **Installation Access Policy**

#### **2-1. General.**

a. Scope. To standardize access control requirements for entering Fort Indiantown Gap, Pennsylvania relating to vehicle and personnel screening, identification (ID) documents, long term access control card and temporary passes.

b. Authority. Authority to control access to United States Army Installations varies based on jurisdiction, property rights, and geographic location. Within US jurisdiction, commanders publish and enforce guidance to protect installation resources in accordance with (IAW) Department of Defense (DoD) and Army policy. DoD Instruction (DoDI) 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB), prohibit individuals from entering military installations within the jurisdiction of the U.S. for a purpose prohibited by law or lawful regulation, or reentering an installation after being ordered not to reenter by an officer in command of the installation.

c. Policy. HQDA EXORD 033-15. All personnel desiring unescorted access to Army installations will enter the installation through an authorized Access Control Point (ACP) and be vetted using the National Crime Information Center (NCIC) Interstate Identification Index (III). Security Personnel will validate persons have a valid reason to be on the installation. Security personnel will verify the identification of all persons entering Fort Indiantown Gap through the installation's Visitor Control Centers (VCC) and ACPs IAW the references listed. Authorized identification documents do not automatically constitute access. Vehicle drivers, occupants, pedestrians and bicyclists are subject to security inspections IAW force protection directives when suspicious activity is observed or when directed by Random Antiterrorism Measure Program (RAMP).

d. Individuals who disrupt, impede, interfere, or assault Installation Law Enforcement or Security Personnel in the performance of ACP operations will be detained. Law enforcement personnel will return individuals to the Police Station for processing. Individuals may be titled under the Uniform Code of Military Justice (UCMJ) or charged with applicable offense(s) under Commonwealth of Pennsylvania Title 18, PA Crimes.

e. The Garrison Commander reserves the right to increase the Force Protection Condition (FPCON) level due to local or national threats which may further restrict access to Fort Indiantown Gap.

## **Chapter 3**

### **Access Control Procedures**

#### **3-1. Screening and Vetting.**

a. Screening (Identity Proofing). Security or Law enforcement personnel performing installation access control will verify a person's need to have access to the installation and perform a physical (touch) and visual inspection on all identification documents of occupants. The inspection will include:

- (1) Visual match of the photograph on the card to the person presenting the ID.
- (2) Verifying authenticity by checking the anti-counterfeit or fraud protection embedded in the credential.
- (3) Authenticating cards using automated means where physical access control systems (PACS), such as Automated Installation Entry (AIE), have been fielded.

b. Vetting

(1) NCIC-III. A check of records through the NCIC-III is the Army's baseline background check for entrance onto Army installations for non-CAC holders, to include visitors. The Federal Bureau of Investigations (FBI) permits the use of NCIC-III for vetting of visitors to ensure the security of military installations.

(2) ID Requirements. All Persons age 18 and over and all vehicle operators must present a valid picture identification card for access to the installation.

(a) Vehicle occupants who are 18 years of age or older must be in possession of a valid picture identification card (for example, driver's license, state identification, DD Form 1173 (Uniformed Services Identification and Privilege Card), DD Form 2 series, or passport issued by an authoritative agency state/federal) so they can be readily identified while on the installation.

(b) Occupants below the age of 18 who do not possess a valid picture identification card may be vouched for by an adult of the vehicle who has been cleared to enter the installation.

c. ID Documents. DoD CAC, per DoDI 8190.3 is the standard identification card for Active and Reserve uniformed personnel, DoD Civilian employees, eligible contractors and some designated foreign nationals. The CAC shall be the principal access control card which enables access to buildings, facilities, installations, and some limited controlled areas.

d. Unescorted access will not be granted without completing a favorable NCIC-III screening.

e. Escorted Personnel.

(1) Non-DoD affiliated personnel who have not been vetted through the NCIC-III will be escorted while on the installation at all times.

(2) The escorted person must present a valid state driver's license, state identification card with photo, a valid U.S. passport, or a valid passport from other countries cleared by the State Department (ie, appropriate Visa granting entry into the United States).

(3) Only those personnel who have been granted unescorted access without an NCIC-III check (ie, CAC/MIL ID holder) and State employees that have been vetted are authorized to escort non-DoD affiliated personnel. Non-government employee AIE card holders are not authorized escort privileges.

f. The Garrison Commander or designated representative will not grant unescorted installation access without the required identity proofing, vetting and fitness determination for all personnel who do not possess a CAC, another federal personal identity verification card or other DoD identification card. Individuals must have a validated need for access and undergo vetting to determine their fitness for access.

#### **3-2. Unescorted Access**

a. Personnel in lawful possession of a valid form of the following identification credentials are authorized unescorted access onto the installation without an NCIC-III check being conducted:

- (1) Common Access Card (CAC)
- (2) Next Generation Uniformed Services ID (USID) Card
- (3) DD Form 2 (Reserve)
- (4) DD Form 2 (Retired)
- (5) DD Form 2 (Retired Reserve)
- (6) DD Form 1173/DD Form 1173-1
- (7) DD Form 2765
- (8) DoD Civilian Retiree Card
- (9) US Government issued authenticated Federal PIV credentials

(10) Local, state and federal law enforcement, Fire and EMS officials driving official or emergency vehicles or privately owned vehicles whether armed or unarmed must present their credentials. Fort Indiantown Gap Law Enforcement, Fire, EMS and requested emergency responders on an active emergency response are not required to show identification. When Possible, prior notice to ACPs will be made through Fort Indiantown Gap security control center.

(11) Foreign Passports/visa with possession of an international travel order when identified in accordance with AR 12-15 and submitted on a roster to the visitor's center/police department.

b. Personnel in lawful possession of a valid form of the following identification credentials are authorized unescorted access onto the installation after a favorable NCIC-III check is conducted:

- (1) Valid State driver's license (DL) (Real ID)
- (2) Valid State ID (Real ID)
- (3) AIE badge or pass
- (4) State Issued Driver's License/ID (State Employees)
- (5) GOLD STAR card and next of kin survivor Family member
- (6) School District Employees ID (only until the installation has a locally produced badge)
- (7) Valid Federal identification (ie. US Passport)
- (8) DD Form 2764, US DoD/Uniformed Services Civilian Geneva Convention Identification
- (9) Air Force (AF) Form 354, Civilian ID Card
- (10) DA Form 1602 (Civilian Identification and Gold Star Family)
- (11) DD Form 1934, Geneva Convention ID Card for Medical and Religious Personnel
- (12) Foreign Passports, VISA, and/or Resident Alien Number (In some cases, foreign guests will require an escort)
- (13) Army Volunteers
- (14) Family care providers
- (15) Veteran's Health Identification Card (VHIC) (i.e., Purple Heart, Former POW, or Service Connected)
- (16) Transportation Worker Identification Credential (TWIC)
- (17) Access Control Lists
  - (a) Non-Government Employees (AAFES, Credit Union, Subway)
  - (b) Veterans Groups (Marine Corps League, AMVETS, Civil Air Patrol, PNGAS)
  - (c) Keystone Challenge (Staff, Youth, Parents)
  - (d) Boy Scout Events
  - (e) Civilians Training on Fort Indiantown Gap (Search and Rescue, JROTC)
  - (f) Law Enforcement Training (Local Departments, Counterdrug Students)
  - (g) Veterans without Credentials (Veterans Outreach)
  - (h) Chapel Service Attendees

### **3-3. Trusted Traveler Program (TTP)**

a. The TTP may be initiated by the Garrison Commander upon the commissioning of an AIE system. The Garrison Commander at his discretion, may suspend the TTP based on the local threat or may revoke individual trusted traveler privileges. The TTP allows uniformed service members and spouses, DoD employees, Pennsylvania Department of Military and Veterans Affairs State employees and retired uniformed service members and spouses to vouch for occupants in their immediate vehicle, provided the trusted traveler vehicle operator possesses a valid identification card. The Garrison Commander allows family members 16 years or older to participate in the TTP, provided the individual is the vehicle operator and that he or she possesses a valid DoD ID card and state DL. The intent of the TTP is to-

- (1) Expedite access to the installation for uniformed service members and spouses, DoD employees, and retired uniformed service members and spouses.
- (2) Provide a high degree of security with faster vehicle throughput.
- (3) Mitigate traffic congestion on adjoining highways.
- (4) Provide for flexibility for trusted travelers to vouch for family members and official visitors.

b. The TTP is not authorized for contractors, non-government employee AIE card holders, volunteers, or family care providers.

c. The TTP does not authorize vehicle occupants to enter a MEVA, defense critical asset, task critical asset, limited area, or exclusion area without first meeting the security requirements and procedures for those areas.

d. 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.

e. Trusted Travelers cannot vouch for persons with foreign passports or identification cards who must, instead, be cleared per AR 190-13, paragraph 8-8.

f. The TTP will be suspended at FPCONs Charlie and Delta.

#### **3-4. Uncleared (Non-CAC) Visitors (State Employees)**

a. State employees requiring access to Fort Indiantown Gap need to present a valid State Issued ID, State Issued Driver's License, Passport or Real ID compliant Driver's License. The Fort Indiantown Gap police or employees of the Visitors Control Center will conduct identify proofing and background checks for those with state issued Driver's Licenses or state issued ID's by utilizing the NCIC/NLET check.

b. Accepting a state issued driver's license or ID for admittance will be accepted until Pennsylvania implements the Federal Real ID Act (07 May 2025) and the current standard state issued Drivers License's and ID's have been phased out or replaced.

c. State employees, upon passing identity proofing and the adjudication standards will be authorized unescorted access. Upon granting access to the installation, the Visitors Control Center employee will enter the information into the AIE system. This will allow for expedited access in the future by either scanning their Driver's License or issuing an AIE badge.

#### **3-5. Uncleared (Non-CAC) Visitors (Contractors and Vendors)**

a. All contractors requiring unescorted access to the installation on a recurring basis and require access to a DoD computer network, shall receive a CAC. CACs are issued through the Contractor Verification System (CVS) program. To avoid delays in gaining required access to the installation, contractors eligible for a CAC are encouraged to contact their Contracting Officer Representative (COR) to begin the process to obtain a CAC as soon as possible.

b. Contractors and vendors requiring physical access to the installation but do not require access to a DoD computer network are not eligible for a CAC. Non-CAC eligible contractors who have a contractual agreement will have a Government Employee Sponsor provide the contractual agreement with a cover memorandum signed by a verifying offer vouching for the need to possess an AIE card to the Visitor Control Center. The expiration date of the AIE card will be the end date of the contract or visit, or the expiration of the sponsor's credential, whichever comes first. Sub-contractors will be bound by the same requirement.

c. Military ID cards for retirees, reservists and dependents are for non-contractor use. All contractors and sub-contractors possessing a valid Military ID and requiring access to the installation for contractor related reasons will comply with paragraph 3-5a or 3-5b. Military ID holders working as non-CAC contractors will be issued an AIE card for contractor use.

d. All contractors and sub-contractors who do not possess a CAC will report to the VCC with valid federal or state picture identification to be issued a temporary pass. A temporary pass will only be issued to persons with a valid reason for unescorted access who successfully pass a check of NCIC-III and the post exclusion/bar roster.

e. Foreign contractors are required to possess a valid Visa. Their Government Employee Sponsor will validate this Visa with the G-2, and upon validation submit the foreign contractor's application.

f. If an AIE card is lost or stolen, personnel will report it to the Fort Indiantown Gap Police Station (BLDG 7-74 Fisher Avenue) and to his or her Government Employee Sponsor. The Government Employee Sponsor will provide a memorandum verifying that the individual is still under a particular contract. The memorandum will be taken to the Visitor Control Center, where the AIE card will be replaced.

#### **3-6. Uncleared (Non-CAC) Visitors (All others)**

a. All Non CAC/Military ID holders with a valid reason to require unescorted access to the installation will report to the VCC with a valid Federal or state picture identification to be issued a temporary pass. A temporary pass will only be issued to persons with a valid reason for unescorted access and pass a check of NCIC-III and the post exclusion roster.

b. Non CAC/Military ID holders may be escorted by a DoD sponsor. The DoD sponsor must meet the criteria of paragraph 3-2a, 1-3 with caveat. The Non CAC/Military ID holder will be physically escorted by the DoD sponsor at all times while on the installation. The DoD sponsor is responsible for all actions of the sponsored non-CAC/military ID holder while on the installation.

c. Caregivers. Individuals approved and designated as the primary family caregivers of eligible veterans under the Department of Veterans Affairs Program of Comprehensive Assistance for Family caregivers are authorized on the installation with a copy of their eligibility letter and an ID such as DoD common access card, REAL ID-compliant driver's license or other ID issued by a state, territory, possession or the District of Columbia, U.S. passport or passport card, Foreign passport bearing an unexpired immigrant or non-immigrant visa or entry stamp, Federal personal identity verification card, VHIC, Transportation Worker Identification Card.

d. Special Events. An NCIC-III screening for personnel attending special events and activities may be waived where screening is impractical. The Fort Indiantown Gap Garrison maintains a list of authorized Special Events. The sponsoring agency is required to staff a packet consisting of a Deliberate Risk Assessment Worksheet (DRAW), as well as a plan to isolate traffic and ensure that event participants remain contained within the event confines. Exceptions to this must be approved, in writing, by the Garrison Commander or their designated representative. Compensatory security measures for special events will be implemented for non-DOD credentialed individuals without a DoD sponsor escort. For large special events (ie. March for the Fallen, graduations) non-DOD credentialed visitors without a DoD sponsor escort will be directed to enter the installation through the identified special event gates where security measures are conducted prior to entrance onto the installation. Non installation level special events (ie. Weddings, reunions, unit functions) the DoD sponsor will coordinate their event through the Visitor Control Center. Not all events will be special events. Non-DoD credentialed visitors without a DoD sponsor escort attending the event will be directed to a specific ACP where they will be vetted against the special event access list for that particular special event.

e. Graduation visitors without a valid DoD ID or AIE pass will be vetted against the graduating class roster. The Military ID holder will be designated as the Government Employee Sponsor for the duration of the visit. Additional screening measures will be used to validate fitness for entry.

f. Non-CAC/Military ID holders residing on Fort Indiantown Gap with a sponsor, may apply for an AIE Card at the Visitor Control Center.

### **3-7. Fitness Determination**

a. Unescorted Access Determination. The Garrison Commander or designated representative will, in the absence of an approved waiver, deny uncleared contractors, subcontractors and visitors unescorted access to the installation based on the results of the NCIC-III check. The results of the NCIC-III check that contains credible derogatory information indicating the individual may present a threat to good order, discipline, or health and safety on the installation. Such derogatory information includes, but is not limited to the following:

- (1) The NCIC-III contains criminal arrest information about the individual that causes the Garrison Commander, or his designee, to determine that individual presents a potential threat to the good order, discipline, or health and safety on the installation.
- (2) The Garrison 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 the intent to sell or distribute. (No Time Limit)
- (6) The individual has a US conviction for espionage, sabotage, treason, terrorism or murder. (No time Limit)
- (7) The individual is a registered sex offender. (No Time Limit)
- (8) The individual has a felony conviction within the past 10 years, regardless of the offense or violation.
- (9) The individual has been convicted of a felony firearms or explosives violation. (No Time Limit)
- (10) The individual has engaged in acts or activates designed to overthrow the U.S. Government by force. (No Time Limit)
- (11) The individual is identified in the NCIC known or appropriately suspected terrorist (KST) file or 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. Installation access control personnel will strictly follow the FBI's published engagement protocols.



b. Procedures for TSDB notifications:

(1) The KST list is derived from the TSDB, maintained by the FBI's Terrorist Screening Center (TSC). KST "hits" may be received either during initial vetting using QWI inquiry of non-DOD affiliated personnel or at installation access control points using AIE or DBIDS system connected to Identity Matching Engine for Security and Analysis (IMESA), which checks TSDB as part of continuous vetting.

(2) DOD and FBI have jointly agreed to engagement protocols for responding to KST and/or TSDB hits. The TSC labels terrorist suspects with various handling codes. These codes will be attached to KST-TSDB hits sent to the installation. Army installations and agencies that receive IMESA-accessed TSDB information are required to strictly follow the handling code procedures given in the IMESA alert and response.

(3) At no time during an encounter will the subject of a KST-TSDB hit be notified, directly or indirectly, that he or she is on a watch list. This procedure is key to fulfilling our responsibilities to FBI agreement for sharing KST-TSDB data with DOD. Only personnel trained and certified to access and use TSDB information (NCIC trained and certified) will be authorized to handle TSDB information in the DOD IMESA process. Installation law enforcement activities must retain all personnel training records for as long as the member has access to the system and up to the period of the next audit.

(4) Following the encounter, installation access control personnel will report the incident to the Army Threat Integration Center, available 24/7 at commercial: (703) 695-5300 or Defense Switched Network: (312) 225-5300, or be email at: [usarmy.pentagon.hqda-dcs-g-2.listdami-artic@army.mil](mailto:usarmy.pentagon.hqda-dcs-g-2.listdami-artic@army.mil) and OPMG at [usarmy.pentagon.hqda.mbx.opmg-ps@army.mil](mailto:usarmy.pentagon.hqda.mbx.opmg-ps@army.mil).

c. Active warrant processing.

(1) If an active warrant is identified during visitor vetting, a warrant confirmation message (also known as a "hit" confirmation) is sent via NCIC to the agency that entered the warrant.

(2) Per system requirements, the agency has to respond to the warrant confirmation response with verification that the warrant is, or is not, active.

(3) A message from the originating agency, indicating an active warrant, will have instructions to either hold the individual or instructions to advise the individual of the warrant and release from custody. In situations where the warrant is confirmed to be active and extradition is requested, installation security personnel (DA police, security guards, or military police) will detain the individual for the law enforcement agency.

(4) Persons with an active, confirmed warrant can be detained up to 3 hours pending the arrival and release to the extraditing agency. If the extraditing agency is unable to send an officer within 3 hours, arrangement with local law enforcement should enable custody transfer until the detainee can be released to the extraditing agency.

(5) If an active warrant (security alert) is detected at an ACP, via AIE continuous vetting, in addition to the procedures listed above, installation law enforcement personnel will notify their respective Installation Personnel Security Office (PERSEC) of the incident, for possible security clearance action.

b. Access Denial Waiver Process. In cases where an uncleared contractor, subcontractor or visitor is denied access based on derogatory information obtained from an NCIC-III check, the Garrison Commander will offer the process outlined in paragraph 3-7, only if the individual requests a waiver. The waiver packet must be endorsed by a Government Employee Sponsor in order to be considered by the Garrison Commander or his designated representative. Additionally, if the Government Employee Sponsor would like to sponsor the contractor for continued access, they may do so at this point in the process. If the individual is requesting a waiver based on completion of the First Offender Act and the court documentation specified in paragraph 3-7a.3. identifies that the charge should not be considered a conviction under First Offender Status, the denial may be administratively lifted without having to go through the Review Board. The individual cannot have any additional offenses of any kind (charges or convictions) beyond the first offender notation in order for the denial to be lifted at this point. If any other charges show up on the NCIC-III, the Access Denial Waiver Application Packet must be submitted IAW paragraph 3-7.

c. The Contractor Badging Office will not accept Denial Waiver Packets. The Government Employee Sponsor will submit them to the Installation Deputy Base Operations Manager (DBOM).

### **3-8. Access Denial Waiver Application Packet.**

a. The access denial waiver application packet 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. They cannot receive the copy that was used to make the access determination.
- (2) Complete an Installation Access Control Denial Waiver Application and provide the packet to the Government Employee Sponsor, who will be responsible for submission of the waiver application to the Deputy Base Operations Manager for review by the Access Control Appeals Review Board. All offenses must be listed, along with providing an explanation why the conduct should not result in denial from entering the Army installation. Other factors that should be addressed by the sponsor/applicant are:
  - (a) Nature and seriousness of the conduct
  - (b) Specific circumstances surrounding the conduct
  - (c) Length of time elapsed since the conduct
  - (d) The age of the individual at the time of the incident/conduct
  - (e) Proof of efforts towards rehabilitation
- (3) If the individual is requesting a waiver based on completion of the First Offender Act, the petition for discharge of defendant (First Offender Act) must be attached. The document must cite State of XXX vs. XXX, Docket Number, and Court. It MUST be signed by the presiding judge.
- (4) Provide a current physical or e-mail address to enable the Deputy Base Operations Manager to transmit a copy of the waiver request determination.
  - (a) The government sponsor will review the individual's packet for completeness and determine whether or not to endorse the waiver.
  - (b) If the government sponsor determines to endorse the waiver, he/she must provide a letter. The letter must indicate that 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.
  - (c) If a contractor employee is terminated, the sponsor must inform the Fort Indiantown Gap Headquarters, BLDG T-01 so that unescorted access to the installation is no longer authorized.

### **3-9 Approval Process for Denial Waivers**

- a. The designated government official(s) will review the access denial waiver applications and make a fitness determination recommendation to the approving authority. The Garrison Commander is the approving authority unless otherwise delegated.
- b. The Access Control Appeal Review Board will review the waiver application packet and render a recommendation that ensures proper protection of good order and discipline, or health and safety on the installation.
- c. The Deputy Base Operations Manager or delegated official will provide a copy of the determination to the individual, the Visitor Control Center and Government Employee Sponsor.
- d. Individuals who have had a waiver request denied may request reconsideration from the Adjutant General or 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.

### **3-10. Access Control Appeal Review Board (ACARB)**

- a. In accordance with the provisions of Army Directive 2014-05, Adjudication Standards and Procedures for Using the National Crime Information Center and Terrorist Screening Database for Installation Access Control of Unescorted, Uncleared Contractors, and the Access Control Appeal Review Board will be used to recommend approval or disapproval for the installation.
- b. The board will be convened upon necessity as determined by the Deputy Base Operations Manager for review of appeal packets. Voting Board members, upon an in depth review of the provided information, will provide their recommendations to the Garrison Commander with detailed reasons of their determination. The Garrison Commander will review the recommendations and provide a determination on Installation Access. If the individual is denied access by the Garrison Commander, they can appeal their case to the Adjutant General for a final determination.
- c. The Access Control Appeal Review Board will be comprised of the following members:
  - (1) Fort Indiantown Gap Garrison Commander, voting member
  - (2) Deputy Base Operations Manager, President of the Board, voting member.
  - (3) Representative, Staff Judge Advocate (SJA); non-voting member.
  - (4) Representative, Department of Military and Veterans Affairs Chief Counsel's Office; non-voting member.

- (5) Director of Plans, Operations, and Security, Force Protection NCO; voting member
- (6) Fort Indiantown Gap Police Chief; voting member
- (7) State HR Manager, voting member

d. The Deputy Base Operations Manager will prepare/present the appeal packets to the ACARB for review.

e. Appeal Packets. Incomplete packets are remanded back to Government Employee Sponsor before being considered. Completed Packet must include:

- (1) Criminal History
- (2) Appendix C, Fort Indiantown Gap 190-13-1 Access Control Regulation, Fort Indiantown Gap Access Control Denial Waiver Application (completed and signed)
- (3) Government Employee Sponsor Recommendation

f. Board Evaluation Criteria. If the Government Employee Sponsor does not support the appeal then, in absence of any additional evidence to support the appeal, the board will recommend denial of the appeal. The board will evaluate complete packets using the following criteria:

- (1) Nature and seriousness of the conduct
- (2) Specific circumstances surrounding the conduct
- (3) Length of time elapsed since the conduct
- (4) The age of the individual at the time of the incident
- (5) Proof of efforts toward rehabilitations
- (6) Number of derogatory criteria triggered by the person's criminal history.

g. Denials may be specified. The board may recommend a limited denial whereby the person is allowed to access post on specific days, times and locations for a specific purpose. For example, a person may be allowed to enter post Mon-Fri 0900-1700 hrs to go to work at Building 123. The board will review each appeal packet and vote on granting the appeal or denying the appeal. The results of the board will be presented to the Garrison Commander as Recommend Approval for Appeal or Recommend Denial for Appeal.

### **3-11. Escorted Access**

a. DoD Personnel in possession of approved forms of ID listed in paragraph 3-2a. 1-3, may escort personnel on post. The personnel being escorted do NOT require an NCIC-III check and are NOT required to report to the VCC. Escort personnel are entirely 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

b. Responsibility of DoD personnel providing escort to un-vetted personnel. Escorts will ensure their guest(s) follows laws, regulations and policy while on post. The escort will ensure all guests depart the installation. The escort will immediately report violations of their guests to the Fort Indiantown Gap Police. Escorts may be held accountable for negligent execution of these duties.

## **Chapter 4 Credentialing**

### **4-1. Credentialing Categories.**

a. Garrison Commander will use locally produced AIE badges and AIE temporary passes for all unescorted non-DoD affiliated personnel gaining access to the installation.

- (1) The AIE card may be issued to personnel who will need regular access to the installation for a period of 30 days or longer and not to exceed a year.
- (2) The AIE paper pass will have the expiration date fully visible and be issued for short term installation access. The AIE paper pass will be issued to those individuals who only need access to the installation for a period of 30 days or less.

b. Personnel requiring an AIE card because they do not qualify for a CAC will request a card through their Government Employee Sponsor. The Government Employee Sponsor will provide the request to the Contractor Badging Office to obtain the AIE card. The request will be processed through the NCIC-III and be vetted against disqualifying criteria found in Army Directive 2014-05. Personnel who pass NCIC-III vetting will be notified through their Government Employee Sponsor of the time, date and location to report to the Contractor Badging Office for issuance of a card.

- (1) Government Employee Sponsor Responsibilities

- (a) The Government Employee Sponsor is the government representative who conducts the initial assessment of a person's need for access and fitness in accordance with this policy.
  - (b) The Government Employee Sponsor ensures that the personnel that they request unescorted access for have a valid need to enter post.
  - (c) The Government Employee Sponsor will be informed by agencies on the installation of any violations of law, policy or regulations by the personnel they sponsor.
  - (d) The Government Employee Sponsor may request revocation of a sponsored person's privileges based on the information available to them.
  - (e) The Government Employee Sponsor provides input during the appeals process for sponsored denials.
- c. Personnel can renew AIE cards and request for special events coordination at the Visitor Control Center from TBD
- d. Official foreign visitors (e.g. Foreign Liaison Officer, Foreign Exchange Personnel, and Cooperative Program Personnel) subject to the provisions of AR 380-10 will be granted unescorted visitor status. The Foreign Visit System-Confirmation Module will be used to confirm that a proposed official visit to an Army installation by a foreign government representative has been approved through the Foreign Visits System, and to record the arrival of such visitors.

#### **4-2. Special Events**

- a. Garrison Commander may continue to grant waivers for special events IAW AR 190-13 paragraph 8-6.
- b. A DRAW will be accomplished to assist in developing compensatory security measures when NCIC-III screening is impractical and regulatory requirements cannot be met. This risk analysis must be coordinated through the Directorate of Plans, Training, Mobilization and Security (DPTMS), and Fort Indiantown Gap Police, and submitted for signature to the Garrison Commander or the first officer with the Rank of General Officer, depending on level of risk. The event sponsor is responsible for the staffing of this packet. The following are examples to be considered when planning the event:
  - (1) Isolate event traffic and parking to specific locations.
  - (2) Transport attendees to and from the event utilizing government transportation.
  - (3) Direct event traffic to specific ACPs where security measures are conducted prior to attending the event.
  - (4) Local threat assessment conducted by the JFHQ-PA Protection Branch Office.
- c. The organization is required to build a Deliberate Risk Analysis Worksheet (DRAW)
  - (1) Once the DRAW has been completed it must be submitted to the appropriate agencies.
  - (2) Obtain approval by classification
    - (a) Very High (VH) – first officer holding the rank of General Officer
    - (b) High (H) – Community functions, Garrison Commander
    - (c) High (H) – Brigade functions, Brigade Commander
    - (d) Medium (M) – Community functions, Garrison Commander
    - (e) Medium (M) – Battalion functions, Battalion Commander
    - (f) Low (L) – Director or Company Commander
  - (3) Notify Fort Indiantown Gap Police of event and provide finale DRAW.

#### **4-3. Special Categories**

- a. Taxis, Shuttles, Ride Sharing Service
  - (1) Drivers must be cleared by NCIC-III
  - (2) Drivers must possess a valid DL, valid taxicab operator's "hack" license, vehicle registration, and proof of insurance.
  - (3) Vehicles are subject to be inspected before access is granted
  - (4) Drivers will not be granted trusted traveler status.
- b. Tow Trucks
  - (1) Tow truck drivers must apply for a visitor pass and be cleared by NCIC-III.
  - (2) 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.
  - (3) Vehicles are subject to be inspected before access is granted.
  - (4) Tow truck drivers will not be granted trusted traveler status.
  - (5) Vehicles being towed for maintenance reasons will be verified telephonically with the person(s) requesting the tow.

(6) Tow trucks will be escorted by police.

**c. Repossessions**

(1) Creditors, or their agents, requesting access to recover property based on default of a contract or legal agreement are required to coordinate through the Fort Indiantown Gap Police.

(2) The Police will provide an escort

(3) The creditor or their agent must adhere to the following procedures:

(a) Copy of title, contract or legal agreement must be presented.

(b) Present evidence that the debtor is in default of the contract or legal agreement

(c) Agents must present evidence they are working for the creditor.

**d. Movers**

(1) Drivers must possess a current bill of lading for the specific delivery containing an address on the installation.

(2) Drivers must possess a valid state issued DL, state vehicle registration, and proof of insurance.

(3) All delivery vehicles may be subject to a vehicle inspection.

(4) Long term AIE passes may be authorized with a transportation Government Employee Sponsor and favorable NCIC-III.

**e. Gold Star Family Procedures (AIE GOLD STAR)**

(1) Ensure that the NCIC-III check is conducted prior to issuance of AIE GOLD STAR Card.

(2) Coordinate with the Survivor Outreach Services (SOS) Office and ensure all required paperwork to include favorable NCIC-III check is complete.

(3) Fort Indiantown Gap will accept AIE GOLD STAR issued by other installations.

(4) GOLD STAR cards will be valid for entry.

## **Chapter 5**

### **Deliveries, Convoys, Super Loads, and other Logistical Support for the Installation**

#### **5-1. Commercial Delivery Vehicles and Freight Delivery Vehicles**

**a.** All deliveries, freight or local parcel, trucks, vendors, must utilize the main ACP (West ACP) for entrance to the installation, the East ACP is for employees only.

**b.** Accessing the installation.

(1) All Commercial vehicles 5 tons or greater are required to use the Truck Inspection Lane.

(2) Drivers must possess a current bill of lading for the specific delivery containing an on-post destination.

(3) Drivers must possess a valid state issued DL, state vehicle registration, and proof of insurance.

(4) All delivery vehicles are subject to a vehicle inspection.

(5) Unless escorted, drivers will be cleared through NCIC-III prior to making the delivery. If being escorted, the escort personnel should be contacted a head of arrival and be present at the ACP/Visitor Center during inspection of the vehicle.

(6) 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.

(7) Delivery drivers who access the installation on a regular basis, (at least once a week for an extended period of time) may apply for a temporary pass or badge, not to exceed a year, and must have a Government Employee Sponsor. All waiver and appeal procedures will be followed for drivers who do not clear an NCIC-III check in accordance with Chapter 3, Sections 8 through 10 of this policy.

**c.** Delivery locations on the installation. Construction materials or contract specific deliveries will be delivered to locations specified under the contract and may not correspond with the below listed information and locations. For construction materials with time sensitive delivery windows, coordination may occur a head of time with the Visitor Center/FTIG Police and security company. All delivery drivers will follow "Truck Route" signs to their destination. Should the destination not be on the truck route, drivers will follow the truck route for as far as possible before detouring off to their destination.

(1) Pennsylvania Army National Guard (PAARNG) specific locations.

(a) All efforts must be made for delivery at the intended address and personnel listed on the shipping

materials. If delivery to the intended address is unavailable, the driver may attempt delivery to the USP&FO Shipping and Receiving Warehouse. USP&FO will attempt to contact the intended receiver for pick up at Building 14-26. If the package or cargo is a sensitive or bonded load, delivery must be to the intended address.

(b) Listed below are the most commonly used PAARNG delivery locations on the installation.

1. USP&FO Shipping and Receiving warehouse located at BLDG 14-26 Fire Lane.
2. Combined Support Maintenance Shop (CSMS) located at BLDG 10-102 Clement Ave.
3. Field Maintenance Shop (FMS) #18 located at BLDG 12-92 Germantown Road.
4. FMS #15A located at BLDG 11-6 Service Road.
5. Unit Training Equipment Site (UTES) #1 located at BLDG 12-140 Rt 443 and Range Road.
6. Eastern ARNG Aviation Training Site located at BLDG 19-117 Range Road.
7. Army Aviation Support Facility located at BLDG 19-101 Range Road.
8. Warehouse located at BLDG 11-91 Service Road.
9. 56 SBCT Supply Support Activity (SSA) located at BLDG 13-165 Macluskie Ave,

(2) Mission Training Complex (MTC) located at BLDG 5-2 Service Road.

(3) Army and Air Force Exchange Service (AAFES) located at BLDG 9-120 Fisher Avenue.

(4) Pennsylvania Air National Guard. TBP (Area 1, 2 and 15)

(5) USARC. Buildings located with the 378<sup>th</sup> CSSB, BLDG 3-200 Coulter Road and the Regional Training Site Maintenance (RTSM) Building 3-201 Service Road.

(6) Department of Military Veterans Affairs (DMVA).

(a) Maintenance Warehouse BLDG 11-71 Utility Road.

(b) Department of Military Veterans Affairs (DMVA) Mailroom BLDG 11-74 Utility Road.

(c) Keystone Youth Challenge TBP

(7) Appendix I includes a map of the installation with the "Truck Route" and delivery addresses in this section.

*d. Deliveries After Hours.*

(1) Standard duty hours for FTIG Visitor Center is Monday through Friday 0700 – 1700, and Saturdays 0700 – 1200. If outside of these hours and prior coordination with the delivery company and the receiving unit has occurred, then the visitor center/police department/Director of Emergency Services will need to be notified.

(2) Freight deliveries that arrive to the installation after hours may utilize the secure holding lot located prior to the Ammunition Supply Point (ASP) on Asher Minor Road, or utilize one of the near by truck stops, and return the following day during standard duty hours.

## **5-2 Classes Of Supply**

a. Class I – Food Rations and Water. Building 11-89

(1) Food Deliveries/Vendors.

(a) Vendors and drivers must apply for a visitor pass if cleared through NCIC-III.

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

(c) All vehicles are subject to inspection prior to being granted access.

(d) Deliveries must have an on-post destination.

(e) Garrison Commander will determine if a food delivery or vendor drivers are issued an installation badge or pass.

(f) No food delivery/vendor will receive a pass longer than one day without a Government Employee Sponsor.

(2) Bulk Food Drops.

(a) BLDG 11-89 Ypers Ave.

(b) Arrow Head Community Club BLDG 9-65 Fisher Ave.

(c) 166<sup>th</sup> Regional Training Institute BLDG 8-80 Ballamy Ave.

(d) Dining Facilities associated with a contracted service for large training exercises.

- b.* Class II – Clothing and Equipment. Central Issue Facility (CIF) located at BLDG 14-12 Fire Lane.
- c.* Class III – Petroleum, Oils, and Lubricants (Bulk Fuel). TBP
- d.* Class IV – Construction and Barrier Materials.
- e.* Class V – Ammunition. Ammunition Supply Point (ASP) BLDG 25-20 Ammo Road. Deliveries will not come through the ACP into Garrison. All deliveries should take exit 80 off Interstate 81 and take Bow Creek Road to PA Route 443 and make the left onto Asher Minor Road. There is a secure holding lot located prior to the ASP.
- f.* Class VI – Personal Demand Items. No additional information to be published.
- g.* Class VII – Major End items. No additional information to be published.
- h.* Class VIII – Medical Supplies and Equipment. Reserve Health Readiness Program (RHRP) provides contracts/vendors at a variety of locations on post and vary with the contract. Class VIII Warehouse is located at Bldg 14-01 Hospital Road.
  - (1) Medical Detachment BLDG 4-89 Hawkins Road.
  - (2) CLVIII Warehouse BLDG 14-01 Hospital Road.
  - (3) Troop Medical Clinic BLDG 4-114 Fisher Ave.
- i.* Class IX – Repair Parts and Components. Combined Support Maintenance Shop (CSMS), Field Maintenance Shops (FMS), and Unit Training Equipment Site (UTES).
- j.* Class X – Miscellaneous Supplies. No additional information to be published.

### **5-3. Super Loads, Military Vehicles, Convoys, and Access to the Corridor from Cantonment.**

#### *a.* Super Loads.

- (1) A super load is defined as a vehicle combination or load having a gross weight of 201,000 pounds, total length exceeding 160 feet, or a total width exceeding 16 feet.
- (2) A delivery fitting the description of a super load will not fit through the gates at the main ACP.
- (3) Super loads will be required to contact the Visitor Center/FTIG Police or the Director of Emergency Services to coordinate access to the installation.
- (4) Coordination needs to occur at a minimum 3 days prior to arrival, and again the day of with approximately 30 minutes notice, to ensure police officer or security personnel are available and present at the gate. The Dispatch line will be used, 717-861-2727.

#### *b.* Military Vehicles and Convoys.

- (1) All military vehicles will utilize the Truck Inspection Lane when entering post via the main ACP.
- (2) To avoid congestion at the ACPs, military convoys 5 vehicles or larger may contact FTIG Police or the Director of Emergency Services to coordinate the use of the gate on Asher Minor at the intersection with Boundary Road.
- (3) Coordination needs to occur at a minimum 3 days prior to arrival, and again the day of with approximately 30 minutes notice, to ensure police officer or security personnel are available and present at the gate. The Dispatch line will be used, 717-861-2727.

#### *c.* Access to the Corridor from Cantonment.

- (1) Access to and from the corridor from cantonment will be via Range Road and the tank trail with a motorized gate and a pin pad.
- (2) Units will obtain the code for the pin pad to operate the motorized gate from Range Control at the Range Coordination Brief.

### **5-4. United States Postal Services (USPS), DMVA Mailroom and Personal Packages.**

#### *a.* United States Postal Services.

- (1) Quarters within cantonment receive mail directly from the US Postal Service.
- (2) DMVA Mailroom located at BLDG 11-74 Utility Road is open for pick up and drop off Monday through Friday 0830-1630. Mailroom operations are conducted in accordance with USPS regulations. All items carried to the DMVA mailroom must be properly packaged, sealed and ready for delivery, to include

electronically printed address labels. All international shipments must comply with AR 25-51 and include a Customs Declaration and Dispatch note. Refer to the DMVA Policy Information Memorandum, subject: DMVA Mailroom, for additional information and instructions.

b. Personal Packages. If shipping or receiving personal packages or mail on post, (not to a Quarters address) the DMVA Mailroom should be utilized and will be at the recipient's own risk.

## **Chapter 6 Firearms**

a. Any person legally authorized to carry or possess a firearm, in accordance with PA statute 18 6106, shall follow all applicable Commonwealth of Pennsylvania Uniform Firearms Act and Federal Firearms Laws. Firearms will be transported and utilized in accordance with applicable Federal, State, and Game Commission laws and regulations.

b. Firearms – Loaded in Vehicles

(1) In accordance with PA Statute 34, a firearm is considered loaded when there is live ammunition in the chamber or attached magazine.

(2) It is unlawful to:

(a) have a loaded firearm in, on or against any motor vehicle (or any attachments to the vehicle), regardless of whether the vehicle is moving or stationary.

(b) Holders of PA Concealed Carry permits are exempt, however it is required to unload the firearm prior to coming on Post, and most sporting firearms are not authorized by the permit. It is prohibited to have any muzzleloading firearm that has a live charge of ammunition in its firing chamber and a primer, flash powder or a battery, whichever is applicable, properly positioned in the firing mechanism of the firearm, rendering it capable of discharge, in, on or against any conveyance propelled by mechanical power. Any crossbow that has been cocked and has a bolt affixed onto the string or positioned into the firing mechanism is prohibited in, on or against any conveyance propelled by mechanical power. A loaded muzzleloader or crossbow should be safely discharged before being transported in a vehicle.

c. Credentialed law enforcement officers are exempt of the requirement to unload firearms outlined above.

d. The storage of firearms in barracks or transient quarters is prohibited. Transient soldiers or personnel shall secure firearms in unit armories or with the Fort Indiantown Gap Police Department.

e. Open carry of firearms is prohibited unless engaged in sport shooting or hunting on the installation.

f. Any person who works on the installation is required to comply with any employer policies or work rules that prohibit firearms in the workplace.

g. If the Force Protection Level increases random or systematic vehicle inspections may occur at any access control point. A person may be denied entry if they are legally possessing a firearm.

h. Anyone found illegally possessing a firearm will be subject to arrest and criminal prosecution.

i. Definitions

(1) Firearm. An instrument used in the propulsion of shot, shell, bullet or any other object by the action of gunpowder exploded, explosive powder, the expansion of gas or the force of a mechanical device under tension. A pistol or revolver with a barrel length less than 15 inches, a shotgun with a barrel length less than 18 inches or a rifle with a barrel length less than 16 inches, or a pistol, revolver, rifle or shotgun with an overall length of less than 26 inches. The barrel length of a firearm shall be determined by measuring from the muzzle of the barrel to the face of the closed action, bolt or cylinder, whichever is applicable. A weapon which is designed to or may readily be converted to expel a projectile by the action of an explosion or the frame or receiver of the weapon.

(2) Concealed Carry. Any person who carries a firearm in any vehicle or any person who carries a firearm concealed on or about his person.

## **Chapter 7 Outdoor Recreation**

a. Outdoor Recreation at Fort Indiantown Gap is a privilege, and all activities are at the discretion of the Garrison Commander. The Garrison Commander may suspend any and all activities based on training requirements, available personnel, staffing resources and/or installation security. All participants must comply with all Pennsylvania Game Code Laws and Regulations along with Fort Indiantown Gap



Regulation 215-2. Regulation 215-2 outlines all rules and regulations at Fort Indiantown Gap regarding participation in outdoor recreation and hunting activities.

b. To participate in outdoor recreation at Fort Indiantown Gap:

- (1) register in iSportsman @ <https://ftig.isportsman.net>
- (2) obtain an iSportsman Fort Indiantown Gap access permit.
- (3) obtain an iSportsman Fort Indiantown Gap Vehicle Access Permit.
- (4) check into desired area
- (5) Individuals will go directly to the area that they are checked into to commence hunting in accordance with Game Commission Laws.
- (6) Upon completing hunting activities individuals will directly depart the Installation.

c. To participate in outdoor activities requiring access through the Installation Access Control Point:

- (1) register in iSportsman, have a current year permit and be checked into an area located inside the Access Control Point.
- (2) Individuals will present a valid photo ID, Fort Indiantown Gap Access permit and Fort Indiantown Gap Vehicle Access Permit to the Access Control Point Guard.
- (3) Individuals will go directly to the area that they are checked into to commence hunting in accordance with Game Commission Laws.
- (4) Upon completing hunting activities individuals will directly depart the Installation.

d. Firearms – Loaded in Vehicles

- (1) In accordance with PA Statute 34, a firearm is considered loaded when there is live ammunition in the chamber or attached magazine.
- (2) It is unlawful to:
  - (a) have a loaded firearm in, on or against any motor vehicle (or any attachments to the vehicle), regardless of whether the vehicle is moving or stationary.
  - (b) Holders of PA Concealed Carry permits are exempt, however it is required to unload the firearm prior to coming on Post, and most sporting firearms are not authorized by the permit. It is prohibited to have any muzzleloading firearm that has a live charge of ammunition in its firing chamber and a primer, flash powder or a battery, whichever is applicable, properly positioned in the firing mechanism of the firearm, rendering it capable of discharge, in, on or against any conveyance propelled by mechanical power. Any crossbow that has been cocked and has a bolt affixed onto the string or positioned into the firing mechanism is prohibited in, on or against any conveyance propelled by mechanical power. A loaded muzzleloader or crossbow should be safely discharged before being transported in a vehicle.

## **Appendix A References**

### **Section I Required and Related Publications**

#### **Homeland Security Presidential Directive-12**

Policy for a Common Identification Standard for Federal Employees and Contractors (27 August 2004)

#### **DTM 09-012**

Interim Policy Guidance for DoD Physical Access Control (8 December 2009, Incorporating Change 9, 23 August 2018)

#### **Army Directive 2014-05**

Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors (07 March 2014)

#### **AR 190-13, Chapter 8**

The Army Physical Security Program (27 June 2019)

#### **DoDI 5200.08**

Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB) (10 December 2005, Incorporating Change 3, 20 November 2015)

#### **DoD 5200.08-R**

Physical security Program (9 April 2007, incorporating Change 2, 19 October 2020)

#### **DoDM 5200.08 V3**

Physical Security Program: Access to DoD Installations (2 January 2019, Change 1, 18 September 2020)

#### **DoDI 8190.3**

Smart Card Technology (August 31, 2002, Certified Current as of November 21, 2003)

#### **HQDA EXORD 033-15**

Installation Access (Directed Actions) (07 November 2014)

#### **AR 380-10**

Foreign Disclosure and Contacts with Foreign Representatives (14 July 2015)

#### **AR 12-15**

Joint Security Cooperation Education and Training (3 January 2011)

#### **Army Directive 2021-02**

Access to Army Installations by Foreign Nationals and Section 621-Eligible Veterans and Caregivers (13 Jan 2021)

#### **Public Law 109-13**

The Real ID Act of 2005, (11 May 2005)

### **Section II Prescribed Forms**

#### **FTIG Installation Access Form**

#### **FTIG Installation Access Denial Memorandum**

#### **FTIG Access Control Waiver Denial Application**

#### **SF 85-86**

## **Annex B**

### **Internal Control Evaluation**

#### **B-1. Function**

The function covered by this evaluation is the Fort Indiantown Gap Access Control Policy.

#### **B-2. Purpose**

The purpose of this evaluation is to assist the Fort Indiantown Gap Force Protection Section in evaluating the key internal controls. It is intended as a guide and does not cover all controls.

#### **B-3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### **B-4. Test questions**

- a.* Are procedures in place to ensure that the establishment and operations of the Access Control Policy are in accordance with this regulation?
- b.* Are procedures in place to ensure process are in place to facilitate the operation of the Visitor's Control Center?
- c.* Are procedures in place to allow access and denial of Personnel on to Fort Indiantown Gap Training Center?
- d.* Are process' and procedures in place to allow appeals of those denied access to Fort Indiantown Gap Training Center?
- e.* Have appropriate security personnel been appointed?
- f.* Do personnel (i.e., contractors, vendors, state employees) and Military Personnel know who is authorized unaccompanied access and who requires escorts?
- g.* How long is an AIE generated access pass valid?

#### **B-5. Supersession**

Not applicable.

#### **B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the Fort Indiantown Gap Force Protection Office.

## Appendix C

### Example Designation to Determine Fitness for Installation Access



DEPARTMENT OF THE ARMY  
PENNSYLVANIA NATIONAL GUARD  
FORT INDIANTOWN GAP TRAINING CENTER  
BUILDING T-01, FORT INDIANTOWN GAP  
ANNVILLE, PA 17003-5002

FTIG-TC-GC

12 May 2022

MEMORANDUM FOR RECORD

SUBJECT: Designation to Determine Fitness for Installation Access

1. In accordance with the provisions of Enclosure 2, Army Directive 2014-05, Adjudication Standards and Procedures for Using the National Crime Information Center and Terrorist Screening Database for Installation Access Control of Unescorted, Uncleared Contractors, I hereby designate the authority to determine fitness for installation access to Fort Indiantown Gap, Pennsylvania to the following duty positions:

- a. Chief of Police, Access Denial Authority
- b. Department of the Army Security Guard (DASG) Supervisors, Access Denial Authority.
- c. DASG Leads, Access Denial Authority
- d. Garrison Force Protection NCO, Access Denial Authority
- e. Garrison Physical Security NCO, Access Denial Authority
- f. Installation Police Officers, Access Denial Authority
- g. Installation Security Officers, Access Denial Authority.

2. I retain authority to cancel or withdraw this delegated authority at any time. This delegation is subject to review by the new commander upon my change of command.

3. This delegation has been coordinated with the Fort Indiantown Gap Staff Judge Advocate who concurs with my action.

4. POC for this policy is SFC Christopher Hensley at [christopher.t.hensley.mil@army.mil](mailto:christopher.t.hensley.mil@army.mil) or 717-861-2702

UNCLASSIFIED

**Appendix D**  
**Example Fort Indiantown Gap Installation Access Control Application**

<b>FORT INDIANTOWN GAP INSTALLATION ACCESS CONTROL APPLICATION</b>			
Please provide the following information for completion of a National Crime Information Center (NCIC) and Army Law Enforcement Reporting and Tracking System (ALERTS) Installation access check.			
NAME: _____		_____	
Last, First, Middle		Maiden (if applicable)	
SSN#: _____	DRIVERS LICENSE # / STATE ID #: _____	STATE: _____	
DOB: _____	PRIMARY PHONE: _____	SEX: _____	
(Date of Birth) YYYY/MM/DD			
HOME ADDRESS: _____			
Street		City	State Zip
REASON FOR VISIT: _____			
<input type="checkbox"/> GOVERNMENT SPONSOR INFORMATION: _____			
(NAME/AGENCY/PHONE #)			
END DATE OF PASS REQUESTED: _____		(NOT TO EXCEED ONE YEAR)	
		GOVERNMENT SPONSOR SIGNATURE	
<input type="checkbox"/> NO GOVERNMENT SPONSOR		REQUESTED END DATE OF PASS: _____	
		NOT TO EXCEED 30 DAYS	
I have been advised that my gaining access to Fort Indiantown Gap is contingent upon successful completion of a criminal history background check. I understand that the background check includes accessing information within the NCIC and ALERTS. I have been advised that all information received from these checks will be maintained within the Fort Indiantown Gap Police Department and properly destroyed at the completion of the purpose of request.			
SIGNATURE OF APPLICANT: _____			
<b>LAW ENFORCEMENT USE BELOW THIS LINE ONLY</b>			
<input type="checkbox"/> No adverse information found.			
<input type="checkbox"/> Adverse information found Installation Access Control is cleared by this office.			
<input type="checkbox"/> Adverse information found Installation Access Control is NOT cleared by this office.			
PRINT NAME / SIGNATURE / DATE _____			
INITIALS & DATE OF CHECK ONLY			
DL _____	NCIC _____	ALERTS _____	PASS# _____
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
AUTHORITY: 5 USC 552a(b), 10 USC 3013, Title 10 United States Code, Section 3012(g), E.O. 9397			
PRINCIPLE PURPOSE: To provide law enforcement officials with means by which information may be accurately identified in order to enforce security provisions.			
ROUTINE USE: Your social security number is used as an additional/alternate means of identification to facilitate filing and retrieval.			
DISCLOSURE: Disclosure of your social security number is voluntary. Failure to disclose the information requested precludes consideration of an application for access to the Carlisle Barracks Installation through the use of a temporary pass or as part of an event list. Personnel not submitting to a background check will be denied unescorted access to the Carlisle Barracks Installation.			
FTIG Installation Access Application Rev Mar 21			

Appendix E  
Example Installation Access Denial



FORT INDIANTOWN GAP  
NATIONAL GUARD TRAINING CENTER  
1 GARRISON ROAD  
ANNVILLE, PENNSYLVANIA 17003-5002

FTIG-TC-GC

12 May 2022

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Installation Access Denial

1. You are hereby denied access to the Fort Indiantown Gap Military Reservation because of conduct detrimental to the good order and discipline found during the vetting process.

2. In accordance with Army Directive 2014-05 your denial from Fort Indiantown Gap Military Reservation is for the following reason(s):

Derogatory Information related to number \_\_\_\_\_ of the 11 disqualifying factors

3. This denial is permanent. However, you may rebut the allegations contained in paragraph 2 and present any evidence on your behalf by submitting a Fort Indiantown Gap Access Control Denial Waiver Application. Your rebuttal must contain the following documents:

a. Obtain a certified copy of your complete criminal history, which must include all arrests and convictions.

b. Obtain a letter of support from your Government Sponsor. The letter must indicate that the sponsor requests that you be granted unescorted access to accomplish a specific purpose, and the anticipated frequency and duration of such visits. IF you are a terminated contractor employee, the sponsor must notify the installation commander and unescorted access will not be authorized.

c. Complete an Access Control Denial Waiver Application and provide the packet to the Government Sponsor. The Government sponsor is responsible for reviewing your waiver application's completeness. Waiver applications endorsed by government sponsors will be submitted to the Deputy Base Operations Manager. Waiver applications submitted without an original Government sponsor endorsement will be considered incomplete and returned without action. All offenses must be listed, along with an explanation of why the conduct should not result in installation access denial.

Other factors the sponsor/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 individual at the time of the incident or conduct.
5. Proof of efforts toward rehabilitation.

d. Provide a current physical or email address to enable the Installation Commander to provide a copy of the waiver request decision.

4. This information must be provided to your Government sponsor who will forward completed application packets to the Deputy Base Operations Manager.

5. If you are a disabled Veteran and are entitled to Fort Indiantown Gap VA Clinic Treatment, you may access the installation for this purpose by presenting the Veteran's Health Identification Card (VHIC) and having the National Crime Information Center (NCIC) Interstate Identification Index (III) (NCIC-III) completed at the Visitors Control Center.

6. Entering the Fort Indiantown Gap Military Reservation for any reason after the date of this memorandum, without valid letter issued by the Deputy Base Operations Manager authorizing escorted or unescorted access will constitute criminal trespass in violation of Section 1382, Title 18, United States Code, and is punishable by a fine of not more than \$5000 or imprisonment for not more than 6 months, or both. Violators are subject to prosecution for criminal trespass.

7. POC for this policy is SFC Christopher Hensley at [christopher.t.hensley.mil@army.mil](mailto:christopher.t.hensley.mil@army.mil) or 717-861-2702

**Appendix F**  
**Example Fort Indiantown Gap Access Control Denial Waiver Application**

**FTIG Access Control Waiver Denial 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 *(Last/First/Middle)* \_\_\_\_\_ 2. Date of Birth \_\_\_\_\_

3. Current Address *(Number and Street, City, State, and ZIP Code)* \_\_\_\_\_

4. Email Address. \_\_\_\_\_  
 Do you want your decision emailed back to you rather than mailed to you? Yes

5. Current Telephone Number \_\_\_\_\_  
 Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Ext \_\_\_\_\_

6. Reason for requesting access to FTIG? \_\_\_\_\_

7. Who is your current employer? \_\_\_\_\_

8. What organization on FTIG will you be working with/for? \_\_\_\_\_

9. List Your **ENTIRE** Criminal History *(except traffic offenses)* 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)

11. Attach a copy of all court documents, certified by the Clerk of the Court, from all of your conviction(s).

12. 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.

13. Explain any circumstances that lessen the seriousness of the felony conviction(s) and show that you have been rehabilitated. Attach additional sheets if necessary.



14. Have you been denied access by any other federal organization? *(please check one)*

Yes       No

If yes, indicate the reason for the denial.


15. List all references that you would like the review officer to consider on your behalf. Include name, address, telephone number, and relationship:


VERIFICATION

State of \_\_\_\_\_ County of \_\_\_\_\_)

Under the penalty of perjury, the undersigned has examined this request for review and to the best of my knowledge and belief, it is true, complete, and correct.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your printed name

\_\_\_\_\_  
Date (Month, Day, Year)

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_ and acknowledged the execution of the foregoing instrument as his/her voluntary act and deed.

WITNESS, my hand and Notarial Seal, this \_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public, Written Signature

## ACCESS DENIAL WAIVER APPLICATION INSTRUCTIONS

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 5, USC 3331, 552, 552a; 10 USC 10204; Executive Orders (EO) 10450, 10865, and 12333.

**PRINCIPAL PURPOSE:** The information requested is for the purpose of granting access to the FTIG Installation.

**ROUTINE USES:** Basis for determination of qualifications and background information for eligibility for access to FTIG Installation.

**DISCLOSURE:** Providing requested information is voluntary. However, your access may not be granted if all requested information is not provided. Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in performance of their official duties. Deliver this document directly to the intended recipient. DO NOT drop off or send to a third-party. This document contains personal or privileged information and should be treated as "For Official Use Only (FOUO)".

#### Answer all questions fully.

BLOCK 5, Email address: is optional, must be provided if checked "yes"

BLOCK 9, indicate what unit/organization your employer is affiliated with.

#### Attach additional sheets if needed.

Label the top of each attached page "Access Denial Waiver Application for and your name"

Label each answer to reflect area being answered. (i.e. Block 10 continued)

Label the bottom of each attached page "page # of#"

All supporting documents must be certified.

FTIG Installation Access Waiver, along with attached pages, must be notarized. Send completed package by mail to:

Pennsylvania Army National Guard  
Fort Indiantown Gap Training Center  
ATTN: Visitors Control Center  
Annville, PA 17003

Emailed to:

[ng.pa.paarmg.list.ftig-force-protection@army.mil](mailto:ng.pa.paarmg.list.ftig-force-protection@army.mil)

Or hand deliver completed package in a sealed envelope addressed as above to the Visitor Center.

**Appendix G**  
**Example NCIC-III Request Cover Sheet memo (Bulk Pre-vetting)**



DEPARTMENT OF THE ARMY  
PENNSYLVANIA NATIONAL GUARD  
FORT INDIANTOWN GAP TRAINING CENTER  
BUILDING T-01, FORT INDIANTOWN GAP  
ANNVILLE, PA 17003-6002

FTIG-TC-GC

12 May 2022

**MEMORANDUM FOR Directorate of Plans, Operations, Training and Security (ATTN: Visitors Control Center)**

**SUBJECT: National Crime Information Center Interstate Identification Index (NCIC-III) Checks for Unescorted Access**

1. Request the roster of attached personnel be vetted through NCIC-III in accordance with the requirements of unescorted access to the installation.
2. The Contract Number associated with each employee is annotated on the attachment or Memorandum of Understanding/Agreement (IF APPLICABLE).
3. POC for this policy is the undersigned at XXX-XXX-XXXX or XXXXX.XXXXXX.mil@army.mil

STANDARD SIGNATURE BLOCK  
TITLE  
ORGANIZATION

**Appendix H**  
**Example NCIC-III Request Roster (Bulk Pre-Vetting)**

**Bulk Request for NCIC-III Check**

Name			Gender Male (or Female)	Social Security Number 000-00-0000	Date of Birth (Month/Day/Year) 00/00/0000	Other Names Used Previously Example	Possess Military/Retired Mil/Spouse Example	Contract Number or MOU/MOA (if Applicable) 0	Driver's License Number/State Example
First Example	Middle Example	Last Example							