



DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON WHITE SANDS MISSILE RANGE
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

IMWS-ZA

MAY 19 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: White Sands Missile Range Visitor Control Program

1. References:

- a. HQDA EXORD 033-15, Installation Access (Directed Actions) 7 November 2014.
- b. Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Access for Uncleared Contractors, 7 March 2014.
- c. Army Regulation 190-13, The Army Physical Security Program, 25 February 2011.
- d. IMCOM Operations Order 15-031: Implement Access Control Procedures at IMOCM Installations, DTG 211313Z NOV14.
- e. Validation of the Office of the Provost Marshal General and Installation Management Command Common Levels of Support 600, Physical Security Manpower Mode, dtd 21 Nov 14.

2. Situation:

The Secretary of the Army (SecArmy) directed Office of the Provost Marshal General (OPMG), G2, Army Audit Agency, and the Inspector General to assess the Army's overall protection posture concerning Common Access Card (CAC) Credentialing and Access Control. Prior to their final reports, SecArmy published Army Directive (AD) 2014-05, ref (a), directing Army Installations to review and implement policies concerning the issuance/control of CAC credentials and minimum standards for accessing Army installations.

3. Mission:

Effective immediately, U. S. Army Garrison White Sands (USAG-WS) will conduct actions to implement an Installation access control policy and procedures, in order to enhance security and protection of personnel, resources and Installations

4. Commander's Intent:

The purpose of this program is to reinforce compliance of current DoD and Army policies and standards for access control, and to ensure CAC credentialing is met in accordance with (IAW) established laws and regulations. It is my intent that USAG-WS,

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Directorate of Emergency Services reviews and complies with the guidance in references (a) thru (d) and adheres to the listed requirements. I consider this an enduring mission.

5. Effective this date, all personnel requesting access to WSMR will comply with all aspects of this program, its Annexes and references.

6. The point of contact for this program is Mr. Richard Koehler, Installation Physical Security Officer at 678-8602, email address: richard.m.koehler.civ@mail.mil.



RONALD D. BROWN
COL, LG
Commanding

DISTRIBUTION:

A, D, C, D, E, F, G and H

ANNEXES:

- A – Screening, Vetting, Escorting and Credentialing Procedures
- B – Additional Access Control Procedures
- C – Installation Access Denial Waiver Process
- D – Installation Denial Waiver Access Form

Annex A (Screening, Vetting, Escorting and Credentialing) to White Sands Missile Range Visitor Control Program

Screening, Vetting, Escorting and Credentialing Procedures

PROCEDURES: Commanders are responsible to establish a Visitor Control Program to ensure only authorized individuals enter the installation. Below are to be incorporated into the installation visitor control program.

1. Screening and Vetting.

a. Screening (Identity Proofing). Security 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 identifications of occupants. The inspection will include at a minimum, one of the following:

(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 at installations where physical access control systems (PACS), such as Automated Installation Entry (AIE), have been fielded.

b. Vetting.

(1) Access control personnel will conduct a check of records through the National Crime Information Center (NCIC) Interstate ID Index (III) (the Army minimum baseline background check for entrance onto Army installations for non-common access card (CAC) holders and visitors.)

(2) Unescorted access will not be granted without completion of a favorable NCIC-III check.

(3) Personnel under the age of 18 will not have an NCIC-III check conducted.

c. Escorted Personnel.

(1) Individuals requiring escorted access to the installation must be accompanied by an individual with one of the approved DOD vetted forms of ID for access Described at Para 2., c. below. This escort must show proof of access and be informed of and acknowledge their responsibilities by their organization. After the escort has acknowledged their responsibilities, they may escort the personnel requiring escort onto the installation. All Non-DOD affiliated personnel who have not been vetted through the NCIC-III system will be escorted while on the installation.

(2) The number of personnel allowed to be escorted at any one time will be no more than the escort's vehicle plus two (2) vehicles, each of which may be carrying no

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more than the vehicle is designed and equipped to safely accommodate provided that the total number of personnel being escorted does not exceed 12. Exceptions for busses and larger vehicles being escorted may be requested through the Installation Physical Security Office.

(3) The escorted person must present a valid state driver's license, state identification card with photo, or a valid U.S. passport, or a valid passport from other countries cleared by the State Department.

(4) Only those personnel who have been granted unescorted access and in possession of a form of identification listed under para 2. c. below, are authorized to escort Non-DOD affiliated personnel.

2. Credentialing

a. Army Directive 2014-05, 7 March 2014, Policy and Implementation Procedures for Common Access Card and Installation Access for Uncleared Contractors governs credentialing.

(1) CAC Eligible:

(a) Must be DoD contractors requiring access to installations on a recurring basis for six months or more, OR access to the DoD network.

(b) Have a favorable adjudication of NACI w/FBI fingerprint check or higher.

(2) Non-CAC Eligible: DoD contractor who requires access to the installation but is not eligible for a CAC.

b. The Garrison Commander may issue a locally produced installation access and/or temporary pass for all Non-DOD affiliated personnel once they are authorized entry after the required favorable NCIC-III check.

(1) The WSMR identification badge is a DBIDS-like card with an imprinted photo and expiration date. Local badges should be issued to personnel who will need regular access to the installation for a period of 180 days or longer and not to exceed one year.

(2) The local passes; better referred to as ALERTS passes, will have the expiration date fully visible and be issued for short term installation access. The local pass should be issued to those individuals who only need access to the installation for a period of up to one calendar year. Based on actual need personnel will receive either a ALERTS pass or when prudent an AIE pass.

c. Personnel in lawful possession of a valid form of the following identification

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credentials are authorized unescorted access onto Army installations without requiring a NCIC-III check:

- (1) DOD CAC
- (2) DD Form 2A (ACT) (Active Duty Military Identification Card)
- (3) DD Form 2 (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)
- (4) DD Form 2 (RET) (United States Uniformed Identification Card (Retired)
- (5) DD Form 2S (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)
- (6) DD Form 2S (RET/RES RET) (United States Uniformed Identification Card (Retired and Reserve Retired)
- (7) United States Government issued authenticated Federal PIV credentials.
- (8) DD 1173, United States Uniformed Services Identification and Privilege Card (persons 18 years of age and older).

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

- (1) State valid driver's license
- (2) Locally issued installation badge and/or pass
- (3) DA Form 1602 (Civilian Identification and Gold Star Family)
- (4) School District Employees ID.
- (5) The Transportation Security Agency (TSA) issued Transportation Worker Identification Credential (TWIC)
- (6) DD Form 2574, Armed Forces Exchange Services ID and Privilege
- (7) Air Force (AF) Form 354, Civilian ID
- (8) DD Form 1934, Geneva Convention ID card for Medical and Religious
- (9) DD Form 2764, US DoD/Uniformed Services Civilian Geneva Convention ID

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- (10) DD Form 489, Geneva Convention ID card for Civilians
 - (11) Foreign Nationals with valid DOD CACs (Blue Stripe)
 - (12) US issued and authenticated Federal PIV (Personal Identification Verification) credentials.
 - (13) Any Federal, State, County or locally issued Law Enforcement credential
 - (14) Veterans Administration Health Services Identification Card
 - (15) Authenticated AIE (Automated Installation Entry) Identification Cards.
- e. Official foreign visitors (e.g. Foreign Liaison Officer, Foreign Exchange Personnel, Cooperative Program Personnel and others) subject to the provisions of AR 380-10 will be granted unescorted access to areas of WSMR open to the general public after they have been provided their properly issued Foreign National Badge by and through the WSMR Foreign Disclosure Office. The Foreign Visit System-Confirmation Module will be used by the Installation Foreign Disclosure Officer 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.
- f. Personnel who are escorted and not vetted against the NCIC-III will be accompanied by a sponsor with authorization to escort for the duration of the individual's visitation period.
- g. Any individual requesting unescorted access to the installation refusing to submit to the required NCIC-III check will be denied entry.
- h. Any individual who does not have a favorable NCIC-III check will be denied entry. In the event of a denial based on an unfavorable NCIC-III check, the individual will be provided a copy of the Installation Access Denial Waiver Process and Request Form. The denied individual (requestor) will sign page 4 of the Installation Access Denial Waiver Process acknowledging receipt. This page will also be signed by the individual providing the forms to the requestor.
- i. Personnel who have been determined to be ineligible for access due to unfavorable NCIC-III check(s) will be denied entry, even if entry is attempted with an escort.

3. Routine Access Rules:

- a. Personnel with a requirement for access of less than 30 days not in possession of a CAC card will be issued a locally produced ALERTS (Army Law Enforcement

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Reporting System) or AIE (Automated Installation Entry) pass after vetting through the NCIC-III system.

b. Personnel with a requirement for access of 30 or more days will initially be issued a locally produced (ALERTS or AIE) pass. This locally produced pass badge will not be valid for more than one year. Neither pass nor badge will be issued or reissued without the required favorable NCIC-III system check.

4. Unmanned Gate Access:

a. Access to the installation through unmanned and/or automated gates will require the individuals using that point of ingress/egress be CAC holders with a minimum of an FBI fingerprint check, or an otherwise vetted (using the NCIC-III system) individual with uprange access registered in the WSMR Access Control System (VELOCITY).

b. Personnel not in possession of a CAC must have requested this access through their respective Security Coordinators and be properly vetted through the NCIC-III system and be properly registered in VELOCITY.

ADDITIONAL ACCESS CONTROL PROCEDURES

1. Trusted Traveler Program (TTP)

a. Senior and Garrison Commander have authorized TTP.

b. The TTP allows for uniformed Service members and spouses, DOD employees, and retired uniformed Service members and spouses to vouch for occupants in their vehicles, provided the Trusted Traveler vehicle operator possesses a valid identification card and has a clear NCIC-III check.

c. The TTP is not authorized for military dependents (except for spouses), contractors not in possession of a valid CAC, volunteers, Family Care Providers or personnel with foreign passports or identification.

d. Vehicle occupants below the age of 18 who do not possess a valid picture identification card will be vouched for by an adult occupant of that vehicle who has been cleared to enter the installation.

e. TTP can only be used during FPCONs NORMAL, ALPHA, and BRAVO within this implementation program as local security conditions permit.

(1) The WSMR TTP procedure is governed and implemented locally and may not be recognized by other installations.

(2) The number of vehicles or personnel a trusted traveler is allowed to vouch for at any one time will be no more than the escort vehicle plus two (2) vehicles, each of which may not be carrying more than the vehicle is designed and equipped to safely carry provided that the total number of personnel being escorted does not exceed 12. For busses see item 17 (below.)

(3) A Trusted Traveler may escort pedestrian groups from the Las Cruces Gate to the Museum. These groups may not exceed 12 personnel.

(4) Trusted travelers are responsible for the escorted personnel to include, but not limited to, the following:

(i) The actions of all escorted personnel.

(ii) Meeting all security requirements to perform the escort.

(iii) The escort must remain with the escorted group all times the group is on the installation and escort them back to the gate upon completion of visit/mission.

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(5) Personnel under the age of 18 are not eligible for participation as escorts in the TTP.

(6) IAW HQDA EXORD 033-15 and IMCOM OPORD 15-031, Contractors not possessing a valid CAC cannot participate in the TTP.

2. Special Events

a. The Senior Commander has delegated to the Garrison Commander the authority to grant waivers for special events IAW AR 190-13, Para 8-6.

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

(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) The DES LE Division may exercise discretionary use of RAMPS during these events.

3. Commercial Delivery Vehicles

a. Drivers must possess a current bill of lading for the specific delivery containing an address on the installation. Drivers must possess a valid state issued DL, state vehicle registration, and proof of insurance.

b. All delivery vehicles will be subject to a vehicle inspection.

c. Unless escorted or in possession of a TWIC (Transportation Worker Identification Card), drivers will be cleared through NCIC-III and issued a pass prior to being allowed on the installation to make the delivery.

d. 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.

4. Food Deliveries/Vendors

a. Vendors and drivers must apply for a visitor pass and be cleared through NCIC-III.

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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. Frequent delivery drivers and vendors may request installation badges or passes provided they have favorable NCIC-III checks. In any case, passes issued to delivery drivers and/or vendors will not be valid for more than one year.

5. Taxies

a. Taxi drivers must apply for a visitor pass and cleared by NCIC-III. Any pass issued will be valid for the time required to take the fare, who also must be vetted IAW this plan, to the desired destination or pick up a fare. Installation badges will not be issued to Taxi operators.

b. If the taxi has arrived to pick-up a fare, that party will be contacted to ensure the taxi has been actually requested.

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

d. Vehicles are subject to be inspected before access is granted.

e. Taxis drivers will not be granted trusted traveler.

6. Tow Trucks

a. Tow trucks arriving to pick up a vehicle must have a POC and that POC must be contacted prior to allowing the tow truck and driver access.

b. Tow truck drivers must apply for a visitor pass and be cleared by NCIC-III.

c. 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.

d. Vehicles are subject to be inspected before access is granted.

e. Tow truck drivers will not be granted trusted traveler.

f. Vehicles being towed from the installation for maintenance reasons will be verified telephonically with the requesting party.

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7. Repossessions

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

b. The Police Desk will provide an escort and notify the Installation Staff Judge Advocate (SJA).

c. 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.

8. Movers.

a. Drivers must possess a current bill of lading for the specific delivery or pick-up containing an address on the installation.

b. The party receiving the moving van or the party expecting the moving van for packing will be contacted telephonically to verify the validity of the moving van being permitted entry.

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

d. All delivery vehicles may be subject to a vehicle inspection.

e. Ensure that the NCIC-III check is conducted and a pass issued for all moving personnel prior to permitting access onto the installation.

9. Gold Star Family Procedures (DA Form 1602)

a. Ensure that the NCIC-III check is conducted prior to issuance.

b. Coordinate with the SOS office and DHR ID Card section ensure the date of the NCIC-III check is imprinted onto the DA Form 1602.

c. WSMR will accept Gold Star Family members from other installations, but will require favorable NCIC-III checks on all persons requesting entry.

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10. Schools on Post

a. Coordinate with the school administration to ensure that all school district employees requiring access are properly vetted through NCIC-III and issued installation access badges or passes according to access requirements.

b. Coordinate with the school administration to determine what individual's affiliation is (i.e. DoD affiliated or civilian non-affiliated).

c. Ensure that all Non-DoD affiliated personnel picking up students or volunteering are properly vetted through NCIC-III and issued passes as appropriate. This will be coordinated closely with the WSMR School staff.

d. Ensure that the school administration is aware of the vetting process and takes action to have bus drivers and other school district employees that come onto the installation are properly vetted and issued appropriate passes or IDs.

11. Family Care Plans

Coordinate with units on the installation and ensure that when a family care plan is executed, the care giver is properly vetted through the NCIC-III system prior to gaining access onto the installation.

12. Family Visitors

a. Ensure that the NCIC-III check is conducted prior to installation badge/pass issuance or that the visitor(s) are properly escorted by personnel with a form of identification as described in Annex A, Para. 2., c.

b. Telephonic contact with the party to be visited will be required to ensure access is actually required, expected and reasonable.

13. Privatized Army Lodging (IHG Hotels)

a. Coordinate with hotel management to ensure they are fully aware of policy for guests to gain access onto the installation.

b. Ensure that the NCIC-III check is conducted prior to installation ID/pass issuance to either hotel guests or employees.

14. Residential Communities Initiative (RCI Housing)

a. Coordinate with housing to ensure they are fully aware of policy for guests to gain access onto the installation.

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b. Ensure that the NCIC-III check is conducted prior to installation badge/pass issuance for potential housing occupants, employees and contractors of installation/community housing.

15. Veterans Administration (VA) Medical Card holders

a. Personnel in possession of VA Medical Cards will be permitted onto the installation after a favorable NCIC-III check and issuance of a local pass for the duration of the visit.

b. Mere possession of the VA Medical Card does not authorize unescorted access to the installation.

16. Community Leaders and Organizations

a. Community Leaders and local organizational leadership may be authorized unescorted access to the installation if the Garrison Commander approves that access.

b. In these cases, the requesting WSMR activity will prepare a memorandum for the Commander's review making the request for unescorted access without requiring the NCIC-III check, explaining the reasoning for the request and any mitigating factors to be taken as a result of the requested waiving of the NCIC-III check process.

c. If approved by the commander, the individuals named on the list will be provided a long-term pass, valid for a period not to exceed one year from time of issue which they will be responsible for having upon their arrival at any manned Access Control Point to the installation. Personnel failing to have this pass with them will be required to submit to the required NCIC-III check or be escorted onto the installation.

17. Busses

a. Park-n-Ride

(1) Park-n-Ride busses will be permitted entry provided the bus driver has been cleared using the NCIC-III system and issued a WSMR Pass, and the occupants are all in possession of a form of ID as described in Para 2., c., Annex A of this plan.

(2) If an individual is not in possession of some form of ID as described, they may be vouched for by another individual on the bus that is in possession of such an ID.

(3) If no one on the bus will perform this vouching, that individual will be denied entry and will be requested to submit to a NCIC-III check, provide a valid reason for access, or will have to exit the bus and be denied access.

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b. School Busses

(1) School bus drivers employed by the local school district will be checked using the NCIC-III process and issued a pass or badge issue provided they have favorable NCIC-III checks.

(2) These passes or badges will not be issued for more than one year from date of issue.

(3) Personnel under the age of 18 will not be subject to NCIC-III checks.

(4) Personnel 18 years of age and older on the bus will be checked for an authorized ID, and if not in possession of one, will be required to submit to an NCIC-III check before a pass is issued and entry is granted.

c. Government busses.

(1) Busses with US Government plates (GSA style) will be permitted onto the installation after the driver produces an ID as described in Para 2., b., Annex A, as well as an operators permit and dispatch for that vehicle.

(2) The driver, if in possession of a CAC card or other ID as described in Para 2., c., Annex A of this plan will be allowed to vouch for personnel on the bus.

d. Civilian "Tour" Busses

(1) Civilian Tour busses will be allowed onto the installation after confirmation that there is at least one escort, as described in Annex A on that bus.

(2) If there is no qualified escort on the bus, a point of contact on the installation will be required and contact will be made with that POC to provide escort for the bus. Once an authorized escort arrives the bus will be permitted entry. The escort remains responsible for the bus and all occupants and will remain with the bus being escorted the entire time it is on the installation.

(3) If the bus is empty (other than for the driver) and it has been confirmed it was requested for transportation purposes, it will be permitted entry after the required NCIC-III on the driver has been favorable and a pass is issued.

(4) Unexpected Tour Busses without escorts will be delayed at the gate and a point of contact obtained. If no one can be contacted to physically escort the bus, then that bus and its occupants will be denied entry. All personnel will be requested to submit to an NCIC-III check with a favorable result. Any person with an unfavorable return or who refuses this check will be denied entry to the installation.

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18. Post Office Personnel/Contractors and Vehicles.

a. Postal employees working at the WSMR Post office will be issued installation produced ID or passes after completion of the required NCIC-III check. These IDs and/or passes will be issued for no more than one year from date of issue.

b. Contractors of the Postal Service requiring entry to the installation will be issued passes after favorable completion of the NCIC-III check. These passes will be issued for no more than one year from date of issue.

19. Local, State and Federal Law Enforcement personnel

a. Full time, salaried, law enforcement officers within New Mexico and the surrounding area of Texas will be permitted entry to the installation without the NCIC-III check provided they are on official business and present their agency issued credentials at the ACP. Personnel in this category of personnel are considered sworn peace officers and have had as a requirement for their positions NCIC-III checks as a requirement for employment. No further check of the NCIC-III is required for these individuals.

b. Federal Law Enforcement agency personnel will be permitted entry to the installation provided they show their agency issued credential and identification at the ACP. No further check of the NCIC-III system is required.

c. Reserve and Volunteer Law Enforcement Officers will be vetted through their sponsoring agencies and this information will be verified to the DES prior to access being granted.

20. DFMWR Patrons

a. Patrons arriving and wishing to participate in DFMWR activities involving 29 individuals or fewer will be permitted to do so after they have a favorable NCIC-III check and are issued a local pass. This procedure will be the same for the Bowling Center, Bell Gym and any other DFMWR activity on the installation.

b. Planned DFMWR events with participation expected to be more than 30 people will require the sponsor of that event (i.e., Triathlons, Duathlons, and Bowling Tournaments) to submit a request for waiving the NCIC check process as provided for in Para 8-2, AR 190-13 and WSMR Garrison Policy .

c. If the event participant(s) is to be escorted onto the installation, then the escort must be in possession of a form of ID as described in Para 2., c., Annex A, this program and physically escort the individual(s) from the gate to the event, and then back to the gate upon event completion.

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21. Escorted Convoys. Escorted Convoys will only be approved after proper coordination between the Sponsoring Tenant Security Office and the Installation Physical Security Office.

a. Information required, at a minimum, will include route(s) of travel, date and time of travel, number, make(s) and license plates numbers of vehicles, purpose of convoy, and other pertinent information regarding the request.

b. Escorts must be in possession of a form of identification as described in Annex A, this program. Once approved, the sponsoring activity will ensure the convoy is properly escorted by properly vetted individuals. The names of the escorts will be included on the request for convoy travel.

c. Point-to-point escorts will be authorized with after proper coordination between the sponsoring organizations' security office and the Installation Physical Security Office. Information required will be dates and times for travel, routes of travel and check point locations along the routes travelled.

22. Safe Haven/Secure Hold Requests.

a. Transportation Services Providers (TSPs) may request Safe Haven/Secure Hold in response to an emergency situation such as natural disaster, civil disturbances, terrorist activity, driver illness, vehicle breakdowns or other emergent contingencies. All TSPs will submit to the required NCIC-III before being permitted entry to the installation.

b. The WSMR Safe Haven/Secure Hold Lot area does not have IDS, CCTV, or dedicated guard personnel available to provide a guard to maintain continuous watch over the shipment. Therefore, the driver(s) must remain in the cab of the vehicle, if he/she is fully attentive to the task at hand (not in the sleeper), or remain within 25 feet of the vehicle while maintaining a fully unobstructed view thereof.

c. Request for Safe Haven/Secure Hold will be handled by on-duty Law Enforcement and Security Officers as may be available. Drivers making such requests will be advised that there will be delays in having the escort provided from the HAZMAT/AA&E gate (gate A-18) to the Secure Hold/Safe Haven lot) based upon availability of officers.

d. The 911 Dispatch Center may call the SDDC (Surface Deployment Distribution Center) at (618) 220-5060 or (800) 826-0794 to verify the requirement and authenticity of such requests.

23. Official Foreign National Travel. Officially sanctioned Foreign Nationals requiring travel between any of the various official in nature activities/facilities on WSMR will have that travel coordinated between the sponsoring activity, the Installation's Foreign Disclosure Officer and the Installation Physical Security Officer. Whenever possible, the

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sponsoring activity will provide positive control and escort to foreign nationals when they are in areas not open to the general public. When this is not possible or feasible sponsoring activities may coordinate for unescorted but MONITORED Travel Contingency Operations (CONOPS). Information to be included in the travel plan or Contingency Operation associated with the Foreign National visit will include, at a minimum, the following

- a. Route of travel
- b. Date and time of travel
- c. Number, make, license plate numbers of vehicles and personnel travelling
- d. Travel Check point locations
- e. Time required between check points

24. Unofficial Foreign Visitors will be either escorted onto the installation or may be permitted unescorted access with a valid and verified (such as families, friends or acquaintances) reason to be on the installation. Those with no other valid reason to be on the installation will be limited to the WSMR museum.

INSTALLATION ACCESS DENIAL WAIVER PROCESS

Proponent of this form is the Directorate of Plans, Training, Mobilization and Security (DPTMS) U.S. Army Garrison, White Sands Missile Range, New Mexico 88002, under the provisions of Army Regulation 190-13

1. General. You have been denied access to the installation based on the results of background checks conducted by White Sands Missile Range (WSMR) security personnel. By the authority delegated to me under Army Regulation 190-13, the following is a detailed guideline for individuals who have been denied access to WSMR to submit a request for a waiver to the denial so accesses may be granted.

2. Authority

a. IMCOM OPERATIONS ORDER 15-031: Implement Access Control Procedures at IMCOM Installations, 21 November 2014

b. HQDA EXECUTION ORDER 033-15 Installation Access (Directed Actions), 7 November 2014

c. Army Directive 2014-05 (Policy and Implementation for Common Access Card Credentialing and Installations Access for Uncleared Contractors, 7 March 2014

d. Homeland Security Presidential Directive-12, Policies for a Common Identification Standard for Federal Employees and Contractors, 27 August 2004

e. Army Regulation, 190-13, The Army Physical Security Program, 25 February 2011

3. Procedures

a. The background check contains credible derogatory information indicating you may present a threat to the good order, discipline or health and safety on the installation. This information includes but is not limited to the following criteria.

(1) The installation is unable to verify your claimed identity based on the reasonable belief that you may have submitted fraudulent information concerning your identity.

(2) You have a current arrest warrant in NCIC, regardless of the offense or violation.

(3) You are currently barred from entry or access to a Federal installation or facility.

Annex C (Installation Access Denial Waiver Process) to White Sands Missile Range Waiver Process

INSTALLATION ACCESS DENIAL WAIVER PROCESS

(4) You have 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.

(5) You have a U.S. conviction of espionage, sabotage, treason, terrorism or murder.

(6) You are a registered sex offender.

(7) You have been convicted of a felony within the past 10 years, regardless of the offense or violation.

(8) You have been convicted of a felony firearms or explosives violation.

(9) You have engaged in acts or activities designed to overthrow the U.S. Government by force.

b. You may request a waiver to your access denial by following the instructions below and completing an Installation Access Control Denial Waiver Request Form and provide the packet and this memorandum to your government sponsor. Your sponsor will be responsible for submitting the waiver application to the Director, Plans, Training, Mobilization and Security (DPTMS) identified in paragraph 3c below as the WSMR official who will process and make a final recommendation on your request.

c. Once you and your sponsor have completed the waiver packet, it will be submitted to the address listed below. Your request must be complete and in strict accordance with these instructions. No action will be taken on incomplete waiver requests.

Commander, U.S. Army Garrison White Sands Missile Range
ATTN: Director of Plans, Training, Mobilization and Security
White Sands Missile Range, NM 88002

d. The Access Denial Waive Packet must include the following:

(1) A certified copy of your complete criminal history, which must include all arrests and convictions.

(2) You must list all offenses with an explanation as to why the conduct should not result in your denial from entering WSMR. At a minimum, you must address:

(a) Nature and seriousness of the conduct.

(b) Specific circumstances surrounding the conduct.

Annex C (Installation Access Denial Waiver Process) to White Sands Missile Range Waiver Process

INSTALLATION ACCESS DENIAL WAIVER PROCESS

- (c) Length of time elapsed since the conduct.
- (d) Your age at the time of the incident/conduct.
- (e) Your efforts towards rehabilitation with any proof.
- (f) Provide a current physical or e-mail address to enable the WSMR official to transmit a copy of your waiver request determination.

4. Process

a. The government sponsor will review your packet for completeness and determine whether or not to endorse the waiver. If the government sponsor determines to endorse the waiver, he/she must provide a letter indicating that the sponsor is requesting that you be granted unescorted access to accomplish a specific purpose, as well as the anticipated frequency and duration of such visits. If you are a contractor employee and are terminated, the sponsor must inform the WSMR official so that unescorted access to the installation is no longer authorized.

b. As the designated government official, the DPTMS will review the access denial waiver application, obtain a legal review, and make a fitness determination recommendation to the White Sands Missile Range Garrison Commander, who has been delegated as the approving authority.

c. The Garrison Commander 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, and return the packet to the DPTMS.

d. The DPTMS will provide a copy of the Garrison Commander's determination to the individual, the sponsor, and the Director of Emergency Services.

e. Individuals who have had a waiver request denied may request reconsideration 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.

5. Point of contact this action is Mr. Dennis Stockwell at 575-678-1501, Demnnis.S.Stockwell.civ@mail.mil .

Annex C (Installation Access Denial Waiver Process) to White Sands Missile Range Waiver Process

INSTALLATION ACCESS DENIAL WAIVER PROCESS

Acknowledgement: I have read and understand the above Installation Access Denial Wavier Process procedures.

REQUESTOR'S SIGNATURE _____
_____/_____
(Print Name) (Date)

INDIVIDUAL ISSUING _____
(Signature)
_____/_____
(Print Name) (Date)

ANNEX D (Installation Access Denial Waiver Application) to White Sands Missile Range Visitor Control Program

INSTALLATION ACCESS DENIAL WAIVER APPLICATION

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

INSTALLATION ACCESS DENIAL WAIVER REQUEST FORM			
Please type or print neatly; Attach additional sheets if necessary			
1. Name (<i>First/Middle/Last</i>)			
2. Current Address (<i>Number and Street, City, State, and ZIP Code</i>)			
3. SSN:		DOB:	
4. Email address: Do you want your decision emailed back to you rather than mailed to you? <input type="checkbox"/> Yes			
5. Current Telephone Number Home () - - Work () - -			
6. Reason for requesting access to White Sands Missile Range			
7. What job will you perform at White Sands Missile Range?			
8. Does your job require you to have a government issued security clearance?			
9. List Your ENTIRE Criminal History (<i>except traffic and other infractions</i>) 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 (<i>INCLUDE SENTENCE AND CONVICTION DATE</i>)
10. Attach a copy of all court documents, certified by the Clerk of the Court, for all of your conviction(s).			
11. In your own words, explain the facts of each felony, and why you should be able to come on post. Attach as many additional sheets as necessary.			
12. Explain any circumstances that lessen the seriousness of the felony conviction(s) and show that you have been rehabilitated. Attach additional sheets if necessary.			

ANNEX D (Installation Access Denial Waiver Application) to White Sands Missile Range Visitor Control Program

13. Have you been denied access by any other federal facility? <i>(please circle)</i>
Yes No
If yes, indicate the reason for the denial.
14. List all references that you would like the government to contact 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 ____.
