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

AMIM-WSL-P (800B)

06 MAR 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: White Sands Missile Range Visitor Control Policy

1. References:

a. HQDA EXORD 033-15, Installation Access (Direct Action) 07 NOV 14. Army Directive 2014-05, Policy and Implementation Procedures for Common Access Card Credentialing and Access for Uncleared Contractors, 07 MAR 14.

b. AR 190-13, The Army Physical Security Program, 27 JUN 19.

c. IMCOM Operations Order 15-031, Implement Access Control Procedures at IMCOM Installations, DTG 211313ZNOV14.

d. Validation of the Office of the Provost Marshal General and Installation Management Command Common Level of Support 600, Physical Security Manpower Mode, dtd 21 Nov 14.

2. Situation:

a. The Secretary of the Army directed Office of the Provost Marshal General, 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, Secretary of the Army published Army Directive 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.

b. Commanders and Directors will establish and maintain a visitor control/access program to ensure only authorized individuals enter the installation. Commanders and Directors will not grant visitors or other individuals unescorted installation access without the required identity proofing, vetting against the National Crime Information Center Interstate Identification Index (NCIC-III), the Terrorism Screening Database and determination of a valid purpose for entry for all personnel who do not possess a CAC, another form of Federal personal identity verification card, or other DoD ID card.

3. Mission:

Effective immediately, United States Army Garrison White Sands (USAG-WS) will conduct actions to implement an Installation access control policy and procedures, 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 established laws and regulations. It is my intent that USAG-WS, Directorate of Emergency Services Physical Security Division reviews and complies with the guidance in the reference and adheres to the listed requirements. I consider this an enduring mission.

5. Effective this date, all personnel requesting access to USAG-WS will comply with all aspects of this program, its appendixes, and references.

6. The point of contact for this program is Mr. Thomas Benavidez, Installation Physical Security Officer at 575-678-8602, or thomas.r.benavidez.civ@army.mil.

DAVID A. MITCHELL
COL, LG
Commanding

4 Encls
1. Screening, Vetting, Escorting and Credentialing Procedures
2. Additional Access Control Procedures
3. Installation Access Control Waiver Process
4. Installation Access Control Waiver Access Packet

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

Screening, Vetting, Escorting and Credentialing Procedures

A- 1. VISITOR CONTROL PROGRAM

1. 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:

a. Visual match of the photograph on the card to the person presenting the ID.

b. Verifying authenticity by checking the anti-counterfeit or fraud protection embedded in the credential.

c. Authenticating cards using automated means at installations where physical access control systems (PACS), such as Automated Installation Entry (AIE), have been fielded.

2. Vetting. Commanders and directors will establish and maintain a visitor control program to ensure only authorized individuals enter the installation. Commanders and directors will not grant unescorted visitors unescorted access without the required identity proofing, vetting against the National Crime Information Center Interstate Identification Index (NCIC-III), the Terrorism Screening Data Base (TSDB), and determination of a valid purpose for entry for all personnel who do not possess a CAC, another Federal personal identity verification (PIV) card, or other DOD ID card.

3. The Visitor Control Program will include a process to verify a person's need to access the installation. CAC holders, military retirees, and military Family members have an inherent official purpose and therefore are authorized to access Army installations. This inherent official purpose does not apply to "restricted access" areas on the installation, unless properly cleared. Up-Range is considered a 'restricted access", personnel who are traveling up-range will be required to carry a Form 102, White Sands Missile Range Access Badge (WAB Badge)/ Up Range Request Form, with them always providing proof that they have been properly vetted and have up-range access.

4. Non-CAC holding visitors, contractors, vendors, and other personnel as described in Para 8-4, AR 190-13, must have a need validated by a DOD component for one-time, intermittent, or routine physical access to an Army installation and have a sponsor on the installation.

5. Commanders and directors will oversee execution of the following procedures for vetting non-DOD personnel (visitors and non-CAC-eligible personnel):

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

a. Conduct a check of the NCIC-III and the TSDB on non-DOD-affiliated visitors 18 years of age and older to determine if the person requesting unescorted access presents a potential threat to the good order, discipline, or health and safety on the installation. Commanders and/or directors are authorized to conduct random ID checks and vetting of persons requiring access to their assigned installations, as necessary and appropriate.

b. Conduct a check of records in the TSDB when available.

c. Use the adjudications standards described below to vet non-DOD affiliated personnel (visitors and uncleared contractors) and recommend disposition (allow entry, deny access and/or process for waiver).

6. Unescorted access determination. Army senior commanders, in the absence of an approved access waiver, are to deny persons access to installation based on information obtained from the results of an NCIC-III check, the TSDB when available. These government-authoritative data source checks give an indication if a person may present a threat to the good order, discipline, morale of the installation. This information includes, but is not limited to a person who has:

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

b. A claimed identity that cannot be verified based on the reasonable belief that that the person submitted fraudulent identity information in the attempt to gain access.

c. Current arrest warrant in NCIC, regardless of the offense or violation.

d. Current bar from entry or access to a federal installation or facility.

e. Conviction of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans or drug possession with intent to sell or distribute.

f. Conviction for espionage, sabotage, sedition, treason, terrorism, or murder.

g. Being registered as a sex offender.

h. Felony conviction within the last 10 years regardless of the offense or violation.

i. Felony conviction for a firearms or explosives violation regardless of when the conviction occurred.

j. Engaged in acts or activities designed to overthrow the U.S. Government by force.

k. Been identified in the NCIC KST (Known or suspected terrorist file) or TSDB report as known to be, or is suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

7. Any individual requesting unescorted access to the installation refusing to submit to the required NCIC-III check will be denied entry.

A-2. ESCORTED PERSONNEL

1. Personnel not affiliated with the DOD who are not vetted against NCIC-III procedures will:

a. Be always escorted while on the installation IAW local policy by an Army person authorized to escort and be accompanied for the duration of the individual's visitation period.

b. Army personnel authorized to escort visitors include Uniformed service members and their spouses, DOD employees, retired Service members and spouses.

c. Be in possession of a valid, REAL-ID compliant, State driver's license, State ID card with photo, a valid U.S. passport, or a valid passport from other countries cleared by the State Department and will present it to request access to an army installation.

d. The number of personnel allowed to escort at any one time will be determined by the local installation's commander, director, or designated representative.

e. Exceptions for busses and larger vehicles being escorted may be requested through the Installation Physical Security Office.

2. Unofficial foreign national personnel are not included in the list of personnel authorized unescorted access; therefore, they must be escorted by an individual so authorized (see para. 1) above while on the installation.

PERSONNEL AUTHORIZED UNESCORTED ACCESS:

1. Personnel in lawful possession of a valid form of the following ID cards are authorized unescorted access onto Army installations:

a. DOD CAC

b. DD Form 2S (RES) (Armed Forces of the United States Geneva Convention Identification Card (Reserve)(Green); or DD Form 2S (RET) Blue (United States

Uniformed Services Identification Card (Retired)(Blue)); or DD Form 2S (RES RET) (United States Uniformed Services Identification Card (Reserve Retired) (Red).

c. DD Form 1173 (Uniformed Services Identification and Privilege Card); DD Form 1173-1 (Department of Defense Guard and Reserve Family Member Identification Card); DD Form 1173-1S (PRIV) United States Uniformed Services Identification and Privilege Card) (Reserve Dependent) (Red); or DD Form 1173S (PRIV) (United States Unformed Services Identification and Privilege Card (Dependent)(Tan).

d. DD form 2765 (Department of Defense/Uniformed Services Identification and Privilege Card) (Tan).

e. Blue Striped CAC (for non-US citizens). The blue striped CAC (for non-U.S. citizens) is a valid DOD ID credential and may be used for unescorted installation access. These CACs state "Identification Card" on the bottom front of the card. Blue striped CACs must be registered in AIE to associate the person with the local installation.

f. Non CAC-holder contractors and vendors that have been properly vetted and issued AIE badges.

g. Newly hired foreign national personnel will be issued an AIE local pass (up to 6 months) while they wait for their CAC application to be approved. When the new hire person receives their blue-striped CAC, replace their installation pass by registering their blue-stripe CAC in AIE. The foreign identification number is the number the Defense Enrollment Eligibility Reporting System (DEERS) generates and assigns to non-U.S. citizens in conjunction with issuing a blue striped CAC or Teslin card (such as, dependent wife, DD Form 1173).

2. VA Healthcare Enrollee Service Connected, Purple Heart, Former POW, AFTER successful completion of the required NCIC-III background check. Access through AIE may be granted for up to one year after the NCIC-III check has been accomplished. Eligible VA Healthcare Enrollee is only limited to MWR facilities or their services. Accompanying visitors may access the installation only when accompanied by an eligible veteran who has been granted unescorted access. The visitor may be granted access after successful completion of identity proofing and vetting and must always remain within reasonable visual contact of the approved veteran.

3. Contractors and vendors requiring access to an Army installation or facility but who do not require access to a DOD computer network, will have a government employee sponsor to provide the contractual agreement with a cover memorandum signed by a verifying officer vouching for the need for long-term access to the installation. Sponsors will be held responsible for notifying DES (or appropriate local installation access issuing office) of terminated contract employees and for turn in of expired or revoked ID.

4. Contractors requiring access to multiple Army installations or access to DOD network(s) will be processed by their sponsor through the Contractor Verification System (CVS) for issuance of a CAC.

5. Non-CAC eligible contractors will be issued local access ID that will only be used for physical access onto the single installation or facility where it was issued after vetting through the NCIC-III.

6. Other personnel requesting long-term recurring installation access. The personnel listed below, once vetted, are recognized as having a valid requirement for long-term, recurring access to Army installations and may be issued long-term access passes. This list is not all inclusive; for categories of personnel not included who may require such access, contact your organizational security coordinator/manager who will contact the Installation Physical Security Office.

a. Family care providers.

b. Army Volunteers.

c. Gold Star and next of kin survivor Family member unescorted access

7. Transportation Worker Identification Credential (TWIC) holders based on a valid purpose for enter to deliver services, products or make a pickup. After the valid purpose has been determined, the TWIC holder can be vetted using NCIC-III and then entered in the Automated Installations Entry (AIE) control program.

8. 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 not badge will be issued or reissued without the required favorable NCIC-III system check.

9. 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.

10. 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.

A-3. ROUTINE ACCESS RULES

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 Reporting

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

A-4. UNMANNED GATE ACCESS

1. 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 up range access registered in the WSMR Access Control System (VELOCITY).

2. 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.

3. For personnel not registered in VELOCITY, who are traveling up-range will be required to always carry a Form 102 with them providing proof that they have been properly vetted and have up-range access.

Appendix B - Additional Access Control Procedures to White Sands Missile Range Visitor Control Program

B-1. TRUSTED TRAVELER PROGRAM

The White Sands Missile Range (WSMR) Senior and Garrison Commanders have authorized the Trusted Traveler Program (TTP) but may suspend it for any reason. The purpose of a Trusted Traveler Program is to expedite access for Service members and dependent spouses, DOD employees, and retired Service members and spouses; maintain efficient vehicle throughput; mitigate traffic congestion on adjoining highways; and allow trusted travelers to vouch for occupants. The program allows for a uniformed Service member or government employees with a valid DOD CAC, a military retiree, with a valid DOD ID credential, or an adult 18 years or older with a valid DOD ID credential, to present their ID credential for access to the installation while simultaneously vouching for any vehicle occupants.

1. Commanders and directors may establish a TTP for use during FPCONS Normal, Alpha, and Bravo, as local security conditions permit. TTP is suspended under higher FPCONs or other exigent circumstance as the commander may choose.

2. The program is governed and implemented locally and may not be recognized by other installations.

3. The number of personnel a trusted traveler is allowed to sponsor at any one time will be determined by the local installation commander, director, or designated representative. At WSMR, this number is the same as the number of seats, with seat belts, that the vehicle is built to carry.

4. Persons identified as trusted travelers are responsible for the actions of all occupants for whom they sponsor and for meeting all requirements for escort, as established by the Army or installation commander or director.

5. The TTP applies to the outermost perimeter of the installation. It does not apply to accessing facilities or areas inside the installation.

6. Trusted travelers cannot vouch for persons with foreign passports or ID cards, who must instead be cleared per paragraph 8–2.

7. Vehicle occupants that are sponsored by the trusted traveler must be 18 years of age or older and be in possession of: a valid picture ID card such as a REAL ID-compliant state driver's license, State ID, DD Form 1173 (Uniform Services Identification and Privilege Card), DD Form 2 series, or passport, issued by an authoritative state or federal agency so they can be readily identified.

8. Occupants under the age of 18 that do not possess a valid picture ID card may be sponsored by an adult occupant of the vehicle that is cleared to enter the

installation.

9. Commanders and directors, at their discretion, may suspend the TTP based on the local threat or may revoke individual trusted traveler privileges.

10. The program will be suspended at FPCON levels Charlie and Delta. Commanders and directors will ensure the Installation Area Access Control Plan reflects procedures when the TTP is suspended.

11. DoD contractors in possession of a CAC, in accordance with paragraph 8–4, although authorized unescorted access, are not authorized trusted traveler privileges.

12. Commanders will implement policies to remove the trusted traveler status of any ID cardholder engaged in conduct that is detrimental to good order and discipline on the installation. This would include those personnel who are subjects of a criminal investigation.

B-2. ACCEPTING LAW ENFORCEMENT CREDENTIALS FOR ACCESS TO ARMY INSTALLATIONS DURING NON-EMERGENCY SITUATIONS

1. The number of various credentials used by various agencies makes it virtually impossible for someone working an IACP to know if the credential is legitimate.

2. Law enforcement credentials will not be accepted as installation access credentials by any person in civilian clothes operating an unmarked vehicle. DOD law enforcement personnel must present their CAC. Other Federal agents must present their federally issued PIV, which can be scanned by AIE and verified against certificate revocation list held at Defense Manpower Development Center (DMDC), as opposed to law enforcement credentials.

3. Law enforcement officials who do not have a DOD-issued CAC, a federally issued PIV, or if the installation cannot scan or verify the PIV, they will be vetted using their REAL ID-compliant State driver's license. This will be checked against NCIC-III for proper identify proofing and vetting. After initial vetting, the person can be enrolled into the AIE database by linking their driver's license as a credential, or they can be issued an installation's long-term access badge.

B-3. SPECIAL EVENTS

1. Senior commanders and directors with installation security responsibilities will clearly define access-control measures required to manage special events, circumstances, and activities on the installation. They will define the measures in the

Installation Area Access Control Plan, per paragraph 8–17.

2. Senior commanders and directors may waive NCIC-III vetting for personnel attending during special events, activities, and circumstances, if it is impractical.

3. Compensatory security measures for special events will be implemented when the requirements of this regulation cannot be met. Examples include:

a. Isolating event traffic and parking to specific locations or areas on the installation.

b. Transporting attendees to and from the event site by government transportation.

c. Directing, at a minimum, persons without a DOD access control credential per paragraph 8–4 to the specific gate(s) where security measures are conducted prior to entrance onto the installation.

d. AIE hand-held visitor pre-screening that uses NIets can be used. Depending on the FPCON System or local threat, random vehicle checks by military working dog teams and magnetometers should be considered.

B-4. INSTRUCTIONS FOR CAR-SHARING SERVICE DRIVERS

1. All taxi drivers and ride-sharing drivers (such as UBER, Lyft and so forth) must present a driver's license and show proof of insurance, and all vehicles must be properly registered.

2. Visitors, including taxi and ride-sharing vehicle drivers, must undergo identity proofing and vetting against NCIC- III and TSDB when available, in accordance with paragraph 8–5, to determine fitness. Although drivers for ride-sharing services or taxis would then have a valid credential after proper vetting, their purpose would still need to be established for each visit, which can be accomplished by showing the ride sharing hail on a smartphone or identifying the person and building for the pickup. This applies whether they present an AIE hard card or pass, or a registered REAL ID driver's license.

3. Trusted Traveler also does not apply to a ride-share driver travelling with a Service member to enter the installation as escorted, without going through the visitor control protocol, because they will no longer be escorted after dropping off the service member at the destination.

B-5. BUS AND SCHOOL BUS ACCESS

1. IACP guards will board the bus and check all personnel to ensure there is no duress situation, either scan or inspect their ID, and then allow the bus to proceed. All personnel, except for students on an authorized school bus, who fail to provide the required ID will disembark the bus and wait for the bus to return.

2. Government Busses

a. Busses with US Government plates, GSA style, will be permitted onto the installation after the driver produces an ID as described in Annex F Para A., 3, as well as an operators permit and dispatch for that vehicle.

b. The driver, if in possession of a CAC card or other ID as described in Annex F Para A., 3., of this plan will be allowed to vouch for personnel on the bus.

B-6. 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 F 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.

B-7. INSTRUCTIONS FOR ON-POST MEDICAL TREATMENT FACILITIES

1. Some Army hospitals are also community hospitals that provide treatment for non-DOD personnel that have not been vetted for installation access because they are transported by emergency vehicle directly to the hospital.

2. The medical staff will notify garrison law enforcement personnel:

a. Of patients that were not vetted for installation access due to being transported by emergency vehicle.

b. Of patients brought in for treatment that are the subject of a crime or pending an interview by a civilian law enforcement agency before the patient is released.

c. If a patient is absent from a location defined by the patient's privileged status, regardless of the patient's leave or legal status.

d. If a patient leaves the hospital against medical advice.

B-8. COMMERCIAL DELIVERY VEHICLES

1. 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.

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

3. Unless escorted or in possession of a 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.

4. 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.

B-9. FOOD DELIVERIES/VENDORS

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

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

3. All vehicles are subject to inspection prior to being granted access.

4. Deliveries must have an on-post destination.

5. 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.

B-10. TOW TRUCKS

1. 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.

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

3. 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.

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

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

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

B-11. REPOSSESSIONS

1. 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.

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

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.

B-12. MOVERS

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

2. 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.

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

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

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

B-13. SCHOOLS ON POST

1. 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.

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

3. 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.

4. 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.

B-14. 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.

B-15. FAMILY VISITORS

Telephonic contact with the party to be visited will be required to ensure access is required, expected and reasonable prior to running visitor(s) through NCIC-III and issuing the requested passes.

B-16. PRIVATIZED ARMY LODGING -IHG HOTELS

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

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

B-17. RESIDENTIAL COMMUNITIES' INITIATIVE (BALFOUR BEATTY HOUSING)

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

2. 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.

B-18. VETERANS ADMINISTRATION (VA) MEDICAL CARD HOLDERS

1. The Veterans Health Identification Card must have one of the following endorsements. Medal of Honor, Purple Heart, Former Prisoner of War, or service-connected disability.

2. An eligible Veteran Health Card enrollee can only access the installation for the purposes of utilizing FMWR services and their facilities.

3. Eligible Veteran Health Card enroll must be properly vetted through NCIC-III before granting access to the installation.

B-19. COMMUNITY LEADERS AND ORGANIZATIONS

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

2. 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 because of the requested waiving of the NCIC-III check process.

3. 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.

B-120. POST OFFICE PERSONNEL/CONTRACTORS AND VEHICLES.

1. 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.

2. 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.

B-21. FMWR PATRONS

1. Patrons arriving and wishing to participate in FMWR 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 FMWR activity on the installation.

2. Planned FMWR 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.

3. 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 Annex F, Para A., (3)., this program and physically escort the individual(s) from the gate to the event, and then back to the gate upon event completion.

B-22. ESCORTED CONVOYS

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

1. 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.

2. 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.

3. 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.

B-23. SAFE HAVEN/SECURE HOLD REQUESTS.

1. Transportation Services Providers (TSPs) may request Safe Haven/Secure Hold in response to an emergency 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.

2. 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.

3. 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.

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

B-24. 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 sponsoring activity will provide positive control and escort to foreign nationals when they are in areas not open to the 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.

1. Route of travel

2. Date and time of travel

3. Number, make, license plate numbers of vehicles and personnel travelling

4. Travel Check point locations

5. Time required between check points

B-25. UNOFFICIAL FOREIGN VISITORS.

1. Unofficial Foreign Visitors will be escorted after a valid and verified reason to be on the installation. Those with no other valid reason to be on the installation will be denied access.

2. Unofficial Foreign Visitors going to the museum do not require a POC or escort. access to the museum will be through Las Cruces Gate only and must walk from the VCC unless escorted.

B-26. DOD Civilian Retiree.

DoD civilian retiree ID cards will no longer be accepted as of 1 September 2023. DoD civilian retirees must present an acceptable credential, such as a REAL ID Act-compliant driver's license and establish their purpose requirements for installation access.

Appendix C (Installation Access Denial Waiver Process) to White Sands Missile Range Visitor Control Program

INSTALLATION ACCESS DENIAL WAIVER PROCESS

Proponent of this form is the Directorate of Emergency Services (DES) U.S. Army Garrison, White Sands Missile Range, New Mexico 88002, under the provisions of Army Regulation 190-13

C-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.

C-2. Authority

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

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

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

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

5. Army Regulation, 190-13, The Army Physical Security Program, 27 June 2019

C-3. Credible Derogatory Information

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 verity 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.

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.

C-4. Waiver Packet

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 Directorate of Emergency Services (DES) identified in paragraph 3c below as the WSMR official who will process and make a final recommendation on your request.

1. 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: Directorate of Emergency Services
White Sands Missile Range, NM 88002

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

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

b. 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:

c. Nature and seriousness of the conduct.

d. Specific circumstances surrounding the conduct.

e. Length of time elapsed since the conduct.

f. Your age at the time of the incident/conduct.

g. Your efforts towards rehabilitation with any proof.

h. Provide a current physical or e-mail address to enable the WSMR official to transmit a copy of your waiver request determination.

C-5. Process

1. The government sponsor will review your packet for completeness and determine whether 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.

2. As the designated government official, the DES will review the access denial wavier 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.

3. 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 DES.

4. The DES will provide a copy of the Garrison Commander's determination to the individual, the sponsor, and the DES.

5. 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.

C- 6. Point of Contact and Acknowledgement

1. Point of contact this action is Mr. Stephen J. Edmonds at 575-678-2503, stephen.j.edmonds.civ@army.mil.

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)

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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)

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

INSTALLATION ACCESS DENIAL WAIVER APPLICATION

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 9397 (SSN); Title 10 U.S.C. Section 3013; DoDD 8500.1

PRINCIBLE PURPOSE(S): To provide installation commanders and law enforcement officials with the means by which information may be accurately identified to determine if an applicant meets authorized access requirements. Use of SSN is required to make a positive identification of an applicant. Records stored in the Automated Installation Entry (AIE) System are maintained to support Department of the Army physical security and information assurance programs and are used to identify verification purposes, to record personal data registered with the Department of the Army, and for producing installation management reports employed by security officials to monitor individuals accessing Army installations. Other acceptable identification will be used to distinguish individuals who request entry to Army installations.

ROUTINE USE(S): The "DOD Blanket Routine Uses" are set forth at the beginning of the Army compilation of systems of records notices.

DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the denial of an authorized access pass (or equivalent) and denial of entry to Army installations.

INSTALLATION ACCESS DENIAL WAIVER REQUEST FORM

Please type or print neatly; Attach additional sheets if necessary

1. Name (*First/Middle/Last*)

2. Current Address (*Number and Street, City, State, and ZIP Code*)

3. SSN: DOB:

4. Email address:
Do you want your decision emailed back to you rather than mailed to you? ____ 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 (*except traffic and other infractions*) as follows:

CRIME FOR WHICH YOU WERE ARRESTED	CRIME FOR WHICH YOU WERE CONVICTED (*OR INDICATE IF DISMISSED OR NULL PROS.*)	NAME & ADDRESS OF COURT OR AGENCY	DISPOSITION (*INCLUDE SENTENCE AND CONVICTION DATE*)

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.

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

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.
13. Have you been denied access by any other federal facility? (*please circle*) 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 ___.

_____