



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

IMSE-POL-ES

NOV 19 2012

MEMORANDUM FOR SEE DIRTRIBUTION

SUBJECT: Command Policy Memorandum DES-04 - Access Control Policy for the Fort Polk Military Installation

1. References:

- a. DOD 5200.08-R, Physical Security Program, 9 Apr 2007, Change 1, 27 May 09.
- b. JRTC and Fort Polk Supp, 1 to AR 190-5, Motor Vehicle Traffic Supervision, 7 Jun 00.
- c. DOD Directive 8190.3, Smart Card Technology, 31 Aug 02.
- d. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 May 06.

2. Purpose: To outline the requirements to access the Joint Readiness Training Center and Fort Polk while complying with the above references.

3. Applicability: This policy is applicable to all persons who live, work, or visit the Joint Readiness Training Center and Fort Polk.

4. Definitions:

a. "Rapid Gate" - Voluntary program targeted at vendors and contractors that access the installation on a frequent basis to conduct business. Under the Rapid Gate Program vendors and contractors undergo a background investigation and are issued an ID Badge that can be scanned at the Access Control Points (ACP) using handheld scanners. This program has a monetary fee for enrollment and use.

b. "Mobilisa" - Mobilisa is a handheld device that can scan all Common Access Cards (CAC) DoD ID Cards, US Passports and State Department of Motor Vehicle Drivers Licenses and ID cards.

c. "NCIC" - National Crime Information Center is a clearinghouse of crime data used by security personnel to identify fugitives, locate missing persons, recover stolen property and identify terrorists.

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5. Policy:

a. All personnel entering the Joint Readiness Training Center and Fort Polk are required to be 100% identified at all ACPs by security personnel.

b. 100% identification of personnel will be performed by electronic scanning through the use of Mobilisa or Rapid Gate, or by an individual visitors pass issued at the visitors control center.

c. The following forms of identification will be accepted as proof of identity:

- (1) DoD Common Access Card
- (2) DoD ID Card
- (3) State Issued Drivers License/ID Card
- (4) U.S. Passport
- (5) Rapid Gate ID Card
- (6) Fort Polk Visitors Pass/ID

d. Personnel may enter the installation if a driver or passenger possess a DoD ID card, Rapid Gate ID Card or Fort Polk Visitors Pass/ID. All occupants of the vehicle will be identified through electronic scanning.

e. Vehicles will be assessed at installation ACPs to ensure their compliance with state and local laws, in that they are properly registered, inspected and insured. This assessment may be done through visual observations by security personnel and during random anti-terrorist measures and inspections.

f. Unescorted visitors to the installation will be vetted via the NCIC (III) background check. This process is the minimum baseline background check required for entrance onto Fort Polk. Upon completion of the NCIC check the visitor will be issued a short time paper pass or long term visitor ID card based on their needs and the results of the NCIC check.

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6. Exceptions:

a. Persons under the age of 16 that do not possess a DoD Family Member ID card, who are accompanied by parent or guardian, may be validated by that individual. For the purpose of this policy, the term guardian is specified as an older sibling 18 or above, athletic coach, teacher, or other individual who has control and responsibility for the minor person and their actions. Guardians in possession of a DoD ID or Fort Polk Visitors Pass/ID card may sponsor non-ID card holders under the age of 16 as pedestrians or as licensed operators of motor vehicles.

b. The following forms of ID are acceptable when expired under the following conditions:

(1) Suspended drivers license when not the operator of a motor vehicle and are being escorted by an authorized visitor or resident of the installation or when alone on foot.

(2) US passports less than one year past expiration date and are being escorted by an authorized visitor or resident of the installation.

c. Commercial vehicles over one ton are required to enter and exit the installation through ACPs 4 and 7 (commercial inspection gates) unless participating in the Rapid Gate Program.

d. All vehicles entering the installation are subject to, and will comply with, Random Anti-terrorist Measures.

e. Personnel issued passes may have limited access to Fort Polk during periods of increased Force Protection levels.

7. Enforcement: This policy is punitive in nature. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the provisions of this policy are subject to punitive and administrative action. Individuals not subject to the UCMJ who fail to comply with the provisions of this policy are subject to adverse administrative action or prosecution in federal court. The Provost Marshal is responsible for enforcing this policy and, where appropriate, will notify violators in writing of the suspension of installation access privileges.

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8. This policy will remain in effect until superseded or rescinded.



WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

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