

**US Army Garrison-Redstone
Regulation 190-44**

Military Police

Redstone Arsenal Access Control and Registration Program

**Headquarters
US Army Garrison
Redstone Arsenal, AL 35898-5000**

Dated: 26 September 2012

UNCLASSIFIED

Headquarters
U.S. ARMY GARRISON – REDSTONE (USAG-R)
REDSTONE ARSENAL, ALABAMA 35898-5000

US Army Garrison Regulation 190-44

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Military Police:
REDSTONE ARSENAL ACCESS CONTROL AND REGISTRATION PROGRAM

OFFICIAL:

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HISTORY: This printing is the first publication as a US Army Garrison – Redstone Arsenal Regulation (RSAR). This information is updated in support of the RSA Physical Security Plan (PSP) dated 6 Mar 02 and RSAR 190-1 (Physical Security Program) dated 25 Feb 02.

SUMMARY. This regulation defines policy and assigns responsibility for procedures and standards at Redstone Arsenal, hereafter referred to as RSA, including tenant activities and contractors IAW host/tenant agreements, host and tenant MACOM, DA, DOD, and other Federal regulations as applicable.

APPLICABILITY:

a. This regulation is applicable to all Primary Organizational Elements (POEs) of Department of Defense (DOD) activities, RSA tenant activities including contractors and subcontractors.

b. The general policies and procedures of this regulation are applicable to Marshall Space Flight Center (MSFC), National Aeronautics and Space Administration (NASA) and associated contractors by negotiated host/tenant agreements.

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PROPONENT AND EXCEPTION AUTHORITY: The proponent of this regulation is the RSA Directorate of Emergency Services, (IMRE-ES). Only the proponent has the authority to approve exceptions to this regulation. Violation of this regulation may subject the violator to administrative and/or criminal sanctions under applicable regulation or law.

MANAGEMENT CONTROL PROGRAM: This regulation does not contain management control provisions as outlined in the Management RSAR 190-44 Control Evaluation Process.

SUPPLEMENTATION: Further supplementation is prohibited without prior approval of the RSA Director of Emergency Services, ATTN: IMRE-ES, USAG–R, Redstone Arsenal, AL 35898-5000.

SUGGESTED IMPROVEMENTS: Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to the RSA Director of Emergency Services, ATTN: IMRE-ES, USAG – Redstone Arsenal, AL 35898-5000.

DISTRIBUTION: This publication is approved for public release; with the exception of Annex B to APPENDIX A, which is For Official Use Only (FOUO). Distribution is unlimited.

SUPERSESSSION: This regulation replaces RSAR 190-1, Appendices D and E, dated 28 Feb 02.

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1. **PURPOSE.** This regulation defines policy and assigns responsibility for Access Control procedures and standards within all activities and tenant activities located on RSA, IAW host/tenant agreements.

2. **REFERENCES.** AR 190-13, Appendix A, provides a listing of regulations pertaining to all aspects of an installation's access control and Physical Security Program.

3. **POLICY.** The provisions of this regulation are designed to address access control areas of the Physical Security Program that are of concern to all RSA activities, organizations, and residents.

4. **RESPONSIBILITIES.**

a. The USAG – Redstone Arsenal, Directorate of Emergency Services Chief of Physical Security will supervise and execute the RSA Access Control and Registration Program.

b. Commanders, directors, and managers will implement policies and procedures established within this regulation. Tenant activities will comply with host installation policies and procedures in accordance with regulations and negotiated support agreements. The proponent of this regulation is the USAG, Directorate of Emergency Services (IMRE-ES).

APPENDIX A
PERSONNEL IDENTIFICATION AND CONTROL

1. PURPOSE. This appendix establishes policies, assigns responsibilities, and prescribes procedures for badging and identifying military, Department of Defense (DOD) civilian employees, tenant, contractor personnel, vendors, and visitors who are subject to control by DOD organizational elements within the scope of this regulation.

2. EXPLANATION OF TERMS.

a. Area Access Authorization Card (SMI Form 1116): A card which, when authenticated, authorizes access to a secure area for a person who is not assigned to the area but whose:

(1) Requirement for access is recurring, but visits are infrequent.

(2) Requirement for access is frequent, but is limited to a short period of time (30 days).

b. Procedures.

(1) The Redstone Security Badge (IMSE-RED Form 2341): A permanent identification badge is available and issued to all personnel on RSA requiring command and access codes for secure facilities/areas and personnel designated key or mission essential (KE/ME). The Redstone Security Badge identifies personnel and organizations but does not authorize access to any sensitive area within RSA without the approval of the organizations controlling those areas. The Redstone Security Badge does not allow access to any restricted areas. See paragraph 2(b) (3) for security badge information.

(2) Permanent Security Badges are issued to personnel who will be employed for one year or more, supporting official government programs. Personnel who are employed on the installation for a shorter period of time are to be issued a visitor badge by the Directorate of Emergency Services, after submission of a visitor request via MAX by the organization to which they are assigned or visiting

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(3) Permanent Security Badges are only issued when the individual has been entered into the MAX Enterprise Badging System. Each primary organization will designate individuals to enter/approve badge requests. Each individual designated is required to have a DD 577, Delegation of Signature Authority, card on file with DES Visitor Control.

(4) Visitor Badge: Each organization, which is to be visited by an official visitor, is responsible for authorizing issuance of a temporary visitor badge. The badge must identify the status of the visitor (e.g. contractor, foreign national) and be printed or stamped with "Escort Required" (i.e. escort is required if visiting personnel do not have a need to know or do not have an appropriate security clearance for the visited area or are foreign nationals). Visitor badges must be distinctly marked with the word visitor and contain information on the sponsoring agency. The sponsoring organization will determine if a contractor has a possible conflict of interest (i.e., has ever been a military officer or a federally employed civilian). If a possible conflict of interest exists, the Legal Assistance Office should be consulted for a determination of whether or not the individual is required to have a Visitor Clearance Memo (VCM). Foreign national visitors conducting official DOD sponsored visits must be cleared through the organization's respective Foreign Disclosure Office and entered into MAX for a visitor badge. For the purposes of this directive, a foreign national is defined as any person that hasn't obtained valid U.S. citizenship. All Foreign Visitors must be escorted at all times when on Redstone (includes riding in the same vehicle as the escort). All Foreign Military Visitors must be in their military uniform unless a waiver has been secured in advance of the visit.

(a) MSFC employees will enter visitor requests into MAX utilizing MSFC Mini-MAX. Visitors will report to the Visitor Control Center (VCC) and present two valid forms of ID. Visitor badges will be issued per the request in MAX.

(b) Foreign visitors going to MSFC must be entered into MAX by the MSFC Foreign Approver. The foreign national will report to the VCC with two forms of ID and an approved escort. The foreign national is required to sign a nondisclosure form prior to entering the installation.

****NOTE:** All foreign national visitors are required to carry their passport, visa, or alien registration card at all times.

3. POLICIES.

a. The RSA identification badges prescribed herein are the ONLY authorized identification badges for DOD elements within the scope of this regulation.

b. The RSA identification badge will be used ONLY to identify the individual and indicate the areas to which he or she is normally authorized access. An RSA identification badge DOES NOT indicate in any way that the holder has a security clearance or a need to know. Counterfeiting, reproducing, altering, or misusing badges are violations of Title 18, section 499, and 701, United States Code.

c. The RSA identification badge will be worn and displayed by all personnel on the outer garment, above the waist, so that the face (photograph or symbol side) is clearly visible at all times while on the installation.

d. The identification badge will not be worn by individuals outside the confines of USAG - Redstone.

e. No buttons, pins, or other items will be affixed to or cover the badge.

4. RESPONSIBILITIES:

a. Chief of POEs and Tenant Units or Organizations will:

(1) Ensure that all personnel, within their perspective areas, possess and display an appropriate identification badge while in the area.

(2) Ensure that all personnel's activities are controlled while within the element's area of responsibility.

(3) Ensure visitors obtain approval of the responsible officials in advance of visits to restricted areas. (See Annex A and B of this appendix.)

(4) Designate, in writing, responsible individual(s) within the organization authorized to approve issuance of identification badges. The following provisions will apply to requests for assistance:

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(a) Approval will be indicated by signature of individual in item 24, IMSE-RED Form 1116, or on DD Form 577 Signature Authority. For contractor personnel, identification badge must be obtained within 10 days after signature.

(b) Requesting area designation codes for the organization, if applicable. (See Annex B for responsible office and area designation codes.) Approval authorities will enter appropriate codes within MAX.

(5) Furnish the Visitor Control Center of the Directorate of Emergency Services, ATTN: IMRE-ESS-A, Access Control Officer, a signature authority (DD Form 577) for each individual designated in paragraph 4a above. In the block titled "Type of Document or Purpose for Which Authorized" list the organization, area, and area access code(s) for which the individual may sign.

(6) Ensure that personnel without appropriate security clearance and need-to-know are not badged for access to limited access areas.

(7) Submit in MAX, or on IMSE-RED Form 1116 to IMRE-ESS-A, Visitor Control Center, for the following by completing items 1-20 and 22-28.

(a) Newly assigned military or civilian personnel without appropriate security clearance and need-to-know will not be badged for access to limited access areas.

(b) Personnel who have lost or have had their Redstone visitor/security badge stolen will file a lost/stolen badge report with the Redstone Police. The unit security manager will enter the employee for a new badge and direct them to the VCC, Building 4122 or 5105, to receive a new badge.

(8) Direct all government contractors performing in official facilities, who request utilization of non-US citizens on USAG - Redstone to the Foreign Approving Official of the affected organization, for coordination and approval. Direct all other contractors (construction, maintenance, independent, etc) utilizing foreign nationals to the **RSA Directorate of Emergency Services Access Control Officer, Physical Security Division**, building 3623, 842-2460, for coordination and approval.

(9) Ensure personnel and vehicle access controls are established for secure areas within their jurisdiction.

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(10) Approve/disapprove requests for continuing area access authorization to their respective area(s) in accordance with ANNEX A of Appendix D.

(11) Take appropriate disciplinary action in accordance with IMSE-RED 690-25 against individuals who lose or damage their badges through personal carelessness, negligence, misuse, or mishandling. Identification badges will not be utilized for activities such as check cashing, proof of employment, verification of identification, etc.

(12) Ensure all assigned personnel, Department of the Army civilian and military, are cleared by IMRE-ESS-A, Visitor Control Center, building 4122 or 5105, prior to termination, transfer, or reassignment and have been accounted for and are relieved of all badges prior to termination, transfer, or reassignment.

(13) Ensure all contractor-sponsored personnel clear security identification badges through IMRE-ESS-A, Visitor Control Center, building 4122 or 5105, upon termination of employment or contract. Annex C is a sample clearance form that may be useful for clearing contractor personnel.

b. Heads of non-appropriated fund (NAF) activities will: When utilizing troop-supporting yearly contractor employees (e.g., Post Exchange, Officers' Club, Challenger Club) submit SMI Form 1169, employee clearance sheet, for NAF employees to IMSE-RED-IS-CI-PT, on all personnel prior to termination, transfer, or reassignment. Prior to employing/utilizing non-US citizens in NAF positions, coordination will be conducted with, and approval received from, the DES Access Control Office, building 3623, and DPTMS Personal Security Office, building 4488.

c. Redstone DES will:

(1) Prepare and issue USAG Redstone Security/Identification badges.

(2) Assist heads of organizations in implementing physical security for restricted areas.

(3) Make required inspections of facilities and check compliance with this appendix.

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(4) Replace security badges at an interval not to exceed 3 years, or when:

(a) 10 percent of Restricted (controlled) area badges are unaccounted or lost.

(b) 5 percent of Restricted (limited) area badges are unaccounted for or lost.

d. The AMCOM G-2, Directorate of Intelligence and Security will: Approve employment of non-US citizens, prior to utilization of these personnel on RSA, except for those noted in para 4.a.8.a., and for approving badge request cards (IMSE-RED Form 1116) for non-US citizens.

e. Chief, Military Personnel Office, Personnel and Training Directorate, USAG Redstone, will: Ensure military personnel are cleared by IMRE-ESS-A, Visitor Control Center, building 4122 or 5105, prior to Expiration Term of Service (ETS), transfer, or reassignment.

f. Sponsors for Contractor Personnel will: Ensure that security badges issued to contractor personnel are returned to IMRE-ESS-A, Visitor Control Center, building 4122 or 5105, upon termination of employment or termination of contract.

g. Individuals will:

(1) Comply with the requirements of paragraphs 3c, 3d, and 3e of this appendix on the wearing, placement of, and the care of the identification badge.

(2) Safeguard identification badges when not in use to prevent use or possession by an unauthorized individual. Identification badges should not be left on dashboards or sun-visors of unlocked motor vehicles, or anywhere in open view where they will be accessible to unauthorized personnel.

(3) Challenge anyone present in their area who is not displaying an identification badge on their person.

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(4) Submit security badge to IMRE-ESS-A, Visitor Control Center, building 4122 or 5105 upon termination, transfer, or reassignment. Reassigned individuals from one primary organizational element to another will submit security badge upon clearing and will obtain new security badge from the organizational element to which assigned.

h. Instructions for completing IMSE-RED Form 1116. The requesting organization will complete the following blocks on IMSE-RED Form 1116 as indicated:

(1) Blocks 1-20. Self-explanatory. See sample.

(2) Blocks 21, 29, 30. Leave blank.

(3) Block 22. Leave blank for government employees. For contractor personnel, enter appropriate date as determined by visit request, length of contract, etc.

(4) Block 25. Enter command code (e.g., 1 for AMCOM, 2 for OMEMS, etc.).

(5) Block 26. Enter access code, if needed (e.g., Y, H, etc.). Requester will list and justify access requirement to each area.

(6) Block 27. Approving authority signature will be from a government employee with a DD 577, Delegation of Signature Authority, card on file at the Vehicle Registration and Identification Section.

(7) Block 28. Fill in typed/legibly printed name of approving authority, title, organization, and phone number.

****NOTE:** For organizations with access to the MAX Enterprise Badging System, the IMSE-RED Form 1116 is done electronically in MAX.

ANNEX A
PROCEDURES FOR SECURITY AREA VISITOR ACCESS AUTHORIZATION

1. Chiefs of POE's, Tenant Units or Organizations will: Request continuing area access authorization by submitting a completed area access authorization card (SMI Form 117) for each individual requiring recurring access to restricted areas they are responsible for. The card will contain the following information:

- a. Last name, first name, and middle initial
- b. Social Security Number
- c. Office symbol or company name
- d. Specific areas to which access is granted
- e. Expiration date (not to exceed 12 months from date of issue)
- f. Security clearance

g. In case of one-time visit, the memo will contain all the above information plus signature of requester.

2. The Chief of the Organizational Element to be visited will:

a. Verify security clearance and need-to-know of person requesting access as follows:

(1) Contact the AMCOM G-2, Intelligence and Security Directorate for AMCOM, USAOMMCS, SMDC, and USAEDH personnel.

(2) Contact the RSA sponsor for contractor personnel and other visitors.

NOTE: Information regarding government-owned / contractor operated (GOCO) facilities at RSA can be obtained from the contractor security office within those organizations.

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b. Approve / disapprove requests for access to their area and notify the requester of such action. NOTE: They also have the right to cancel access privileges at their discretion.

c. Sign the area access card if request for access is approved and forward directly to the guard post access control point in the applicable area.

d. Obtain assistance from the RSA DES Physical Security Division (IMRE-ESS), 876-9998 to establish procedures for controlling access to secured areas that include:

(1) Admission of a person for whom an Area Authorization Card is not required.

(2) Admission of persons on a one-time basis for whom an area access authorization is not warranted.

ANNEX B
RSA Badge Codes / classified **FOUO**.

Contact the DES Access Control Officer for assistance or Security Area Access Code information. Phone 842-2460 or at fred.keith@conus.army.mil.

Mission and Key Essential Definitions/Codes:

Key Essential/Installation Closed - Personnel Required to Maintain FPCON Delta and Weather Emergencies. The purpose of Key Essential personnel is to maintain infrastructure operations and security for the installation during emergency conditions such as FPCON Delta or curtailment operations. Key Essential should be the minimal personnel that perform the following mandatory functions for up to **24 hours** (could be extended based on direction from the Installation Commander): Key Essential personnel include: continuity of operations; wartime tasking; mobilization and weather emergencies; fire emergency; physical security (guards); law enforcement (police/counter terrorism); emergency medical; explosive ordnance disposal; air traffic controllers; maintainers of basic utilities (electric, water, sewage, heat) and information technology systems. All active duty military personnel are considered Key Essential and may enter the installation regardless of the FPCON. Personnel residing in on-post housing may enter during any FPCON but will have their name checked against the Housing Roster posted at each Access Control Point (ACP). Key Essential personnel will be allowed access at all open gates (except gate 5) under the appropriate procedures for the current FPCON. Key Essential personnel with the categories of fire emergency, security, 06/GS-15/CSM and above can access the installation through Gate 5 located off Triana Boulevard. This gate will be opened exclusively for their use.

Mission Essential. This includes Essential personnel plus all other mission essential employees that have unique managerial or technical skills that are required by Redstone organizations for extended operations beyond 24 hours. It is imperative that organizations use caution and only designate required persons mission essential. The entire organization IS NOT mission essential.

Procedures. Key Essential and Mission Essential personnel will be identified by Brigade or above Commanders, or Active Directors, in the MAX Enterprise Badging System, maintained by DES. MAX is a badging database that is used to

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print and code badges for installation and area access. The MAX System provides an automated system to rapidly verify installation access at the gates to safeguard the installation while minimizing gate delays. After Key Essential personnel have been identified by the appropriate Commander, the unit Security Manager enters a badge request into MAX with the KE designation.

Special Conditions. MSFC provides DES with a list of their Key Essential and Mission Essential personnel. The list is posted at each ACP. MSFC personnel will be allowed access in accordance with existing lists.

ANNEX C

CONTRACTOR CLEARANCE FORM

NAME _____ SSN _____

ORGANIZATION _____

THE ABOVE INDIVIDUAL HAS BEEN CLEARED OF THE FOLLOWING ITEMS:

SECURITY KEYS _____

IDENTIFICATION BADGE _____

VEHICLE DECAL(S) _____

DATE _____

ID Badge Clerk, Bldg. 4122 or 5105
Visitor Control Center
DES, USAG - Redstone

APPENDIX B

ANNEX A

VEHICLE IDENTIFICATION AND CONTROL

1. Vehicle Registration – IAW ALARACT 343-2011 (Elimination of Vehicle Decal), the Senior Commander, Redstone Arsenal, elected to eliminate the requirement to register vehicles on RSA. All privately owned vehicles (POVs) must continue to be licensed, registered, inspected, and insured IAW state and local laws. Rental vehicles are considered POVs for the purpose of installation entry and access control. The vehicle rental contract will suffice as proper licensing, registration and insurance for installation access. The Office of the Provost Marshal General, in coordination with other services, will update AR 190-5, Motor Vehicle Traffic Supervision, to reflect these changes.
2. Motorcycle Riders – All military personnel must complete the Motorcycle Safety Course prior to riding a motorcycle on or off the installation. Military personnel may report to the Garrison Safety Office to register for the Motorcycle Safety Course. Civil Service and contract employees must have the motorcycle designation on their state driver's license. Security Guard personnel will enforce this requirement at all Access Control Points.

ANNEX B
TEMPORARY VEHICLE PASSES

1. Taxis and courtesy vans will be allowed access to ACPs 1, 9, and 10 when entry requirements have been met and they are responding to drop off or pick-up a fare. Taxis will have a valid extended pass issued from the VCC. The Access Control Officer will conduct criminal history background checks on taxi drivers, who if approved, will have their names added to the access list for their company. Drivers must provide gate personnel with a point of contact requiring their service with phone number. ACP personnel will call to verify the fare before granting access. Taxis, courtesy vans, and limousine services will be inspected each time they enter the installation.

a. Documents Required to Issue Vehicle Passes to Taxi, Courtesy Van, and Limousine Service Vehicles:

(1) Certificate of State Registration, as required by the State in which the vehicle is registered (tag receipt). (Vehicles with dealer tags will not be issued an extended pass, as the tag is registered to the dealership versus the vehicle).

(2) Valid state driver's license.

(3) Valid vehicle insurance from the state in which the vehicle is registered.

ANNEX C
BICYCLE REGISTRATION

All privately-owned bicycles ridden or parked on RSA are required to display a valid RSA registration.

1. Persons Authorized Bicycle Registration: Active duty military and their dependents residing on Redstone Arsenal, and civilian and contract employees utilizing bicycles as a mode of transportation to and from work.

2. Requirements for Bicycle Registration:

a. Military ID card, civilian or contractor security badge, or written authorization from the Directorate of Emergency services, Police Department, Access Control Office.

b. The clerk will assist the customer in completing IMSE-RED Fm 2313, Bicycle Registration, as needed.

c. The bicycle registration decal will be affixed to an area of the bicycle, which is clearly visible from the front of the bicycle.

3. Deletion/Renewal of Bicycle Registration: Bicycle decals do not have an expiration date, but individuals who register bicycles are required to notify Vehicle registration when they dispose of the bicycle, clear post, or no longer need the registration.

4. Safety Precaution: All operators of bicycles shall wear an industry standard bicycle helmet when operating a bicycle on RSA. During the hours of darkness all bicycles shall be equipped with a forward operating headlamp and steady or flashing red rear lamp.

APPENDIX C
Installation Access and Visitor Control

ANNEX A
Official Visitors

1. DEFINITIONS.

a. Official Foreign Visitors. Any foreign national or US citizen who represents a foreign government or business entering or seeking to enter Redstone, and whose visit has been coordinated through the US State Department and appropriate Army channels.

(1) Non-official foreign visitors are those foreign visitors who are being utilized by contractor companies as laborers, persons being escorted to eating establishments, MWR activities, etc.

b. Non-official visitor. Any visitor to Redstone who does not have official business with US Army or NASA elements. This includes non-contractor vendors and suppliers, visitors to dependent housing area, salvage buyers, etc.

c. Official visitor. A visitor who has official business with DOD or NASA organizations and/or activities within the scope of this regulation. Such visitors include military and civilian Department of Defense officials, DOD contractor officials and employees, foreign nationals, etc.

d. Pre-registration. Registration of personnel prior to day of visit. It is normally conducted the day or evening prior to a conference and when the expected number of attendees exceeds 20. This precludes possible delay at the start of the conference.

e. Procurement information. Any official information developed in the process of obtaining personnel, services, supplies, and equipment.

f. Protocol visitor. A Very Important Person (VIP) whose visit to Redstone is sponsored and controlled by the Secretary of the General Staff. This includes all news media representatives who will be escorted at all times by a representative of the Office of Congressional and Public Affairs. VIPs are usually three-star General Officers or equivalent.

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g. Request for visit. A formal application submitted by non-Redstone, US Government agencies, Department of Defense contractors, etc., requesting approval for visit of individual(s) to Redstone.

h. Visit approval. Approval for a visitor to enter Redstone and to visit US Army or NASA elements. Normally, a visit is approved on a one-time basis; however, periods of longer duration during which a visitor may visit without reestablishing visit authorization will not exceed 12 months.

i. Visitor badge. Issued by the DES, Visitor Control Centers.

j. Vehicle Pass (IMSE-RED Form 2339) issued by Security personnel and passes issued (through MAX) by VCC personnel for an authorized vehicle.

2. RESPONSIBILITIES AND PROCEDURES.

a. Chiefs of POEs and Tenant Units or Organizations are responsible for:

(1) Approving or disapproving all visitor requests (original and renewed) to their organization or areas of responsibility.

(2) Security Managers or designated personnel should enter all necessary visitor information into the MAX visitor system prior to the arrival of the visitors.

(3) Ensuring that each visitor has an appropriate security clearance, is properly identified, and has a need for installation access.

(4) Submitting the following information to the Director, AMCOM, G2, when their elements are designated to sponsor a conference.

(a) Name of conference coordinator and telephone number

(b) Name of conference

(c) Date of conference

(d) Classification of information to be disseminated at conference

(e) Number of attendees, military, government employees, contractor personnel, and foreign nationals if appropriate

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(f) Location of conference

(g) Cost center number

(5) Request for Security Guards (when deemed essential at classified conferences) will be submitted to the DES Physical Security Division (IMRE-ESS).

(6) Requests for pre-registration will be submitted to the DES Access Control Officer (IMRE-ESS-A).

b. Director of Intelligence and Security is responsible for:

(1) Processing Requests for Visit Authorization (RVA) for foreign visitors to AMCOM activities and tenants by support agreements.

(2) Verifying security clearances of visitors, when applicable.

(3) Pre-load visitor information into the MAX visitor system.

c. The Secretary of the General Staff, AMCOM, is responsible for coordinating pre-approval, clearance verifications, visitor identification badging, and control of AMCOM protocol visitors, as applicable. This information will be provided to the DES Access Control Officer and Visitor Control Center Supervisor prior to the visit to ensure appropriate security measures are met.

d. The Office of Congressional and Public Affairs, AMCOM, is responsible for coordinating with the Secretary of the General Staff, AMCOM, for identification badging and controlling protocol visitors, VIPs, and news media representatives; and for controlling AMCOM sponsored public information tours to Redstone.

e. The Redstone DES Access Control Officer is responsible for:

(1) Ensuring nonofficial visitors have business on post; i.e., delivering items to quarters, PX, Commissary, visiting, etc. Nonofficial visitors visiting clubs or other facilities, such as gyms, pools, etc., must have sponsors.

(2) Issuing visitor badges/vehicle passes as required.

f. Government employees are responsible for:

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(1) Challenging anyone without a badge who enters his or her areas of responsibility.

(2) Verifying identification, security clearance, and need-to-know prior to releasing or discussing classified information with individuals, or granting access to sensitive areas.

3. Applicability. These procedures are applicable to all military and civilian personnel assigned to Redstone, and to tenant organizations physically located on Redstone Arsenal, Alabama, as covered under current host/tenant agreements. This plan also applies to all contractors and subcontractors occupying government buildings on Redstone as covered under current host/tenant agreements.

4. Sensitive Areas. Individual areas, buildings, or rooms are designated by the Commander as "Sensitive Areas". Security measures are required and defined by regulations for Restricted Areas, Off-limits Areas other Access Control Areas for sensitive items storage, and Mission Essential or Vulnerable Areas (MEVA) are prioritized by their commanders with security measures available based on threat and criticality.

a. All designations as "Restricted Areas": "Exclusion," "Limited," and "Controlled" on Redstone Arsenal are designated by the RSA Chief of Police for the Installation Commander; when required by regulations, and all regulatory security measures are in place. This includes utility rooms and facilities which are required to be Restricted Areas, IAW AR 190-51. All restricted area designations on Redstone Arsenal must be requested through the USAG Commander to the Chief of Police for validation, designation, and inclusion in the RSA Physical Security Plan. Restricted areas not designated in this manner are not enforceable in criminal court actions.

b. Other sensitive Access Controlled Areas will be posted with Off-Limits to Unauthorized Personnel signs at entrances IAW AR 190-51; areas such as: communications rooms, motor parks, supply rooms, tool rooms, high value precision test equipment storage areas, precious metal storage areas, and pilferable item storage areas. Designations are required IAW AR 190-13, based on the sensitivity and vulnerability. Designations require access control and at some risk levels and FPCONS security barriers. The RSA Physical Security Plan, Annex C lists the Restricted Areas on Redstone Arsenal, defines the boundaries, and lists protective measures employed.

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c. Redstone Arsenal Mission Essential or Vulnerable Areas (MEVA) are designated by the USAG Commander for the prioritization protection of all assets and Tenants of Redstone. Tenant Commanders not part of the US Army Garrison Redstone will submit their organization's MEVA list to the USAG Commander for inclusion in the RSA Physical Security and Anti-Terrorism Plans. This will ensure prioritization of high risk target listings and RAMP measures.

5. Control Measures: Redstone has been designated as a "Restricted (Controlled) Area Post." Access and movement controls for personnel, vehicles, and materials are established for the installation, and for each security area, as applicable, based on individual requirements of the areas involved, with emphasis on access control measures. Control measures are designed to limit access to the installation and limit access to designated sensitive areas for persons who do not have an established reason/need to enter and/or the necessary clearance for access to the specific area.

6. Access Controls. The Installation Commander has the authority to grant access to Redstone to any person who has an inherent need, except those barred by virtue of law or regulation of higher authority. Military, civil service, and contractor personnel assigned or detailed to Redstone including MSFC employees are identified by an approved permanent type identification card or RSA badge which will admit them to the installation. Authority to enter Redstone does not include authority for access to classified material or restricted areas.

a. All active duty and retired military personnel, military dependents; current and retired government civilian employees and dependents and contractor civilian employees and dependents when approved will require a current approved U.S. Government ID Card or Redstone ID Badge for access to Redstone.

(1) Organizations who badge their own employees (i.e. MSFC) may, at their option, pursue the above policy and badge spouses who require access to Redstone. If they choose not to, the spouses without approved ID Cards or RSA Badges will have to be vouched (signed) in each time they enter Redstone by an authorized employee.

b. Authority for access to restricted areas is granted by the Commander responsible for the designated area to be visited. Access should be granted based on having an appropriate security clearance and definite need-to-enter the restricted area. Controls must be established to exclude unauthorized personnel

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and ensure only persons who have an adequate security clearance and need-to-know requirement are allowed access to classified material and security areas.

c. Persons entering Redstone Arsenal and their property are subject to search. The search may be conducted upon entry, while on the Arsenal, or when departing the Arsenal. Drivers of military vehicles are subject to search at any time.

d. The Installation Badging System: Personnel assigned to secure areas or having a continuing need to enter secure areas or to receive documents or material when their identity might be questioned, are badged under the installation badging system. Badges are letter coded for specific areas to which personnel require access. Additionally, badge exchange systems and area access cards may be utilized at access points. Escorts are provided by operational elements, where required. This establishes policies, assigns responsibilities, and prescribes procedures for badging and identifying military and Department of Defense (DOD) and U.S. Government civilian employees, contractor personnel, vendors, and visitors who are subject to control by organizational elements within the scope of this regulation.

7. Personnel Access Control:

a. Unit Personnel - Military, Civil Service, and Contractor personnel assigned or detailed to Redstone, including Marshall Space Flight Center (MSFC) employees are identified by a permanent type identification badge which will admit them to the installation. Authority to enter the Arsenal does not include authority for access to classified material or restricted areas.

b. Casual visitors are those who do not have an official sponsor, while nonofficial visitors are vendors, suppliers, visitors to dependent housing areas, retired military personnel, salvage buyers, and authorized patrons of MWR facilities (military, civil service, and contractor personnel assigned or detailed to Redstone and approved family members, including MSFC employees, and those personnel approved in writing by the Installation Commander). These personnel may not be issued permanent badges due to the infrequency of their visits.

c. Maintenance Personnel – Directorate of Public Works (DPW), USAG-Redstone and communications-electronics personnel on duty will be issued command/access codes for all areas they are required to service. Those not possessing identification badges authorizing access to a particular restricted area

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will present work order requests and be escorted by responsible persons from the organization controlling access to the area. Police, security guards, firefighters, medical personnel, and others on emergency missions will not be delayed, except for safety reasons.

d. Contractor Personnel - Applications for admission by contractors will be processed through the organization sponsoring the contractor. Sponsors will access the DPTMS automated database to verify contractor security clearances before granting access to any Restricted Area. NOTE: Areas where contractual processes for procurement actions are accomplished will be controlled, and designated and posted as Restricted (Controlled) Areas, where personnel are identified to prevent unauthorized disclosure to contractor personnel.

e. Background Checks – AR 190-13, Chapter 8 and DTM 09-012, requires the installation to verify a person's identity and to establish means of vetting to determine the fitness of the individual requesting installation access. Furthermore, they mandate a National Crime Information Center (NCIC) Interstate Identification Index (III) Computerized Criminal History Background Check on all persons requesting installation access. DES performs this function and the following are reasons (not all inclusive) for installation access denial.

(1) Notoriously disgraceful crimes, i.e., rape, sodomy, sexual assault, child abuse/sexual assault, stalking, etc (sex offender registry).

(2) Any felony conviction in the past 7 years (to include but not limited to):

- a. Possession, use, sale, manufacture of illegal drugs
- b. Acts of violence such as robbery, assault with a deadly weapon, attempted murder, murder, and burglary.
- c. Theft, possession, receipt or sale of stolen property, tax fraud.

(3) Any conviction (misdemeanor or felony) for:

- a. Offense involving firearms, explosives, arson

(4) A criminal history indicating a serious pattern of misconduct (including theft; breach of trust; receipt, possession or sale of stolen property; shoplifting or petty theft) within the past 10 years.

(5) Active arrest warrants.

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(6) On the foreign fugitive file, terrorist watch list, or Installation Bar List.

(7) If the person cannot produce a valid picture ID.

(8) Foreign nationals must be in the country legally, meet the above criteria, and must be escorted at all times.

8. Foreign National Visitors:

(1) All official foreign nationals visiting Redstone will be cleared through the appropriate command Foreign Disclosure Office prior to being granted access to the installation.

(2) All foreign visitors will have their passports, visa, or alien registration card verified to ensure information contained in the MAX visitor requests is correct.

(3) All foreign visitors must be under escort by an installation employee at all times. Directorates will arrange and provide escort officials.

NOTE: One escort official may escort no more than five foreign nationals.

(4) To drive a vehicle on the installation, foreign nationals must possess a valid state side driver's license, International Driver's permit, or US government driver's license. Foreign visitors will have an escort in their vehicle at all times while on the installation.

(5) Foreign nationals arriving on post at the Redstone Army Airfield will also require escort at all times.

(6) Foreign nationals are prohibited from escorting other foreign nationals. Foreign Liaison Officers assigned to Redstone, and travelling with dependents, must present valid documentation (travel orders listing family members, marriage certificates, etc) to the assigned unit foreign approver for entry into MAX for a foreign national badge. The foreign national badge and a Privileges Letter issued by MILPO are required when utilizing on-post facilities (AAFES, DeCA).

(7) Due to the necessity of being under escort while on the installation it is recommended that foreign visitors be provided off post motel accommodations when the visit will be more than one day.

ANNEX B
Installation Access and Visitor Control

1. DEFINITIONS.

a. Any activity on Redstone planning a special event that will be open to the general public will notify the DES and DPTMS as soon as practical, but not later than 30 days prior to the event. The following information will be provided to the DPTMS and the DES for coordination and approval; based on compliance with security and public safety requirements:

- (1) Location of the event.
- (2) Proximity of the event to designated Restricted Areas.
- (3) Estimated number of visitors daily, and for the entire event if more than one day.
- (4) Time-frame for the event.
- (5) Point of contact for event planning.

b. DPTMS will evaluate the event and location to determine the potential for unauthorized disclosure of information.

c. Redstone Police will determine the best routes, establish traffic control procedures, and will determine if additional security force manpower is required for which the sponsor will be responsible for funding; plus any additional manpower needed from the sponsor to support visitor control.

d. General public visitors to public events who arrive at gates not designated as entrances for the event will be denied entrance and given directions to the appropriate gates.

e. Residential Visitors. Visitors to Redstone who wish to visit permanent party military and their dependants residing on Redstone.

(1) Pre-announcement of visitors will be made by military personnel or their dependant who are 16 years of age or older.

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(2) Visitors will be advised they need the following documentation for entrance onto the installation.

- (a) Valid driver's license.
- (b) Valid proof of registration.
- (c) Current proof of insurance.
- (d) Sponsor's name, address, and contact number.

(3) Visitors may be pre-announced in two ways.

(a) The military member or dependant may pre-register their guest at the Visitor Control Center, building 4122, Monday-Friday, 0600-1700.

(b) Pre-register the guest through the Security Administrative Assistant, at the Redstone Police Department by registering the guest in person or via email (if from a .mil account).

f. Golfers listed on MWR-furnished access rosters (e.g. for special events) may enter Redstone Arsenal via Gate 9, or other gate if pre-coordinated, during golf course operating hours. Drivers must present license, registration, and insurance, and all occupants must furnish government issued identification for guard review and comparison to the access roster. Vehicles will be subject to inspection consistent with existing RAMP procedures for all installation customers.

(1) Golfers not listed on MWR-furnished access rosters may enter Redstone Arsenal via ACP 8 or 9 during golf course operating hours. Drivers must present license, registration, and insurance, and all occupants must furnish government issued identification for guard review. The driver and occupants must be U.S. citizens; non-US citizens may be granted entry with the approval of a field grade installation law enforcement or security officer and must be escorted by an authorized credentialed personnel. Guards will conduct cursory inspections of all vehicles for the purpose of, in addition to checking for prohibited items, sufficiently evidencing occupant purpose (e.g. the guard will verify that the occupants are attired for golf and possess golf equipment). Guards may waive inspection if resources are constrained and guards are satisfied of the occupant's purpose. Guards will record visitor information on an access log.

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(2) If a guard observes or detects anything suspicious, he/she will further scrutinize the access request (e.g. full vehicle inspection, more detailed questions, call a sponsor for verification, etc).

(3) Phase II Implementation: Once the installation procures electronic scanners, expected in FY 13, golfers may enter Redstone Arsenal via ACP 8 or 9 during golf course operating hours. Drivers must present license, registration, and insurance, and all occupants must furnish government issued identification for guard review and scanning. Scanning will vet the visitors against national, state, and local law enforcement and security databases. Any visitor with adverse information evidenced in the scan will be denied access or referred to the Directorate of Emergency Services for further background assessment. The driver and occupants must be U.S. citizens; non-US citizens may be granted entry with the approval of a field grade installation law enforcement or security officer. Foreign nationals must be escorted by authorized credentialed personnel. Vehicles will be subject to inspection consistent with existing RAMP procedures for all installation customers.

APPENDIX D

ANNEX A
PRIVATELY-OWNED WEAPONS

1. All personnel, excepting credentialed law enforcement officials and military personnel on official duty with government issued firearms, must register their firearms with the RSA DES before bringing the firearm onto the installation. Privately owned firearms are not allowed on RSA except those brought on by:

a. Personnel assigned to quarters on post (residence and registration verified by DACP). **Firearms and ammunition may be stored at on-post quarters provided they are properly secured. Firearms will be secured in either a locked container or provided with a trigger lock. Ammunition for the firearm will be secured separately from the firearm in a locked container.**

b. Local/State/Federal Law Enforcement personnel who present credentials (official ID and badge). When not in uniform (excepting undercover officers) or not on official business, law enforcement personnel will be instructed to secure their weapon in the trunk of their vehicle.

c. Persons validly engaged in hunting (shotguns/black powder/bows only) or target shooting with appropriate Morale, Welfare & Recreation (MWR) and/or Marshall Activities, Recreation, and Sports (MARS) permits. Personnel who bring a firearm onto the installation to engage in authorized activities will register it. For these activities, persons must transport the weapon directly from the gate to the activity and immediately from the activity off of the installation **(no stops are authorized)**. **Personnel are prohibited from carrying a weapon to their work place, even though the weapon remains locked in the vehicle, for the purpose of hunting, skeet shooting, etc. after work. If this practice is detected by guard or police personnel, the subject will be detained and appropriate police/legal actions taken.**

2. The person(s) described below are prohibited from registering privately owned firearms on the installation—

a. Any person convicted of a felony (The Federal Gun Control Act of 1968, as amended in 1996).

b. Any person convicted in any court of a misdemeanor crime of domestic

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violence or a felony (the Lautenberg Amendment to the Federal Gun Control Act of 1968, as amended in 1996). The Amendment—

(1) Makes it a felony for any person to sell or otherwise dispose of firearms or ammunition to any person he or she knows or has reasonable cause to believe has been convicted of a misdemeanor crime of domestic violence.

(2) Prohibits anyone who has been convicted of a misdemeanor crime of domestic violence from shipping or transporting in interstate or foreign commerce, or possessing in or affecting commerce, any firearm or ammunition; or receiving any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.

c. Any person who is a fugitive from justice.

d. Any person who has been convicted in any court of the possession, use, or sale of marijuana, dangerous or narcotic drugs (the term convicted includes nonjudicial punishment under Article 15 Uniform Code of Military Justice).

e. Any person who is presently declared as mentally incompetent or who is presently committed to any mental institution.

f. Any civilian or Family member under the age of 18 is prohibited from the use of firearms, unless accompanied and supervised by a parent or legal guardian over the age of 18.

3. DES, civilian Law Enforcement personnel, and Soldiers supporting guard requirements, ranges, etc. are authorized to carry their issued weapons in the performance of duty and in official government vehicles only. Carrying firearms onto RSA by the general public is prohibited.

4. Employees/visitors found in possession of weapons on RSA, will be detained for immediate police notification/response. Excepting IAW provisions of para 1 (this Annex), the following items are prohibited on Redstone Arsenal:

a. Drugs or drug paraphernalia

b. Contraband (burglary tools, "fruits" of a crime, etc)

c. Weapons (examples: guns, explosives, ammunition, knives with a blade

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greater than 3 inches in length, switchblades or spring opened knives, swords, bows and arrows, metal knuckles, blackjacks/clubs, throwing stars, nunchucks or other martial arts weapons, and chemical dispensing devices that were manufactured, designed, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being, including teargas, mace, pepper spray, or any other similar type of incapacitating liquid or gas, except when carried for personal protection and when the capacity does not exceed 50 cubic centimeters).

5. Registration Procedures for Privately Owned weapons (including authorized war trophies):

b. IMSE Fm 2312, Weapon Registration, will be provided at the One-Stop office, the Visitor Control Centers, the Police Desk, and at Outdoor Recreation. The form will also be available for download from the Garrison and MWR websites. The form includes all firearm and personal information required for registration and background checks.

c. The customer must submit the form in person along with government issued identification at the One-Stop office (primary) or alternatively at one of the Visitor Control Centers (Gates 1 & 9). DES staff will confirm the identity of the registrant and ensure that the form is appropriately completed.

d. DES staff will advise the registrant that background checks and registration (in COPS) will take up to 72 hours (3 work days) to complete. Customers may return after 72 hours to retrieve the registration (which they must keep with the firearm while on post) or have it mailed to them, thus avoiding a return visit. Personnel without this document and carrying a firearm will not be authorized to bring the weapon onto the installation.

e. DES staff will conduct background checks after normal duty hours.

(1) If no adverse information is returned, DES staff will register the weapon in COPS, complete the "NCIC Checks" portion of the form, and either mail or hold the registration based upon the individual's request.

(2) If adverse information is returned on the weapon (e.g. stolen), the registrant will not be allowed to register the weapon and DES will initiate investigative/enforcement action (includes efforts to recover the weapon).

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(3) Criminal history inquiries will be conducted on the applicant using the Purpose Code "J" (to determine if prohibited from possessing weapons). If adverse information is returned on the individual (e.g. warrant), DES will initiate investigative/enforcement action (includes serving the warrant).

6. Appealing Denied Registrations

a. Customers may request, in writing, for reconsideration from the Garrison Commander or designee. The Garrison threshold for denial and reconsideration will be the criteria defined in AR 190-11 and USAG-R Regulation 190-44. Request for reconsideration must be made within 14 calendar days of the initial denial notice.

b. The Garrison Commander or designee will review and make a final decision within 14 calendar days of receipt for reconsideration. The customer will be provided a written copy of the final decision.

6. Deletion Procedures: When an individual disposes of the weapon or clears post, the weapon entry in the COPS database will be archived, with a deletion date noted.

SAMPLE

IMSE-RED Fm 2312
WEAPON REGISTRATION

WEAPON REGISTRATION	
NAME:	RANK/GRADE:
SSAN:	DOB:
ORGANIZATION OF REGISTRANT:	
STORAGE LOCATION OF WEAPON:	
APPLICANT'S ADDRESS:	
I will comply with all existing regulations (AR 190-11 and AMCOMR 210-2, Appendix Y) governing the use and storage of firearms and weapons.	
_____ (Signature)	
TITLE OF FORM: Weapon Registration	AUTHORITY: Title 10, USC, Sec 3012
PRINCIPLE PURPOSE: The Social Security Number (SSAN) is used for Law Enforcement purposes as an additional means of identification of subjects, suspects, witnesses or complainants.	
ROUTINE USES: Your SSAN is a major item used in processing machine records and output sequence for the Centralized Operations Police Suite (COPS) system.	
DISCLOSURE OF YOUR SSAN IS VOLUNTARY: However, failure to provide your SSAN may delay or preclude registration of a weapon.	
IMSE-RED FORM 2312, 1 APR 04	
REPLACES AMSMI-RA FORM 2312, 1 JUN 87 WHICH IS OBSOLETE	

WEAPON REGISTRATION		
REGISTRATION NUMBER:	SERIAL NUMBER:	
TYPE WEAPON:	MAKE OF WEAPON:	
MODEL OF WEAPON:	CALIBER:	
TYPE FINISH:	OVERALL LENGTH:	BARREL LENGTH:
COMMANDER SIGN DATE:	REGISTRATION DATE:	
WEAPON DESCRIPTION:		
NCIC CHECKS		
DATE/TIME:	STATUS OF CHECK:	
SIGNATURE OF NCIC CHECKER:		
REVERSE OF IMSE-RED FORM 2312, 1 APR 04		