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OFFICE OF THE PROVOST MARSHAL

FORT MONMOUTH, NEW JERSEY 07703

15 February 2002

GENERAL INSTRUCTIONS:

SUBJECT: Standard Operational Procedures for Gate Security On Fort Monmouth.

1. PURPOSE: To ensure the accurate and complete identification of every vehicle and every individual, which enters Fort Monmouth and its environments.

2. RESPONSIBILITIES:

a. Fort Monmouth Gate Security Personnel will ensure that only those vehicles and vehicle occupants who display valid identification will be given access to the installation. All visitors requesting access, when presenting Identification (ID) to Visitor Control Center (VC2) during operational hours or Gates during non-operational hours, will show 2 IDs, one of which must be a photo ID. For drivers of vehicles a Photo ID, valid drivers license and valid vehicle registration will be presented. Only exceptions are personnel escorted by affiliated Fort Monmouth personnel or resident and functions where approved lists have been provided the VC2 and Gates (See item 4u).

b. All passengers within vehicles will be identified either by Government/Military ID, CECOM Security ID Badge, Fort Monmouth Supplementary Identification Card, or Press Credentials validated by accompanied Public Affairs Officer (PAO) escort. See Para4z, Determination of Entry, in regards to procedures for expired ID cards. Indefinite Government ID cards are to be honored unless otherwise directed by the Director, Directorate of Installation Security and Public Safety or the Garrison Commander.

c. All vehicles, unless otherwise specified i.e. CID, FBI etc., will be identified with a DOD Decal or Supplementary ID Card or 1 day paper pass.

d. The only passes Gates are authorized to give are 1 day paper passes and only when the VC2 is closed.

e. When checking ID the credentials presented to the security personnel will be handed to the checker. Security Personnel will not just wave parties through without thoroughly checking the ID presented. The Supplemental ID card will be

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screened both front and back; attention will be given to comments and dates of authorized entry on the reverse side of the ID card.

f. Those individuals or vehicles, that cannot be verified, will be redirected to the VC2 located on the East side of Fort Monmouth, Oceanport Avenue.

3. **PROCEDURES:** Implementation is effective upon receipt by those personnel assigned and performing those duties outlined in Vehicle Determination of Entry below:

4. DETERMINATION OF ENTRY:

a. **SCHOOL BUSES** will be stopped. Soldier/Police Officer must step on, ask "Everything OK?" and receive a confirmation.

b. **DELIVERY/COMMERCIAL CARRIERS (TRUCKS)** - All commercial-non-consumable carriers will report to Building 116 for main post deliveries. All commercial non-consumable carriers for the Charles Wood Area will report to the Charles Wood Truck Inspection Point (TIP) after passes have been received from the VC2. Passes issued for trucks from VC2 whose destination is the Charles Wood Area will not travel through main post. Upon approval of the VC2, trucks that are escorted on to main post will not be required to report to Building 116. All commercial trucks with consumable goods (i.e. Commissary, AAFES) will be given a pass by the VC2 and allowed to proceed directly to their destination.

c. **PERSONNEL VEHICLES** must establish identification requirements before entering post. In addition to decal, if proper photo ID is not provided, vehicles must be diverted to East Gate for further processing at VC2. This includes hospital visitors, retirees, volunteers, travel center employees, rental cars and visitors. Drivers of non-decaled vehicles will also be diverted to the VC2 for processing.

d. **TAXIS** will arrive at gates for a post pick-up and drop off, and be logged in and out. Driver will show picture ID, license and vehicle registration. Passenger will present a Government/Military ID or a Fort Monmouth Supplemental ID Card. Vehicle will be searched (trunk/hood/interior). Taxi will exit same gate of entry. Drivers for NJ Transit taxis/TMC, ATC, for handicapped will be processed at Visitor Control Point and given a FM Supplemental ID Card.

e. **LIMOUSINES** will report to Gates to be logged in. Driver will show picture ID and license. Passenger will present a Government/Military ID or a Fort Monmouth Supplemental ID. The Vehicle will be searched (trunk/hood/interior).

Gate personnel will call party to be picked-up for verification; this includes residents and employees at their offices.

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f. VEHICLES displaying Government plates will be permitted entry with driver's and passenger with applicable proper Identification.

g. In the case of unmarked Government Vehicles, positive Identification of occupant(s) is required (i.e. CID, FBI, 902nd MI, and MPI etc.). No decal is required to be on the vehicle. In the event of an infrastructure emergency i.e. gas, water, electric etc. those vehicles and occupants will present valid company ID for access to installation. They will not be diverted to the VC2. Mutual Aid vehicles and personnel, i.e. fire and first aide will be given access with proper ID other than Fort Monmouth passes.

h. All persons who pick up/drop off children with or without decals and do not have a valid Government ID will be diverted to the VC2 for processing. The Child Development Center or the Youth Services will enter personnel into the Fort Monmouth Supplemental ID Card database.

i. Non-affiliated persons dropping off and picking up employees on Fort Monmouth (FM) without proper ID i.e. FM Supplemental ID Card will be diverted to the VC2 for a 1-day pass. Security Managers will submit the information on these individuals to the VC2 if a continued need for entry into FM is required.

j. CIVILIANS and family members who reside on base will be processed at VC2. This will be accomplished through their respective security managers.

k. CONTRACTOR PERSONNEL who do not possess Government Identification, but whose vehicle does have a decal, will be diverted to the VC2 for a one-day pass. Subjects will be informed to have their respective Government Security Representative (Security Manager) submit them into the Fort Monmouth Supplemental ID System.

l. THOSE PERSONNEL attending events for Girl Scouts/Boy Scouts/Civil Air Patrol, will be registered in the Fort Monmouth Supplemental ID System through the sponsoring activity.

m. NON-AFFILITATED church attendees will be registered in the Fort Monmouth Supplemental ID Pass System.

n. NON-AFFILITATED Bowling League Members will be registered in the Fort Monmouth Supplemental ID Pass System.

p. NON-AFFILIATED arts and craft members will be registered in the Fort Monmouth Supplemental ID Pass System.

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q. NON-AFFILIATED GYM patrons will be registered in the Fort Monmouth Supplemental ID Pass System.

r. NON-AFFILIATED Thrift Shop volunteers will be registered in the Fort Monmouth Supplemental ID Pass System.

s. DISABLED AMERICAN VETERANS (DAV) meet ONLY the first Tuesday of each month in the evening. Veterans will be given a one-day pass only. Determination for registration in the Fort Monmouth Supplemental ID Pass Systems is still being considered.

t. IF A MILITARY ID CARD (NOT CECOM SECURITY ID BADGE or Civilian ID Card) has expired, the individual will be denied entry, the card will be confiscated, a receipt will be given and subject will be diverted to the VC2. See item z for details on confiscating Military ID cards and the handling of personnel whose Government Civilian ID card or CECOM Security ID Badge has expired.

u. FAMILIES expecting guests to military housing on main post and Charles Wood will notify the VC2 for processing during VC2 operational hours. VC2 hours are Monday thru Friday 0700 to 1900 hours, Saturday and Sunday 0800 to 1700 hours. Holiday hours may vary please call 732-532-4596. Visitors arriving after VC2 operational hours will be identified to the Gate personnel who will in turn call the Gate Personnel or Fort Monmouth Police Desk (x21112). The security personnel will notify the resident of arrival of guest and verify entry. The Gate personnel will then issue a 1-day pass on weekdays, on weekends a 2 day pass is permissible. Subject must possess a valid photo ID, driver's license and registration. Young children and teenagers that do not possess ID, it will then be the responsibility of the sponsor to verify relationship and identification of these parties. Unannounced guests will be verified by sponsor and follow the same process for entry as announced guests.

v. For BOQ visits, during non-operational hours of VC2 - verification will be made through official ID Lists which have been stamped and approved by the Physical Security Division of the Provost Marshal Office. For visitors staying at the BOQ that are not affiliated with Fort Monmouth, but have privileges to use the facility, i.e. retired military, confirmation of reservations will be obtained by contacting Bldg 166, on extension 21122 (Work order desk).

w. LARGE ONE/TWO DAY SPECIAL EVENTS (i.e.. weddings, retirement ceremonies, parties, sporting events, expos, etc.) for each event a by-name list, which includes the license plate number of all vehicles, will be submitted to Provost

Marshal Office (PMO), Physical Security, for approval. Once approved the lists will be forwarded to the gates, the 181st Battalion, and the VCC for action. The event sponsors have the option of making up specially tailored one day colored passes to be given to the attendees either ahead of time or at the time of arrival. The

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special passes must be easily identifiable and must contain the "DATE, TIME, LOCATION and TYPE" of event. PMO/Physical Security must approve all passes. The attendees for any special event must all enter through a pre-approved gate upon arrival. If possible the event sponsor should have a representative at the entrance gate to facilitate entry. Every effort should be made to submit information in a timely manner preferably at least 5 days before the event.

x. Non-affiliated personnel (see item 4 r for exception) will not be permitted use of the Credit Union, Thrift Shop or Library.

y. Retired Civilian employees who have maintained a membership with MWR facilities will be processed at the VC2. The MWR facilities will enter these individuals into the Fort Monmouth Supplemental ID System.

z. EXPIRED ID CARDS:

During duty hours:

- Expired Military ID's will be confiscated on the spot; the personnel will then be directed to the VCC for a valid ID. IAW AR 600-8-14 para 1.5.4.2 "When you confiscate an ID card, give a receipt to the card holder".**
- Except for expired Government Civilian Security badges bearing a pink stripe and dated 09/30/2001 all other expired and tampered ID's will be held at the gate, the driver will be directed to turn around, the ID will be given back as the driver exits the post and will be told to proceed to the VCC for a valid ID.**

During off duty hours:

- Expired Military IDs will be confiscated on the spot.**
- Any Military dependants or guests will call the person that they are staying/visiting with to come to the gate and to escort them on post.**
- Except for expired Government Civilian Security badges bearing a pink stripe and dated 09/30/2001 all other expired Civilian IDs will be held at the gate, the driver will be directed to turn around, the ID will be given back as the driver exits the post and will be told to come back during duty hours.**

QUESTIONS: Should questions arise (Vehicles/People who do not conform with the above), first priority POC is JAY WELSH (x21408/23882) second priority LT

SLEIGHT (20640), third priority ED LYNCH (x24598/24596), fourth priority RENEE BROUWER (x23136).

COMMENTS:

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- 1. The Visitor Control Point will be responsible for entering into the ID Supplemental ID Program all individuals who are not represented by a Directorate Security Manager.**
- 2 Food/Flower deliveries, etc. are prohibited under THREATCON BRAVO and above.**
- 3. In case of fire the following procedure are placed into effect:**
 - a. Dial "911", Fort Monmouth Fire Department with notification.**
 - b. Immediately notify the Fort Monmouth Police Desk at "911" or by use of hand held radio voice communication.**
 - c. Standby for further instructions.**

6. Additional Information:

Gate hours:

- a. East gate 7/24**
- b. West gate 7/24**
- c. Nicodemus gate 0600-0830, entrance only; 1130-1330 2 ways and 1530-1800 exit only.**
- d. Pearl Harbor gate 0600-0830 and 1130-1800**
- e. Corregidor gate 7/24**

Military Identification Cards "Bldg. 918" (0800-1600) Monday thru Friday.

Phone Numbers for Points of contact:

Fort Monmouth Police Desk: (732) 532 1112 (7 days 24 hrs per day)

Physical Security Div.: (PMO) (732) 532 3882 (0730-1600)

Identification Section: (PMO) (732) 532 4620 (0800-1600)

Vehicle Registration (PMO) (732) 532 3161 (0800-1130 & 1300-1500)

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Visitor Control Center (VCC) (732) 532 4596

0700-1900 Monday thru Friday

0800-1700 Saturday + Sunday

7. Patrol/Shift Supervisors are to be immediately notified of any incidents not covered in this SOP.

**STEPHEN N. WOOD
LTC, MI
Commanding**