

**USAG RAVEN ROCK REGULATION 380-1**

**SECURITY  
PERSONNEL ENTRY CONTROL PROCEDURES  
FOR THE RAVEN ROCK MOUNTAIN COMPLEX -  
SITE R**

**USAG RAVEN ROCK  
1 AUGUST 2003**

DEPT OF THE ARMY  
RAVEN ROCK MOUNTAIN COMPLEX-SITE R  
201 BEASLEY DRIVE, SUITE 100  
FORT DETRICK, MARYLAND 21702-5029

USAG-RR Reg 380-1

1 August 2003

**SECURITY**  
**PERSONNEL ENTRY CONTROL PROCEDURES FOR THE**  
**RAVEN ROCK MOUNTAIN COMPLEX-SITE R**

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**DISTRIBUTION**  
**SITE R Tenants**

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**SHERRY L. CARPENTER**  
**COL, AD**  
**Commanding**

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**History.** This is a revised regulation.

**Summary.** This regulation provides security procedures and requirements for personnel entry control at Site R, to include the issuance and control of Site R restricted area badges.

**Applicability.** This regulation applies to all military and civilian personnel (including contractors) temporarily or permanently assigned, employed, detailed, or relocated to Site R.

**Supplementation.** Supplementation of this regulation is not authorized.

**Suggested Improvements.** Users are invited to send comments and suggested improvements to Commander, Raven Rock Mountain Complex-Site R, Installation Security & Intelligence Office, 201 Beasley Drive, Suite 100, Fort Detrick, MD 21702-5029.

**Proponent.** The proponent of this regulation is the USAG Installation Security & Intelligence Office.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

To prescribe policies and procedures for personnel entry to the Installation under jurisdiction of the Installation Commander, Raven Rock Mountain Complex-Site R (RRMC-R).

### **1-2. References**

- a. AR 380-67, The Department of the Army Personnel Security Program.
- b. DOD Reg 5200.2-R, The Department of Defense Personnel Security Program.
- c. AR 190-15, Physical Security of the Alternate Joint Communications Center.
- d. AR 380-10, Technology Transfer, Disclosure of Information, and Contacts with Foreign Nationals.
- e. DOD 5220.22-R, Industrial Security

### **1-3. Explanation of abbreviations/acronyms and terms**

Abbreviations/acronyms and terms are listed in the glossary.

### **1-4. Responsibilities**

- a. The RRMC-R Security & Intelligence Office is responsible for validating requests for entry to the installation.
- b. The Provost Marshal Office (PMO) will control site restricted area badges (permanent/temporary) and issue them upon receipt of approved requests from the USAG-RR Security & Intelligence Office.
- c. Commanders/directors are authorized to submit requests for entry to Site R on personnel assigned or supporting their units or agencies. These chiefs/commanders/directors may appoint individual(s) to certify requests for entry IAW paragraph 2-1 of this regulation.
- d. Designated certifying officials are responsible for ensuring that persons, for whom requests for entry are submitted, meet the criteria set forth in this regulation and will verify that a valid need exists for entry.

e. Individuals who are issued permanent Site R restricted area badges are responsible for turning the badges into the PMO upon transfer, separation, expiration or when no longer required. Visitors will surrender visitor restricted area badges at the entry control point (Security Building) upon leaving.

**1-5. Policy**

a. Unescorted Entry. Unescorted entry to the site will be strictly limited to personnel who:

(1) Are United States (U.S.) citizens.

(2) Possess a minimum of a current favorable National Agency Check (NAC) IAW DOD Reg 5200.2-R.

(3) Have official need for entry based upon duty assignment, filling a designated relocation position, or the conduct of official Government business.

(4) Are approved IAW procedures established herein.

b. Escorted Entry. Escorted entry is limited to persons who are U.S. citizens conducting official business. Foreign nationals and representatives of foreign Governments will not be authorized entry to the installation unless visits are coordinated through the Directorate of Foreign Liaison Department of the Army (DA), Deputy Chief of Staff for Intelligence, DA (DAMI-CIT), IAW AR 380-10.

## **Chapter 2 Procedures**

### **2-1. Certifying Officials**

a. Appointment of certifying officials. DD Form 577 (Signature Card) will be used to designate certifying officials.

b. Chiefs/commanders/directors will gain their authority to sign block 9 from the Installation Commander through the use of a DD Form 577. This form will be signed in block 5 by the person authorized to certify requests for entry and by the appropriate chief/commander/director in block 9. Certifying officials will be limited to those on-site permanently assigned representatives of each agency. Agencies outside of Site R who support the tenant activities will coordinate visit information through the on-site certifying official. Only those agencies without on-site representation will be authorized personnel outside the site to certify requests for entry. The number of certifying officials will be kept to a minimum consistent with operational needs.

c. DD Form 577 will be valid for a period of 1 year. The RRMC-R Security & Intelligence Office will be notified whenever certifying officials are no longer authorized to sign requests for entry.

### **2-2. Permanent Unescorted Entry**

a. This paragraph establishes procedures for requesting and issuing restricted area badges to personnel who require a frequent, continuing need (at least monthly) to enter the Installation.

b. The USAG-RR Form 1407-R (Unescorted Entry Authorization Certificate, Raven Rock Mountain Complex- Site R) must be completed with appropriate signatures, Attachment 2. The organization's certifying official will verify information in Part I and verify the need for a Site R restricted area badge by signing Part III of the USAG-RR Form 1407-R. Part II will be signed by an official able to verify security investigation and clearance information. This should be limited to the activity or organization security manager.

(1) The individual will hand-carry the request to the RRMC-R Security and Intelligence Office for completion of Part V. A valid photo identification (ID) card is required.

(2) The individual will then hand-carry the completed request to the Pass and ID Office for completion of Part VI. Upon issue of the badge, the Pass and ID office will copy the USAG-RR Form 1407-R and keep on file for the duration of the badge. The original form will be forwarded to the Security and Intelligence Office.

### **2-3 Temporary Unescorted Entry**

a. This paragraph establishes procedures for requesting and issuing unescorted temporary restricted area badges to personnel requiring entry to the site on a temporary basis.

b. Persons for whom unescorted entry is required must meet the requirements of paragraph 1-5a above.

(1) Requests for temporary unescorted entry will be submitted, in writing, using Attachment 1 or a visit authorization letter containing the same information or in an approved electronic format, to the RRM-C-R Security and Intelligence Office. Visit requests must be signed by a designated certifying official and must be received, as a minimum, one full workday in advance of the scheduled date of the visit.

(2) Upon receipt and approval, the RRM-C-R Security & Intelligence Office will update the Visitor Access Security System (VASS) for the Sergeant of the Guard (SOG), PMO, Site R. The SOG will ensure a visitor restricted area badge is made available at the Installation entry gate on the date for which entry has been validated.

### **2-4 Temporary Escorted Entry**

a. This paragraph establishes procedures for requesting and issuing escorted temporary restricted area badges to personnel requiring entry to the site on a temporary basis.

(1) Visitors who are U. S. citizens, but do not have a current investigation, may be authorized temporary escorted entry by the RRM-C-R Security & Intelligence Office. Escorts must be U.S. Government employees or active duty military personnel with a permanent Site R restricted area badge. Contractors may act as escorts if escort privilege has been granted under their contract. Escorts will follow requirements listed in paragraph 2-6.

(2) Requests for temporary escorted entry will be submitted in the same format as in paragraph 2-3 above. Upon approval, the RRM-C-R Security & Intelligence Office will forward approved rosters to the SOG for issuance of a visitor restricted area badge (Escort Required).

### **2-5 Temporary After Hours Access**

a. Access problems that occur after normal duty hours, weekends, and holidays will be reported to the SOG. Under certain mission-related circumstances, the SOG is permitted to authorize escorted entry, during the above times, provided the following information is submitted by the on-duty senior representative of the organization to be visited:



(1) Visit requests will contain the following information; visitor(s) full name; social security number; date and place of birth, and citizenship.

b. The SOG will forward all visit requests to the RRMC-R Security & Intelligence Office on the next business day.

## **2-6. Escort Responsibilities**

a. The following procedures must be followed when escorting uncleared personnel at the site.

(1) Escorts must be provided by the activity being visited.

(2) Escorts must be U.S. Government employees or active duty military personnel with a permanent restricted area badge. Contractors may act as escorts if escort privilege has been granted under their contract.

(3) Escorts begin and end at the designated entrance and exit gates of the installation.

(4) Escorts must keep escorted personnel in sight at all times and will notify personnel in the area to be visited that uncleared personnel are present.

(5) Escorts will ensure escorted personnel are limited to those areas required for them to perform their duties or accomplish the purpose of their visit. Normally this will be their work areas, latrines, dining facility, and routes in between.

(6) Family members, authorized to visit for a specific occasion IAW paragraph 5-1 of this regulation, will be required to follow a specified path to and from the Pavilion, Dining Facility, or Building F. Deviation from the specified route is not permitted.

(7) When a vehicle must be brought into the tunnel by a person requiring an escort, the escort will remain with the vehicle and driver. If there are other passengers, they will be temporarily turned over to the MPs at the Security Building or Pedestrian Adit.

(8) In the event of an emergency (escorted personnel walking off, illness, or accident), the escort will immediately notify the SOG, Room 1B7, or extension 3500.

(9) The number of visitors per escort should be kept to a number that the escort can reasonably control given the location or area.

## **2-7. Roof, Cavity and Wells Entry**

a. Entry to the roof, cavities, and wells will be limited to persons having a strictly operational requirement.

b. Requests for entry into these areas can be submitted to the RRMC-R Security & Intelligence Office using the Request for Temporary Visit Access, or Visit Authorization Letter or electronic format. The Special Access area portion will be filled out according to what area access is needed. If the person is a permanent badge holder, the badge number will be written on this form.

c. The RRMC-R Security & Intelligence Office will program the individual into the Visitor Access Security System (VASS). The SOG will grant access to these areas based on the information in VASS.

## **Chapter 3 Contractor Access**

### **3-1. Contractor Entry**

a. User agencies, responsible for submitting contractual requirements, must consider and advise the contracting officer of Site R security procedures. The contracting officer will ensure that contract proposals or solicitations for bids involving the Site include the requirements of this regulation and are coordinated through the USAG-RR Security & Intelligence Office.

b. Contractors performing work for the USAG will provide the USAG-RR Security & Intelligence Office through the COR/Government POC, on company letterhead, a list of all employees performing at the site under the contract. The list will include full name, address, social security number (SSN), date and place of birth, level of clearance / investigation, and date(s) granted (if applicable) of each employee. The list will be kept current at all times.

c. Contractor employees who will require unescorted entry to the site to meet contractual requirements must, as a minimum, be U.S. citizens and have a favorable NAC. To request a National Agency Check (NAC) on a USAG contractor employee, the contractor must have the employee complete a Standard Form 85P, Questionnaire for National Security Positions. If the contractor does not have a DOD Industrial Security Facility Clearance, the employee must bring the completed form to the USAG-RR Security & Intelligence Office for processing. The employee will be fingerprinted; the form reviewed for completeness; and the entire package forwarded to the appropriate agency for processing. The contractor will be advised of the results of each completed NAC and the employee's eligibility to perform on a contract.

d. If the contract performance involves access to classified information or material, the contractor must possess a Department of Defense (DOD) Industrial Security Facility Clearance equal to or higher than the classification of information or material involved.

### **3-2. Contractor Escorts**

Contractors who do not meet minimal investigation requirements must be escorted. Under special mission related circumstances, the USAG-RR Security & Intelligence Office can authorize a contractor with an awarded contract to have one primary and one alternate cleared contractor to act as an escort. This will be decided on a case-by-case basis depending on the circumstances. Modifications will be made to the contract to specify the security requirements for escorting personnel at the site. Requests for contractor personnel escort privilege must be submitted in writing to the USAG-RR Security & Intelligence Office in detail. If approved, the restricted area badge will be reissued with an "EP" for Escort Privilege identified on the face of the interior and exterior badge.

### **3-3. Contractor Visit Requests & Badges**

a. Entry to Site R is limited to those who are directly involved in the work to be performed under a contract. Visit requests must be received at the USAG Security & Intelligence Office at least one full working day prior to the visit and must include the Individual(s) full name, SSN, date and place of birth, affirmation of citizenship, level of clearance/investigation and date(s) granted (if required).

b. Contractors requiring frequent (at least monthly) entry into the site to conduct official business may be issued a permanent restricted area badge for unescorted entry, provided they possess at least a favorable NAC and there is no subsequent derogatory information. These permanent restricted area badges will have the words (CONT) on the badge to identify contractor badges from other restricted area badges. The contractor will coordinate with the COR or Site R POC to have those qualified employees complete the necessary paperwork. Restricted area badges/temporary visitor passes will be valid only for the actual period of the awarded contract, not to exceed one year. Any extension of contract time will require the issuance of a new badge.

c. The contractor will ensure that employees, whose services are no longer required with the contract performance, turn in their badges prior to effective pay settlement. The contractor will immediately notify the Site R POC when the services of a contractor employee are terminated at the Installation.

## **Chapter 4 Relocation Personnel**

### **4-1. Relocatee Access**

a. Relocation personnel will not be issued permanent restricted area badges solely because they are identified as potential relocatees. Only those relocatees requiring frequent entry (at least monthly) will be issued a permanent Site R restricted area badge.

b. Chiefs/commanders/directors of activities designating relocatees are responsible for providing the USAG-RR Security & Intelligence Office with current rosters. These rosters must contain the full name, rank, social security number (SSN), U.S. citizenship, type and date of investigation, and security clearance level. Rosters must be provided in the approved Excel automated format used for visit requests. Other automated formats will be accepted provided they contain the required information and are compatible with our VASS. The email that contains the roster will specify access needed for a 6-month period.

c. The USAG-RR Security & Intelligence Office is responsible for programming the personnel into the VASS for a 6-month period ending in March and September of each year. Organizations will submit one roster every six months at the minimum, adding or removing names as appropriate. The USAG-RR Security & Intelligence Office will ensure current rosters are provided to the Military Police for granting access to relocation personnel. Relocation personnel will be granted entry based upon these rosters and a valid photo ID card.

### **4-2. Hasty Access**

a. These procedures are to expedite the arrival of personnel involved in an actual relocation or relocation exercise. Hasty Access is intended for the initial stage of the relocation to expedite entry and is not intended to remain in effect for long periods of time. Each organization should have a permanent badge holder point of contact (POC) at the Security Building or ready to respond in the event their personnel are not on the roster.

(1) Main Entrance Gate. Large groups of personnel traveling by bus or van will proceed to the main entrance (gate) of Site R. The Military Police will present the senior representative with a duress card to confirm whether or not the individual is under duress. The senior representative on the bus or van will be validated by presenting the exterior pass or Pentagon Badge in conjunction with their driver's license and, in turn, vouch for the remaining personnel. The bus or van will proceed to the Security Building. Personnel traveling by POV will be validated by presenting the exterior pass or Pentagon Badge in conjunction with their driver's license at the main entrance gate and will be instructed to proceed to the Security Building.

(2) Helipad. Blue Light and Iron Gate procedures are outlined and conducted in accordance with Standard Operating Procedures. If not entering under Blue Light or Iron Gate Procedures, passengers will be transported to the Security Building.

(3) Security Building. Those individuals in possession of a Site R exterior pass will exchange it for the appropriate interior badge. All others will be checked off of the VASS roster and issued a visitor badge. If a person is not on the roster, the tenant POC at the Security Building will vouch for the persons required entrance and that person will continue inside. A visit request must be submitted to the USAG-RR Security & Intelligence Office for these personnel after the Hasty Access period is over. This will eliminate problems if they should leave the facility later and return when we are not conducting Hasty Access.

#### **4-3. Vouching**

When an organization POC vouches for their personnel, they are verbally verifying that the person in question has an official authorized need to relocate under COOP and has an appropriate security clearance. Personnel being vouched will exchange their driver's license or other photo ID for a relocation badge. For record keeping purposes we will photocopy the persons ID with the badge of the organization POC who is vouching.

#### **4-4. Key cards**

Each Site R tenant organization will be issued enough badge key cards that will access their specific area card readers for distribution among relocation personnel. Requests for key cards will be submitted to the USAG-RR Pass and ID Office.

## Chapter 5 Family Member Entry

### 5-1. Applicability & Approval

Family member entry will be authorized to all assigned DOD civilian and military personnel who work at Site R on a day-to-day basis. Requests for assigned contractor personnel will be decided on a case-by-case basis depending on type, duration and access required under the contract. The USAG-RR Commander is the approval authority for family member entry requests. Requests will be submitted to the USAG-RR Security & Intelligence Office. Under increased-readiness posture, visitors may not be allowed access to enter the Installation. Sponsors should be prepared to cancel a scheduled event should security concerns become an overriding issue.

### 5-2. Authorized Family Members, Locations, Occasions

a. Family members are defined as, spouse, children, parents of sponsor, and parents of spouse.

b. The Granite Cove Dining Facility, Building F, and the Pavilion are the only approved areas for events that family members may attend. Visitors will be restricted to these areas and the south/middle corridor restrooms adjacent to Alpha Corridor. Tours of the site will not be conducted. Family members will be escorted at all times by their sponsor or designated escort.

c. The following are the only occasions that family members are authorized to attend.

(1) Ceremonies. Retirement, promotion, reenlistment, and award ceremonies are types of ceremonies for which the recipient's family members may be authorized to enter Site R.

(2) Thanksgiving. On this occasion, for the purpose of serving employee morale and welfare interests, family members of assigned Site R personnel may be granted entry to share the traditional holiday meal with their sponsor when such events are organized and announced as an official function. During this scheduled event, visitors will be escorted directly to the dining facility via a specified route. Deviation from this route is not authorized.

(3) Christmas. On this occasion, for the purpose of serving employee morale and welfare interests, family members of assigned Site R personnel on duty during the holiday, may be granted entry to share the traditional holiday meal with their sponsor when such an event is organized and announced as an official function. During this scheduled event, visitors will be escorted directly to the dining facility via a specified route. Deviation from this route is not authorized.

d. Sponsors shall coordinate with the Dining Facility Manager for use of the dining facility and refreshments for promotions, retirements, etc.

### **5-3. Family Visitor Entry & Control Procedures**

a. The sponsoring agency will assume full responsibility for their visitors. Family members must be U.S. citizens. Escorts must be U.S. Government employees or active duty military personnel with a permanent Site R restricted area badge. Contractors may act as escorts if escort privilege has been granted under their contract. Family members will be taken by appropriate government transportation to the pedestrian adit. The authorized route to the dining facility is from the pedestrian adit to inner tunnel to Alpha corridor.

b. Temporary Visit Requests. Sponsoring activities will submit the Visit Request (Attachment 3) to the USAG-RR Security & Intelligence Office no later than 10 working days before the requested entry date. Visit requests will contain the following information: visitor(s) full name; social security number; date and place of birth; citizenship; relationship to the sponsor, and sponsor's name and signature.



## **Chapter 6**

### **Administrative Control of Site R Restricted Area Badges**

#### **6-1. Issue and Accountability**

a. Entry to the Installation is controlled by an exchange badge system consisting of an external pass and internal badge. The external pass will be prominently displayed on the upper torso by clip provided or neck chain at all times while on the installation (outside the Security Building.) The external pass will not be worn or displayed in public outside the installation. Entry through Security Building will require the surrender of the external pass for the internal badge. The internal badge will be prominently displayed on the upper torso by the clip provided or neck chain. The internal badge will not be taken outside the Installation and must be returned to the entry control point (Security Building) upon exiting. There will be a 100 percent badge inventory before each shift change.

b. An annual 100 percent badge inventory will be conducted during the month of August by a disinterested commissioned officer, other than the issuing official, appointed by the USAG-RR Commander. Report of inventory will be submitted through the Provost Marshal to the USAG-RR Commander.

c. Permanent restricted area badges will be issued for a maximum of three years or the established date of separation/termination of military enlistment or civilian employment, whichever is the shorter period. Site R restricted area badges issued to contractor employees will be valid only for the period of awarded contract or one year, whichever is the shorter period.

#### **6-2. Lost Restricted Area Badges**

a. The loss of any restricted area badge will be immediately reported either to the SOG at extension 3500, by the individual who lost it, or any person having knowledge of such loss. A Military Police Report, DA Form 3975, and Sworn Statement, DA Form 2823, will be completed. A new Request for Entry (USAG-RR Form 1407-R) signed by an authorized official along with a memorandum signed by the senior Site R tenant representative. This must be submitted before a replacement badge is issued.

#### **6-3. Entry Termination**

a. Commanders and supervisors are responsible for reporting credible derogatory information on assigned personnel to their servicing security office in accordance with (IAW) AR 380-67 or the component's equivalent regulation. Whenever an individual's access to classified information has been formally suspended or revoked, notification will be made to the USAG-RR Security & Intelligence Office and access to Site R will be terminated. The commander or supervisor will:

(1) During normal duty hours notify the USAG-RR Security & Intelligence Office, that entry has been suspended/terminated. The Provost Marshal Office (PMO) will be notified to immediately remove the Internal Badge.

(2) After duty hours, notify the Military Police SOG who will instruct the Pass Van to immediately remove the internal badge.

b. Military and civilian personnel assigned to Site R will turn in their restricted area badges to the Pass and ID Section or MPs at the Security Building when out-processing. Personnel issued permanent restricted area badges, not assigned to the Site and unable to return their badge in person, will turn in the badge to the requesting activity. The requesting activity will return the badge to the USAG-RR Provost Marshal Office, 201 Beasley Dr. Suite 100, Fort Detrick, MD 21702, by Registered Mail.

**MEMORANDUM FOR SECURITY OFFICE**  
**Request for Temporary Access.**

1. Request the following individual(s) be granted temporary entry to Site R.

Note: All personnel must be US Citizens and have a mission related purpose for this visit. Personnel without clearance information validated by their security manager will have to be escorted.

**FULL NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CITIZENSHIP:** \_\_\_\_\_ **RANK:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **POB:** \_\_\_\_\_

**INVESTIGATION TYPE:** \_\_\_\_\_ **DATE COMPLETED:** \_\_\_\_\_

**CLEARANCE LEVEL:** \_\_\_\_\_ **DATE GRANTED:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CITIZENSHIP:** \_\_\_\_\_ **RANK:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **POB:** \_\_\_\_\_

**INVESTIGATION TYPE:** \_\_\_\_\_ **DATE COMPLETED:** \_\_\_\_\_

**CLEARANCE LEVEL:** \_\_\_\_\_ **DATE GRANTED:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CITIZENSHIP:** \_\_\_\_\_ **RANK:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **POB:** \_\_\_\_\_

**INVESTIGATION TYPE:** \_\_\_\_\_ **DATE COMPLETED:** \_\_\_\_\_

**CLEARANCE LEVEL:** \_\_\_\_\_ **DATE GRANTED:** \_\_\_\_\_

2. Investigation/clearance verified by Name:

\_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Period of visit: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

4. Organization to be visited: \_\_\_\_\_  
(Include Site Point of Contact)

5. Purpose of visit: \_\_\_\_\_

6. Circle Special Access areas: (RT) (ROOF) (CAVITIES) (WELLS)

\_\_\_\_\_

\_\_\_\_\_  
(Signature Block & Phone)



**RAVEN ROCK MOUNTAIN COMPLEX-SITE R  
UNESCORTED ENTRY AUTHORIZATION CERTIFICATE**  
For use of this form, see USAG-RR Reg 380-1; the proponent agency is ANRR-SCI

PRIVACY ACT STATEMENT: AUTHORITY: 10 U.S.C. 8012,44 U.S.C. 3101 AND EO 9397. PRINCIPAL PURPOSE: To record personal information on an individual whose duty performance requires entry to Site R. ROUTINE USES: To coordinate with the appropriate official on an individual's need to enter a restricted area. To record information on when and what type entry credential is issued to an individual. The SSN is used for further identification of an individual. DISCLOSURE: Mandatory. Failure to disclose requested information would result in denied entry.

**PART I – IDENTIFICATION**

NAME (LAST, FIRST MIDDLE INITIAL)		BRANCH OF SERVICE		CONTRACTOR YES      NO		ORGANIZATION/FIRM		
GRADE	SSAN	HEIGHT	WEIGHT	COLOR HAIR	COLOR EYES	CITIZENSHIP	DOB	SEX

**PART II – SECURITY INFORMATION**

INVESTIGATION TYPE	INVESTIGATING AGENCY	DATE INVESTIGATION COMPLETE (DAY, MONTH, YEAR)	CLEARANCE
<b>MY SIGNATURE BELOW CERTIFIES THE ABOVE SECURITY INFORMATION IS CORRECT.</b>			
DATE	NAME, GRADE OF ORGANIZATION SECURITY MANAGER	PHONE NUMBER	SIGNATURE

**PART III – JUSTIFICATION AND CERTIFICATION**

CHECK BOX THAT JUSTIFIES DUTIES THAT REQUIRE UNESCORTED ENTRY AUTHORIZATION

<input type="checkbox"/>	SITE R ASSIGNED EMPLOYEE	<input type="checkbox"/>	RELOCATION PERSONNEL	<input type="checkbox"/>	VISITOR OR CONTRACTOR REQUIRING AT LEAST MONTHLY ACCESS	<input type="checkbox"/>	EXPIRATION DATE
<b>MY SIGNATURE BELOW CERTIFIES THE ABOVE JUSTIFICATION IS CORRECT AND THE INDIVIDUAL IN PART I MEETS THE ESTABLISHED ENTRY REQUIREMENTS OF USAG-RR REG 380-1.</b>							
DATE	NAME, GRADE OF REQUESTING OFFICIAL		PHONE NUMBER		SIGNATURE		

**PART IV – RESTRICTED/EXCLUSION AREA COORDINATION**

AREA CODE	AREA TYPE	DATE	NAME OF ORGANIZATION OFFICIAL	SIGNATURE

**PART V – ENTRY APPROVAL**

**BY AUTHORITY VESTED IN ME AS THE INSTALLATION COMMANDER OR DESIGNEE, I AUTHORIZE THE ISSUE OF THE NECESSARY RESTRICTED AREA BADGE(S) TO THE INDIVIDUAL IDENTIFIED IN PART I.**

DATE	NAME, GRADE OF APPROVAL AUTHORITY	SIGNATURE
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**PART VI – RESTRICTED AREA BADGE ISSUE**

BADGE NUMBER	INTERIOR CARD NUMBER	EXTERIOR CARD NUMBER	AGENCY CODE	BADGE EXPIRATION DATE
DATE	NAME OF RESTRICTED AREA BADGE ISSUING OFFICIAL	APPLICANT SIGNATURE VERIFYING RECEIPT OF RESTRICTED AREA BADGE		

**MEMORANDUM FOR SECURITY OFFICE**  
**Request for FAMILY MEMBER Temporary Access.**

1. Request the following individual(s) be granted temporary escorted entry to Site R.

Name: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Citizenship: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Sponsor: \_\_\_\_\_

Name: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Citizenship: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Sponsor: \_\_\_\_\_

Name: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Citizenship: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Sponsor: \_\_\_\_\_

Name: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Citizenship: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Sponsor: \_\_\_\_\_

Name: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Citizenship: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Sponsor: \_\_\_\_\_

Name: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Citizenship: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Sponsor: \_\_\_\_\_

2. Dates of visit: From: \_\_\_\_\_ To: \_\_\_\_\_

3. Purpose of visit: \_\_\_\_\_

4. My signature below certifies that I understand the Family Member Visit Procedures, and that my family members listed above are U.S. Citizens and are either my spouse, children or parents of either myself or spouse. I will make sure my family members are escorted at all times and stay on the specified route. I understand that failure to adhere to these procedures will result in appropriate disciplinary actions.

SIGNATURE: \_\_\_\_\_

ORGANIZATION / COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_

## **GLOSSARY**

### **Section I. Abbreviations/Acronyms:**

USAG-RR	U.S. Army Garrison Raven Rock
COOP	Continuity of Operations Plan
DA	Department of the Army
DOD	Department of Defense
HQ	Headquarters
IAW	In Accordance With
ID	Identification
MP	Military Police
NAC	National Agency Check
NMCC	National Military Command Center
PM	Provost Marshal
PMO	Provost Marshal Office
SOG	Sergeant of the Guard
SSN	Social Security Number
U.S.	United States
VASS	Visitor Access Security System

### **Section II. Terms.**

**RAVEN ROCK MOUNTAIN COMPLEX.** Restricted area encompassing Sites R, C, and RT.

**SITE R RESTRICTED AREA BADGE.** Restricted area badges are badges used to control access to the Installation. Badges are managed by the PMO under an exchange system, issuing an individual an exterior badge, which is exchanged for an interior badge.

**CERTIFYING OFFICIAL.** Persons designated on a DD Form 577, as authorized to certify requests for entry to the Site.

**CONTRACTOR.** Any industrial, educational, commercial, or other entity that, while performing on a contract or procurement, requires entry into the Site.

**NATIONAL AGENCY CHECK (NAC).** A personnel security investigation consisting of a records review of certain national agencies, including a technical fingerprint search of the files of the Federal Bureau of Investigation. A favorable NAC is considered an investigation that has been favorably adjudicated for a personnel security clearance. When a personnel security clearance is not required, the USAG-RR Security & Intelligence Office will adjudicate a NAC for access to the site.

**TENANT UNIT.** Elements of the Secretary of Defense, the military departments, the organization of the Joint Chiefs of Staff, DOD components, and activities of other executive departments and agencies that are located at the site by agreement.

**VASS.** Visitor Access Security System. Automated database that maintains a current roster of personnel and vehicles authorized access to the Installation.