



DEPARTMENT OF DEFENSE
NATIONAL DEFENSE UNIVERSITY
WASHINGTON, DC 20319-5066

REPLY TO
ATTENTION OF:

NDU-S

14 August 2008

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Ft. Lesley J. McNair Installation Access Identification Requirements

Reference: (a) FMMC Regulation 190-16

<http://www.fmmc.army.mil/sites/local/inc/documents/FMMCCReg190-16.pdf>

1. The regulation that establishes the policy, procedures and guidelines for access to installations within the Ft. Myer Military Community (Ft. Myer, Ft. McNair and Henderson Hall) is reference (a).
2. Summary. This regulation provides guidelines and access control requirements for entering FMMC relating to identification documents, vehicle registration and temporary passes.
3. The following official personal identification credentials will be acceptable to gain entry (not all listed, refer to the FMMC Reg. 190-16):

INSTALLATION ACCESS – Identification:

(1) Active duty service personnel/retired personnel.

- Valid active duty ID card, DoD Form 2 (Active)/(Retired) or
- DoD Common Access Card (CAC) identification cards.

This ID coupled with vehicle DoD registration sticker will not impede your entry. However, vehicles will continue to be subject to random search and inspection. Vehicles without DoD decals will be automatically inspected each time.

(2) DoD Civilian personnel (Staff, Faculty and Students).

- Departments of Army, Air Force or Navy, civilian identification card (DA Form 1602, AF Form 354, Optional Form 55, respectively) or
- DoD Common Access Card (CAC) identification cards.

This ID coupled with vehicle DoD registration sticker will not impede your entry. However, vehicles will continue to be subject to random search and inspection. Vehicles without DoD decals will be automatically inspected each time.

(3) Contractors, Visiting Professors, Interns.

- Valid photo drivers license, from any state.

Personnel under this category, who are assigned to work at NDU (contract or NDU Volunteer Agreement) less than one year, will be issued windshield temporary vehicle passes with application approval by the NDU Security Office. Those under contract for a year or longer and who possess DoD identification cards will be authorized permanent DoD vehicle decals. Otherwise, a temporary windshield pass will be authorized as stated above.

- DoD Common Access Cards (for Contractors) who are eligible.

(3) Foreign visitors and students.

- Personnel under this category who do not possess DoD issued identification cards and without a valid state issued drivers license will be **required to show their passport along with an issued windshield temporary vehicle pass.**

3. NDU civilian government employees are strongly encouraged to check their civilian ID cards' expiration date. If it is expired, contact the Human Resources Directorate, and arrange for a new ID card.

4. If you should encounter difficulties at the gate, your cooperation and professional courtesy is requested when dealing with the Military Police or Security Officer on duty. It may be better to follow-up through your Dean of Students or NDU Security if necessary.

5. Request you address questions and or concerns to Mr. Joe Pallanez, Director of Security, NDU, (202) 685-3835, pallanezj@ndu.edu.

JOE O. PALLANEZ
Director of Security