

Department of the Army
Headquarters
Tobyhanna Army Depot
Tobyhanna, PA 18466-5080

TYAD Regulation No. 190-3

1 March 2017

Military Police

PRESERVATION OF ORDER ACTIVITIES

Applicability. This regulation applies to all organizational elements, military personnel, and units assigned or attached to Tobyhanna Army Depot and all civilian employees and contractor personnel employed at or through Tobyhanna Army Depot.

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Suggested Improvement. The proponent of this regulation is Tobyhanna Army Depot. Users are invited to send comments to Tobyhanna Army Depot, ATTN: ELTY-ISR-S, 11 Hap Arnold Boulevard, Tobyhanna, PA 18466-5080.

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FOR THE COMMANDER:

Official:

GREGORY D. PETERSON
Colonel, Logistics Corps
Commanding

//signed//
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*This regulation supersedes TYAD Regulation No. 190-3, 29 June 2010.

SUMMARY OF CHANGE

This revision dated 17 May 2014:

Removed Chapter 4, Key and Lock Control

Removed Chapter 5, Security Escorts

Removed Chapter 6, Security of Classified Containers

Removed Chapter 7, Intrusion Detection System

Removed Chapter 8, Protective Lighting

Removed Chapter 10, Police Forces

Removed Chapter 11, Gambling

Administrative changes throughout

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CHAPTER 1. GENERAL

1-1. Purpose and Scope. This regulation prescribes responsibilities, policies and procedures relative to law enforcement and physical security standards of Tobyhanna Army Depot (TYAD). This regulation applies to all organizational elements of TYAD to include; military personnel, civilian employees and contractor personnel employed at or through TYAD.

I-2. Security Standards. Security standards are designed to furnish flexible protection for varying degrees of security. Specifically, they will serve the following purposes:

- a. Establish a basis for operating a Physical Security Program.
- b. Provide a basis for evaluating existing physical security fixtures and practices.
- c. Achieve uniformity of standards and establish uniform interpretations.
- d. Provide specific guidance by defining the varying degrees of security and establishing the features of physical security necessary to furnish protection commensurate with the criticality of the matter being protected.

I-3. Elements and Applications of Physical Security.

a. The Physical Security Program at TYAD will be reviewed and analyzed in light of the standards set forth in this regulation and directives from higher Headquarters. The program will be adjusted, as necessary, to conform to such standards.

b. The following are the major elements of the TYAD Physical Security Program:

- (1) Property Movement Control
- (2) Identification Media and Control
- (3) Key and Lock Control
- (4) Security Escorts
- (5) Perimeter Barriers
- (6) Security of Classified Containers
- (7) Security of Restricted Areas for Level I and Level II Army Supplies

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- (8) Intrusion Detection System
- (9) Protective Lighting
- (10) Military Aircraft Accident Security
- (11) Weather and Road Condition Report
- (12) Alcoholic Beverages
- (13) Firearms Control
- (14) Police Forces

1-4. Internal Security Act. Disobedience of or noncompliance with, security regulations may be a violation of Title 18, U.S. Code, Annotated Sections 793 and 795, as amended by the Internal Security Act of 1950, Public Law 831, Chapter 1024, Section 18, which subjects the violator to Federal criminal jurisdiction and prosecution.

1-5. Definitions.

a. Controlled Area - An area usually encompassing "Limited" or "Exclusion" areas which provides a buffer zone for security. Access to controlled areas is restricted to those with a need for access. At TYAD, the area within the continuous fence encompassing warehouses, the Administration Building, maintenance facilities, etc., is designated a controlled area.

b. Exclusion Area - A restricted area containing the following:

(1) A security interest or other matter which is of such nature that access to the area constitutes, for all practical purposes, access to such security interests or matters; or

(2) A security interest or other matter of such vital importance that proximity resulting from access to the area is treated as equivalent to para 1-5c.

c. Limited Area - A restricted area containing a security interest or other matter in which uncontrolled movement of people will permit access to such security interests or matters; but within such area, access may be prevented by escort and other internal restrictions and controls.

e. Physical Security Survey Report (DA Form 2806) - A formal recorded survey containing conclusions and recommendations prepared as a result of a critical on-site examination to evaluate the adequacy of barriers, guard forces, protective lighting,

intrusion detection systems and other physical security measures employed to protect the installation from loss, theft or destruction and safeguard physical security interests from sabotage or compromise. This survey will include, but will not be limited to, an analysis of the means for prevention of unauthorized entry, visual control of pedestrian and military traffic, overall guard services, perimeter barriers and protective lighting In Accordance With (IAW) Army Regulation (AR) 190-13, para 2-6.

f. Physical Security Inspections Report (DA Form 2806-1) - All formal physical security inspections will be recorded on DA Form 2806-1. This report will contain conclusions and recommendations as a result of the inspection. The inspection will evaluate the adequacy of barriers, locking devices, protective lighting, intrusion detection systems and other such physical security measures. This inspection will include, but will not be limited to, an analysis of the means for prevention of unauthorized entry, perimeter barriers, protective lighting and internal security procedures.

g. Sensitive Items or Material - Those items of property useful as personal items or having a ready sale in illicit markets and therefore, especially likely to be pilfered. Sensitive items include, but are not limited to, small arms, small arms ammunition, communications equipment or components, optical equipment, precision instruments, precious metals, etc. (see AR 190-51, para 3-1).

h. Visitor - Any individual, military or civilian, not assigned to or employed at TYAD who desires access thereto.

i. Vulnerable Structural Features - Features (e.g., doors, windows, and ventilator openings) of a building or structure which are most susceptible to forced or surreptitious entry.

1-6. References.

- a. AR 190-5, Motor Vehicle Traffic Supervision
- b. AR 190-13, The Army Physical Security Program
- c. AR 190-45, Law Enforcement Reporting
- d. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive)
- e. AR 380-10, Foreign Disclosure and Contacts with Foreign Representatives
- f. AR 690-700, Personnel Relations and Services (General)
- g. AR 710-2, Supply Policy Below the National Level

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h. AMC Supplement 1 to AR 190-11, Current Physical Security of Arms, Ammunition and Explosives

i. AMC Supplement 1 to AR 190-13, The Army Physical Security Program

j. ATTP 3-39.32, Physical Security

k. DA Form 1602, Civilian Identification

l. DA Form 1818, Individual Property Pass

m. DA Form 2806-R, Physical Security Survey Report

n. DA Form 2806-1-R, Physical Security Inspection Report

o. DA Form 2823, Sworn Statement

p. DA Form 3749, Equipment Receipt

q. DA Form 3975, Military Police Report

r. DA Label 87, For Official Use Only Cover Sheet

s. DD Form 2 (RET), United States Uniformed Services Identification Card (Retired)

t. DD Form 2A (ACT), Armed Forces of the United States Geneva Convention Identification Card (Active Duty)

u. DD Form 2A (RES), Armed Forces of the United States Geneva Convention Identification Card (Reserve)

v. DD Form 489, Geneva Convention Identity Card for Persons who accompany the Armed Forces of the United States

w. DD Form 577, Signature Card

x. DD Form 1150, Request for Issue or Turn-in

y. DD Form 1173, Uniformed Services Identification and Privilege Card

z. AMSEL-TY Form 604, Installation Pass

- aa. ELTY Form 6348, Identification Badge
- ab. ELTY Form 908, Visitor Information
- ac. DLAR 5205.21, DLA Foreign Liaison/Disclosure Program
- ad. TYAD OPSEC Plan

CHAPTER 2. PROPERTY MOVEMENT CONTROL

2-1. Purpose. To establish policy and operating procedures for property movement into, within and from the controlled area of TYAD to facilitate the maintenance of minimum physical security standards consistent with the Physical Security and Crime Prevention Programs at TYAD.

2-2. Responsibilities.

a. Division chiefs will:

(1) Prepare DA Form 1687 and forward to the Property Book Officer, Equipment and Supply Branch, Logistics Support Division, D/Installation Services (D/IS). The Property Book Officer will scan all DA Form 1687s and place the copies on the T-Drive, Shared Documents folder.

(2) Ensure that Optional Form 7 is properly prepared.

(3) Immediately notify the Property Book Officer, if personnel authorized to sign Optional Form 7 are transferred or separated.

(4) Forward to the Chief, Law Enforcement Branch, the name of the individual and justification for issuance of semiannual passes on a requirement basis.

b. The Chief, Law Enforcement Branch will:

(1) Control the entry and removal of property to and from TYAD.

(2) Establish procedures for control of all lost and found items at TYAD.

2-3. Incoming Property.

a. All incoming Government and/or personal items are subject to inspection by Security personnel, including those belonging to contractors doing business on TYAD.

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b. Personal property other than working clothes, individual lunches and purses are prohibited within the controlled area of TYAD. Personnel are encouraged to leave other personal property in their secured Privately Owned Vehicles (POVs). If this is not feasible, this property may be left with the Desk Sergeant in Bldg 20, using DD Form 1150. The Desk Sergeant will complete this form. The original form will be kept with the property and a duplicate retained by the individual/owner.

Upon departure from TYAD, the owner will surrender the duplicate copy to the Security Desk Sergeant. Upon verifying the appropriate property, the Security Desk Sergeant will release the property to the individual.

2-4. Authorization for Removal of Property.

a. Optional Form 7 will be used for removal of Government property from TYAD.

b. A semiannual property pass, Optional Form 7, will be issued to certain TYAD personnel who have a recurring requirement to remove equipment or supplies from within TYAD for use on the reservation outside the fenced-in area. Passes will be issued IAW para 2-2a(4).

c. Optional Form 7 will be used for the removal of property which belongs either to TYAD or DLA Distribution Tobyhanna, Pennsylvania (DDTP-G). (This requirement does not apply to property released by Item Managers to DoD installations or units.) This form will be prepared or annotated by the loading activity and will be presented by the operator of the vehicle to Security personnel upon exiting, as authorization to remove the property. Only vehicles identified as official U.S. mail couriers are exempt from utilizing Optional Form 7.

2-5. Repair and Storage of Privately Owned Equipment.

a. Except as may be specifically provided by DA Directive, privately owned equipment, units, parts and accessories will not be serviced, repaired or manufactured in a Government shop, garage, building, motor pool or motor park, except through Post Auto Service Shop (PASS), Community Services Division, Installation Services Directorate.

b. Government-owned tools, equipment or supplies will not be used to service or repair private property.

c. Privately owned equipment will not be garaged or stored in any Government shops or in other buildings where Government equipment is stored.

2-6. Lost and Found Personal Property.

- a. The Security Division will be responsible for the recording and control of all lost and found articles.
- b. Personnel finding items will deliver the items to the Security Officer at the Visitor Reception Center in Bldg 20 for proper disposition.
- c. Security personnel will complete an ELTY Form 6163 and a DA Form 4137 and make an entry into the Lost and Found Logbook. All items will be tagged with DA Form 4002. (Evidence/Property Tag)
- d. The Desk Sergeant will make an entry in the Daily Journal in reference to the incident.
- e. Personnel who have lost property may make an inquiry at the Security Desk in Bldg 20. In many instances, lost property can be returned to the owner upon presentation of proof of ownership.
- f. In all cases, Security will issue a receipt on DA Form 4137 at time of release.

2-7. Abandoned and Unclaimed Property. Property is considered to be abandoned only after diligent effort has been made to determine and locate its owner, the heir, next of kin or legal representative. Abandoned property will be disposed of IAW DoD 4160.21-M.

2-8. Control of Cameras and Photographic Equipment.

- a. The introduction of cameras and photographic equipment into the controlled access area of TYAD will be under the jurisdiction and control of the Chief, Law Enforcement Branch.
- b. The introduction, use and removal of cameras and photographic equipment will be controlled by the use of a pass system, utilizing Optional Form 7. TYAD personnel and contractors specifically authorized to possess and operate cameras and photographic equipment in the execution of their official duties will be issued an Optional Form 7 annually.
- c. Privately owned cameras or photographic equipment will not be introduced into TYAD without prior approval of the Chief, Law Enforcement Branch. Cell phones with camera capabilities will be handled IAW the TYAD OPSEC plan. Cameras or photographic equipment not authorized within TYAD will be checked with the Desk Sergeant.

2-9. Request for Authorization to Take Pictures or Photographs.

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a. Request for authorization to take pictures or photographs on or within TYAD by Government employees and contractor personnel, other than specifically authorized TYAD photographers, will be submitted to the Chief, Law Enforcement Branch three working days in advance. The request will contain the name of the individual who will take the photographs, the area and/or equipment to be photographed, the camera make and model number and the signature of the division or office chief initiating the request.

b. Upon approval of the request, Optional Form 7 will be issued to the individual by the Law Enforcement Branch. Optional Form 7 will cite, in addition to the name of the individual, the specific area and/or equipment that may be photographed and the date. This pass will be in the possession of the person at all times while on TYAD with camera and photographic equipment.

c. The Public Affairs Officer, Protocol Officer, or other designated personnel responsible for arranging, scheduling or conducting tours by civic groups, training classes or other groups will prepare a blanket request and forward it to the Law Enforcement Branch prior to the groups arrival at TYAD. In the event that unexpected and unscheduled visitors arrive at TYAD and a tour is scheduled, the Director of Installation Services will be notified by telephone. Individuals authorized to conduct tours for visiting groups will be responsible for ensuring that visitors photography is restricted to unclassified areas and/or equipment. In this respect, classified areas will be defined by the Security Manager and posted accordingly.

d. Requests for authorization to take pictures or photographs on TYAD by representatives of the press and radio or television stations will be submitted to the D/Installation Services by the Public Affairs Officer prior to their arrival at TYAD. Preparation of Optional Form 7 will not be necessary for the above-mentioned representatives. In the event these representatives appear at the TYAD without prior notice, security will advise the Public Affairs Officer of their presence. These individuals will then be required to complete Optional Form 7, which will be signed by the Desk Sergeant. Upon completion and issuance of Optional Form 7, personnel will be directed to the Public Affairs Office. The Public Affairs Officer will assume responsibility for ensuring that photographs taken by this category of visitor are restricted to unclassified areas and/or equipment, and that the subsequent release thereof for publication will, not jeopardize or adversely affect the security of TYAD in any manner.

2-10. Violation of Security Regulations. Persons discovered on TYAD in an act of photographing or with cameras or photographic equipment in their possession, without proper authority or clearance, will be apprehended and their equipment confiscated. As appropriate, violators will be detained pending a preliminary investigation of their activities (Section 795, Title 18, U.S. Code).

2-11. Unauthorized and Prohibited Items.

a. The following items are not permitted within the controlled area of TYAD:

(1) Firearms, pepper spray, incendiary or electric shocking-type devices, knives with blades in excess of 3 inches, crossbows, numchucks, swords, throwing stars or other lethal weapons and ammunition, except as approved by the Chief, Law Enforcement Branch. (Firearms may be retained by personnel residing on TYAD, but must be registered with the Chief, Law Enforcement Branch, within five days of the time they are brought onto TYAD.)

(2) Cameras, whether video or photographic.

(3) Personal electric appliances (including, but not limited to, radios, hot plates, heaters, fans, etc.) and electronic equipment that is not permanently affixed to a POV or approved by the D/Installation Services).

(4) Any items for resale within TYAD, except stocks for authorized concessionaires or other authorized activities.

b. The following items will be confiscated and the bearer apprehended, if introduction is attempted or if found within TYAD:

(1) Narcotics or other habit-forming substances, except when specifically prescribed, in writing, by competent medical authority.

(2) Explosive materials and incendiary devices including, but not limited to, dynamite, TNT, nitroglycerin, gun cotton, gun powder, cartridges or any device of an exploding and/or burning nature. This includes firecrackers.

(3) Alcoholic beverages, except where authorized by the Commander. Introduction of alcoholic beverages into the controlled area is prohibited (AR 215-2 and TYAD Regulation 210-II).

2-12. Seizure and Disposition of Property.

a. Contraband and prohibited property will be handled IAW AR 190-45.

(1) An exception to the regulation is for those individuals wishing to use the Morale, Welfare and Recreation (MWR) Archery Range. Authorized MWR patrons and their guests may bring in the following bows to use on the range. Recurve bow, longbow, compound bow, reflex bow, self bow, composite bow, and takedown bows with target tips only. No broadheads or any other type of hunting tip will be allowed on the MWR Archery Range.

NOTE: All types of crossbows are prohibited on the MWR Archery Range.

NOTE: No hunting of any kind is allowed on the depot. Anyone caught hunting on the depot will be subject to judicial proceedings under the Uniform Code of Military Justice, the United States Code (USC) or Pennsylvania State law as assimilated under the USC in Federal Court.

b. In the event it becomes necessary to impound a POV because of abandonment or seizure, Law Enforcement Branch will conduct a complete inventory, initiating required inventory forms, as prescribed by AR 190-5, and secure the vehicle in the impound lot, pending further disposition.

CHAPTER 3. IDENTIFICATION MEDIA AND CONTROL

3-1. Purpose. To establish policy and procedures for identification and control of military personnel, civilian employees, contractor employees and visitors at TYAD. Personnel identification systems are established for positive identification of personnel and circulation control and entry. They provide a visible means of recognition and maintain minimum physical security standards consistent with the Physical Security Program of TYAD.

3-2. Responsibilities.

a. Civilian Personnel Advisory Center - Will refer individuals to the Security Operations Desk, Bldg 20, for proper clearance upon termination of employment at TYAD.

b. The Military Personnel Office, Law Enforcement Branch will refer individuals to the Security Operations Desk, Bldg 20 for proper clearance upon termination of assignment of military personnel.

c. The Pass and ID Office, Law Enforcement Branch will maintain records of all ID badges issued on TYAD.

3-3. Common Access Cards and Uniformed Service Identification Cards.

a. Armed Forces of the United States Geneva Conventions Identification Card (Displays Branch of Service), issued to:

- (1) Active Duty Armed Forces
- (2) Selected Reserves

- (3) National Guard
- (4) National Oceanic and Atmospheric Administration (NOAA)
- (5) U.S. Public Health Services and U.S. Coast Guard (USCG)
- b. U.S. DoD and/or Uniformed Services Identification Card, issued to:
 - (1) DoD and uniformed services civilian employees (appropriated and non-appropriated)
 - (2) Eligible DoD, USCG and NOAA contractors
 - (3) Non-DoD civilian employees to include: USCG and NOAA, state employees working in support of the National Guard, Intergovernmental Personnel Act employees and non-DoD federal employees working in support of DoD.
- c. U.S. DoD and/or Uniformed Services Geneva Conventions Identification Card for Civilians Accompanying the Armed Forces, issued to:
 - (1) Emergency-essential civilian employees
 - (2) Contingency contractor personnel
- d. U.S. DoD and/or Uniformed Services Identification and Privilege Card, issued:
 - (1) DoD and uniformed services civilian employees (appropriated and non-appropriated) when required to reside on a military installation within CONUS, HI, AK, Puerto Rico and Guam, or when stationed or employed and residing in foreign countries for at least 365 days.
 - (2) DoD contractors when stationed or employed and residing in foreign countries for at least 365 days.
 - (3) DoD Presidential appointees.
 - (4) Uniformed and non-uniformed fulltime paid personnel of the Red Cross assigned to duty with the uniformed within CONUS, HI, AK, Puerto Rico and Guam, when required to reside on a military installation, or in foreign countries.
 - (5) Eligible foreign military.
- e. DD Form 2 (Reserve), issued to: Members of the Individual Ready Reserves and

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Inactive National Guard.

f. DD Form 2 (Retired), issued to:

- (1) Retired members entitled to retired pay
- (2) Members on the Temporary Disability Retired List
- (3) Members on the Permanent Disability Retired List

g. DD Form 2 (Reserve Retired), issued to: Retired members of the Reserves and National Guard under the age of 60

h. DD Form 1173, United States Uniformed Services Identification and Privilege Card, issued to:

(1) Dependents of: active duty service members of the regular components, reserve component service members on active duty for more than 30 days, retirees, Medal of Honor recipients, former members in receipt of retired pay, Transitional Health Care Members, 100% Disabled Veterans and Ship's Officers and crewmembers of NOAA Vessels

(2) Surviving dependents of: active duty and retired military members, Medal of Honor recipients and 100% Disabled Veterans

(3) Accompanying family members of authorized civilian personnel overseas or in CONUS, HI, AK when required to reside upon a military installation

(4) Eligible dependents of foreign military

(5) Other benefits-eligible categories as described in DoD policy

i. DD Form 1173-1, United States Uniformed Services Identification and Privilege Card (Guard and Reserve family member), issued to:

(1) Dependents of: Reserve members not on active duty or in receipt of retired pay, reserve service members who die after receipt of Notice of Eligibility

(2) Other benefits-eligible categories as described in DoD policy

j. DD Form 2765, United States Uniformed Services Identification and Privilege Card, issued to:

- (1) Medal of Honors recipients
 - (2) 100% disabled veterans
 - (3) Former members in receipt of retired pay
 - (4) Transitional Health Care Members
 - (5) Area Executives, Center Directors and Assistant Directors of the USO when serving OCONUS
 - (6) United Seaman's Service Personnel OCONUS
 - (7) Officers and crews of MSC Vessels deployed to foreign countries
 - (8) Select Employer Support of the Guard and Reserve personnel
 - (9) Other benefits-eligible categories as described in DoD policy
- k. DoD Civilian Retiree Card, issued to: Appropriated and non-appropriated fund civilians that have retired from any DoD service component or agency

3-4. Security Identification Badges.

a. Permanent Photographic Badges. Permanent photo ID badges (ELTY Form 6348) will be issued to military personnel, civilian employees, contractor employees that meet the requirements defined by the Law Enforcement Branch and other individuals permanently assigned to or employed at TYAD whose position requires frequent access to the controlled area.

b. Visitor ID Badges. Visitor ID badges, identified by a large "V" in lieu of a photograph, are of two types and will be issued to persons requiring access to the controlled portion of TYAD to whom permanent badges have not been issued.

(1) Visitors requiring access to the controlled area will be issued a visitor badge indicating "No Escort Required" and an AMSEL-TY Form 604, reflecting the information required on the front of the pass.

(2) Foreign nationals or U.S. citizens representing foreign governments will be issued a visitor ID badge with a red background, indicating "Escort Required," and escorted at all times while at TYAD.

c. Temporary ID Badges. Temporary ID badges are computer generated and

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printed on to an adhesive badge. The printed badge contains a photograph of the individual, name, place to be visited and date and time of issue. The badge also contains a self expiring time spot. Within 24 hours, this spot will bleed through the red V (Visitor) or a green C (Contractor) circular sticker placed on top of it. Temporary ID badges will be issued to military personnel, civilian employees, unscheduled visitors contractors and others permanently assigned or employed within TYAD when the individual's permanent badge was forgotten or lost.

d. Exchange of ID Badges. A badge exchange system will be used to allow access to the COMSEC Facility, Bldg 73. Badges will be issued only to persons who work in or are authorized access to the COMSEC Facility. The ELTY Form 6348 must be exchanged for the COMSEC Badge at the Bldg 73 Security Office.

e. Replacement of Badges. Photo ID badges will be replaced whenever they become faded or mutilated. It is the responsibility of the employee concerned and his/her supervisor to see that such badges are returned to the Pass and ID Office, Bldg 11, for issuance of a new photo ID badge.

3-5. Display of Security ID Badge.

a. Presentation of a valid security ID badge will authorize entrance to the controlled area of TYAD. No other badge, card or identification will be recognized. Access to restricted areas within TYAD is restricted to personnel who work in these areas or have approval to enter these areas.

b. Badges will be worn by all personnel at all times while they are within the controlled access area of TYAD. They will be worn in a conspicuous place on the outer garment near the left lapel or on a "break away" lanyard around the neck. Individuals found not carrying their security ID badge may be detained. The individual's immediate supervisor will then be informed and must personally verify the proper identity of the individual.

c. Prohibitions. Security ID badges will not:

(1) Be worn when photographs are made for release to other installations or news media.

(2) Be used as a means of personal identification outside TYAD other than for official reasons.

(3) Be worn outside the installation boundary of TYAD.

(4) Indicate the security clearance of the wearer by word, color or code.

3-6. Lost, Forgotten, Turn-in and Destruction of ID Badges.

a. Each individual is responsible for the safeguarding and accountability of his/her security ID badge. Loss or theft of such badge will be reported immediately to the Desk Sergeant, Law Enforcement Branch, Bldg 20 after a thorough search was conducted with no result.

b. When a security ID badge or card is lost or stolen, the Law Enforcement Branch will require the individual concerned to prepare and sign DA Form 2823, Sworn Statement, setting forth the facts surrounding the loss or theft of the badge. When a lost badge is recovered, the Law Enforcement Branch will annotate the DA Form 3975, Military Police Report, that originally documented the loss. In addition, the Lost Badge Register and Badge Issued Register will be annotated to indicate the lost badge was recovered.

c. In the event of a lost or stolen badge, a temporary ID badge will be issued on a daily basis for a period of 5 days., unless the requirement is waived by the Chief, Law Enforcement Branch. After this period, a new ID badge may be issued.

d. When a temporary or visitor badge is lost or stolen, the same procedure as in para 3-7b will apply.

e. In the event a TYAD employee has forgotten his/her ID badge, a temporary ID badge will be issued for one day and will be returned to Law Enforcement Branch, Bldg 20 at the end of the work day.

f. Badges which become mutilated or defective and badges of discharged, transferred or terminated personnel will be recalled and destroyed within 30 days of recall. Pins, such as "Toby" pins, length of service pins and other similar devices, will not be affixed to badges in a manner that punctures the badge or obscures the information on the badge.

3-7. Disciplinary Actions. The Law Enforcement Branch will make a written report on DA Form 3975 of all employees who lose or repeatedly forget ID badges or cards or who fail to return temporary badges at the proper time. These reports will be covered by DA Label 87, For Official Use Only and forwarded to the appropriate division chief concerned. Disciplinary action will be initiated by the division chief IAW applicable regulations. Misuse, intentional damage, failure to safeguard and repeatedly forgetting security ID badges are violations of this regulation.

3-8. Military Personnel Movement and Control.

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a. Military personnel assigned to TYAD or tenant activities will be admitted to the controlled area upon display of ELTY Form 6348 and an A Placard or Temporary Vehicle Pass will be issued per request and approval of Chief, Law Enforcement Branch.

b. Visiting officers and enlisted personnel desiring entry to TYAD for any reason will be directed to the Law Enforcement Branch, Bldg 20, for processing and issuance of a visitor badge.

3-9. Civilian Employees Movement and Control.

a. Civilian personnel assigned to TYAD or tenant activities will be admitted to the controlled area upon display of ELTY Form 6348 and an A Placard or Temporary Vehicle Pass when requiring to bring vehicle.

b. Employees, other than key personnel, desiring to visit TYAD after normal working hours will be permitted entry only by permission of the Security Desk Sergeant or Shift Supervisor.

3-10. Special Visitors.

a. When special arrangements are required for TYAD visitors, the Law Enforcement Branch will be notified in writing through the Protocol Officer on ELTY Form 908, Visitor Information. The notification will specify all special arrangements; e.g., parking privileges, camera passes, etc., that are required. The notification should arrive in the Law Enforcement Branch 48 hours prior to the visit.

b. Visitors attending special prearranged conferences will be issued visitor ID badges and will not be required to fill in or carry AMSEL-TY Form 604. A roster of persons attending conferences is normally provided by the Protocol or Public Affairs Officers. The number of the badge issued will be annotated next to the appropriate name.

3-11. Visitor Processing.

a. Short Term (less than one day). The officer on duty, Law Enforcement Branch, will:

(1) Ascertain the purpose of the individual's visit and the name of the person or office he/she is to visit.

(2) Attempt to determine the office or person the visitor wishes to contact if the visitor has no information regarding the specifics of the visit.

(3) Direct contractors or sales representatives who wish general procurement information to the U.S. Army Contracting Command –APG. An escort will be required for all sales representatives.

(4) Ensure a temporary badge is issued with the appropriate information. Ensure the visitor understand to turn in the temporary badge prior to departing TYAD at the end of their visit.

(5) Inform the visitor how to properly display the Security ID badge.

b. Long Term (two days or more). The officer on duty, Law Enforcement Branch, will:

(1) Ascertain the purpose of the individual's visit and the name of the person or office he/she is to visit.

(2) Attempt to determine the office or person the visitor wishes to contact if the visitor has no information regarding the specifics of the visit.

(3) Direct contractors or sales representatives who wish general procurement information to the U.S. Army Contracting Command –APG. An escort will be required for all sales representatives.

(4) Assure that all visitors complete, in triplicate, the upper part of AMSEL-TY Form 604 for visits

(5) Complete the lower part of AMSEL-TY Form 604.

(6) Issue the original of the Installation Pass to the visitor if required as requested on ELTY Form 908.

(7) File the duplicate of the AMSEL-TY Form 604 in the Daily Visitors' File.

(8) Inform the visitor how to properly display the Security ID badge.

(9) Process TDY military and civilian personnel IAW para 3-14. TDY personnel will be required to carry the AMSEL-TY Form 604.

3-12. Contractor Access to the Installation

a. Process:

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(1) Law Enforcement Branch, D/Installation Services, will conduct a Criminal History Check on any contractor or subcontractor (including vendors, sales representatives and contractors making daily deliveries, e.g. FedEx) requesting access to the installation.

(2) The TYAD Point of Contact (POC) will send ELTY Form 648-C to the contractor/vendor at least ten days prior to the expected visit date for completion. The contractor/vendor must return the completed ELTY Form 648-C to the TYAD POC in a timely manner so the same may be submitted to Security for processing no later than seven days prior to the visit. Each directorate has their own established POCs who submit the completed form electronically via secure folders to the TYAD intranet. All of the required fields on the form must be complete and accurate to timely process the Criminal History Check.

(3) Once the contractor is approved or denied access, the TYAD POC will receive an e-mail notification from the Contractor Access Management System. The Criminal History Check is valid for two years from the date of the approved check. Any contractor who does not receive approval prior to accessing TYAD will be denied access until the above process is followed.

b. Exceptions:

(1) Any contractor who is visiting TYAD for a pre-bid walk through will be escorted by a Government employee at all times; they do not require a Criminal History Check prior to entering the installation.

(2) Any contractor who is called in for emergency work will be granted base access. However, that individual must be escorted by their TYAD POC. TYAD POC should notify Security of emergency work and provide the names of contractors.

(3) Non-recurring delivery drivers making a drop-off or pick-up receive a one-time, two-hour pass.

(4) Any contractor who has a valid Common Access Card or Military ID does not need to complete the above process.

(5) Contractor-visitors at TYAD for a one-time, pre-arranged meeting are identified on ELTY Form 908. These visitors must be escorted by the TYAD POC and, accordingly, are not required to complete the ELTY Form 648-C.

c. Special Circumstances:

(1) Vendors/sales representatives must have a TYAD POC meet them at Security, Bldg 20, for access to the secured area. These individuals must also submit

to the Criminal History Check and be escorted at all times while on TYAD secured property. It is inappropriate to grant sales representatives free access throughout the secured area of the installation; unrestricted access presents a security threat and disrupts the mission.

(2) Contractor-Visitors Engaged in an Existing Business Relationship with TYAD: If the contractor will be visiting TYAD on a recurring basis (e.g. Program Manager contract, Public-Private Partnership (p3)), the TYAD POC must send the ELTY Form 648-C to the visitor for completion and submission via the secure folder at least seven days prior to the visit date to permit Law Enforcement Branch personnel to perform the background screening process.

3-13. Internal Control.

a. Personnel receiving a visitor will:

(1) Complete ELTY Form 908 and submit through their chain of command to the Public Affairs Office.

(2) Arrive at Bldg 20, to greet their visitor during initial sign in.

(3) Mark the visitor's arrival time on the Installation Pass.

(4) At the completion of the visit, sign the Installation Pass and mark the time that the visitor departs.

(5) If a visitor desires to visit another person or office, telephone the person or office for authorization of the additional visit. Personnel will not refer visitors to any other person without first obtaining authorization from such person.

(6) Enter on the Installation Pass the name of the next person or office to be visited if the visit is authorized.

b. If personnel receiving a visitor, or any other personnel, should give the visitor property, documents, or paper, official or private, which were not in the possession of the visitor upon his/her entrance, they will be responsible for issuing, or ensuring the issuance of, a properly completed and signed DA Form 1818.

3-14. Exit Processing. Upon completion of the last authorized visit, all visitors will return immediately to the Desk Sergeant, Law Enforcement Branch, who will:

a. Request the return of the Security ID badge and the original copy of the Pass.

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b. Mark the pass indicating the time of the visitor's return and determine if there were any periods of time for which the visitor's whereabouts were not accounted.

c. Refer any unreasonably long periods of time to the attention of the Chief, Law Enforcement Branch, prior to the visitor's departure.

d. File chronologically and cross reference alphabetically the original copy of AMSEL-TY Form 604. This form will be retained for one year.

3-15. Dependents. Spouses of military personnel will be admitted to the controlled area of TYAD upon display of AMSEL-TY Form 608. Dependents not in possession of AMSEL-TY Form 608 will be required to identify themselves by means of DD Form 1173 and will then be issued a visitor badge. Dependent children will be escorted by parents/guardians who are authorized entry.

3-16. Group Visitors. Groups of visitors will be processed IAW TYAD Regulation 1-4.

3-17. Law Enforcement Visitors.

a. Federal law enforcement agents such as Federal Bureau of Investigation, U.S. Army Criminal Investigation Command, etc., will be processed as follows:

b. Law enforcement agents serving legal papers on civilian or military personnel will be directed to the Chief of Security's Office or investigators.

c. Representatives of business firms who desire to contact civilian personnel for indebtedness will be directed to the Civilian Personnel Advisory Center - Tobyhanna. In cases involving military personnel, the representative will be directed to the service members unit Commander.

3-18. Commissary and Post Exchange Visits. Military personnel desiring to make purchases at the Commissary or Post Exchange will be permitted to enter the administrative area of the TYAD. Their authority to make purchases will be verified by employees of the Commissary or Post Exchange.

3-19. Visits by Foreign Nationals. Official visits by foreign nationals to TYAD will be handled IAW AR 380-10. Official visits by foreign nationals to DDTP-G will be handled IAW DLAR 5205.21, DLA Foreign Liaison/Disclosure Program.

3-20. Aliens. Aliens who are required to visit TYAD for procurement of material or who are seeking employment will be escorted to and from their place of business upon completing AMSEL-TY Form 604.

CHAPTER 4. MILITARY AIRCRAFT ACCIDENT SECURITY

4-1. Purpose. This procedure establishes basic responsibilities and requirements of the Law Enforcement Branch in anticipation of or in the event that military aircraft are grounded or crash in the general vicinity of the depot.

4-2. Procedure.

a. Upon notification of a military aircraft accident, the following procedure will be followed:

(1) During duty hours, the Director of Installation Services or representative will be notified.

(2) During non-duty hours, the Law Enforcement Branch Shift Commander, Director of Installation Services and Chief, Law Enforcement Branch, will be notified.

b. Upon notification of a military aircraft accident after duty hours, the Law Enforcement Branch Shift Commander will obtain the following information:

(1) Specific location of the crash.

(2) Type of airplane and if armed, if possible.

(3) Whether the airplane is on fire.

(4) Name and location of the person reporting the accident and the telephone number where that person can be reached. The person calling will be requested to remain at a conspicuous location to guide rescue personnel to the scene.

4-3. Responsibilities.

a. Upon notification of a crash, the Chief, Law Enforcement Branch, or representative, will proceed to the scene of the accident. Security Police will keep all unauthorized personnel away from the vicinity of the crash and prohibit smoking. Traffic control points and security posts will be established so that ambulances, fire fighting equipment, and other authorized vehicles may proceed directly to the scene of the crash.

b. Off-Post Military Aircraft Crash.

(1) Security personnel will not permit members of the press to take photographs

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of personnel, equipment, or material until they coordinate with the Public Affairs Officer, or representative, in determining whether or not photographs may be allowed. All inquiries from members of the news media will be handled by the Public Affairs Officer.

(2) Chief, Law Enforcement Branch, or representative, will take charge of all classified materials involved in a military aircraft crash and ensure that no information concerning the accident is released, pending the arrival of the Public Affairs Officer or representative.

CHAPTER 5. CURFEW POLICY

5-1. Purpose. To establish a curfew for dependent children at TYAD.

5-2. Responsibilities.

a. Director, Installation Services, will:

(1) Provide for implementation of and exercise staff supervision over the curfew policy at TYAD.

(2) Advise the Commander of all infractions related to the curfew program.

b. Law Enforcement Branch, Shift Supervisors will:

(1) Make periodic checks of TYAD for violators of the curfew policy.

(2) Coordinate with the Chief, Law Enforcement Branch, when violations are observed.

c. Military sponsors and/or designated parental guardians will ensure that the provisions of this chapter are complied with. Military sponsors and/or designated parental guardians (those persons whose military sponsor is unavailable either by temporary duty or assignment in an overseas theater) are responsible for the actions of their dependents.

5-3. Policy.

a. This policy only applies to dependent children under the age of 18.

b. A curfew is in effect at 2300-0600 Sunday through Saturday (all seven days of the week).

c. The curfew defines the dependent child as being physically located within an

authorized set of Government quarters on TYAD. Exceptions to the curfew are listed below in paragraph 5-4.

d. This policy does not negate the functions of the Security personnel or the court coordinator chain. It places the responsibility on the military sponsor who has traditionally had the duty of controlling the actions of his/her dependents.

e. The TYAD Commander may, at any time, suspend or remove the requirement for a curfew on TYAD.

5-4. Exceptions.

a. Dependent children completing or in the performance of baby-sitting duties are exempt from the curfew. For example, if baby-sitting duties end at 2400, the baby-sitter may be required to walk home during the curfew hours. In this case, the baby-sitter must use the most direct route to his/her quarters.

b. Dependent children will be exempt from the curfew when returning from established social; activities occurring off TYAD.

c. Camping within the confines of the sponsor's yard is allowed under the curfew policy. The sponsor will be responsible for the actions of all dependent children camping in that yard, Camping in common use areas will be coordinated through the Security Desk Sergeant. Information as to location of the campsite and number of children involved will be provided at that time.

d. Other exceptions may be granted by forwarding requests to the Chief, Law Enforcement Branch. All requests should include a detailed description of circumstances surrounding the request for exception. The Commander will be the final approval authority for all exceptions.