



Military and Naval Affairs

KATHY HOCHUL
Governor
Commander-in-Chief

RAYMOND F. SHIELDS, JR.
Major General
The Adjutant General

MNAG-TAG

02 FEB 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on the Division of Military and Naval Affairs' (DMNA) Installation Facility Access and Visitors

1. References:

- a. Army Regulation 190-13, The Army Physical Security Program.
- b. DMNA Regulation 420-1, Real Property Operations, Maintenance, and Minor Construction.
- c. DoDM 5200.08 V3, Physical Security Program: Access to DoD Installations.

2. Purpose: This memorandum establishes an access control policy and the minimum-security standards for controlling entry to the DMNA facilities and installations to ensure the security, safety, and protection of visitors, personnel, and resources.

3. Applicability: This policy is applicable to all civilians or military personnel requesting access on any DMNA installation.

4. Policy: All persons requesting access to DMNA installations are required to have:

- a. A valid purpose to enter the facility.
- b. Their identity verified and vetted.
- c. A valid access credential or visitor's pass issued by the proper authority.
- d. Fill out and sign the facility visitor log (Enclosure).

5. Procedures:

a. All affiliated pedestrians and occupants of vehicles requesting access at an installation Access Control Point (ACP) and/or facility Entry Control Point (ECP) must

MNAG-TAG

SUBJECT: Policy on the Division of Military and Naval Affairs' (DMNA) Installation Facility Access and Visitors

present a valid credential photo ID to the Security Guards. Children under the age of 16 are not required to have a photo ID but must be accompanied by an identified adult with an approved ID or credential.

b. The security guards will conduct a physical and visual inspection of the ID card to visually match the photograph on the card to the person presenting the identification. The security guard simultaneously conducts a comparison and visual review of the card for unique topology and security design requirements.

c. Individuals who do not have an authorized DoD ID card, DMNA issued ID or authorized credentials, must request escorted access. A visitor badge will only be issued to individuals with valid ID. Authorization for access to the installation or facility for visitors will be determined at the ACP/ECP based on a verified purpose to enter and a vetted identity. Visitors will obtain a visitors' badge and may require escort throughout the installation / facility.

d. Security guards and ACP/ECP personnel may perform random searches IAW approved security access protocols. Security guards may deny access; it is their responsibility to temporarily deny access to any personnel they deem as a potential threat and will seek assistance from local law enforcement and facility leadership to make a final determination on access.

e. When requesting or providing access to visitors, DMNA civilians and military personnel will:

(1) Pre-coordinate for visitors in accordance with the facility or installation procedures before their arrival and escort their visitor upon arrival.

(2) Coordinate with security in advance and utilize designated outside pick-up locations for all non-essential deliveries, such as individual food deliveries.

(3) Contractors, subcontractors, and vendors will provide a list of all scheduled employees at least 24 hours prior to planned/scheduled date on site.

(4) Adhere to all published directives, safety protocols, and posted signage, in support of routine operations, emergencies, pandemic response requirements and construction activity engineering controls.

(5) Ensure all in-person visitors (unofficial) are kept to a minimum and they follow all DMNA safety protocols. Family members have an inherent official purpose and therefore are authorized to access DMNA facilities. This inherent official purpose does

MNAG-TAG

SUBJECT: Policy on the Division of Military and Naval Affairs' (DMNA) Installation Facility Access and Visitors.

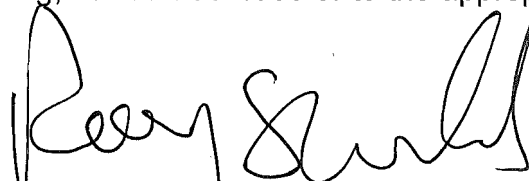
not apply to "restricted access" areas, unless properly cleared. Children under the age of 16 visiting any DMNA/NYNG facility for more than 1 hour must be approved in advance by the Director, Commander, or OIC&C.

(6) Ensure visitors are not left in waiting areas for extended periods of time (15-minute check ins).

(7) Ensure visitors are restricted from unauthorized access to non-public areas, construction zones, as well as hazardous, sensitive, and secure areas, unless properly cleared.

(8) Ensure all building occupants and visitors are aware of and comply with the building's standard protocols in response to a fire alarm, bomb threat, or active attacker.

6. Questions concerning this policy may be directed to Mr. Gary Yapple, Director of Facilities Management and Engineering, at 518-786-4603 or to the appropriate Wing Commander.



RAYMOND F. SHIELDS, JR.
Major General, NYARNG
The Adjutant General

Encl

DISTRIBUTION:

AA
BB
BR
C
D
E
F1-F8
S

