



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

IMWR-FP

FEB 01 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: IMCOM Policy Memorandum 608-1-2, Survivor Access Badge

1. References:

- a. Army Regulation (AR) 600-8-22, Military Awards, 25 Jun 15.
- b. AR 190-13, The Army Physical Security Program, 25 Feb 11.
- c. Air Force Instruction 36-3026 (I), Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and Other Eligible Personnel, 17 Jun 09.

2. Purpose: Provide IMCOM guidance for eligible surviving Family members to obtain unescorted access onto Army installations to utilize authorized facilities.

3. Applicability: This policy memorandum applies to all garrisons with an Army Community Service (ACS) or Survivor Outreach Services (SOS) office inaccessible to surviving Family members, who are seeking services or support, and do not otherwise have an authorized Department of Defense identification card.

4. Policy: Army garrisons are to issue the Survivor Access Badge to eligible surviving Family members, and educate the community on this initiative in accordance with the procedures enclosed (Encl 1).

5. Proponent. Headquarters, IMCOM, G9 is the proponent for this policy. The point of contact is Chief, SOS Program at commercial (210) 466-1173.

6 Encls

1. as
2. HQDA Memo, 30 Nov 12
3. Draft Garrison Commander Letter
4. DA Form 1602 & Digital AIE Card Prep
5. AIE System Installation List
6. Survivor Access Badge Status Report

BRADLEY A. BECKER
Lieutenant General, U.S. Army
Commanding

DISTRIBUTION:

IMCOM Directorates and USAG's (ID-T, ID-S, ID-R, ID-E, ID-P)
HQ IMCOM Staff Directorate

Survivor Access Badge Procedures

1. Background.

a. HQ, IMCOM Operations Order 13-084, (Unescorted Installation Access for Gold Star Family Members) was published in response to Department of Army (DA), Army Family Action Plan (AFAP) Issue #680. Survivors were requesting ease of unescorted access onto Army installations to utilize authorized facilities including ACS and SOS.

b. The DA Form 1602, Civilian Identification Card, was designated as the Survivor Access Badge and issued to surviving Family members (Encl 2). The DA Form 1602 is the only approved Survivor Access Badge access card at locations without the Automated Installation Entry (AIE) System.

c. Upon publication of this policy, the name of the access card will be changed to the Survivor Access Badge. The card should be prepared according to Encl 4. However, the digital AIE card will still reflect the term "Gold Star" until the AIE system software is updated with the new card name.

d. As garrisons receive AIE capability and are online with National Law Enforcement Telecom (Nlets) connection, they will stop issuing the DA Form 1602 as the Survivor Access Badge, and begin issuing the digital AIE Survivor Access Badge (card will still read Gold Star until the AIE system software is updated). AIE implementation is projected over the next two to three fiscal years; therefore, the transition from the DA Form 1602 to the digital AIE card will be contingent on the AIE timeline (Encl 5).

e. Surviving Family members who already have a military identification card granting installation access, such as DD Form 1173 and Common Access Card, are not eligible to receive the Survivor Access Badge. The Survivor Access Badge does not provide any additional benefits or entitlements not already authorized to that surviving Family member. For example, it does not provide Army and Air Force Exchange Service (AAFES) Exchange or Defense Commissary Agency (DeCA) privileges, and cannot be used to prove eligibility for the Survivor Family Program discount at Armed Forces Recreation Centers (AFRCs).

f. Garrisons who received a written exception from HQ IMCOM G9 SOS for the Survivor Access Badge mission remain exempt from this policy.

2. Procedures.

a. Issuing the Survivor Access Badge.

(1) The garrison SOS Support Coordinator, or ACS equivalent staff member, will initially receive the request for a Survivor Access Badge and verify, using the Defense Casualty Information Processing System (DCIPS), that the requesting Survivor is eligible to wear the Congressional Gold Star Lapel Button or the Lapel Button for Next of Kin of Deceased Personnel. The following applies:

Survivor Access Badge Procedures

(a) The Gold Star Lapel Button is presented to Family members of Soldiers who die while deployed in support of Overseas Contingency Operations, or who die from wounds sustained in theater. Family members eligible to receive the Gold Star Lapel Button are the widow/widower (even those who have remarried), each child, step-child, child through adoption, as well as the deceased Service Member's parent(s), brother, half-brother, sister, and half-sister. The term "parent" includes mother, father, stepmother, stepfather, mother through adoption, father through adoption, and foster parents who stood in loco parentis.

(b) The Lapel Button, Next of Kin of Deceased Personnel (also referred to as the Next of Kin Lapel Button) is provided to Family members of armed services members who lost their lives while serving on active duty or while assigned in an Army Reserve or Army National Guard unit in a drill status (not in support of Overseas Contingency Operations). Family members eligible to receive the Lapel Button, Next of Kin of Deceased Personnel are the widow/widower (even those who have remarried), each child, step-child, child through adoption, as well as the deceased Service Member's parent(s), brother, half-brother, sister, and half-sister. The term "parent" includes mother, father, stepmother, stepfather, mother through adoption, father through adoption, and foster parents who stood in loco parentis.

(c) In cases where the requesting Survivor is not listed in DCIPS, he/she can be verified using alternate sources such as the deceased Service member's obituary or another Family member receiving services through SOS.

(d) At the time of renewal, the surviving Family member will forfeit the expired Survivor Access Badge (or if they possess an expired Unescorted Installation Access Card for Gold Star Family Members). Expired DA Forms 1602 or digital AIE cards will be handled according to the local garrison procedure for turn-in, recovery or expiration of ID cards.

(2) The SOS Support Coordinator, or ACS equivalent staff member, will work directly with the requesting surviving Family member to obtain all required information before requesting a National Crime Information Center (NCIC) III check by the installation senior law enforcement official. NCIC III check must be conducted to vet each Survivor Access Badge applicant. Physical Access Control systems are not and will not be used in lieu of NCIC III vetting for determining fitness for access.

(a) Requests will be forwarded through the garrison commander to the office responsible for issuance of the Survivor Access Badge which will be issued using the local garrison procedure following a clear NCIC III check.

(b) If the NCIC III check comes back other than clear, follow the garrison's Access Denial Waiver Process. The SOS Support Coordinator will work with the surviving Family member to provide additional information as requested.

Survivor Access Badge Procedures

(3) The office responsible for issuing the Survivor Access Badge will prepare the DA Form 1602 or digital AIE card (Encl 4). For AIE locations, the office responsible for issuing the digital Survivor Access Badge is the Visitor Control Center.

(a) A surviving Family member may have both a valid DA Form 1602 and digital AIE card if he/she has been vetted and granted access to two different garrisons, one with the AIE system and one without.

(b) If a surviving Family member with a valid digital AIE card issued by one installation, attempts to access another installation with the AIE system, he/she will be directed to the Visitor Control Center.

(c) The surviving Family member will present his/her valid digital AIE card and will be revetted according to the local procedure.

(d) Following a clear check, the Visitor Control Center will establish a new profile for the surviving Family member in the local system, and the existing digital AIE card will be registered as a token against his/her profile. The Visitor Control Center will not issue a new AIE card to a surviving Family member with a valid digital AIE card.

(e) If the check comes back other than clear, access for the surviving Family member will be at the discretion of the local installation.

(4) The issuing office will also provide each recipient of the Survivor Access Badge (regardless if it is a new issue, renewal or if an existing AIE is added as a token) a letter signed by the local garrison commander outlining the use of the card. The draft garrison commander letter (Encl 3) can be adapted to fit the local garrison but must include the following information:

(a) The issued card or form is not eligible for use under the Trusted Traveler Program.

(b) The installation access card will not provide any additional benefits or entitlements not already authorized to that surviving Family member such as AAFES, DeCA and/or AFRC privileges.

(c) If the DA Form 1602 is used, the expiration date will be three years from date of issue and may be renewed.

(d) If the digital AIE card is used, the expiration date will be one year from date of issue and may be renewed according to local procedures. AR 190-13 does not support an expiration date beyond one year for the digital AIE card.

(5) Issuing procedures listed in this policy are required for both initial issue and subsequent renewals of the Survivor Access Badge. DA Form 1602 cards issued prior to 20 March 2015 have a two year expiration date and do not include the date of the

Survivor Access Badge Procedures

clear NCIC III check. These cards will continue to be honored until the date of expiration for access to the installation of issue, or until the installation's AIE system is online, whichever occurs first.

(6) The Director of Emergency Services (DES) will ensure garrison physical security personnel are familiar with the Survivor Access Badge, its significance and changes as a result of this memorandum.

(a) Garrison DESs should be aware that DA Forms 1602 issued prior to 20 March 2015 have a two-year expiration date and do not include the date of the clear NCIC III check. These cards will continue to grant access to the installation of issue until the date of expiration, or until the installation's AIE system is online with Nlets connection, whichever occurs first. If a surviving Family member, with a DA Form 1602 without the date of the clear NCIC III, attempts to access an installation (other than the installation of issue), garrison Physical Security personnel will direct him/her to the Visitor Control Center. The surviving Family member will present his/her DA Form 1602 and receive a visitor pass to enter the installation.

(b) Garrison DESs, who are not operating AIE systems, will grant installation access to surviving Family members with a valid DA Form 1602 which lists a clear NCIC III check, regardless of installation of issue. These surviving Family members will not be required to obtain a visitor pass for installation access. As the DA Form 1602 is valid for three years, a clear NCIC III will be considered valid for that three year period.

(c) Garrison DESs will follow local policy/procedures when surviving Family members request installation access using a card issued by another Service (such as the Navy Gold Star Survivor card or the Air Force Gold Star DBIDS card).

b. AIE transition planning and coordination.

(1) Garrisons where the AIE system is online with Nlets connection, SOS staff should work with their local DES to implement a transition plan. SOS will ensure Survivors with a valid DA Form 1602 are informed they must obtain the digital AIE card for continued access to the installation, as well as the local process to obtain the digital card. Surviving Family members with a valid DA Form 1602 will not need to complete a new NCIC III to obtain the digital AIE card. However, surviving Family members with an expired DA Form 1602 must renew according to local procedures.

(2) At garrisons where AIE implementation is scheduled/in progress (Encl 5), SOS staff should work with their local DES to develop a transition plan, and inform surviving Family members with the DA Form 1602 how to obtain the digital card once the AIE system is online. Surviving Family members should not obtain the digital AIE card until the installation has AIE connected to Nlets.

(3) For locations not listed (Encl 5), current DA Form 1602 issuing procedures remain in effect. However, garrison SOS staff should work with their local DES to

Survivor Access Badge Procedures

understand the local AIE implementation timeline and develop a transition plan accordingly.

(4) All garrisons will ensure surviving Family members with the DA Form 1602 in their communities are informed of the Army's transition to the digital AIE card over the next few fiscal years. Garrisons scheduled for AIE installation will further inform these surviving Family members of the local implementation timeline and process to obtain the digital card to minimize delay in installation access. Contacts will be documented in the appropriate area in the SOS Module.

c. Survivor Access Badge training and community awareness.

(1) Ensure the garrison DES, in conjunction with garrison SOS staff, provides annual refresher training to security forces on the Survivor Access Badge, its significance and changes as a result of this memorandum.

(2) Ensure the office responsible for issuing installation access cards, in conjunction with garrison SOS staff, provides training to their issuing staff on the Survivor Access Badge and its significance.

(3) Ensure the garrison SOS staff provides training to installation front door and/or service providers (such as DES, identification card office, Commissary, Post Exchange, etc.) on the Survivor Access Badge and its significance. Training should include the meaning of the Gold Star Lapel Button, Next of Kin of Deceased Personnel Lapel Button, explanation on the transition to the digital AIE card (when applicable), and that the Survivor Access Badge does not grant additional entitlements or privileges not already authorized to that surviving Family member.

(4) Ensure the garrison public affairs office publishes information annually on the Gold Star Lapel Button, the Next of Kin of Deceased Personnel Lapel Button, and the Survivor Access Badge in the post newspaper.

(5) Ensure garrison SOS staff advertise the changes from Gold Star Installation Access Card to Survivor Access Badge through other sources used to share information with Survivors (e.g. social media, newsletter, etc.) and document in the appropriate area in the SOS Module.

(6) According to local transition plan, all garrison SOS staff will advertise the process to obtain the digital AIE card through other sources used to share information with Survivors (e.g. social media, newsletter, etc.) and document in the appropriate area in the SOS Module.

3. Reporting. Garrisons will submit a one-time report on local Survivor Access Badge Procedures and issuance statistics (Encl 6). ACS SOS or SOS designee will complete and submit to the IMCOM G9 SOS point of contact (Ms. Angelia Ward; angelia.r.ward.civ@mail.mil) 30 days from publication of this policy.

HQDA Memorandum on Identification Cards for Surviving Family Members



DEPARTMENT OF THE ARMY
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2800 ARMY PENTAGON
WASHINGTON, DC 20310-2800

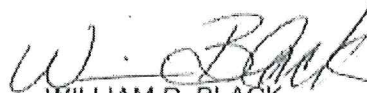
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MEMORANDUM FOR US ARMY INSTALLATION MANAGEMENT COMMAND (IMWR-F), 2405 GUN SHED ROAD, FORT SAM HOUSTON, TX 78234-1223

SUBJECT: Identification Cards for Gold Star Family Members

1. Reference memorandum, IMCOM, IMWR-F, 27 Nov 12, subject: SAB.
2. The Office of the Provost Marshal General concurs with issuing the DA Form 1602 (Civilian Identification Card) to Gold Star Family Members for the purpose of expediting access to Army installations. The policy for controlling access to Army installations prescribed in AR 190-13 (The Army Physical Security Program) does not prohibit the use of the DA Form 1602 for Gold Star Family Members who otherwise do not qualify for an identification card recognized for unescorted access to Army installations.
3. The existing installation access control measures in AR 190-13 for family care providers and Army volunteers should be applied for the benefit of a consistent command-wide process as follows—
 - a. The Survivor Outreach Services Support Coordinator will receive and review requests for installation access for Gold Star Family members eligible to wear the Congressional Gold Star Lapel Button or the Gold Star Next of Kin Lapel Button. The Coordinator will request a records check from the National Crime Information Center by the installation senior law enforcement official.
 - b. Requests will be forwarded through the garrison commander to the office responsible for issuance of the DA Form 1602 which will be issued after a clear NCIC check. The issued form will not be used for the Trusted Traveler Program.
4. POC is Mr. Edward Parsons, COM 703-693-9070, DSN 223-9070, or edward.t.parsons2.civ@mail.mil.


WILLIAM R. BLACK
COL, MP
Chief, Operations Division

ENCLOSURE 2



SAMPLE GARRISON COMMANDER LETTER
DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

ENTER DATE

Mr. John A. Doe
123 Main Street
City, State Zip + 4 Code

Dear Mr. Doe:

We are honored to provide you the enclosed Survivor Access Badge as a symbol of our gratitude for your sacrifice and that of your loved one who died in the service to our Nation. You can use this government issued badge as a method to identify yourself as an Army surviving Family member, and to facilitate access to our installation for services and support.

Current Department of Defense Physical Access Control policy requires everyone seeking entrance to a military installation to stop at the gate and present a government issued photo identification. Your Survivor Access Badge will serve as your local access credential in accordance with Department of Defense security standards. It is intended solely for recognition and access purposes - it does not grant additional entitlements or privileges (such as Post Exchange/Commissary access or discounts at the Armed Forces Recreation Centers) that you are not already authorized. The badge cannot be used for the Trusted Traveler Program. Your installation access card is for use on Army installations and may not be accepted at Navy, Marine, and Air Force bases.

The Department of Defense uses Force Protection Conditions to identify and recommend preventive actions and responses to threats against personnel and facilities. For your safety, if the Force Protection Condition is elevated to a higher threat level for any reason, you will not be allowed onto the installation.

Your Survivor Access Badge is valid for three years for the Department of Army Form 1602, and one year for the digital Automated Installation EntryE card from the date of issue. Upon expiration, you may reapply for the Survivor Access Badge by completing a new application and background check. Contact your local Survivor Outreach Services for any additional questions and/or assistance.

ENCLOSURE 3

Again, we hope your Survivor Access Badge will be a convenient method for identification and to ease your access onto our Army installation. On behalf of our installation and the United States Army, we thank you for your sacrifice and are honored to have you as part of our Army Family.

Sincerely,

Encl

John H. Smith
Colonel, US Army
Commanding

DA Form 1602 and Digital AIE Card Preparation

1. Preparing the DA Form 1602. The following will be used by the office designated to issue the DA Form 1602:

- a. Photograph. Follow guidance as outlined in AFI 36-3026, Chapter 11, paragraphs 11.7 through 11.9.
- b. Installation. Enter name of installation the card was issued.
- c. Status. Enter "Surviving Family member".
- d. Expiration Date. Enter three years from the date of issue.
- e. Unit, Section, Branch or Activity. Enter "Clear NCIC III check DA-MON-YY".
- f. No information will be entered in the Social Security number field.
- g. On the back of the DA Form 1602, information will be entered in the date of birth, weight, height, color hair, color eyes, sex and date of issue fields.

2. Preparing the digital AIE card. The following will be used by the Visitor Control Center to complete the digital AIE card:

a. When finalizing registration for a vetted surviving Family member, click the edit button next to Personal Information on the registration summary screen. The "SOS Gold Star" checkbox is located at the bottom of the form. Note, the name change to Survivor Access Badge will take place once the AIE system software is updated.

b. Photograph. Follow guidance as outlined in AFI 36-3026, Chapter 11, paragraphs 11.7 through 11.9.

- c. Expiration Date. Enter one year from the date of issue.
- d. Issue Date. Enter date card was issued.
- e. Installation. Enter name of installation the card was issued at.
- f. Name. Enter last and first name of surviving Family member.
- g. Date of Birth (DOB). Enter DOB for surviving Family member.

*Note: If the surviving Family member already has a valid digital AIE card, issued at another installation, it will be registered as a token against his/her profile after local vetting is complete.

AIE System Installation List

The following locations are scheduled for AIE System (as of 8 June 2017):

1. Fort Belvoir, VA	ONLINE with Nlets*
2. Fort Benning, GA	ONLINE with Nlets*
3. Fort Meade, MD	ONLINE with Nlets*
4. Fort Gordon, GA	Installed**
5. JBM/HH, VA	Installed**
6. Fort Bragg, NC	Installed**
7. Fort Stewart/HAAF, GA	Installed**
8. Fort Carson, CO	Installed**
9. JBLM, WA	Installed**
10. Fort Knox, KY	Installed**
11. Fort Polk, LA	Installed**
12. West Point, NY	Installed**
13. Rock Island, IL	Installed**
14. Fort Leonard Wood, MO	Installed**
15. Aberdeen PG, MD	Installed**
16. White Sands, NM	Installed**
17. Fort Sill, OK	Aug 2017***
18. Fort Detrick, MD	Dec 2017***
19. Anniston, AL	Dec 2017***
20. Fort Lee	3 rd QTR FY18***
21. Fort Leavenworth, KS	4 th QTR FY18***
22. Fort Irwin, CA	4 th QTR FY18***
23. Schofield/Ft Shafter, HI	4 th QTR FY18***
24. Fort Hood, TX	TBD
25. Fort Wainwright, AK	TBD
26. Fort Bliss, TX	TBD

*AIE connected to DMDC with access to IoLS, DEERS. AIE is also connected to Nlets through the State Message Switch and is accomplishing NCIC III checks.

**AIE is connected to DMDC with access to IoLS and DEERS, but has not yet connected to Nlets.

***Projected installation date and may be subject to change.

Survivor Access Badge Status Report

1. **Garrison Name.**
2. **Survivor Access Badge Form Currently Issued.** DA Form 1602 or digital AIE card.
3. **Garrison Points of Contact.** List contact information for the following personnel who are responsible for local Survivor Access Badge coordination:
 - a. DES (name, telephone number, email).
 - b. Designated office personnel responsible for issuing Survivor Access Badges (name, telephone number, email).
 - c. Survivor Outreach Services Support Coordinator (name, number, email).
4. **Survivor Access Badge Statistics.** Provide approximate number of cards (new and renewed) issued in fiscal year (FY) 14, FY15 and FY16. This does not include number of applications that did not result in the receipt of a Survivor Access Badge.
 - a. FY14.
 - b. FY15.
 - c. FY16.