



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
PICATINNY ARSENAL, NEW JERSEY 07806-5000**



DEC 1 2011

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MEMORANDUM FOR ALL INSTALLATION PERSONNEL AND VISITORS

SUBJECT: Garrison Commander's Installation Policy for Issuance and Processing of Family and Morale, Welfare and Recreation (FMWR) Patronage.

1. References:

- a. AR 215-1 "Military Family and Morale, Welfare, and Recreation Programs and Non-Appropriated Fund Instrumentalities", 24 Sep 2010.
- b. DoDD 2000.12, DoD Antiterrorism Program, 18 Aug 2003.
- c. DoDI 2000.18, Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive Emergency Response Guidelines, 4 Dec 2002.
- d. DoDO 2000.12-H, DoD Antiterrorism Handbook, 9 Feb 2004.
- e. DoDI 5200.8, Security of DoD Installations and Resource, 10 Dec 2003.
- f. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- g. AR 190-13, the Army Physical Security Program, 30 Sep 1993.

2. Policy and Procedure: The following information has been provided to highlight changes regarding FMWR patrons' access to the installation.

- a. All patrons over the age of 17 are required to provide valid photo identification in addition to their FMWR ID anytime they enter the installation.
- b. All patrons must have proper windshield identification (FMWR decal), obtained through FMWR, affixed to the rear view mirror so it faces the front of the vehicle, thus visible to access control personnel.

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c. The FMWR decal expires every year and will not be renewed without valid membership documentation.

d. Upon initial entry to the facility, the drivers' licenses of all FMWR patrons will be scanned. At completion of the first scan for the calendar year, an Info Corp sticker will be affixed to their FMWR ID. After initial entry, patrons remain subject to random scans of their driver's license or FMWR ID throughout the calendar year.

e. All patrons are encouraged to have their drivers licenses scanned early to reduce delays or backing-up traffic at the installation access control point/entry.

f. All newly issued FMWR IDs will have a two year expiration to ensure photos are current.

g. The vehicle inspection rate for FMWR ID holders is required to be maintained at a higher percentage than Department of Defense Common Access Card (DoD CAC) holders.

h. Any patrons who do not have a proper FMWR ID may gain access to the installation by way of an Access Roster and windshield passes. Access rosters must be coordinated at least 48 hours in advance of arrival.

i. The Access Roster and windshield passes are provided by FMWR to the Police Desk prior to each event.

j. All patrons entering the installation by way of an Access Roster and windshield pass will receive 100% inspection and Info Corp scan.

3. Proponent: The U.S. Army Garrison, Directorate of FMWR, IMPI-MW, Picatinny Arsenal, NJ 07806. POC is Ms. Silvia Berglund, 973-724-4157, Bldg 34N.

4. This policy memo supersedes the previous memo dated 26 May 2011.


HERB KOEHLER
LTC, LG
Garrison Commander