



OHIO MILITARY RESERVE

401.00

Standing Operating Procedure

VISITOR IDENTIFICATION AND CONTROL

Headquarters, Ohio Military Reserve
Deputy Chief of Staff - G2
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio
43402-2921

01 January 1998

OHIO MILITARY RESERVE
Deputy Chief of Staff, Intelligence and Security (G-2)
1000 Lawrence Road, Camp Perry Training Site
Port Clinton, Ohio 43402-2921

OHMR-G2

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Visitor Identification and Control - SOP 401.00

1. REFERENCE

FM 19-30, Physical Security

2. GENERAL

This SOP provides guidelines for visitor identification, admission, registration, escort requirements, and exiting procedures for all areas under the control of the OHMR.

3. PURPOSE

- a. Prevent misappropriation, pilferage, or compromise of material or recorded information.
- b. Prevent introduction of harmful devices, materials, or data programs into state, federal or other controlled areas for which the OHMR is responsible.
- c. Limit access to those persons who have a valid requirement to go into the area.

4. SCOPE

This SOP is applicable to all units under the command or control of the Ohio Military Reserve and all persons who enter property or space under the control of the OHMR and may be applied at the discretion of the local commander, unless otherwise directed by higher authority.

5. RESPONSIBILITY

Implementation of this SOP, or its principles, is the responsibility of all commanders and NCOs whose duties include physical security.

6. VISITOR ADMISSION AND MOVEMENT CONTROL

Units should develop a visitor identification and control SOP that address the following considerations:

- a. Initially determine who has a valid requirement to be in an area.
- b. Establish procedures for positive identification of persons within, and of persons authorized access into, OHMR area.
- c. Issuing, as required, temporary identification badges to visitors while in OHMR areas.
- d. Preparation and maintenance of visitor authorization/registration lists (access lists).
- e. Sign/countersign or codeword (used primarily during tactical maneuvers).
- f. Duress Code (a simple and innocuous word or phrase used in normal conversation to alert security personnel that a person has been forced to vouch for an unauthorized person.)
- g. Visitor escorts requirements (i.e., the "two-man rule" wherein no person may be alone in a designated area.)
- h. Exit procedures, including sign-out and recovery of badges or IDs (such as by using the exchange method: visitor exchanges military ID or driver's license for badge/ID and recovers it upon return of the badge/ID.)

7. IDENTIFICATION BADGE

Figure 1 provides an example of a simple visitor ID badge. Appendix A contains two sheets of these cards which can be reproduced locally, cut and laminated and used repeatedly for visitor identification and control. Units are not limited to use of this design and may use locally prepared designs that are clear and concise.

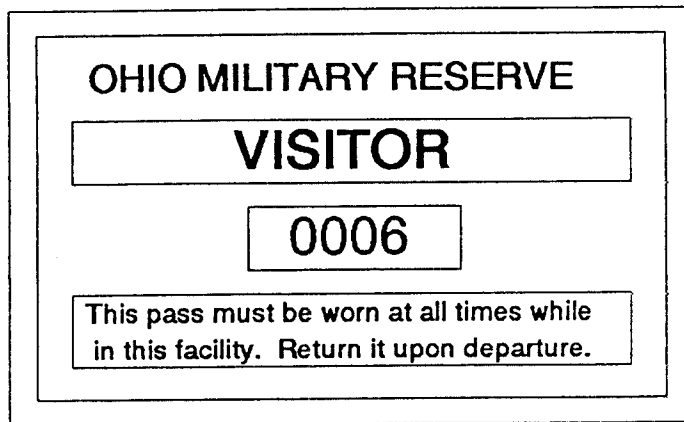


Figure 1

7. INTERNAL CONTROL PASSES

Units may apply the same principles described above to controlling movement of OHMR personnel within their own unit areas. The primary example of this would be a HQ or Operations Center pass which restricts the number of personnel who have access to these areas.

Annex:
A - Visitor Badges

CHARLES S. ROWELL, JR.
Colonel, GS, OHMR
Deputy Chief of Staff, G-2

DISTRIBUTION:
Corps SOP Binder
All Bde Cdrs
All Bn Cdrs

<p>OHIO MILITARY RESERVE</p> <p>VISITOR</p> <p>0001</p> <p>This pass must be worn at all times while in this facility. Return it upon departure.</p>	<p>OHIO MILITARY RESERVE</p> <p>VISITOR</p> <p>0002</p> <p>This pass must be worn at all times while in this facility. Return it upon departure.</p>
<p>OHIO MILITARY RESERVE</p> <p>VISITOR</p> <p>0003</p> <p>This pass must be worn at all times while in this facility. Return it upon departure.</p>	<p>OHIO MILITARY RESERVE</p> <p>VISITOR</p> <p>0004</p> <p>This pass must be worn at all times while in this facility. Return it upon departure.</p>
<p>OHIO MILITARY RESERVE</p> <p>VISITOR</p> <p>0005</p> <p>This pass must be worn at all times while in this facility. Return it upon departure.</p>	<p>OHIO MILITARY RESERVE</p> <p>VISITOR</p> <p>0006</p> <p>This pass must be worn at all times while in this facility. Return it upon departure.</p>
<p>OHIO MILITARY RESERVE</p> <p>VISITOR</p> <p>0007</p> <p>This pass must be worn at all times while in this facility. Return it upon departure.</p>	<p>OHIO MILITARY RESERVE</p> <p>VISITOR</p> <p>0008</p> <p>This pass must be worn at all times while in this facility. Return it upon departure.</p>

OHIO MILITARY RESERVE

VISITOR

0009

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0010

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