

Administration

Access to the Army Operations Center

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Impact on New Manning System. This memorandum does not contain information that affects the New Manning System.

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1. Purpose

This DA memorandum prescribes the security identification system and access procedures for the Army Operations Center (AOC) complex, which includes the US Army Command and Control Support Agency.

2. References

a. Required publication. (Volume IV, Army Mobilization and Operations Planning System). Cited in paragraphs 5a and 6d.

b. Related publications.

(1) AR 380-5 (Department of the Army Information Security Program Regulation).

(2) AR 380-20 (Restricted Areas).

3. Explanation of abbreviations and terms

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\*This memorandum supersedes DA Memo 1-2, 8 March 1979.

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a. Access roster. A roster of all personnel authorized unescorted access to the AOC complex.

b. Permanent badge. A badge issued by the AOC Security Manager and maintained by the individual. It is issued for as long as a requirement for access to the AOC exists.

c. Temporary badge. A badge issued by the Federal Protective Service Officer on duty at the AOC entrance and returned to the officer upon departure from the complex.

#### 4. Responsibilities

The Deputy Chief of Staff for Operations and Plans is responsible for the administration, operation, and security of the AOC complex.

#### 5. The AOC complex

a. The AOC complex is a TOP SECRET (TS), controlled access facility requiring a TS security clearance and a need-to-know for unrestricted admittance. Access control is based upon an access roster and an associated series of badges. The AOC is the issuing and controlling agency for access badges and access roster. Except when the AOC is augmented under the provisions of Volume IV, Army Mobilization and Operations Planning System, the access roster, with its associated badges, is the only document authorizing unescorted personnel into the AOC complex.

b. Badges are the property of the US Government and any counterfeiting, alteration or misuse with intent to defraud is a violation of section 499, title 18, United States Code.

c. For access purposes, the AOC complex is divided into three security zones as defined below.

(1) Zone I. The operations area which includes the entire lower level and the command balcony with its associated audiovisual area.

(2) Zone II. The entire upper level of the complex (CCSA area) less the command balcony and its associated audiovisual area.

(3) Zone III. The upper and lower lobbies and the AOC conference room.

#### 6. Badges

Four types of access badges (described below) are issued for entry into the AOC. Each badge issued will be displayed in full view above the waist at all times by the wearer when entering and while in the AOC.

a. AOC Permanent Badge. This badge, affixed with individual's picture, will be issued to personnel who have a verified need for permanent, daily

access to security Zones I and II. Restrictions may be placed on this badge to authorize access to only Zone I or Zone II, if appropriate.

b. AOC Temporary Badge. This badge is issued to personnel who have a need for infrequent access to security Zones I or II. Individuals will be issued this badge at the AOC reception desk upon verification of their names on the access roster. Restrictions may be placed on this badge to authorize access to only Zone I or Zone II, if appropriate.

c. AOC Escort Required (RED) Badge. This badge is issued to permit individuals into the AOC complex when escorted by a person authorized one of the badges described in a or b above and whose name appears on the access roster. It is issued to visitors, maintenance personnel, and others who do not have the necessary security clearance or whose duty requirements are nonrecurring.

d. AOC Augmentation Badge. This badge is issued to personnel who are augmenting the AOC in accordance with Volume IV, Army Mobilization and Operations Planning System. The augmentation badge is issued only during periods that a Crisis Response Cell or a Crisis Management Team is activated.

#### 7. Access requirements

a. General or flag officers in uniform will be permitted access to the AOC without an access badge after the Federal Protective Service Officer on duty at the reception desk has notified the Operations Watch Team of the officer's presence. A member of the watch team will meet the general or flag officer at the AOC entrance, verify identity by sight or military ID card, and provide any assistance required. General or flag officers not in uniform will be required to establish their identity at the reception desk and obtain a temporary access badge prior to being admitted.

b. Personnel who have permanent badges or whose names appear on the consolidated access roster will be permitted access to the area authorized by the badge or access roster, except for those areas identified in c and d below.

c. Entry is permitted to specified and marked restricted areas within security Zone I (such as watch areas, message center, command balcony, and so forth) for operational necessity only.

d. Personnel in the Office of the Assistant Chief of Staff for Intelligence, the Pentagon Consolidated Telecommunications Center, US Army Intelligence Command and the US Army Command and Control Support Agency will establish procedures for controlling access into the SI facility, the AOC Communications Center, and sensitive computer areas, respectively.

e. Personnel who are not on the access roster and who require access to

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the AOC complex must sign in and out at the security desk and must be escorted at all times by an individual authorized access into the area being visited.

8. AOC conference room

Agencies conducting a conference or meeting in the AOC conference room (on the mezzanine level) will control access into the conference room and insure that each conferee has a security clearance commensurate with the classification of the conference or meeting.

9. Security clearance requirements

Personnel permitted unescorted access to security Zones I and II must possess a TS clearance. An Interim TS clearance is acceptable while the processing of a final clearance is being completed. Personnel granted access based on an interim clearance will have their names listed on the AOC access roster for a 90-day period. Names will be deleted automatically at the end of the 90-day period unless clearance is reverified prior to that time. There is no limit on the number of times an interim clearance can be reverified.

10. Request for access

a. Requests for permanent badges or for the addition of names to the access roster will be submitted to the Chief, Army Operations Center, DAMO-ODS, Room BF741C, Pentagon, for approval. Requests should include the following information:

(1) Full name, rank (if military) or "CIV" (if civilian) and social security number.

(2) Degree of clearance and date of background investigation.

(3) Justification, to include anticipated frequency of access and name of an individual within the AOC that can validate the access requirement.

b. Requests must be routed through the Army Staff Personnel Security Office, Room 1B463, Pentagon, if personnel security clearances of the requesting agency are issued or validated by that office.

c. Agencies not serviced by the Army Staff Personnel Security Office will route their requests signed by their security officer or security manager directly to the AOC.

11. Requests for tours

a. As the Army Command and Control Center, the AOC must maintain its operational posture at all times. Tours and presentations may be disapproved or cancelled on short notice when crisis situations arise (real or simulated).

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b. Requests for tours must be received by DAMO-OD at least 7 days prior to the desired tour date.

c. No cameras or electronic devices are permitted on the command balcony or in the AOC without prior approval of the Chief, AOC.

12. Turn-in of badges

a. Permanent badges will be returned to the AOC security manager whenever a change in duties or assignment eliminates the need for daily access to the AOC complex.

b. Temporary and Escort Required (RED) Badges will be turned-in at the AOC reception desk each time the holder leaves the AOC complex.

c. Augmentation Badges will be returned to the AOC security manager immediately upon termination of the crisis. Any individual who is released early from a crisis management team will return his or her badge prior to departing the AOC area.

(DAMO-ODS)

By Order of the Secretary of the Army:

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