



DEPARTMENT OF THE ARMY
ARMY NATIONAL MILITARY CEMETERIES
ARLINGTON NATIONAL CEMETERY
ARLINGTON, VIRGINIA 22211-5003

SASA-ANC

0 5 NOV 2012

MEMORANDUM FOR All Army National Military Cemeteries Personnel

SUBJECT: Army National Military Cemeteries (ANMC) Access Control Policy

1. References:

- a. 32 Code of Federal Regulations Part 553.
- b. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- c. Army Regulation 190-13, The Army Physical Security Program, 25 February 2011.
- d. Army Regulation 290-5, Army National Cemeteries, 1 September 1980.
- e. Department of Defense (DoD) Instruction 6055.04, DoD Traffic Safety Program, 20 July 1999.

2. Purpose. To provide guidance for the general public and other visitors on the requirements for visiting Army National Cemeteries (including Arlington National Cemetery (ANC), Arlington, VA, and the Soldiers' and Airmen's Home National Cemetery (SAHNC), Washington, DC). The goal of this policy is to improve the safety and security of all visitors by implementing a sound access control program, and to improve public awareness of the requirements to visit Army National Cemeteries.

3. Background. ANC and the SAHNC are active National Cemeteries under the jurisdiction of the Secretary of the Army. As active cemeteries and historic venues, Army National Military Cemeteries balance the HONOR given to those laid to rest and the ability of their families to REMEMBER them in a peaceful setting, with the opportunity for visitors to EXPLORE America's history. The Executive Director of the Army National Military Cemeteries and the Superintendents of both cemeteries oversee the cemetery operations and maintenance. Funerals are conducted at ANC 25-30 times each weekday, totaling approximately 7,500 per year; at the SAHNC there are approximately 7-10 funerals each year. Additionally, ANC has approximately 3,000 special events or ceremonies each year, and approximately 3.1 million tourist visitors.

4. Scope. This policy applies to all general public visitors entering ANC or the SAHNC; it does not apply to official visitors, employees, or contractors performing official work on the cemetery grounds.

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5. Definitions: For the purposes of this policy, the term "visitors" includes the following:

- a. Funeral attendees (including family, friends, clergy, etc.).
- b. Immediate family members visiting a loved one laid to rest within ANC.
- c. Public visitors and tourists, including commercial florists making deliveries.
- d. Staff, volunteers, and participants of approved special events and ceremonies, including chartered and special tour groups (e.g., official school field trips, Honor Flights, etc.). Access procedures for official ceremonies (e.g., the National Veteran's Day Observance, or National Memorial Day Observance) will vary depending on the nature of the event, and details will be published by the ANMC Public Affairs Office.
- e. Media agencies, including individual reporters, photographers, or videographers.
- f. Local, state, and federal government employees not acting in an official capacity.

6. Policy. Unless otherwise authorized for official purposes, public access to Army National Cemeteries is limited to core operating hours (8:00AM-7:00PM from 01 April to 30 September, and 8:00AM-5:00PM from 01 October to 31 March). Vehicular access to ANC will be granted according to the procedures listed below. Pedestrian visitors may access ANC via the pedestrian gates on Memorial Drive, Ord & Weitzel Drive, and Meigs Drive (Fort Myer Old Post Chapel Gate). Access to the SAHNC is via the main gate, located at Harewood Rd. NW, Washington, DC. Visitors who are authorized to drive on Army National Cemeteries are required to obey all traffic signs.

7. Procedures.

a. Visitors attending funerals will access ANC via Memorial Avenue, and will be directed by ANC Public Safety according to the arrangements for the respective service they are attending. Alternatively, funerals that include a chapel service on Joint Base Myer-Henderson Hall (JBM-HH) will access ANC via the Old Post Chapel Gate for services held at the Old Post Chapel, or via the Memorial Chapel Gate for services conducted at the Memorial Chapel. Unless otherwise authorized in advance, funeral attendees will not be permitted to drive through ANC to access JBM-HH. Questions regarding access to JBM-HH should be directed to the installation at (703) 588-2800. The use of strobe lights in funeral coaches (hearses) while on ANC is prohibited.

b. Immediate family members of those laid to rest at Army National Cemeteries will receive an access pass following the completion of the funeral. These passes are to be used to visit the section(s) where your loved one is laid to rest, and are not to be used to tour the cemetery. Additionally, these passes are not to be duplicated, altered, or shared with non-immediate family members. In the event the permanent access pass is lost or stolen, holders of the pass should contact ANC for a replacement.

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c. The general public, including tourists and tour groups not participating in an approved ceremony, may access ANC by parking in the garage located near the Visitor Center. See <http://www.arlingtoncemetery.mil/VisitorInformation/Parking.aspx> for more information. Commercial florists making deliveries of floral arrangements to funerals, gravesites, or other special events and ceremonies will proceed directly to the location for their respective function. Cemetery staff will not deliver floral arrangements. If the delivery vehicle driver does not know the location of the function, the Public Safety staff will direct them to the Administrative Building on King Drive.

d. Commercial tourist vehicles are prohibited from making "u-turns" anywhere on Memorial Ave; violators will be issued traffic citations by the US Park Police. Additionally, backing up or attempting to turn around without going through the gates in the parking garage is prohibited to ensure the safety of other drivers and pedestrians. There are approximately 50 bus spaces on the top-deck of the garage; in the event the spots are full, commercial tourist vehicles (including chartered buses, school buses, vans, and shuttles) may depart the parking garage without paying a fee if no passengers are dropped off or picked up. Any commercial tourist vehicle that enters the garage and drops off, or picks up people will be required to pay the applicable fee based on the duration of time they are in the garage. Tour groups or their guides will not board or depart their tour buses until the vehicle is parked in the garage.

e. All armed Local/State/Federal Law Enforcement Officers (except Joint Base Myer-Henderson Hall Police, and U.S. Park Police), both in and out of uniform, must have authorization to enter Army National Cemeteries, consistent with the ANCP Carrying or Possession of Firearms on Army National Cemeteries policy.

f. Visitors who are employees of any local, state, or federal government agency must have authorization to enter ANC by vehicle.

g. Any person not on the access list, or without a current access pass, will be verified with the Public Safety Base prior to allowing entry. If the visitor is not on the list, Public Safety will make every effort to locate the visitor's point of contact. If this point of contact is not located, the visitor will be directed to the Visitor Center parking garage.

8. Parking. All visitors to Army National Cemeteries are required to comply with parking signage and other designated parking areas. The parking garage closes one hour after the ANC's core operating hours noted above. Vehicles remaining in the garage after closing are subject to towing at the owner's expense. Parking in the garage is at your own risk, and ANC is not liable for theft or property damage to vehicles parked in the garage. Parking is only authorized in marked spaces, with the exception of parking in cemetery burial sections, where vehicles should be parked along the appropriate curb. Parking on curbs, grassy areas, or other landscaped areas is prohibited and will result in a traffic citation. Overnight parking of vehicles belonging to visitors is not authorized anywhere on cemetery grounds.

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9. The point of contact is the Directorate of Emergency Services (703) 614-4303, or email at: arlingtoncemetery.des@mail.mil.

A handwritten signature in dark ink, reading "Kathryn A. Condon". The signature is fluid and cursive, with the first name "Kathryn" being more prominent than the last name "Condon".

KATHRYN A. CONDON
Executive Director