

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

STAFF MEMORANDUM
NUMBER 64-2

1 July 2004

TRANSPORTATION

HQ USEUCOM J-Mall Vehicle Entry Control Point Procedures

1. **Summary.** This Staff Memorandum establishes policies and procedures for access into and out of the J-Mall Vehicle Entry Control Point.
2. **Applicability:** All personnel, both military and civilian, to include Department of Defense civilians, contractors, and command-sponsored family members, assigned to HQ USEUCOM.
3. **Suggested Improvements.** The proponent for this Directive is the Office of the Headquarters Commandant. Suggested improvements should be forwarded to HQ, USEUCOM, ATTN: ECCS-HC, Unit 30400, APO AE 09131-0400.
4. **References:** None.
5. **General:** The German guards responsible for security and entry and exit into and out of the J-Mall Vehicle Access Control Point (VECP) will no longer perform this function effective 1 June 2004. Therefore, entry and exit through the J-Mall VECP will be coordinated through the Security Support Office (SSO) and Building Coordinators.
6. **Responsibilities:**
 - a. Directors, used herein include J-code directors as well as heads of Special Staff offices, or their designated representative(s), will be responsible for identifying personnel authorized access into the J-Mall through the J-Mall VECP.
 - b. The SSO will be responsible to activate and terminate the privilege for access through the J-Mall VECP on personnel security badges.
 - c. The 6th Area Support Group (ASG) Office of the Provost Marshal (PMO) will be responsible to maintain additional security badges granting access through the J-Mall VECP for emergency vehicles and to schedule Random Antiterrorism Measures (RAMs) at this location.
 - d. The 6th ASG Directorate of Public Works (DPW) will be responsible for maintenance of the gate at the J-Mall VECP.
 - e. Building Coordinators, directorates, and units occupying space within the J-Mall will be responsible to maintain additional security badges for deliveries and service/work orders.

7. General Policies.

a. Access to the J-Mall will be granted to those individuals identified by Directors or their designated representative(s). Directors or their designated representative(s) will issue the enclosed memorandum to newly-assigned personnel that will authorize access through the J-Mall VECP. This memorandum will be taken to the SSO and used as justification for granting this privilege on security badges. Additional security badges with this privilege are authorized to be issued to the following:

(1) Each Building Coordinator will be issued three additional security badges from the SSO. The Building Coordinators are responsible for these cards and are required to maintain accountability of them at all times. The intent of these additional security badges is for Service members and civilians without access to the J-Mall VECP on their personal security badges to be able to escort delivery and working vehicles through the J-Mall VECP.

(2) Small directorates/sections within the J-Mall will also be issued an additional security badge. The quantity issued to directorates/sections within the J-Mall will be determined by Directorate Directors. These directorates/sections will be responsible for these cards and are required to maintain accountability of them at all times. The intent of these additional security badges is for Service members and civilians without access to the J-Mall VECP on their personal security badges to be able to escort delivery and working vehicles through the J-Mall VECP.

(3) General Officers and Flag Officers (O-7 and above), as well as officers serving as O-6 J-code directors and deputy directors, will be issued one additional security badge that will have access only to the J-Mall VECP. These badges are authorized to be used by spouses.

(4) An additional security badge for each Government Owned Vehicle (GOV) assigned to a directorate/section/unit is authorized. Directors will determine how many badges are required for GOVs. These badges should be kept with the vehicles dispatch and are the responsibility of the director that authorized the security badge.

b. Delivery vehicles (ex: FEDEX, UPS, etc.) will have two reserved parking spaces adjacent to the J-Mall VECP. When a delivery vehicle arrives, it will utilize one of these spaces and can telephone package recipients from the telephone located on the J-Mall VECP Guard Shack. It is the responsibility of the directorate/section receiving a package to notify the shipping company of their drop-off and pick-up point. In the event that a delivery is too large to be carried from the J-Mall VECP to its destination, the delivery vehicle can be escorted by the directorate/section receiving the package through the J-Mall VECP.

c. Directorates/sections calling in service and work orders will escort personnel through the J-Mall VECP and are required to escort the personnel performing the work until completion. At that time, the escort must then accompany these personnel back through the J-Mall VECP.

d. The 6th ASG PMO will be issued three security badges authorizing entry through the J-Mall VECP for emergency vehicles. These security badges will be maintained by the 6th ASG PMO Desk Sergeant located in building 2307 in Washington Square. In the event of an

emergency, the 6th ASG PMO will coordinate with emergency vehicles to ensure that they can enter the J-Mall through the J-Mall VECP.

e. Vehicle searches will be incorporated into the Random Antiterrorism Measures (RAMs) that are scheduled monthly by the 6th ASG PMO. They will be done on a random basis during duty hours. When a RAM is being conducted, personnel entering the J-Mall through the J-Mall VECP will be required to show their identification card and a percentage of the vehicles entering the J-Mall will be subjected to a search. Necessary equipment to perform this RAM will be secured in the J-Mall Guard Shack and keys for the Guard Shack will be maintained by the Patch Barracks ICC and the 6th ASG PMO.

f. Security badges with access to the J-Mall VECP will be issued by the SSO only to personnel with a memorandum signed by Directors or their designated representative(s) stating that this individual has an authorized parking space in the J-Mall.

g. Only one vehicle can pass through the J-Mall VECP at a time. Vehicles waiting to enter and exit the J-mall must wait for the traffic lights to turn green before attempting to drive through the J-Mall VECP. Failure to comply with this control could result in extensive damage to a vehicle, and such damage will not be reimbursed by Headquarters, United States European Command or the United States Government under these circumstances. Entry and exit through the J-Mall VECP will be conducted as follows:

(1) Entry: Vehicles will approach the J-Mall VECP and the driver must wave his or her security badge in front of the card reader located at the J-Mall VECP. When the traffic light at this location turns green, the vehicle may cautiously proceed forward through the J-Mall VECP.

(2) Exit: Vehicles exiting the J-Mall will slowly approach the J-Mall VECP until their front tires cross the line painted on the street. They must then stop at the stop sign. At this time, the security barrier will automatically raise. Once the traffic light turns green, the vehicle may cautiously exit the J-Mall.

h. Motorcyclists will only be authorized to park in the J-Mall if they have an authorized parking space. This determination will be made by directors or their designated representative(s) on the enclosed memorandum.

i. In the event the gate at the J-Mall VECP malfunctions, contact the 6th ASG PMO, DSN 430-5261/5262, using the telephone located on the outside of the J-Mall VECP Guard Shack. The telephone number will be posted above the telephone.

FOR THE COMMANDER:

JOHN B. SYLVESTER
Lieutenant General, USA
Chief of Staff

OFFICIAL:

WILLIAM L. KISER
Chief, Support Services

DISTRIBUTION:

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**HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400**

EC ___ - ___

Date: _____

MEMORANDUM FOR Headquarters, United States European Command, ATTN: ECJ2-SSO,
Security Support Office, Unit 30400, APO AE 09131

SUBJECT: J-Mall Vehicle Access Control Point Authorization

1. _____, is authorized to park in the J-Mall and requires access to the J-Mall Vehicle Entry Control Point.
2. The point of contact for this memorandum is the undersigned, DSN 430-_____.

Director's Signature Block