VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER
NUMBER   39)   28 February 2024

PHYSICAL ACCESS CONTROL POLICY

1. **Purpose & Scope:** The physical Access Control Policy describes the policy and process to request, grant, monitor, and control physical access to Virginia Military Institute (VMI) buildings, rooms, and facilities, as well as eligibility, accountability, and issuance of VMI identification (ID) cards and keys used to grant access. Metal keys and electronic access cards are in the scope of this policy.

   A. **Objectives**

      1) To maximize physical security with minimum logistics.
      2) To establish control of access cards and metal keys including duplication and distribution.
      3) To establish documented accountability for all metal keys, access cards, and granted electronic access.
      4) To timely remove access when it is no longer required.
      5) To timely restore physical security when access control has been compromised.

   B. **Types of Locks**

      1) Computer managed locks are proximity-enabled. They can have a keypad and tumbler lock, and they are wired to a central computer database. These locks open when in the proximity of a chip embedded in a VMI ID card with proper authorization.
      2) Tumbler key locks are standard locksets that allow access with a metal key.

   C. **Types of Access Cards**

      All ID cards are the property of Virginia Military Institute and are provided for appropriate use for identification and access to services. The card is not transferable and is valid until the holder's specific affiliation with VMI ends or until the expiration dates described below.

      1) **Employee ID Card**

         a. Full-time and part-time VMI employees are eligible for the Employee ID card.
         b. Expiration Date
            • An ID card for a full-time employee will have an expiration date five years from the date of issue.

- An ID card for a part-time employee will have an expiration date three years from the date of issue.

c. Format
- White Card with dark blue border
- Front: Imprinted with the following information: Photo, VMI logo, Employee Name (Last, First, Middle Initial), Department, and Expiration Date
- Reverse: Imprinted with the following information: *This is your official VMI/ Commonwealth of Virginia identification card. It identifies you as a VMI employee and entitles you to admission to certain VMI facilities. Report loss to the Physical Plant Locksmith Office (540-464-7652). Replacement charge is $10.00. You must surrender this card upon separation of employment from VMI. 988 Suicide and Crisis Lifeline*

2) **Cadet ID Card**

a. Cadets enrolled at VMI will receive a Cadet ID card.
b. Expiration Date – An ID card for a cadet will expire when the cadet graduates, resigns, or is dismissed from the Institute.
c. Format
- White Card with dark blue border.
- Front: Imprinted with the following information: Photo, VMI logo, Cadet Name (Last, First, Middle Initial), Cadet ID number, Cadet Class, and Expiration Date.
- Reverse: Imprinted with the following information:
  This ID should be carried at all times. Report lost cards to Auxiliary Services. Replacement charge is $10.00. Lending this card to anyone or failure to present it when requested is a violation of Institute regulations and subjects holder to disciplinary action. This ID card must be surrendered to the Commandant's Office upon withdrawal, suspension, or dismissal from the Institute. DUO: (Ex.12345678) 988 Suicide and Crisis Lifeline

3) **Summer Student ID Card**

a. Summer session and Summer Transition Program (STP) students enrolled at VMI will receive a Summer Programs ID card.
b. Expiration Date – An ID card for a summer student will expire at the end of the summer session.

    c. Format
- Barracks Picture
- Front: Imprinted with the following information: Student Name (Last, First, Middle Initial), Student ID number, and Expiration Date.
- Reverse: Imprinted with the following information: *This ID should be carried at all times. Report lost cards to Auxiliary Services, Replacement charge is $10.00. Lending this card to anyone or failure to present it when requested is a violation of Institute regulations and subjects holder to disciplinary action. This ID card must be surrendered to the Commandant's Office upon withdrawal, suspension, or dismissal from the Institute. DUO: (Ex.123456789) 988 Suicide and Crisis Lifeline*

4) **Affiliated Agency ID Card**

    a. Full-time and part-time employees of the VMI Alumni Agencies, Marshall Foundation, and ROTC Detachments are eligible for the Affiliated Agency ID card. As a condition on issuance of an Affiliated Agency ID card, the affiliated agency employee agrees to assume the risk of injury occurring during or related to use of VMI facilities.

    b. Any VMI Alumni Agencies, Marshall Foundation or ROTC Detachment employee requesting a VMI Affiliated Agency ID card must complete the Request for Key and/or Card Issuance form (Appendix 1).

    c. Expiration Date - An ID card for an affiliated agency employee will have an expiration date three years from the date of issue.

    d. Format
- Green card with red border
- Front: Imprinted with the following information: "VMI Facilities Identification," Photo, Name (Last, First, Middle Initial), "Alumni Agencies," "Marshall Foundation" or "ROTC," and Expiration Date.
- Reverse: Imprinted with the following information: *This is your official VMI identification card. It identifies you as being affiliated with VMI and entitles you to admission to certain VMI facilities. Report loss to Physical Plant Locksmith Office (540-464-7652). Replacement charge is $10.00. 988 Suicide and Crisis Lifeline*

5) **Retiree ID Card**

    a. With written approval from the Chief of Staff, retirees from full-time VMI positions are eligible for the Retiree ID card. Appropriate building access will also be designated by the Office of the Superintendent. As a condition on issuance of a VMI Retiree ID card, the retiree agrees to assume the risk of injury occurring during or related to use of VMI facilities.

    b. Expiration date - an ID card for a retiree will have an expiration date three years from the date of issue.

  c. Format
- Green card with red border
- Front: Imprinted with the following information: "VMI Facilities Identification," Photo, Name (Last, First, Middle Initial), "Retiree," and Expiration Date.
- Reverse: Imprinted with the following information: *This is your official VMI identification card. It identifies you as being affiliated with VMI and entitles you to admission to certain VMI facilities. Report loss to Physical Plant Locksmith Office (540-464-7652). Replacement charge is $10.00. 988 Suicide and Crisis Lifeline*

6) **Temporary ID Card**

  a. Temporary visitors to VMI (i.e. referees, visiting coaches, speakers, etc.).
  b. Format
- Green card with red border.
- Front: Imprinted with the following information: VMI facility identification and building location.
- Reverse: Imprinted with the following information: *This card entitles you to admission to certain VMI facilities. Report loss to Physical Plant Locksmith Office (540-464-7652). 988 Suicide and Crisis Lifeline*

7) **Contractor ID Card**

  a. Issuing of VMI ID cards to Contractors should not be a common practice. VMI ID cards should only be issued in unique circumstances, on an as-needed basis with the appropriate approval of the Construction Office, Physical Plant or Auxiliary Services.
  b. Contractors with VMI ID cards are not permitted to use VMI facilities, except as needed in the performance of their duties.
  c. Expiration date - an ID card for a contractor will have an expiration date agreed upon by the above parties.
  d. Format
- Green card with red border
- Front: Imprinted with the following information: "VMI Facilities Identification," Photo, Name (Last, First, Middle Initial), "Contract," and Expiration Date.
- Reverse: Imprinted with the following information: *This is your official VMI identification card. It identifies you as being affiliated with VMI and entitles you to admission to certain VMI facilities. Report loss to Physical Plant Locksmith Office (540-464-7652). Replacement charge is $10.00. 988 Suicide and Crisis Lifeline*

2. **Roles and Responsibilities**

All employees are responsible for physical access and its control.

A. **Access Authorizer (Department Head, Building Coordinator, Supervisor)**

1) Contacts the Physical Plant Help Desk for notification to add or remove any access that is not appropriate.
2) When contacted by a keyholder or cardholder for physical access issues, they should contact the Physical Plant Help Desk, who will contact the appropriate party that can resolve the issue.
3) Is responsible for obtaining all issued keys and ID cards from individuals separating from employment. For VMI employees, keys should be returned to the Physical Plant Locksmith Office, and ID cards should be returned to Human Resources in accordance with the Personnel Clearance Procedures. For Alumni Agencies, Marshall Foundation, and ROTC Detachment employees, keys and ID cards should be returned to the Physical Plant Locksmith Office. Access Authorizers may contact the Physical Plant Locksmith Office to confirm what keys/cards have been issued.
4) Recovers Temporary ID Card from each visitor prior to that visitor's permanent departure from VMI. Any loss of card should be reported to the Physical Plant Locksmith Office.
5) Reviews access reports for their rooms/areas upon request from the Physical Plant Locksmith Office.

B. **ID Card and Keyholders**

1) Are authorized cadets, employees, eligible employee dependents, retirees, affiliated agency members, contractors, and visitors.
2) Cadets, employees, eligible employee dependents, retirees, affiliated agency members, contractors, and visitors must have their ID cards in their possession at all times while on Post and present the ID Card upon request by an Institute Official.
3) New employees must have an employee number prior to coming to the Physical Plant Locksmith Office to receive an ID card.
4) Employees are responsible for renewing their ID cards at the Physical Plant Locksmith Office prior to the expiration date.
5) An ID card does not provide the holder blanket access to VMI facilities. Access to VMI facilities is a privilege and may be restricted at times to cadets and employees supporting specific activities.
6) The misuse of an ID card or inappropriate behavior by any employee or employee of an affiliated agency may result in the individual being barred from use of VMI facilities. Prohibited acts include, but are not limited to the following:
   - Compromise the security of any area or building
   - Loaning keys or ID cards
   - Transferring keys or ID cards
   - Unauthorized duplication of keys

- Altering locking mechanisms
- Admitting unauthorized person(s) into a building or area
- Failure to return a key/ID card or report lost keys/ID cards

7) Minors must be accompanied by an adult while using VMI facilities unless the minor is participating in an approved program (summer camp, RARO activity, etc.).
8) Must return all keys and ID cards to the Access Authorizer within twenty-four (24) hours of transferring departments, offices or buildings, or when the access is no longer needed for their position, and prior to their separation from VMI.
9) Contact the Physical Plant Help Desk for any type of physical access problem.

C. **Physical Plant Locksmith Office**

1) Issues all non-cadet ID cards.
2) Sets the expiration date for the ID card to match the date printed on the ID card, with the exception of Temporary ID cards.
3) Updates keypad locks as authorized.
4) Configures area access definitions and schedules.
5) Conducts biannual inventories of access.
6) Is the only entity authorized to issue electronic ID cards to contractors.
7) Activates and deactivates ID cards as directed by Access Authorizers.
8) Issues all metal keys.
9) Issues metal keys and ID cards to outside contractors, as requested by Access Authorizers.
10) Maintains the inventory of keys/ID cards issued.
11) Produces a report from the electronic lock database showing who has current access to areas upon request from the Access Authorizer, and as needed to comply with legal requirements, audit requests, and other investigations.

D. **Office of the Commandant of Cadets**

1) Is the only one permitted to request and recover keys/ID cards that provide access to areas within Barracks including cadet rooms.
2) The same day they are notified that a cadet is departing VMI, contacts the Physical Plant Help Desk with the cadet's name and ID card number to terminate access. The card is to be destroyed thereafter.

E. **Military Store**

1) Issues all cadet ID cards.
2) Ensures the ID database is updated with the correct information when the cards are printed.

F. **Information Technology**

1) Administers the Access Management software.
2) Maintains cardholder information for cadets.

G. **Human Resources**

Enters information into the Colleague database as applicable and provides the proper form to allow a VMI ID card to be issued.

3. **Access Request and Replacement Procedures**

A. **Buildings and Rooms**

1) All buildings and rooms with electronic access control have designated Access Authorizers. A list of Access Authorizers can be obtained by contacting the Building Coordinator or by contacting the Physical Plant Locksmith Office.
2) At the beginning of each semester, faculty shall provide to the Physical Plant Help Desk a by-name and by-class-section list of those cadets who require access to designated classroom or lab areas. The Locksmith Office will grant authorized access and remove access no longer appropriate.
3) Metal keys may only be issued if access to the designated area using a VMI ID Card is not possible.

B. **Key and ID Card Requests**

1) **Employee, Post Resident, Affiliated Agency, and Retiree**

a. All VMI Employees, VMI Affiliated Agency Employees and Retirees must complete the Request for Key and/or Card Issuance form in order to receive a VMI ID card and/or key (Appendix 1).
b. Access is granted through the VMI picture ID provided by Physical Plant Locksmith Office.
c. Access Authorizers request initial and additional access for individuals where access is appropriate based on their assigned responsibilities. ID cards are set to expire on the expiration date stamped on their card. Access should be re-evaluated whenever an employee changes job responsibilities and upon card renewal.
d. Requests should be directed to the Physical Plant Help Desk.

2) **Cadet and Summer Student ID Cards**

Initial and any replacement ID cards are provided by the Military Store.

3) **Visitor and Contractor ID Cards**

In instances where a visitor or contractor will be on Post for an extended period

and it is advantageous to VMI, a Visitor/Contractor ID card may be requested with limited access to areas deemed essential by the Access Authorizer through the Physical Plant Help Desk. All VMI Visitor/Contractor ID cards will be set to expire when the reason for the access is no longer needed, but no later than when their visit ends. For example, a contractor needing access will have the access expire no later than the end of the contract.

4) **Keys**

   a. Request keys by completing a Request for Key and/or Card Issuance form (Appendix 1). Access Authorizer must sign and approve requests for key issuance. All key requests are on file at Physical Plant and considered confidential. Contact VMI Physical Plant Help Desk at 540-464-7357 during normal business hours (Monday to Friday, 0730 – 1600 hrs.) for assistance.
   b. Individual and Access Authorizers will be notified by email that the key is available for pickup at the VMI Physical Plant Administrative Office. The individual must appear in person with a valid VMI ID with picture and sign for their key. Only the person named on the key request form may pick up the key.
   c. Post residents unless employed by VMI will not be granted ID cards or keys except for keys to their residence.

C. **Return of Keys and ID Cards**

Keys and ID cards must be returned when responsibilities change, and prior to leaving the Institute. It is the responsibility of the Supervisor or Access Authorizer to retrieve ID cards from employees, cadets and visitors. All keys and ID Cards must be returned with a completed Key Return form (Appendix 2).

D. **Damaged, Lost or Stolen Keys and ID Cards**

1) If a VMI ID card is lost or stolen, the individual must immediately notify the Physical Plant Help Desk to have the card deactivated. Flexing can damage the cards. Contact the issuer to have a replacement card requested. The new card must be programmed by the Physical Plant Locksmith Office.
2) If a key is lost, immediately notify the VMI Physical Plant Help Desk. Original requestors must submit a completed Request for Key and/or Card Issuance form for replacement keys (Appendix 1). Recovery costs to replace and re-key locks due to lost keys will be determined on a case-by-case basis by the Deputy Superintendent for Finance and Support.
3) Notify VMI Police if a key or card was stolen.

E. **Exceptions to this Policy**

1) Any individual seeking an exception to a provision of this policy must submit a request in writing to the Deputy Superintendent for Finance and Support. The request must be specific and provide a detailed justification.
2) Any exceptions to the provisions of this policy must be approved by the Deputy Superintendent for Finance and Support.
3) Requests for exception must allow at least five business days for review.

FOR THE SUPERINTENDENT:

John M. Young
Colonel, Virginia Militia
Chief of Staff

DIST: E

APPENDIX 1
REQUEST FOR KEY AND/OR CARD
ISSUANCE

LAST NAME: _____ **FIRST NAME:** _____

EMPLOYEE/STUDENT ID NUMBER: _____ **DATE:** _____

[ ] STUDENT   BARRACKS ROOM # _____   PHONE # _____

[ ] EMPLOYEE   DEPARTMENT _____   POSITION _____

     [ ] Full Time

     [ ] Part Time

[ ] RETIREE   [ ] ALUMNI AGENCIES   [ ] CONTRACTOR   [ ] OTHER _____

[ ] HOUSING _____

PLEASE SPECIFY - Key Access [   ]   Card Access [   ]

REASON FOR ACCESS REQUEST:

[ ] New Access   [ ] Additional Access   [ ] Lost   [ ] Damaged

Office/Room Transfer Other _____

BUILDING/OTHER (Specify)	Room Number	Room Description	Key Number
1.			
2.			
3.			
4.			

_____   _____
Printed Name of Access Authorizer   *Access Authorizer Signature*

RECEIPT ACKNOWLEDGEMENT:

I acknowledge that I have received a key and/or card access to the above requested location(s) and am aware of my responsibilities in accordance with the Virginia Military Institute policies.

_____   _____
Key/Card Holder Signature   *Date*

FOR OFFICE USE ONLY:

     [ ] Cut Additional Key   [ ] Change Lock   [ ] Old Key/Card Returned _____

_____   _____
Locksmith or Designee Signature   *Date*

APPENDIX 2
KEY RETURN

ISSUED TO: _____

DEPARTMENT: _____

REASON: _____

RETURNED BY: _____

       KEY: _____

       KEY: _____

       KEY: _____

       KEY: _____

       KEY: _____

ALL KEYS MUST BE RETURNED TO THE PHYSICAL PLANT PRIOR TO DEPARTURE.

IF YOU LOSE A KEY OR FAIL TO RETURN ISSUED KEYS TO THE PHYSICAL PLANT THERE WILL BE A $25 PERSONAL CHARGE (Not Departmental).

_____
Physical Plant Representative Signature and Date