# AFRL

Program Coordinator: AFRL/PA/QZX Rome, NY
Email: afrl.ri.pa@us.af.mil
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# Rome Research Site (RRS) Visitor Installation Access

**Air Force Research Laboratory/Information Directorate (AFRL/RI) & Defense Finance Accounting Service (DFAS)**

## WHAT IS THE DIFFERENCE BETWEEN INSTALLATION ACCESS AND FACILITY ACCESS?

Non-CAC holder visitors who request installation access require vetting to ensure the visitor meets the suitability requirements set forth by the installation commander (i.e. criminal background check, citizenship, and official business with the government) to enter the installation. Visitors for the installation receive a vehicle pass or a Defense Biometric Identification System (DBIDS) card, which allows them to access the installation.

Facility access requires a visitor request, regardless if the individual has a Common Access Card (CAC). This process ensures the person is authorized and has a need to enter a specific facility on the installation.

- A proper credential will be encoded by Rome Research Site (RRS) granting authorized accesses (i.e. CAC, DBIDS card, military retired ID, military dependent ID, or escort required badge).

AFRL/RI and DFAS provide their own facility access controls.

## HOW WILL INSTALLATION AND FACILITY ACCESS BE PERFORMED?

All installation access and DBIDS operations are performed at the Visitor Control Center (VCC) by AFRL/RI for both DFAS visitors and RI visitors.

Visitors who have a valid authorized credential (e.g. AFRL/TDs who posses a Visual Indicator (VI) badge)) for installation access are not required to stop at the VCC. Simply present your VI badge or CAC at the gate and proceed directly to the Security Administration Office to obtain facility access if required.

Facility access for employees and visitors will be performed at one of the following locations:

- DFAS: Building 1, Security Administration Office
- AFRL/RI: Building 3, Security Administration Office, main lobby.

## ALL NON-CREDENTIALED VISITORS MUST STOP AT THE VISITOR CONTROL CENTER (VCC)

**What is needed to obtain a credential or pass?**

Visitors need to create a DBIDS pre-enrollment request and email the QR confirmation code to their sponsor.

The sponsor will validate the need for the visit, verify the identity of the visitor, and send the completed DBIDS pre-enrollment request QR code confirmation provided by the visitor to the VCC via a digitally signed email, five duty days in advance of entry to allow time for the vetting process.

- Note: sponsors, if you have multiple visitors arriving for the same event/reason, you can consolidate their request into one email by providing their names and the six digit code located above the QR code.

## DBIDS PRE-ENROLLMENT

**VISITOR** FILLS OUT THE ONLINE PRE-ENROLLMENT REQUEST:

**https://dbids-global-enroll.dmdc.mil/preenrollui/#/landing-page**

- **Visitors legal first, middle, and last names (suffix if applicable)**
- **Visitor's date of birth and citizenship**
- **Visitor's social security number**
- **Visitor's valid credential information (i.e. drivers license)**
- **Visitor's description matching valid credentials (i.e. gender, ethnicity, hair color, eye color)**
- **Visitor's height and weight**
- **Visitor's physical address**
- **Visitor's email**
- **Visitor's phone number**
- **Sponsor's first and last name**
- **Sponsor's contact information**
- **Installation visitor is requesting access to (i.e. AFRL/RI or DFAS)**
- **Duration of visit**
- **Purpose of visit**

**Visitors save the QR code confirmation page and email it to your RRS sponsor.**

**RRS SPONSOR** VERIFIES AND FORWARDS THE PRE-ENROLLMENT REQUEST TO THE VCC:

**AFRL.RIOFSP.VCC@us.af.mil**

## VISITORS ATTENDING CLASSIFIED MEETINGS

All individuals (government or contractors) who possess a CAC and are attending a classified meeting must submit a visit request to RRS through DISS. Those attending an SCI meeting must submit a visit request to RRS through DISS as well as DBIDS five duty days prior to installation access for the actual visit.

All contractors who maintain a security clearance through their company, but do not possess a CAC, and are attending a classified meeting must submit their visit request through DISS as well as a DBIDS five duty days prior to installation access for the actual visit.

**For Classified visits please enter the following information into DISS:**

- SMO Code: LK1MFSD15
- Your RRS sponsors name at Rome
- Meeting title
- *Include this SMO Code for all visits as this is used for facility access.*

**For SCI visits please enter the following information into DISS:**

- SMO Code: SSO RL
- If you do not have a DISS account, visit requests should be faxed to RIEE/SSO
- 315-330-7273/2267
- DCS Courier Address: 452129-MG25
- PLA Number: SSO RL

## ON THE DAY OF THE VISIT

Visitors report to the VCC located just outside the fence, next to the new Installation Access Control Point (IACP). This ensures visitors are vetted and processed prior to entry onto the installation.

**VCC Address: 304 Brooks Rd., Rome, NY 13413**

Visitor will present a valid driver's license/ID and their QR code confirmation page to the VCC representative.

Visitor will be provided the appropriate credential and directed to their sponsor's facility. Their sponsor must be present in the lobby to meet them.

- **DFAS: Building 1, Security Administration Office**
- **AFRL/RI: Building 3, Security Administration Office, main lobby.**

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# Driving Directions Rome Research Site (RRS)

## Air Force Research Laboratory/Information Directorate (AFRL/RI) & Defense Finance Accounting Service (DFAS)

### SYRACUSE AIRPORT TO ROME NY

RRS GPS address: **304 Brooks Rd, Rome, NY 13441**

• From Syracuse Airport follow signs to NYS Thruway (I-90) East toward Albany.

• Take Exit 33 (Verona) to NY-365 East.

• Keep right at the fork, follow signs for NY-365 East/Verona/Vernon/Rome. Merge onto NY-365 East. Continue on NY-365/49 East.

• Take the NY-825 North exit toward Griffiss Technology Park/Griffiss International Airport.

  - If you are going directly to the Wingate, turn left at the first light.

  - If you are going directly to the Hampton Inn, take the 2nd traffic circle to Floyd Avenue.

• Stay in the right lane and take the 2nd traffic circle onto Brooks Road (note: you can enter any of the three traffic circles on Route 825 and navigate to March Street, which can be accessed via Hangar Road from the North or Ellsworth Road from the South).

  - Continue forward through the AFRL/RRS Main Gate to either the Visitor Control Center or Access Control Point.

### LODGING (ON SITE)

• Hampton Inn
  1352 Floyd Avenue
  Rome, NY 13440
  (315) 709-0000

• Fairfield Inn & Suites
  90 Dart Circle
  Rome, NY 13441
  (315) 334-4244

*Both hotels are located within the Griffiss Park.*

### ROME NY TO SYRACUSE AIRPORT

GPS address for Syracuse International Airport is: **Syracuse International Airport (SYR), Syracuse, NY 13212**

• Leave Griffiss via NYS Route 825 South (Griffiss Parkway).

• Bear to the right and take Route 365 West for about 15 Miles.

• Watch for Thruway signs, I-90.

• Turn left onto NYS Thruway I-90 and proceed West.

• Take Exit 36 off the Thruway onto I-81 North.

• Proceed North on I-81. Syracuse Airport is the 2nd Exit you encounter.

• Follow signs to Airport.

### ENTERING THE INSTALLATION

❶ Enter the RRS Facility via Brooks Road

❷ Proceed through the west gate and perimeter fence (a two-way / two-lane roadway).

❸ As you proceed North through the gate you will come to the VCC on your right.

**4** If you are a non-credentialed visitor or have non-credentialed visitors in your vehicle you must park and enter the VCC to obtain a pass or credentials.

**Failure to follow these directions will result in being denied access by the Police Officer at Entry Control.**

**5** If you have a valid authorized credential for installation access, you will proceed past the VCC where the roadway will split into three lanes.
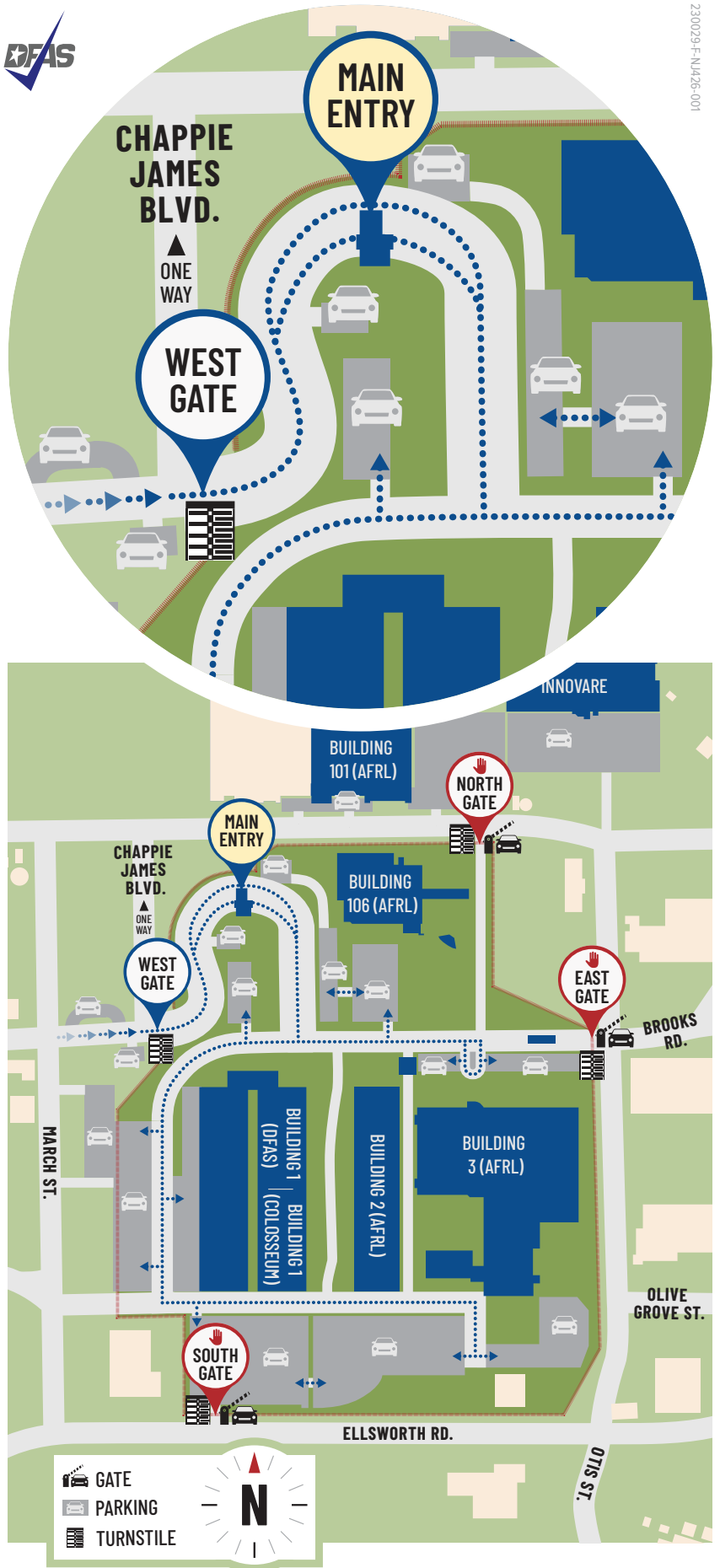
Above each lane there is a light: green indicates the lane is open and red indicates lane is closed.

**6** The first lane, all the way to the right, closest to the VCC is the Commercial Vehicle Inspection Lane. This lane is designated for delivery vehicles, a vehicle that has a valid need to park next to a facility, or any vehicle larger than a 15 Pax van.
Note: Visitors that require a vehicle inspection will be vetted and processed for installation access while their vehicle is being inspected.

**7** The center lane is for normal access.

**8** The third, far left lane as you enter, is outbound traffic.

Note: Your vehicle must come to a complete STOP as you show your credentials to the Police Officer at Entry Control (there is no drop arm). If you fail to stop, you will be treated as a gate runner and the barrier system will be activated. Once the Police Officer verifies your credential you may proceed into the installation at 15 mph.

AFRL

USSF

DFAS

MAIN ENTRY

CHAPPIE JAMES BLVD.
▲ ONE WAY

WEST GATE

INNOVARE

BUILDING 101 (AFRL)

NORTH GATE

MAIN ENTRY

CHAPPIE JAMES BLVD.
▲ ONE WAY

BUILDING 106 (AFRL)

WEST GATE

EAST GATE

BROOKS RD.

MARCH ST.

BUILDING 1 (DFAS) | BUILDING 1 (COLOSSEUM)

BUILDING 2 (AFRL)

BUILDING 3 (AFRL)

OLIVE GROVE ST.

SOUTH GATE

ELLSWORTH RD.

OTIS ST.

🚓 GATE
🅿 PARKING
📊 TURNSTILE

**N**

*All turnstiles are accessible for foot traffic.*