

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 39)

24 September 2019

ID CARD POLICY

1. PURPOSE: The following policy governs the eligibility for and issuance of VMI identification (ID) cards. VMI ID cards are provided to employees and other members of the VMI community to identify the individual for:

- A. Building access (as permitted by VMI)
- B. Discounts offered by various merchants

2. VMI EMPLOYEE ID CARD

- A. Full-time and part-time VMI employees are eligible for the VMI Employee ID card.
- B. Expiration Date
 - 1) An ID card for a full-time employee will have an expiration date five years from the month of issue.
 - 2) An ID card for a part-time employee will have an expiration date one year from the date of issue.
- C. Format
 - 1) White Card with dark blue border
 - 2) Front: Imprinted with the following information: Photo, VMI Logo, Employee Name (Last, First, Middle Initial), Department, and Expiration Date
 - 3) 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 Human Resources Office. Replacement charge may be \$10.00. You must surrender this card to the HR Office upon separation of employment with VMI. A Library bar code will be added for employees who have the library patron information.*
- D. The Human Resources Office will issue ID cards to new employees.
- E. The immediate supervisor is responsible for recovering the cards from employees separating from employment. Supervisors will return the cards to the Human Resources Office in accordance with the Personnel Clearance Procedures.

3. VMI 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 VMI Affiliate ID card. As a condition on issuance of a VMI Retiree 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 Agency, Marshall Foundation or ROTC Detachment employee requesting a VMI Affiliated Agency ID card must complete the Request for VMI Affiliated Agency ID Card form. The Human Resources Office must key this data into the Datatel Colleague System to produce the card.
- C. Expiration Date
 - 1) An ID card for a full-time affiliated agency employee will have an expiration date two years from the month of issue.

- 2) An ID card for a part-time affiliated agency employee will have an expiration date one year from the date of issue.

D. Format

- 1) Blue card with red border
 - 2) Front: Imprinted with the following information: "VMI Facilities Identification," Photo, Name (Last, First, Middle Initial), "Alumni Agencies," "Marshall Foundation" or "ROTC," and Expiration Date.
 - 3) 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 Human Resources Office. Replacement charge may be \$10.00.* A Library bar code will be added for individuals who have the library patron information.
- E. The VMI Human Resources Office will issue VMI Affiliate ID cards and will designate appropriate building access.
- F. The VMI Purchasing Office will issue Smith Hall access cards with embedded smart chips to affiliated individuals authorized these cards and will maintain the access codes. Affiliated individuals will bring the cards to the Human Resources Office for imprinting with the information listed in C above.
- G. The Alumni Agencies, Marshall Foundation, and ROTC Detachments are responsible for recovering the cards from individuals separating from employment. Supervisors will return the cards to the Human Resources Office.

4. VMI RETIREE ID CARD

- A. With written approval from the appropriate Senior Executive, retirees from full-time VMI positions are eligible for the VMI Retiree ID card. Appropriate building access will also be designated by the Senior Executive. 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 two years from the month of issue.
- C. Format
- 1) Blue card with red border
 - 2) Front: Imprinted with the following information: "VMI Facilities Identification," Photo, Name (Last, First, Middle Initial), "Retiree," and Expiration Date.
 - 3) 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 Human Resources Office. Replacement charge may be \$10.00.* A Library bar code will be added for individuals who have the library patron information.

5. GUESTS

- A. VMI employees and employees of affiliated agencies may bring guests to use the facilities in Cocke Hall.
- B. Guests must be accompanied by a VMI employee or an employee of an affiliated agency at all times while using the Cocke Hall facilities.
- C. An employee of VMI or an affiliated agency may bring no more than one guest at any time to Cocke Hall.

- D. The employee of VMI or an affiliated agency as a condition on bringing a guest to use the facilities in Cocke Hall agrees to assume the risk of injury to any guest occurring during or related to the use of Cocke Hall facilities.
- D. The Cocke Hall security staff may deny entry to guests at any time when, in the opinion of the security staff, the facility is crowded.
- E. Inappropriate behavior by any guest will result in immediate expulsion of the guest from Cocke Hall and may result in the loss of facility privileges for the escorting employee.
- F. The Cocke Hall security staff may permit unescorted entry to Cocke Hall for guests of the Institute and alumni, provided that the guest of the Institute or alumnus agrees to assume the risk of any injury during or related to the use of Cocke Hall facilities.

6. CONTRACTORS

- 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. The VMI Human Resources Office will develop a Standard Operating Procedure with the Construction Office, Physical Plant, and Auxiliary Services for the issuance of VMI ID Cards to Contractors.
- D. Expiration date - An ID card for a contractor will have an expiration date agreed upon by the Construction Office.
- C. Format
 - 1) Blue card with red border
 - 2) Front: Imprinted with the following information: "VMI Facilities Identification," Photo, Name (Last, First, Middle Initial), "Contract," and Expiration Date.
 - 3) 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 Human Resources Office. Replacement charge may be \$10.00. A Library bar code will be added for individuals who have the library patron information.*

- 7. **PROCEDURES:** All VMI Employees, VMI Affiliated Agency Employees and Retirees must complete the Virginia Military Institute ID Card Application (Appendix 1) in order to receive a VMI ID Card.

8. EXCEPTIONS TO POLICY

- A. Any exceptions to the provisions of this policy must be approved in writing by the Deputy Superintendent for Finance, Administration and Support.
- B. Any individual seeking an exception to a provision of this policy must submit a request in writing to the Deputy Superintendent for Finance, Administration and Support. The request must be specific and provide a detailed justification.
- C. Requests for exception must allow at least five work days for review.

9. USE OF THE ID CARD

- A. 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 as long as the holder continues his/her specific affiliation with VMI.

- B. 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. General Order 56, Physical Access Control Policy, provides additional information on gaining access to VMI facilities that have electronic locks installed.
- C. Minors will be accompanied by an adult at all times while using VMI facilities unless the minor is participating in an approved program (summer camp, RARO activity, etc.) that provides adult supervision of all activities.
- D. 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.
- E. Employees are responsible for renewing their ID cards in the Human Resources Office prior to the expiration date.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

DIST: E

OPR: Human Resources



Virginia Military Institute ID Card Application

Please Present an Original, Valid Government-Issued Photo ID with Your Application

Reason for Application: (Circle ONE Reason Only)

New Employee
Current Employee without ID Card
Retired ID Card

No Charge

Lost ID Card
Stolen ID Card
Damaged ID Card
\$10 Replacement Fee
Payable by cash or check

Worn ID Card
Change of Name
Other
No Charge ONLY if
Current ID Card
Returned

Make Check Payable to: Treasurer, Virginia Military Institute

Please Print Clearly

Name: _____
First
Middle
Last

Department: _____

Building Access Requested: _____

Employee Status: Full-Time VMI Employee Alumni Agency Employee
 Part-Time VMI Employee Marshall Foundation Employee
 Retired VMI Employee* Other (please describe)

** Retired VMI Employees must receive approval by the appropriate Senior Executive in order to receive a VMI ID Card*

I certify that the information on this form is correct and that my request for a VMI ID card is in accordance with the appropriate circumstances. I recognize that all VMI ID cards are the property of the Virginia Military Institute and are provided to affiliated persons for appropriate identification use. It is valid so long as I continue my affiliation with the Institute, an affiliated agency, or the Marshall Foundation. Upon separation, the card must be returned to the appropriate department.

I agree to accept responsibility for my actions while using VMI facilities. I acknowledge that my use of VMI facilities involves risks including, but not limited to, falls, stress-related injury, over-exertion, heat stroke, heart attack, stroke, broken bones and sprains, injury from equipment, and contact with other users of VMI facilities, and that it is not possible to specifically list each and every individual injury risk.

I know that use of VMI facilities, including physical fitness facilities, is potentially a hazardous activity and that I should not engage in such use unless I am in good health, medically able, and properly trained. I agree that if I believe conditions at such facilities are unsafe, I will discontinue use, and I further agree to abide by any decision of any VMI employee relative to my ability to safely use such facilities. I acknowledge that I desire, consent, and voluntarily choose to use VMI facilities, when VMI employees are present to supervise my use or not present. I assume all of the risks accompanying this use, both those stated and not stated above.

_____ **Signature** _____ **Date**

Supervisor Name: _____ **Telephone:** _____

Supervisor Signature: _____

For HR Use Only Date: _____ Done By: _____
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