

POLICY REGARDING NON-MEMBERS IN THE ARMORY

EFFECTIVE 1 JAN 2023

PURPOSE:

As the F.I.L.I. continues to enhance the security efforts of the Armory and Museum, this policy is being enacted to formalize a procedure governing non-member' admittance to the facility. In order to ensure that the policy is effective and fair, it must be applied to everyone. This policy applies to all non-members.

RESPONSIBILITY:

Armory security is the responsibility of the Quartermaster. The primary responsibility for enforcement of this policy resides with the Security NCOIC, under the direction of the Quartermaster. In the absence of the Security NCOIC and the Quartermaster, the ranking Staff Officer will appoint someone to serve in the place of the Security NCOIC.

POLICY:

A dedicated Visitor Log will be used to record information on all non-members entering the Armory. This will occur each time a visitor enters the Armory. After the visitor has signed in, they will be issued a name tag which will be worn while in the Armory. When the visitor leaves the Armory, the time of departure will be recorded in the visitor log.

In addition to the basic information required in the visitor log, a notation will be made placing the individual into one of four (4) categories: VISTOR, GUEST, CANDIDATE, or CONTRACTOR. The definitions for the aforementioned four (4) categories are as follows:

VISITOR: Person or persons who are visiting the Armory for the purpose of giving a program, part of an approved tour, using the building as a meeting site, or other reasons not directly related to attending a muster meeting, or social. This type of visitor requires the approval of the Commander. There are only three (3) authorized staff officers who are Armory key holders: Commander, Adjutant, and Quartermaster. It may become necessary for the Commander to designate a member of the F.I.L.I. to be a temporary key holder for the duration of an approved event in the Armory. At no time will any non-members or groups be left unattended in the armory.

GUEST: Person or persons invited by a member in good standing who will be in attendance at a muster or socials. A GUEST is an observer at musters, and partakes at socials. A person may start his relationship with the F.I.L.I. as a GUEST, and later become a CANDIDATE, and possibly a MEMBER. Until a GUEST is issued an Application for Membership, they are not considered a CANDIDATE. A GUEST can also be a person who does not seek membership, but is a friend of a member in good standing, who meets the approval of the COMMANDER. Any GUEST that creates a problem will be asked to leave. The Spouse of a Member is a GUEST but is exempt from the requirements of this policy. A MEMBER who brings a spouse will sign himself and wife into the Membership Log.

CANDIDATE: Person or persons who have been elevated from GUEST status to CANDIDATE. No person is considered a CANDIDATE until approved by the Commander and issued an Application for Membership. There is no set tenure for a CANDIDATE to remain in this status before being informed that they have been accepted or rejected for membership. This decision will be made by the Commander and Staff.

CONTRACTOR: Person or persons employed by the F.I.L.I. to provide some level of service requiring admittance to the F.I.L.I. Armory. Coordination with Contractors is the responsibility of the Quartermaster or his designee. The Quartermaster will screen not only the Contractor but the person or persons sent to work inside the Armory. Anyone determined not to be suitable will not be allowed admittance into the Armory. A Contractor will never be left unattended in the Armory.

All VISITORS, GUESTS, CANDIDATES, and CONTRACTORS are required to sign the Visitor Log and wear a name tag while in the Armory. No Non-Member is to be given the code to the front door.

VISITORS, GUESTS, and CANDIDATES must be accompanied by their sponsor or co-sponsor, and will not enter the Armory without them. CONTRACTORS must be accompanied by a member of the Quartermaster Staff or designee while working in the Armory.

Any member of the F.I.L.I. who invites a VISITOR, GUEST, or potential CANDIDATE is responsible for ensuring the integrity, honesty, and respectability, of that individual. After signing the visitor log and being issued a name tag, the sponsor will make introductions to the Company Staff and Club Staff. It will be made clear that the F.I.L.I. does not sell beverages. Non-Members are not allowed to bring their own bottles to the Company Club. It will be the responsibility of the sponsor to ensure that his guest is being taken care of. Any non-member attending a muster meeting will not be allowed to be present during the induction of a new member.

The VISITOR, GUEST, CANDIDATE, and CONTRACTOR will receive an impression that the F.I.L.I. maintains a high level of security. This is the impression that the F.I.L.I. always wants to reflect. We never want the wrong type person to take part in our activities, and we always have the responsibility to safeguard the priceless collection of artifacts in the museum.

This policy in no way should discourage the active recruitment of like-minded gentlemen into our ranks. Many units of the Centennial Legion of Historic Military Commands have folded their Colors because they failed to recruit new members. Finally, each Member has the responsibility of maintaining a high level of security while actively recruiting quality Members.

I Remain Respectfully,

Major Bruce J. Daws, Commanding