



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD  
1791 GULICK AVE., BLDG 709  
FORT STEWART, GEORGIA 31314

AMIM-SHG-ZA (621-5a)

MEMORANDUM FOR All Military and Civilian Personnel Assigned to U.S. Army Garrison Fort Stewart and Hunter Army Airfield

SUBJECT: U.S. Army Garrison Fort Stewart/Hunter Army Airfield Policy #20, Educational Institution Access

1. REFERENCES.

a. Department of Defense Instruction (DoDI) 1322.25. (Voluntary Education Programs, Incorporating Change 4).

b. DoDI 1344.07, Personal Commercial Solicitation on DoD Installations, dated 30 March 2006

c. Army Regulation 621-5. (Army Continuing Education System (ACES)).

2. APPLICABILITY. This policy applies to all personnel, units, organizations, groups, and tenant units that are operating or located on Fort Stewart/Hunter Army Airfield (FS/HAAF), including private organizations and family readiness groups. Additionally, this policy applies to all Educational Institutions (EIs) and designated agents who desire access to FS/HAAF for any reason.

3. PURPOSE. To outline the requirements for EIs and designated agents seeking access to FS/HAAF in compliance with DoDI 1322.25 and Executive Order 13607.

4. POLICY. All personnel, units, organizations, groups, and tenant units operating or located on FS/HAAF should be aware of the Educational Institution Access Policy. Additionally, these parties should ensure all EI designated agents properly request access to FS/HAAF through the Education Services Officer (ESO). This policy ensures installation access requests from EIs or agents follow applicable policies and regulation.

a. Educational Institutions (colleges, universities, technical schools, educational programs) and their agents will:

(1) Not be invited to access FS/HAAF for any purpose, by any person, or any group, without first contacting the ESO or designated representative. This prior contact will ensure the purpose of the visit is authorized IAW DoD and Army regulatory guidance. Authorized purposes include providing advising services to currently enrolled students for instructional purposes as defined in the above references or for participating in ACES-sanctioned education events.

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(2) The EI must also meet state and federal requirements to be eligible to access FS/HAAF and must have a current, signed DoD Memorandum of Understanding. Under no circumstances should an EI or its designated agent(s) directly contact installation personnel about providing educational services and information or about visiting the installation. Unsolicited contacts by EIs and their designated agent(s) should be immediately reported to the ESO.

(3) Request access to FS/HAAF via [www.armyignited.army.mil](http://www.armyignited.army.mil). Upon receipt of the request, the ESO or the designated representative will process the request for installation access.

(4) Be prohibited from accessing FS/HAAF for recruiting purposes at ANY location, including unit and housing areas, other than for sanctioned ACES education events.

b. All incidents in which an EI accesses the installation without prior approval will be reported to the ESO who will in turn notify installation leadership, Installation Management Command, and ACCESS ArmyU, as this unauthorized access is a violation of DoD and Army regulatory guidance.

c. Army Ignited will maintain a record of all EI requests to access FS/HAAF to ensure compliance with above references.

5. This policy is punitive in nature. Soldiers who violate this policy are subject to adverse administrative action and/or punishment under the Uniform Code of Military Justice. Civilian employees who violate this policy are subject to disciplinary action.

6. PROPONENT. The Directorate of Human Resources, ACES at commercial (912) 767-8331 or DSN 870-8331.



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Commanding