



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE OF EMERGENCY SERVICES
757 EAST BULTMAN AVENUE
FORT STEWART, GEORGIA 31314-5000

AMIM-SHL

01 November 2023

MEMORANDUM FOR RECORD

SUBJECT: Fort Stewart and Hunter Army Airfield Installation Access Control Policy

1. References.

- a. Army Regulation 190-13 (The Physical Security Program)
- b. Army Regulation 525-13 (Antiterrorism)
- c. Department of Defense Instruction 5200.08
- d. Fort Stewart and Hunter Army Airfield, Department of the Security Guard SOP, 1 September 2022
- e. 3ID OPORD 24-15 (Marne Community Outreach Program)

2. Scope. This policy is for all patrons who request installation access and all DOD employees who have the ability to sponsor as part of access control procedures. These procedures ensure minimum physical security and antiterrorism measures are implemented at Fort Stewart and Hunter Army Airfield to mitigate unauthorized access to the installation.

3. Purpose. This policy is to inform the requirements and expectations for service members, DOD Civilians, and patrons of the Fort Stewart and Hunter Army Airfield on the procedures to access and/or sponsor non-DOD affiliated individuals.

4. ACP Operations.

a. 100% identification check will be conducted daily from 2100-0559 for personnel who are 18 years and older to implement higher security measures and control access for unauthorized personnel entering the installation.

b. For special events dictated by the Senior Command or a Garrison Commander, the scanning of driver's licenses and state identification cards will facilitate entry onto Fort Stewart or Hunter Army Airfield through the designated visitor lane at the access control points.

c. When the Trusted Traveler Program is suspended, visitors will need a valid purpose to enter the installation and must conform to identify proofing and vetting requirements with National Crime Information Center Interstate Identification Index (NCIC-III).

d. All visitors when applying for access or upon entering the installation on their own, will need to provide official purpose and receive appropriate sponsorship. Visitors are expected to conduct business on the installation in accordance with their official purpose.

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5. Visitor Control Program:

a. All visitor passes are processed and approved by the Visitor Control Center (VCC) and can be picked up by the sponsor during VCC operating hours (daily, 0600-1800).

b. Online visitor pre-registration does not require a physical pass to be picked up. The pass will be linked to the approved visitor's driver's license.

c. Taxi/Rideshare/food delivery drivers may access the installation with an approved pass and by providing proof of fare or delivery upon each attempt to access the installation. No memorandum is required for Taxi/Rideshare/Food Delivery drivers to request a pass at the VCC, and they may be provided a pass for 60 days upon valid background check.

d. Contractor AIE Pass. Contracting Officer Representative (COR) will submit a memorandum and IMSH Form 2737 requesting an AIE pass for the contractor. After NCIC vetting is cleared, the contractor will receive a pass for no more than one year.

e. Veteran's Health identification Card (VHIC). No memorandum is required. Veterans may request long-term access (no more than 1 year) to the installation using the VHIC after completion of identity proofing and vetting.

f. Gold Star Family Members. Survivor Outreach Services (SOS) support coordinator will review and verify eligibility. SOS will request an AIE pass for authorized Family members and next of kin for a 3-year period after appropriate vetting.

g. Marne Rock Stars. Process passes for one year upon valid background check and verification of status as a Marne Rock Star. Marne Rock Stars are authorized Trusted Traveler privilege regardless of operating or riding as a passenger in their vehicle. The spouse of a Marne Rock Star is able to apply for a year long pass.

6. These procedures supersede any previously dated guidance and will remain in effect until otherwise rescinded.

a. Visitors may get a pass using the Fort Stewart VCC Kiosk or utilizing the Iberon online pre-registration system when available. These passes can be from 1 to 14 days, for additional days personnel must present supporting documents depending on the reason for the visit to justify that more days are required.

b. Visitors who require greater than 14 days pass, must have an O-3 in command or higher grade or GS-9 or higher grade submit a memorandum with IMSH Form 2737 with justification to the VCC for processing.

7. The point of contact for this memorandum is Mr. Nickolas D. Bryant, Access Control Chief, at 912-767-8494 or nickolas.d.bryant.civ@army.mil.



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