



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE OF EMERGENCY SERVICES
757 EAST BULTMAN AVENUE, BUILDING 226
FORT STEWART GA 31314-6227

IMSH-ES

23 JUNE 2020

MEMORANDUM FOR Fort Stewart/Hunter Army Airfield (FS/HAAF) Physical Security

SUBJECT: FS/HAAF Installation Access Standing Orders

PURPOSE: Provide DES with special instructions for visitor access

1. Effective 2359 25 June 2020 FS/HAAF will conduct random searches of trucks and other closed compartments of vehicles accessing the installation.
2. Each gate, every 3rd or 5th vehicle operator during the hours of 2200-0400 will be required to exit their vehicle and open the trunk of the vehicle for visual inspection of individuals attempting to unlawfully gain access to the installation.
 - a. Between the hours of 0401-2159 every tenth vehicle will be required to open the trunk for the inspection.
 - b. During periods of peak traffic gates with more than one lane will reduce checks to only one lane while the other lane or lanes remain open to relieve traffic congestion.
 - c. Guards will at no time physically touch the vehicle to open or close the trunk or any object located in the trunk or closed compartment.
 - d. If a suspected stowaway is discovered LE will be notified.
3. The following procedures remain in place:
 - a. Recreational and visitation passes will be approved by commanders. New AIE passes and AIE pass renewals for visitors will require the following (i.e. a non-DOD affiliated person wanting to attend Bingo on post must be sponsored through a signed memorandum by a DOD affiliated person's commander for a weekend pass):
 - (1) 1-7 days will require an AIE pass request signed by an O3/CPT commander (or LT with assumption of command orders).
 - (2) 8-90 days will require an AIE pass request signed by an O5/LTC commander (or MAJ with assumption of command orders).

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(3) 91-120 days will be reserved for the purpose of hardships and extenuating circumstances, and will require an exception to policy signed by an O6/COL commander.

(4) 121-365 days will be reserved for the purpose of hardships and extenuating circumstances, and will require an exception to policy signed by the Garrison Commander or Senior Mission Commander.

b. Taxi/Rideshare drivers may access the installation with an approved pass. No memorandum is required for Taxi/Rideshare drivers to request a pass at the VCC, and they may be provided a pass for 60 days upon valid background check.

(1) Taxi/Rideshare drivers without an approved pass attempting to enter the installation to pick up or drop off fares after VCC hours will be required to enter and exit through Gate 1 or Montgomery Gate, and must leave their driver license at the gate for the duration they remain on the installation.

(2) All fares within a Taxi/Rideshare must have a valid DOD form of identification or AIE pass in order to enter the installation. Access will be denied regardless if they reside on post.

c. Contractor AIE Passes. A request for AIE pass memorandum signed by an approved COR is required.

d. VHIC. No memorandum is required. Process pass for 365 days upon valid background check.

e. Gold Star Family Member. No memorandum is required. Process pass for 3 years upon valid background check and verification of status as a Gold Star Family Member.

f. Food and personal delivery services. No memorandum is required. Process pass for 60 days upon valid background check.

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

5. The point of contact for this memorandum is the Chief of Physical Security, Mr. Donnie Daughtery, at 912-767-2393 or donnie.t.daughtery.civ@mail.mil.

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