



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

AMIM-SHL

02 July 2025

MEMORANDUM FOR RECORD

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

1. **PURPOSE:** This policy outlines requirements and procedures for accessing Fort Stewart and Hunter Army Airfield for Service Members, DOD Civilians, and patrons, including the sponsorship of non-DOD affiliated individuals.

2. **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 Army Security Guard SOP, 28 January 2025
- e. 3ID OPORD 24-15 (Marne Community Outreach Program)

3. **Access Control Point (ACP) Operations:**

a. **Trusted Traveler Program:** The installation uses the Trusted Traveler Program from 0600-2100, daily. A uniformed Service Member or government employee with a valid DOD CAC, a military retiree (with a valid DOD ID credential), or an adult dependent (18 years or older with a valid DOD ID credential) may vouch for all occupants of the vehicle while serving as the driver. If the driver does not meet trusted traveler criteria all occupants of the vehicle must provide DoD identification or have a valid pass.

b. **100% ID Check:** Between 2100-0600 daily, 100% ID verification will be conducted for all individuals 18 years of age and older. Visitors must meet identification and vetting requirements through the National Crime Information Center Interstate Identification Index (NCIC-III) and have a valid reason for access.

c. **Special Events:** For special events directed by the Senior Commander or Garrison Commander, driver's licenses and state identification cards will be scanned at designated visitor lanes.

d. **Foreign Nationals:** Trusted travelers cannot vouch for foreign nationals. These individuals require vetting through NCIC-III and Terrorism Screening Data Base at the Visitor Control Center (VCC).

4. VISITOR CONTROL PROGRAM:

a. VCC Processing: Visitor passes are issued and approved by the Fort Stewart or Hunter Army Airfield VCC from 0600-1800, daily. Vetting may also be conducted in-lane 24/7.

b. Visitor Eligibility: Visitor passes are issued to non-DOD affiliated personnel (visitors), contractors and vendors 18 years of age and older with a valid purpose for entering the installation. Security vetting is required prior to pass issuance.

c. Online Pre-Registration: Online pre-registration links the pass to the approved visitor's driver's license, eliminating the need for a physical pass pickup.

d. Ride-sharing Service: Ride sharing agents must undergo identity proofing and vetting against NCIC-III and the TSDB. Verification requires proof of a current ride request (e.g., smartphone app), delivery receipt, or identification of the passenger and destination. Ride-share drivers may receive a pass up to 180 days.

e. Food Delivery Services: Food delivery drivers must undergo identity proofing and vetting against NCIC-III and the TSDB. Verification requires proof of a food request (e.g., smartphone app), delivery receipt and destination. Delivery services may receive a pass up to 180 days.

f. Contractor Pass: Contracting Officer Representative (COR) submit digitally signed IMSH Form 2737. Upon successful NCIC vetting, contractors receive passes valid for up to one year.

g. Veterans: Veterans may request long-term access to the installation using their Veteran's Health identification Card (VHIC), subject to identity proofing and vetting. Passes are valid for up to one year.

h. Gold Star Family Members: Survivor Outreach Services (SOS) verifies eligibility and requests a pass for authorized Family members and next of kin, valid for three years after vetting.

i. Marne Rock Stars: Individuals receive a one-year pass upon vetting and verification of status. Marne Rock Star and their spouses are eligible.

j. Disabled/Vets Caregiver's Access. VA determines Disabled/Vets or Caregiver and enters information into DEERS. The purpose of the visit will be listed as "Disabled Vet/Caregiver". Users must provide a driver's license and a Social Security number at the time of site registration for initial vetting. Access will be linked to their driver's license and the pass will be for no more than one year.

k. Pass Options: Visitors may obtain a pass up to 180 days at the Ft Stewart-HAAF VCC, the Fort Stewart VCC Kiosk, DOD/visitor lane at each access control point, or by utilizing the online pre-registration system located on the Ft Stewart webpage.

l. In-Lane Vetting: In-Lane Vetting provides the capability to issue passes at the access control point in the DOD/Visitor Lane. Please look above the lane of travel for the sign which reads "DOD/Visitor" if you would like to receive a pass at the access control point.

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5. SUPERSEDING PROCEDURES: This document supersedes all previously dated guidance and will remain in effect until rescinded.

6. The point of contact for this memorandum is Mr. Lloyd McDonald, Lead Physical Security Specialist, at 571-801-0690 or lloyd.l.mcdonald.civ@army.mil.

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