



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3D INFANTRY DIVISION (MECHANIZED) AND FORT STEWART  
DIRECTORATE OF CONTRACTING  
1042 WILLIAMS H. WILSON AVE STE 219  
FORT STEWART GA 31314-3324

REPLY TO  
ATTENTION OF

June 26, 2002

**SUBJECT: INSTALLATION ACCESS CONTROL**

Dear Sir/Madam:

On 28 August 2001, Ft Stewart and Hunter Army Airfield began to enforce Installation Access Control. This policy, as it applies to contractors, subcontractors and their employees is now included in all new contracts. This requires vehicle registration and Government issued Identification Cards in many cases. Contractors/Subcontractors and their employees requiring access to these Installations are **required** to comply with the installation access control policy/procedures. The Government will not be responsible for damages due to delay/stoppages caused by failure to comply.

The type of registration needed will be determined by the length of time the contractor requires access to the installation. Contractors requiring access in excess of 90 days will be issued both an identification card and a vehicle decal. Those requiring 90 days or less will be issued a temporary vehicle permit. Contractors requiring access to the installation sporadically will be required to follow the same procedures as other visitors to the installation. These contractors include but are not limited to those that are here for warranty calls, one-time deliveries, scheduled inspections, service providers, etc.

Every contractor must submit a roster of employees (to include subcontractors) to the Directorate of Contracting (DOC). If the contract was issued by an office other than DOC, Fort Stewart, you must also include the cover/signature page of your contract. Submission via email to [sandy.sanders@stewart.army.mil](mailto:sandy.sanders@stewart.army.mil) is preferred. The roster must contain the contract number, the full name of all employees requiring access and their designation as "recovery" if applicable. **Recovery personnel are those working in emergency essential positions that would need access even when the installation has been closed to most personnel due to disaster such as a hurricane. In these cases RETIRED MILITARY identification cards will not be sufficient to gain access to the sites. Only personnel identified as "RECOVERY/MISSION ESSENTIAL" will be admitted.** Please contact your Government point of contact (contracting officer's representative), if necessary, for assistance in determining whether any of your employees should be designated "recovery" personnel. The Contractor shall provide each employee an Identification (ID) Badge, which will include the Company Name, Employee Name and a color photo of the employee. ID Badges for Key Personnel shall also indicate their job title. ID Badges are to be worn at all times the employee is performing work under this contract.

After DOC approves your roster it will be forwarded to the Civilian Personnel Advisor Center (CPAC). If your performance period is more than 90 days or it will be forwarded to the 3d ID MP BN Vehicle Registration Office. If your performance period is 90 days or less you will only need a temporary pass to access your work site. At the same time you send the roster to DOC, you should send details necessary for employee ID cards to CPAC. **Do not send these details to DOC.** Mailing address for this information: CPAC, 101 W Bultman Ave, Ste 100, Fort Stewart, Georgia 31314. Once CPAC has received the information they will prepare the ID cards and call the contractor to schedule an appointment for employees to report to the CPAC office, building 1191, Ft Stewart, GA for issuance of their ID cards. **Do not send employees to CPAC before appointment is made.** The employee will then be required to take the card to 3d SSB, ID card section, building 250 (Marne Welcome Center) Fort Stewart, Georgia for photos, fingerprinting and lamination. After obtaining an ID card employees may obtain vehicle registration. Each employee should complete a vehicle pre-registration packet and hand deliver to building 285, Fort Stewart, Georgia or building 1240, Hunter Army Airfield, Georgia for vehicle registration.

If your contract period is less 90 days you will not require a government issued identification card. Your personnel roster will be verified by DOC and forwarded to the 3d ID MP BN Vehicle Registration Office. Your employees may then apply directly with Vehicle Registration for a temporary vehicle permit.

#### **Summary of actions:**

1. Send Roster and cover sheet of contract, if required to DOC
2. Send ID information to CPAC (for performance period more than 90 days)
3. Request vehicle registration after obtaining ID card or Temporary Vehicle Permit if performance period is 90 days or less

Please refer to our website, <http://www.stewart.army.mil> for employee information requirements, vehicle registration packet and contract clause.

The point of contact for DOC is [sandy.sanders@stewart.army.mil](mailto:sandy.sanders@stewart.army.mil) or phone (912) 767-2445. The point of contact for CPAC is [Karen.bandera@stewart.army.mil](mailto:Karen.bandera@stewart.army.mil) or phone (912) 767-8358.

Sincerely,



Michael N. Parker  
Chief, Contract Administration Division