

# Procedure to follow when subbing at Freedom Park

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Ladies and gentlemen, effective immediately, Fort Gordon has initiated a new vehicle pass policy for all Non-DoD personnel requiring access to the installation.

The following guidelines apply:

1. All drivers must possess a valid DoD ID card or a valid Fort Gordon Pass.
  - a. Driver Pass requirements:
    - (1) Valid driver's license, proof of insurance and vehicle registration
    - (2) Non-US citizens require a passport and driver's license
  - b. Adult passenger/s must have ONE of the following:
    - (1) Valid driver's license
    - (2) Passport
    - (3) Identification card issued by Federal, State, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address
    - (4) Permanent resident card or Alien Registration Receipt Card (Form I-551).
  - c. Children (under the age of 18) who are passengers in a vehicle driven by their parent/guardian are not required to show an ID
2. Passes will only be issued at gate #1. The RIGHT lane at Gate #1 will now be used ONLY for those personnel who require a PASS. Personnel who have a DoD ID card or a valid pass must use the left lanes of gate #1.
3. Personnel who work on Fort Gordon may obtain an initial 30 day pass. To obtain a permanent pass, the employee's manager/supervisor must submit a request through the Law Enforcement Center or Vehicle Registration Office. The individual must consent to a background investigation to obtain the permanent pass.
4. Temporary 1-3 day passes may be authorized at Gate #1 as well.
5. Once the passes are obtained, individuals can use any gate to access the installation.
6. Personnel who don't meet the criteria for entrance into Fort Gordon will be denied access and no pass will be given.
7. DoD vehicle decals are obsolete and cannot be used as access to the installation.
8. Contractors and sub-contractors entering the installation with passes in their POVs can access any gate. However, contractors and sub-contractors operating commercial vehicles (tractor trailers, vans, trucks with tool boxes, etc.) that require inspections must use gate #3.
9. All vehicles are subject to random inspections.