

FORT LEWIS 30 DAY and RAPID GATE PASS PROCEDURES

All contracts awarded after 1 MAY 2004 will follow the following procedures:

Option 1 – 30-Day Passes

a. The prime contractor must establish their company on the Fort Lewis Active Contractor/Vendor Listing (CAL) by emailing Meeka Jarrett with (1) the contract name and number and (2) the name and phone number of a point of contact who will be vouching for future access requests.

b. Once established on the CAL, the prime contractor must submit all employees and sub-contractors for access via emailed letter. This letter must be on contractor letterhead and include the following information:

1. Contract number
2. Employee name and SSN
3. Subcontractor company name, if applicable
4. Sponsoring company's phone number
5. Days & hours of work performed (i.e. Monday – Friday, 0600-1600)
6. Duration of access requested (1 day, 1 week, NTE 30 days)

c. If long term access is required, it is the responsibility of the prime contractor to track expirations and renew access requests ever 30 days.

Option 2 – RapidGate is recommended for all contractors and suppliers needing regular access to Ft Lewis over an extended period of time:

a. Contractor will go to <http://www.rapidgate.com> to register each employee working on-site at Ft Lewis. The cost is approximately \$159 per employee. The cost pays for a background check (which takes about one week).

b. When approved the contract employee will be allowed access to Ft Lewis through the Visitors Center. They will then go to Waller Hall and be issued a vehicle pass and CAC card. The CAC card is effective for ONE YEAR (vs. the 30 days outlined in Option 1). The card must be renewed every year.

If you have questions pertaining to the Rapid Gate system or base access procedures, please contact Meeka Jarrett, 253-966-4365 or via email addresses below.

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