

PROCEDURE FOR NON DOD PERSONNEL TO OBTAIN AN NCIC (BACKGROUND) CHECK FOR FORT GORDON ACCESS OR BE SUBJECT TO ACCESS DELAY/DENIAL update 16 MAR22

How to Submit Application

FOR Contractors, vendors, volunteers, mentors, delivery/service call, base employees, FMWR event coordinators/members and other non-DoD working, conducting business (business meetings included) on base, must contact their Contracting Officer Representative (COR), Government Employee Sponsor (GES) / Government Representative (GOVREP) for installation access request and background check submission to **Visitor Control Center (VCC)**. The COR or government sponsor is the active duty member or federal employee who has oversight of the prime or sub-contractor whom is providing a service to that particular agency.

Example: The Army Corps of Engineers (USACE) has a contract with “ACME” construction and USACE’s COR coordinates with ACME’s supervisor to ensure their prime contractors and sub-contractors obtain a background check and pass. The USACE COR will coordinate with the VCC Office on the contractor’s behalf. The VCC will not accept requests from the contractor/individual who work on Fort Gordon.

FOR Sponsors: Contracting Officer Representative (COR), Government Employee Sponsor (GES) / Government Representative (GOVREP) or Business Owner/Manager: The above must fill out the PS FM 190-6 consent form blocks #1-12 (signature required) online and send directly to you. If you have a contract with a business vendor; you must sponsor them by completing blocks #13-23. If you are pending contract negotiations/signatures or do not have a contract; you still can choose to sponsor. If no government sponsor/COR or government contract; the business owner/manager must sponsor their own off base employee by submitting directly to VCC.

Instructions on completing access request application

1. You will start by downloading the **Criminal and Driver History Consent Form (PS Form 190-6)** at Fort Gordon Home Page: <https://home.army.mil/gordon/index.php> Click Top Link Menu>Click Gate Information>Click Downloads- Access request form. You can save the access form to your computer and fill it out digitally, or print the form and complete it.
2. The PS Form 190-6 consent form must be error free and handwriting legible for processing. No errors, crossed out/line through (scribble), whiteout allowed. Signatures must be hand written or CAC authenticated signature--No font signature or appearance of paste & copied signature allowed. Appearance of an altered form will not be accepted. If it is not completed as instructed, the VCC employee will not accept for processing. Block #1 should match the picture ID that will be used for pass request.
3. The access form application must include **TWO** copies of identifications. Individual listed in block #1 agrees to provide a copy of Primary Picture Identify Source document and a Secondary Identity Source Document. Social Security Number (SSN), driver’s license number and other documents as requested are used for identification to retrieve National Crime Information Center (NCIC) criminal and driver history
4. **Primary Picture Identify Source (required for pass issuance):** A copy of their driver’s license and copies of other picture identifications documents as may be required. A state driver's license must be submitted if operating vehicle on the installation; **if no driver’s license available (Non-driving pass):** other valid picture identification includes State DMV issued ID (or equivalent), passport issued by an authoritative agency (state/federal) or government-issued identification such as a state identification, DD Form 1173 (Uniformed Services Identification and Privilege Card) or DD Form 2 series;
5. **Secondary Identify Source:** Copy of SSN card for NCIC vetting required. Additional secondary document source may be required as requested. The secondary identity source document may be from the list above, but can’t be of the same type as the primary identity source document. Acceptable forms of secondary identification (as listed in Annex A, HQDA EXORD 110-16) are: *These forms of identification must be current:* Department of Homeland Security trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST), U.S. Department of Defense ID/ Dependents ID cards. Permanent resident card, Border crossing card, Veteran Health Information Card (VHIC), DHS-Designated Enhanced Driver's License, Federally recognized, tribal-issued photo ID, HSPD-12 PIV card, Foreign government-issued passport, Canadian Provincial Driver's license or Indian & Northern Affairs Canada card,

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Transportation Worker Identification Credential (TWIC), U.S. Citizenship and Immigration Services Employment Authorization Card (I-766), or U.S. Merchant Mariner Credential.

- 6. Sponsor must write the “AIE or Annual Pass” on the **top** left or middle of PS Form 190-6 for individuals requiring annual passes; so that we can be sure they receive proper pass due to different office personnel printing, vetting and inputting in database. If not written on 190-6; sponsored individual will be entered in the database for 30 days passes.

** The applicant’s picture and information on the copied driver's license, SSN Card and other valid IDs must be VALID, CLEAR, and LEGIBLE. (Expired, Cancelled, Altered, and Mutilated IDs not accepted).

The Fort Gordon Directorate of Emergency Services (DES), Visitor Control Center office will accept access request forms through the following method:

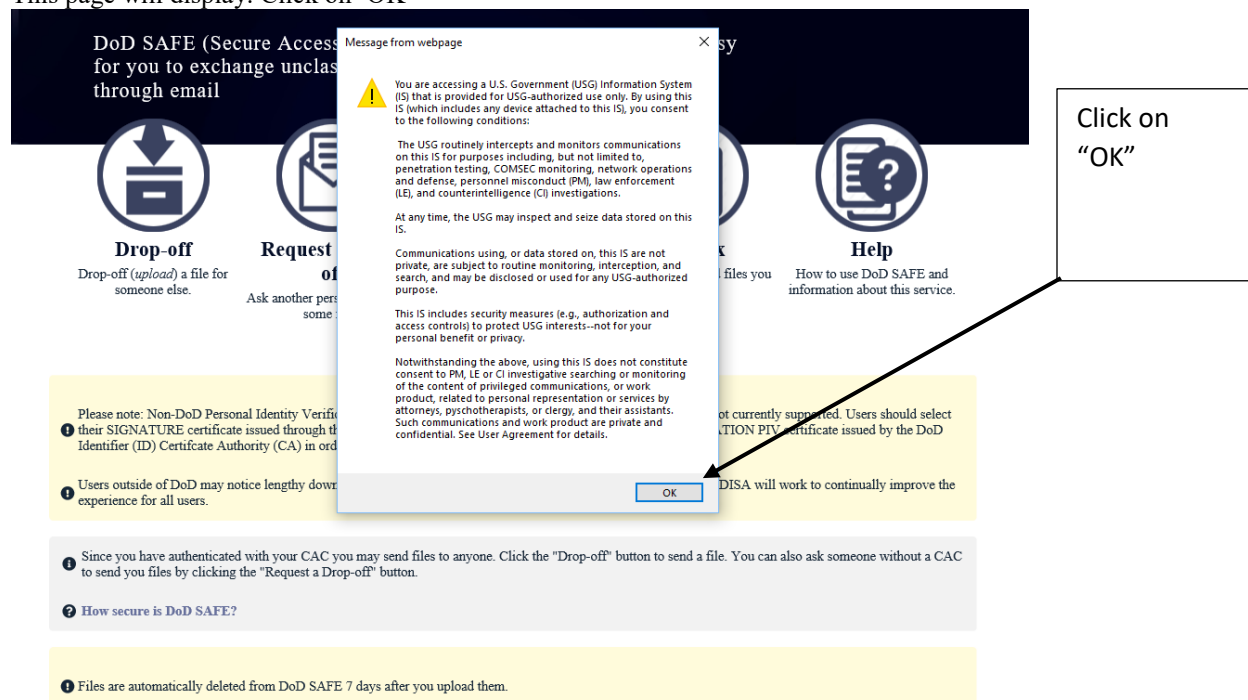
- A. DoD Safe Access File Exchange (SAFE)
- B. Email Submittal (Encrypted)
- C. Hand Delivered to Visitor Control Center (VCC) Bldg. 00600 adjacent to the left of ACP 6 (M-Friday)

** Personal Identifiable Information PII (w/SSN/DOB/DL #/Passport#) must be emailed encrypted, sent through approved DoD Safe Access File Exchange (SAFE Site) or hand delivered to the VCC by the Government Representative/Contracting Officer Rep (COR), Business owner/manager only; not the requestor listed in block #1 or individuals not duty authorized to be in possession other’s PII.

- A. **DoD Safe Access File Exchange (SAFE)** - This is the most secure means of delivering your request form to the Directorate of Emergency Services.

Anything sent through the Safe Access File Exchange must be CLEAR and LEGIBLE and emailed to **Input Distribution Group** below to be received for processing. Navigate to SAFE site: <https://safe.apps.mil/>

This page will display. Click on ‘OK’



**There are TWO distinct kinds of users that will be accessing the DoD SAFE system: *inside* users, who are associated with the DoD and have a CAC (Common Access Card), and *outside* users, which encompasses the rest of the Internet.

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1. SAFE Site Drop-Off Special Instruction:

- (a) Click Drop-off
- (b) Check Encrypt every file box- enter encryption Passphrase (**Note:** You must send passphrase to recipients-VCC)
- (c) Add the passphrase in box label "Short note to the Recipients" to be received by recipients or send passphrase in an additional email to VCC mailbox.
- (d) Add Recipients>Click Too Many and add full **input Distribution Group** below:
- (e) Add applicants file by selecting "Click to Add Files or Drag Them Hear"
- (f) Select Drop-Off Files
- (g) *****Claim ID, Recipient Code, Claim Passcode and Passphrase must be available to recipients to pick-up files.**

Input Distribution Group:

<usarmy.gordon.id-training.mbx.des-visitor-control-center@army.mil>

2. If you are sending two or more individuals request; send all as one attachment scan instead of separate attachments and add the listed names in the comment box; so, we can check off as we print and search follow-ups
3. If you know an individual's safe site submittal is not downloaded within 72hrs; please send a direct email to VCC mailbox group

**The VCC office doesn't give access to the SAFE Site. We can only retrieve the request after the GES/GOVREP forward the site's access link with the required claim ID, Recipient Code, Claim passcode and passphrase to the VCC mailbox.

B. Email Submittal Procedure

1. Once you have the employee's consent form, you must fill out blocks 13-23 as applicable. The consent form must be completely filled out or we won't be able to process it. Instructions and general guidance for completing the criminal and drivers' history consent form on backside of PS Form 190-6/page 2 online.
Once the consent form is complete and you have a copy of the DL and SSN card; emailed (ENCRYPTED) to group: **USARMY Ft Gordon ID-Training Mailbox DES VISITOR CONTROL CENTER <usarmy.gordon.id-training.mbx.des-visitor-control-center@army.mil>**
2. If you are sending two or more individuals request; send all as one attachment scan instead of separate attachments and add the listed names within the body of the email; so, we can check off as we print and outlook search follow-ups.

C. COR Hand Delivering Procedure

1. Once you have the employee's consent form, you must fill out blocks 13-23 as applicable. The consent form must be completely filled out with appropriate signatures or the application won't be processed.
2. Once the consent form is complete and you have a copy of two identification (DL and SSN card); hand deliver completed document to **Visitor Control Center (VCC) BLDG 00600 adjacent to the left of Access Control Point 6. Drop-off is Monday-Friday during VCC hours of operations.**
3. Government employee sponsor (GES) / Government Representative (GOVREP) / BM must drop off PII application(s) to a VCC Staff Member. Application must be received by VCC staff. No drop off box will be available. DO NOT leave packets at service window. You **DO NOT** have to take a

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number for this process. Please approach next available VCC Staff member for assistance. Individuals dropping off paperwork must be prepared for all accepted packets to be received, checked for errors and signed for by VCC staff.

D. COR / GOV REP SPECIAL INSTRUCTIONS:

1. Please assist the VCC and the individual requiring access by submitting their packet no less than 7 days prior to their arrival. Application should be turned in for processing in a timely manner and the request will be processed in the order it's received. Background vetting (NCIC date) are cleared for ONE YEAR; so please do not send an update request no earlier than a month prior but no later than 7 days prior of NCIC expiration date.
2. No access status updates authorized by telephone. A change of the individuals background status/access approval will be updated by a reply to the COR/GOVREP or BM email address listed in block #18 of consent form. Individuals will only be notified of their status during their pass request at the VCC. Please allow at up to SEVEN (7) days for processing of paperwork and to be inputted into the database which generates status update email response.
3. Sponsors should await employee favorable status update before directing request applicants to the VCC for passes; due some identity vetting resulting in an individual being unclear for access and who may present a threat to the good order, discipline, or morale of the installation.
4. If sponsor don't receive a status email by the 7th day; please send a direct email to VCC mailbox group.
5. **FOR SPECIAL ACCESS MEMORADUMS:** To ensure installation approve memorandums (w/signature) and by name lists is passed to Access Control Points; please submit no less than 72hrs of the event starting to VCC higher echelon: Directorate of Emergency Services Security and Access Control Division.
 - a. Organizations who are sponsoring large events on post may submit a request through the DES Security and Access Control Division to the garrison commander requesting a "Special Event" waiver memorandum. Please contact the Base Protection Branch at (706) 791-2065 or Fort Gordon Security and Access Control Div. at 706-791-4397 for further guidance. Hours of Operation: 8 a.m. - 4:30 p.m. Monday – Friday
 - b. These requests should be submitted no later than 14 days prior to the event so it can go through the review and staffing process.

***Status update email example**

Individual's information.

Name: Last Name, First Middle

Company: Work

NCIC Date: 10/2/2021 (valid background check through 2 OCT 2022)

Resubmit Date:

Type of Pass: 30 or "AIE" (30 day pass through 2 OCT 2022 or "Annual pass")

Disposition: Favorable or Unfavorable (Unfavorable minimum standards located on Gate Info page)

MOD:

Blacklisted: No

COR: GES/GOVREP or BM listed in block #21 of PS FM 190-6 (make sure block #18 email is clear and legible)

For all special access memorandums & by name lists with installation approved signature
For any questions by COR/GOVREP regarding application submittal, please contact the VCC by email
*****USARMY Ft Gordon ID-Training Mailbox DES VISITOR CONTROL CENTER usarmy.gordon.id-training.mbx.des-visitor-control-center@army.mil or by phone (706) 791-3071.**

PROCEDURE FOR NON DOD PERSONNEL TO OBTAIN AN NCIC (BACKGROUND) CHECK FOR FORT GORDON ACCESS OR BE SUBJECT TO ACCESS DELAY/DENIAL update 16 MAR22

(Gate hours are subject to change at any time due to operational requirements, federal holidays and Force Protection Conditions.)