

PROCEDURE FOR NON DOD PERSONNEL TO OBTAIN AN NCIC (BACKGROUND) CHECK FOR FORT GORDON ACCESS OR BE SUBJECT TO ACCESS DELAY/DENIAL update 22NOV2019

How to Submit Application

Contractors, vendors, volunteers, mentors, delivery/service call, FMWR event coordinators/members and other non-DoD working, conducting business / business meetings on base must contact their Contracting Officer Representative (COR) or government/base sponsor for installation access and background check submission to [Visitor Control Center \(VCC\)](#). The COR or government sponsor is the active duty or federal employee who has oversight of the prime or sub-contractor whom is providing a service to that particular agency. For example, the Army Corps of Engineers (ACOE) has a contract with "ACME" construction and ACOE's COR coordinates with ACME's supervisor to ensure their prime contractors and sub-contractors obtain a background check and pass. The 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.

Government employee sponsor (GES) / Government Representative (GOVREP) or Business

Owner/Manager: Business vendors can fill out consent form online and send directly to their COR/ Government Sponsor to DES Visitor Control Center office securely. If you have a contract with a business vendor, you must sponsor them. If you are pending contract negotiations/signatures or do not have a contract; you still can choose to sponsor. If the government sponsor/COR doesn't sponsor, the business owner/management must sponsor their own employees.

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. The access form application must include TWO copies of identifications. Individual listed in block #1 agrees to provide a copy of their social security card, a copy of their driver's license and copies of other 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: other valid picture identification includes 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), DD Form 2 series.

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.

3. 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, 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

- 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.

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1. Navigate to SAFE site: <https://safe.apps.mil/>
This page will display. Click on 'OK'

The screenshot shows the DoD SAFE (Secure Access for you to exchange unclassified information through email) interface. A central dialog box titled "Message from webpage" displays a warning: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authorization and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details." The dialog box has an "OK" button at the bottom right. A callout box with the text "Click on 'OK'" has an arrow pointing to the "OK" button. The background shows navigation buttons for "Drop-off", "Request", and "Help", along with various informational text blocks.

***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.

2. Drop-Off Special Instruction:

- (a) Click Drop-off
- (b) Check Encrypt every file box- enter encryption Passphrase (Note: You must send passphrase to recipients)
- (c) Add the passphrase in box label "Short note to the Recipients" to be received by recipients.
- (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@mail.mil>

If you know an individual's safe site submittal is not downloaded within 48hrs; please send a direct email to distribution group.

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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@mail.mil

Add Description.(Individual Name or Organization-Access Request)

C. 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 00076 adjacent to McKenna Gate (Gate-1/Main Gate)
3. Government employee sponsor (GES) / Government Representative (GOVREP) can drop off documents. No drop off box will be available. DO NOT leave packets at service window. You DO NOT have to take a 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. Consent form packets must be received 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. Paperwork should be turned in for processing in a timely manner and will be processed in the order it's received. 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.
2. No personnel status updates authorized by telephone. A change of the individuals background status/access approval will be updated by a reply to the COR/GOVREP email address listed in block 18 of consent form. Government employee sponsor (GES) / Government Representative (GOVREP) / or Business Owner/Manager should await employee status update before directing them to the VCC for passes. Individuals will only be notified of their status during their pass request at Gate1 or Gate 3.
3. To ensure the information is passed to Access Control Points; all special access memorandums/lists with approved signature should be sent to:
*****USARMY Ft Gordon ID-Training Mailbox DES VISITOR CONTROL CENTER**
usarmy.gordon.id-training.mbx.des-visitor-control-center@mail.mil

For any questions by COR/GOVREP regarding paperwork submittal, please contact the VCC by email or by phone (706) 791-3071.

*****Commercial vehicles will enter through Gate 3 to receive pass unless gate 3 is closed or contractor sponsored for annual pass; then they will proceed to Gate 1 for annual (AIE card) issuance.**