

**Request for Background Check and Access Credential
(Utilize for Group/Family/Graduation and Special Event access requests)**

Company / Event: _____ Sponsor / COR Name: _____ Phone: _____

Gov. Organization: _____ Contract Number: _____ Start Date: _____ End Date: _____

[illegible]

1. I certify that all applicants are aware of the ID requirements for entry.
2. I certify that all information contained on this application has been verified.
3. All individuals contained on this application do not require a DoD Common Access Card (CAC).

Sponsor / COR Signature: _____

DES FORM 190-2, Group Application Instruction

DES Form 190-2 is **utilized** to apply for background checks and issuance of long term access credentials for a group of employees, working for a single company under a single contract. This form **may also be** used for group requests **such as** family visits, graduations and special event access requests. **All personnel requesting access must be in possession of a valid / original form of ID which complies with Public Law 109-13 (Real ID Act of 2005).** IDs must not contain the markings "Not Valid for Federal Purposes," "Not For Use as Federal Identification," "Federal Limits Apply," or any other similar phrase. For those not in possession of a REAL ID, a secondary form of identification is required for identification verification (U.S. passport, foreign passport bearing an unexpired immigrant or non-immigrant visa or entry stamp, Veteran's Health Identification Card (VHIC), Transportation Worker Identification Card (TWIC), Federal Personal Identity Verification (PIV) card, and any other U.S. Federal, State, territory, possession, or District of Columbia Government-issued credential bearing a photograph). Digital ID's / driver's license are not authorized.

For short term individual submissions use DES Form 190-3

This form is to be used by the COR (Contracting Officer's Representative) or GES (Government Employee Sponsor) for requests performing official business to organizations / tenant activities on Fort Gregg-Adams and for the Sponsor for group family visit, graduation and special event access requests.

DO NOT HAVE THIS FORM PASSED FROM PERSON TO PERSON

This form contains privacy act information, and must be protected.

The COR / GES / Sponsor must collect this information and fill in the form.

The COR / GES / Sponsor must ensure that each applicant has a valid/original form of ID which complies with Public Law 109-13 (Real ID Act of 2005) The COR / GES / Sponsor must ensure individuals providing the information are aware of the privacy act statement

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 9397 (SSN); Title 10 U.S.C. Section 3013; DoDD 8500.1

PRINCIPAL PURPOSE: To provide installation commanders and law enforcement officials with the means by which information may be accurately identified to determine if an applicant meets authorized access requirements. Use of SSN is required to make positive identification of an applicant. Records stored in the Automated Installation Entry (AIE) System are maintained to support Department of the Army physical security and information assurance programs and are used for identity verification purposes, to record personal data registered with the Department of the Army, and for producing installation management reports by security officials to monitor individuals accessing Army Installations. Other acceptable identification e.g. Common Access Cards (CAC), EDIPI will be used to distinguish individuals who request entry to Army installations.

ROUTINE USES: The "DOD Blanket Routine Uses" are set forth at the beginning of the Army compilation of systems of records notices.

DISCLOSURE: **Voluntary; however, failure to provide the requested information will result in the denial of an authorized access pass (or equivalent) and denial of entry to Army installations.**

It is the COR / GES responsibility to ensure proper notification is given when any person or company is no longer serving in the capacity indicated in the request.

NOTE: Access credentials will be issued for a period not exceeding the lessor of:

- a) 1 year
- b) Expiration of contract
- c) Expiration date of the ID of the individual
- d) Duration of visit (family, graduation and / or special event)

Submission:

1. The COR / GES / Sponsor can digitally sign the form and send request encrypted from their ".mil" email account.

a. Mail to: usarmy.gregg-adams.imcom.list.des-access-control-forms@army.mil

2. Sign the form and personally hand deliver it.