



## **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. 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 Lee 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 identification 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.

### **THE PRIVACY ACT STATEMENT OF 1974**

**AUTHORITY:** Title 5, USC 3331, 552, 552a; Title 10 USC 10204; Executive Orders (EO) 10450, 10865, 12333 and 9397 (SSN).

**PRINCIPAL PURPOSE:** The information requested is for the purpose of granting access to the Fort Lee Installation, and to provide installation commanders and law enforcement officials with how 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. Basis for determination of qualifications and background information for eligibility for access to Fort Lee Installation. The Social Security Number (SSN), required for record accuracy, is requested pursuant to EO 9397.

**DISCLOSURE:** Providing requested information, to include your SSN is voluntary. However, your access may not be granted if all requested information is not provided. [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.](#) Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in performance of their official duties. Deliver this document directly to the intended recipient. DO NOT drop off or send to a third-party. This document contains personal or privileged information and should be treated as "For Official Use Only (FOUO)".

**It is the COR/GES/Sponsor 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) Date of expiration on individuals identification card
- d) Duration of visit (family, graduation and/or special event)

**Submission:** The DES Form 190-2 can be submitted through the following two (2) methods:

- 1 The COR / GES / Sponsor can digitally sign the form and send request encrypted from their ".mil" email account.
  - a. Mail to [usarmy.lee.imcom.list.des-access-control-forms@army.mil](mailto:usarmy.lee.imcom.list.des-access-control-forms@army.mil)
- 2 Sign the form and personally hand deliver it.