INSTALLATION ACCESS CONTROL SYSTEM (IACS) ACCESS-ROSTER REQUEST AND MULTIPLE (FOUR OR MORE) CONTRACTOR COMMON ACCESS CARD (CAC) IACS REGISTRATION

(AE Reg 190-16)

Data required by the Privacy Act of 1974 (For U.S. citizens)

Authority: 5 USC 301, Departmental Regulations; 10 USC 113, Secretary of Defense, Note at Public Law (P.L.) 106-65; 10 USC 136, Under Secretary of Defense for Personnel and Readiness; 18 USC 1029, Fraud and Related Activity in Connection with Access Devices; 18 USC 1030, Fraud and Related Activity in Connection with Computers; 40 USC, Information Technology Management; 50 USC, Chapter 23, Internal Security; P.L. 103-398, Government Information Security Act; P.L. 100-235, Computer Security Act of 1987; P.L. 99-474, Computer Fraud and Abuse Act of 1986; Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons.

Principal purpose(s): To identify personnel authorized routine or recurring access to installations under U.S. control.

Routine use(s): Those permitted under 5 USC 522a(b) of the Privacy Act and as specifically allowed outside the DOD pursuant to 5 USC 522a(b)(3) of the Privacy Act.

Disclosure: Voluntary; however, failure to provide any item of information will result in denial of entry onto U.S.-controlled installations.

Instructions

- Only DOD ID cardholders registered in IACS may sponsor an access-roster request.
- Authorized sponsors may use this form to register four or more contractor (non-SOFA) CACs (green stripe). Attach a copy of the contract performance work statement (PWS) or task order and, if required, justification for force-protection condition (FPCON) Charlie or Delta and visitor-sponsor privileges.
- Access-roster requests must be submitted 3 workdays before the date access is needed by either handcarrying or sending the CAC-signed form by encrypted e-mail to the USAG IACS office.
- Contractors and vendors must submit a copy of their passport or European Union (EU) ID and, if required, a visa or work permit along with a copy of a current (less than 12 months old) Good Conduct Certificate (GCC) or their country's equivalent. A certified translation is required if the GCC is not in English, German, or Italian.
- In Germany, U.S.-based contractors in country for more than 4 days must submit a copy of a confirmed "fax-back." For more information about the fax-back process, please contact the DOD Contractor Personnel Office, Office of the Deputy Chief of Staff, G1, HQ USAREUR, at military 337-3110 or *http://www.eur.army.mil/gi1/content/CPD/docper.html*.
- Individuals may be placed on an access roster for up to 30 days.
- For additional information about access rosters, refer to AE Regulation 190-16.

Sponsor information		Access roster information	
Last name		**Effective date** (YYYYMMDD)	**Expiration date** (YYYYMMDD)
First name		**Days of week access is required**	**Times of day access is required**
Date of birth (YYYYMMDD)		**Reason for access**	
E-mail address			
Work telephone number			
Home or cell phone number		**Installation for which access is required**	
Unit or organization			

To be completed for contractors and vendors only

Company name

Company e-mail address and telephone number	**FPCON** (CAC registration)	**Visitor sponsor privileges** (CAC registration) ☐ Yes ☐ No

Copy of background check and work permit provided (if required) (non-U.S. citizen)			**Germany — Copy of fax-back provided (U.S. citizen working for U.S. based company)**		
Yes ☐	**No** ☐	**On file at IACS office** ☐	**Yes** ☐	**No** ☐	**On file at IACS office** ☐

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Go to page 1

List of personnel

Last name / *Nachname*	First name / *Vorname*	Nationality *Nationalität*	Date of birth *Geburtsdatum*	PIN/ID card number *Reisepass/Ausweis Nummer*	Vehicle type and plate number *Kfz-Marke und -Kennzeichen*

Sponsor's name and organization	Date (YYYYMMDD)	Signature