



IN REPLY
REFER TO

DEFENSE COMMISSARY AGENCY
HEADQUARTERS
1300 E AVENUE
FORT LEE, VIRGINIA 23801-1800

COPA

February 9, 2016

NOTICE TO THE TRADE – DeCA NOTICE 16-41

SUBJECT: All Fort Lee Access Passes Issued in 2015 Expire April 20, 2016

Fort Lee has informed HQ DeCA that effective immediately all installation access passes that were issued in 2015 will expire on April 20, 2016. This applies to contractors, volunteers, civilian employees, and vendors who are not eligible to receive a Common Access Card (CAC), but work within or regularly visit the Headquarters.

On April 15, 2015, new gate security measures went into effect at Fort Lee. In accordance with revised entry guidelines received from Fort Lee:

- Individuals who visit HQ DeCA less than six times per year must report to the new drive-thru Visitor Control Center at the Sisisky Boulevard Gate to receive a single-day access pass for each visit. The Sisisky Boulevard Gate is now open 24 hours daily and is the main access point to Fort Lee.
- Individuals who visit HQ DeCA more than six times per year must complete and re-submit Fort Lee Form 190-3, Request for Unescorted Installation Access to Fort Lee, to the HQ DeCA POC listed below. A fillable version of this form is attached for your convenience. Fillable versions may be faxed to the POC. Paper copies of the form can be picked up at and returned to the Headquarters reception desk. *Completed forms must be received not later than close of business March 1, 2016.*
- Do not email the Fort Lee Form 190-3. We have no way to open encrypted email sent from a private sector email service. We are not aware of any method to protect personally identifiable information sent by email from a private account to a DoD account.
- Non-CAC-eligible individuals who work within or call on the Fort Lee Commissary must pick up Form 190-3 in the commissary administrative area and return it to the secretary.

If Fort Lee denies access due to the finding of derogatory criminal information, a waiver may be requested by completing the attached Fort Lee Form 190-4, Fort Lee Access Control Denial Waiver Application, and submitting it in accordance with the instructions attached to the form.

Point of contact is Gloria Crowder at (804) 734-8000, extension 48330, FAX (804) 734-8244.

Timothy C. Ford
Chief, Administration Division

Attachments
As stated