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

IN REPLY
REFER TO

COP March 9, 2015

NOTICE TO THE TRADE – DeCA NOTICE 15-32

SUBJECT: Revised Fort Lee Access Requirements - UPDATED

References: (a) Notice to the Trade – DeCA Notice 15-30, February 11, 2015, Subject: Fort Lee Criminal Background Checks for Non-DoD ID Cardholders
(b) Fort Lee PAO Media Release #15-011, February 19, 2015, Subject: Communication, Preparation Key to Fort Lee Access

Effective April 15, 2015, new gate security measures will go into effect at Fort Lee. In accordance with the revised entry guidelines, DeCA is required to submit to the installation a list of 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 or commissary.

Non-CAC-eligible personnel are requested to complete Fort Lee Form 190-3, Request for Unescorted Installation Access to Fort Lee. A fillable version of this form is attached for your convenience. Fillable versions may be emailed to the POCs listed below, faxed to DeCA Command Group at 804-734-8244, or hand delivered to the HQ DeCA reception desk. Forms may also be picked up at the reception desk.

At this time, hand delivery or fax are the most secure ways to protect the personal identity information contained on the form. The fillable electronic form may be e-mailed to the POCs; however, this is not secure, as we have no way to exchange security certificates between private sector and Department of Defense email systems, which prevents email encryption.

Completed forms must be received by DeCA HQ not later than close of business March 11, 2015.

Non-CAC-eligible personnel who work within or call on the Fort Lee Commissary can pick up Form 190-3 in the commissary administrative area and return it to the secretary.

Personnel who do not turn in the completed form by the suspense date will be required to hand carry the form to the Visitor Control Center (VCC).

DeCA will consolidate the information and submit it to the installation. The installation will use the information to conduct NCIC-III background checks. If no derogatory criminal information is found, an access pass will be issued for periods ranging from 24 hours to a year, based on how often individuals require entry onto post and the expiration date of the driver's license.

If access is denied 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.

The installation has many access passes to process from DeCA Headquarters and the Fort Lee Commissary. As individual photos will be taken, they are reviewing options of how to distribute them – either at the VCC or potentially onsite at Headquarters or the commissary.

A copy of the referenced media release is attached for your information. In addition, a list of frequently asked questions can be found at http://www.lee.army.mil/pmo/documents/Fort_Lee_Installation_Access_FAQ.pdf. Please note: the Frequently Asked Questions guidance from Fort Lee states that "United States Government issued authenticated Federal PIV credentials" can be used to get on post without a background check. Please be aware that Fort Lee does not consider some forms of identification, even though issued by the U.S. Government, as falling under this definition. Fort Lee currently provides the following lists of credentials that are acceptable either for post access without a background check, or as accompanying ID after a background check:

Personnel in lawful possession of a valid form of the following identification credentials are authorized unescorted access onto Fort Lee *without* requiring a NCIC check be conducted:

a. DOD CAC
b. DD Form 2A (ACT) (Active Duty Military Identification Card)
c. DD Form 2 (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)
d. DD Form 2 (RET) (United States Uniformed Identification Card (Retired)
e. DD Form 2S (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve)
f. DD Form 2S (RET/RES RET) (United States Uniformed Identification Card (Retired and Reserve Retired)
g. United States Government issued authenticated Federal PIV credentials.
h. DD 1173 United States Uniformed Services Identification and Privilege Card (persons over the age of 18)

Personnel in lawful possession of a valid form of the following identification credentials are authorized unescorted access onto Fort Lee *after* a favorable NCIC check is conducted:

a. State Driver's License
b. Locally issued installation badge and/or pass
c. DA Form 1602 (Civilian Identification and Gold Star Family)
d. School District Employees ID
e. The Transportation Security Agency (TSA) issued Transportation Worker Identification Card (TWIC)
f. DD Form 2574, Armed Forces Exchange Services ID and Privilege
g. Air Force (AF) Form 354, Civilian ID
h. DD Form 1934, Geneva Convention ID Card for Medical and Religious
i. DD Form 2761, US DoD/Uniformed Services Civilian Geneva Convention ID

j. DD Form 489, Geneva Convention ID Card for Civilians

Points of contact are Tim Ford at (804) 734-8000, extension 48552 or timothy.ford@deca.mil, and Beverly Clark, extension 48709 or beverly.clark@deca.mil.

Christopher T. Burns
Chief Performance Officer

Attachments:
As stated