

**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/g1/content/CPD/docper/docper_germanyLinks.html?tab=5&framepage=tdy.html#top.
- 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) <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	On file at IACS office <input type="checkbox"/>		On file at IACS office <input type="checkbox"/>

