

INSTALLATION ACCESS ROSTER REQUEST (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

- Access-roster requests must be securely submitted three (3) workdays before the date access is required. To protect Personal Identifiable Information (PII), send by encrypted email to the USAG IACS office, use the DoD Secure Access File Exchange (SAFE) site <https://safe.apps.mil/> or hand carry the CAC signed roster to the 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 an approved "BACO-90" (For more information visit: <https://www.europeafrica.army.mil/contractor/>).
- Individuals may be placed on an access roster for up to 30 days.
- For large events (for example, conferences or training events), a separate spreadsheet containing the same information on page two may be submitted with the AE Form 190-16F.
- AE Regulation 190-16 provides additional information about access rosters.

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	Installation for which access is required	
Work telephone number		
Home or cell phone number		
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 BACO-90 provided (U.S. citizen working for U.S. based company)	
Yes <input type="checkbox"/> No <input type="checkbox"/>	On file at IACS office <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> On file at IACS office <input type="checkbox"/>

