

# APPLICATION FOR INSTALLATION ACCESS

(AE Reg 190-16)

## PRIVACY ACT STATEMENT (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.

**Please refer to the instructions on page 3 to ensure that the form is correctly filled in.**

<b>1. To</b> USAG Stuttgart IACS		<b>2. From</b> USACE, Stuttgart Resident Office		<b>3. Date (YYYYMMDD)</b>		
<b>4. Name (Last, first, MI)</b>		<b>5. Applicant's home address</b> (Street, State, Country, Zip)		<b>6. Applicant's work address</b> (Company, organization, unit) <b>and telephone no.</b>		
<b>7. DBIDS 5 Person category</b> Foreign Government Contractor		<b>8. Country of citizenship</b>		<b>9. Personal ID number</b>		
<b>10. Supporting document expiration date</b> (Passport/ID card)		<b>11. Residence permit required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>12. Work permit required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>13. Access requested</b> <input type="checkbox"/> DBIDS 5 Card <input type="checkbox"/> Common Access Card <input type="checkbox"/> Renewal		<b>14. Date of birth</b> (YYYYMMDD)	<b>15. Weight</b> (Pounds)	<b>16. Height</b> (Inches)	<b>17. Eye Color</b>	<b>18. Hair Color</b>
<b>19. Limitations/time/day access is required</b>				<b>20. Pass expiration date (YYYYMMDD)</b>  IACO registrar must validate		
<b>21. FPCON restriction</b> Bravo						
<b>Justification</b> (Refer to page 3 for justification requirements.)						
<b>22. Installation(s) for which regular recurring access is required</b> (Provide justification and use block 28 if required.) Patch Barracks o./u. Kelley Barracks o./u. Robinson Barracks o./u. Panzerkaserne o./u. Airfield						
<b>Justification</b>						
<b>23. Visitor-sponsor/sign-in privileges</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (Provide justification.)						
<b>Justification</b>						

24. Privately owned vehicle (POV) registration information (Additional vehicles may be added on a separate sheet of paper.)						
a. License number	b. Country	c. Make	d. Model	e. Year	f. Body type	g. Color

**25. Required attachments** (Check applicable boxes.)  
 All installation-pass applications must include supporting documents. Requirements may be different depending on the person category selected.

<input type="checkbox"/> Residence Permit	<input type="checkbox"/> Germany - BACO-90 (U.S. contractor)
<input type="checkbox"/> Work Permit	<input type="checkbox"/> Germany - AE Form 604-1A initiation
<input type="checkbox"/> Good Conduct Certificate (GCC) (no entries)	<input type="checkbox"/> Local National Screening Program (LNSP) results (no entries)
<input type="checkbox"/> GCC (entries adjudicated)	<input type="checkbox"/> Local National Screening Program (LNSP) results (entries adjudicated)
<input type="checkbox"/> U.S. security check(s)	

**26. Verification by sponsoring official** (Must check both boxes.)

I have reviewed the results of all background checks required by AE Regulation 190-16 and verify that there is no derogatory information that would preclude the issuing of an installation pass.

I verify that the applicant has been informed of the purpose and proper use of the installation pass. I have reviewed AE Regulation 190-16 and believe this packet is administratively correct and fully and accurately indicates the applicant's access requirements. However, if there is a problem or you need further information, please contact me.

<b>a. Organization, telephone number, and e-mail address</b> US Army Corps of Engineers, Stuttgart Resident Office DSN: 314-570-2074 mario.c.fuquene3@usace.army.mil	<b>b. Name and title</b> Mario Fuquene, PE, PMP Resident Engineer Stuttgart Resident Office
<b>c. Date</b> (YYYYMMDD)	<b>d. Signature</b> (Digital or handwritten)

**27. To be completed by the registrar**

<b>a. Registrar's name</b> (Printed)	<b>b. IACO</b>
<b>c. Date issued</b> (YYYYMMDD)	<b>d. Registrar's signature</b>

**28. Additional comments**

HIER BITTE DIE VERTRAGSNUMMERN und die zugehörigen KASERNEN EINTRAGEN  
 Patch Barracks o./u. Kelley Barracks o./u. Robinson Barracks o./u. Panzerkaserne o./u. Airfield  
 ggf. hier auch Kasernen außerhalb USAG Stuttgart eintragen!

## Instructions for completing AE Form 190-16A

### Block 1. To

Enter the name of the servicing installation access control office (IACO).

### Block 2. From

Enter the name of the sponsoring official's organization.

### Block 5. Applicant's home address

Enter the mailing address of the applicant.

### Block 6. Applicant's work address (Company, organization, unit) and telephone no.

Enter the address and telephone number of the unit of assignment. This address will depend on the applicant's person category. For example, for local national employees, enter the hiring organization's address. For contractors and delivery personnel, enter the address of their company.

### Block 7. Person category

- » Conveyance
- » Facility Use/Vendor
- » Foreign Civilian Visitor
- » Foreign Government Civilian/Local National Employee
- » Foreign Government Contractor
- » Foreign Military/Foreign Military Dependent
- » Long-Term Visitor
- » Personal Delivery (recurring deliveries or similar services not associated with a Government contract)
- » Personal Services
- » Privatized Housing
- » U.S. Government Contractor
- » Volunteer
- » Other

### Block 9. Personal ID number

Enter the personal identification (ID) number or the passport number from the supporting document used. The applicant must have one of the following supporting documents:

- International Passport
- European Economic Area (EEA) national ID card issued by the country of citizenship (for example, the *Personalausweis* in Germany, the *Identiteitskaart* or *carte d'identité* in Belgium, the *carta d'identità* in Italy)
- NATO ID card (Allied Command Operations or Allied Command Transformation Mission Identification System ID card)
- Host-nation (HN) military ID card
- EEA HN government-official ID card (for example, *Dienstausweis* in Germany)
- EEA HN police ID card (for example, *Polizeidienstausweis* in Germany)

### Block 10. Supporting documentation expiration date

Enter the expiration date of the supporting document (for example, expiration date of passport or German *Personalausweis*).

### Block 11. Residence permit required?

If required, check the appropriate box to indicate whether a copy of the residence permit is attached. See AE Regulation 190-16 for guidance.

### Block 12. Work permit required?

If required, check the appropriate box to indicate whether a copy of the work permit is attached. See AE Regulation 190-16 for guidance.

### Block 13. Access requested

Check the appropriate box.  
If requesting a renewal, also select if it is a DBIDS 5 Card or a CAC renewal.

### Block 19. Limitations/time/day access is required

Only enter the day(s) and time required for regular and recurring access. This can be done for each installation if required. Please use block 28 if more room is required. Justification is required for "24/7" access (for example, to support 24 hr operations: guards, hospital staff, law enforcement/fire-emergency response /airfield operations, billeting).

### Block 20. Pass expiration date

This field will be validated by the IACO. Justification for this date must be provided. A temporary installation pass is valid for up to 90 days. The expiration date of an installation pass depends on the limitations of the person category (block 7) and the expiration date of the supporting document (for example, passport) that was used to obtain the installation pass. The expiration date will be whichever date is earlier.

### Block 21. FPCON restriction

Enter the force-protection condition (FPCON) restriction.

- Delta (provide justification, including first or emergency responder duties)
- Charlie (provide justification, including a list of essential duties)
- Bravo

### Block 22. Installations for which access is required

The sponsor must provide the names(s) of the installation(s) their applicant requires regular and recurring access and specific justification for the applicant's access requirements. Access is limited to the installation(s) required for the applicant to perform his or her duties on a daily basis (for example, Clay Kaserne). If additional access is required temporarily (for example, a meeting or training) the sponsor may email the IACO that has the applicant's documents via official email one business day in advance and request access and provided justification with an expiration date. The IACO will review the request, if approved, print the email to PDF, upload it to the shared drive, and update DBIDS 5 with the access area and expiration date.

### Block 23. Visitor-sponsor/sign-in privileges

Visitor-sponsor privileges are the exception versus the rule and depending on the category, requires USAG commander or their designee's approval. Check the appropriate box to indicate whether visitor-sponsor and sign-in privileges are required. If these privileges are requested, the sponsoring official must include a justification in block 23. The justification must explain why the applicant requires these privileges in the performance of duties. Please use block 28 if more space is needed.

*NATO member* and *Department of State* and *American Embassy* person categories default to visitor-sponsor and sign-in privileges authorized; no justification is required.

### Block 24. Privately owned vehicle (POV) registration information

- a. State the license plate number exactly as it appears on the plate.
- b. State the country for which the license plate was issued.
- c. State the make of the vehicle (for example, Opel, Saab, BMW).
- d. State the model of the vehicle (for example, 325i, Astra, 190E, S60).
- e. State the year the vehicle was manufactured (YYYY).
- f. State the body type of the vehicle (for example, 2-door sedan, bus).
- g. State the color of the vehicle.

### Block 25. Required attachments

Check all applicable boxes and provide photocopies of supporting documents.

### Block 26. Verification by sponsoring official

State the name, title, organization, telephone number, and e-mail address of the sponsoring official. The IACO must have DD Form 577 on file to verify the sponsoring official's authority.

### Block 28. Additional comments

Provide any additional supporting information or justification.