



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

IN REPLY
REFER TO

CCSA
NOTICE TO THE TRADE – DeCA NOTICE 19-26

April 22, 2019

SUBJECT: Fort Lee Access Update – Expiring Access Cards

Many DeCA visitors who were issued physical cards to access Fort Lee will see their cards expire at the end of April. Before your card expires, please schedule extra time for your next visit to renew at the Fort Lee Visitor Control Center (VCC), or you may email a completed form to Fort Lee at least three working days in advance as described in the link below. Access can be requested for up to 12 months, after which your request must be re-submitted.

Once your background check and access status have been renewed, there will be no replacement visitor card issued. Instead, Fort Lee's system will link your status to your driver's license number, so you can present your driver's license at the gate. With no physical card as a reminder, visitors are encouraged to set their own calendar reminders for future renewals.

On-line renewal can be requested with DES FORM 190-3 available at <https://home.army.mil/lee/index.php?cID=514>. Email the completed form to usarmy.lee.imcom.list.des-access-control-forms-submissions@mail.mil with the subject line Fort Lee Access Request.

Fort Lee Visitor Control Operations are currently conducted at Lee Gate. Lee Avenue Visitor Control Center (BLDG 5228) hours are from 6 a.m. to 8 p.m. daily. (The second visitor control facility at Sisisky Gate is currently closed until a permanent facility is constructed.)

In cases where a non-cleared contractor, subcontractor or visitor is denied access based on derogatory information obtained from the initial background check, personnel at the Access Control Point or Visitor Control Center will issue the denied individual instructions on how and where to submit a waiver request.

Please see <https://home.army.mil/lee/index.php?cID=514> on the Fort Lee web site, for comprehensive information on accessing the post including a list of acceptable identification.

My point of contact for this is Timothy C. Ford, 804-734-8000, ext. 48552.

Teena P. Standard
Chief of Staff

cc: DeCA HQ ALL