Parks Reserve Forces Training Area
Physical Security Office
HQ Bldg. 620 6th St.
Dublin, California 94568

ACCESS ROSTER

(DTM 09-012, "Interim Policy Guidance for DoD Physical Access Control")

1. **Request Access to:** ☐ Cantonment Areas ☐ Training Areas ☐ Communication Sites ☐ Other	2. **COR or Sponsor Information:** *(DIR, Name, Phone &email)* 3. **Contractor Company Name & Company POC** *(Name, Phone & email)*

4. **Approved Date**(s) **of Contract Work or Visit**	**From:**	**To:**

5. **Purpose.** (*Provide* Brief Statement of Work (SOW) / Brief description of Visit):

6 APPROVED/ NOT APPROVED		7. NAME *(Last, First)*	SSN *(Last Four)*	Home Address	CON *(Rep)(Sub)*		PHONE NUMBER	REMARKS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

9. **ON-SITE POC** *(or Escort)*	Name	Title	Phone # & e-mail address	Date

10. **Approval**	USAG Antiterrorism Alan Brown	Signature	Date

11. **APPROVAL**	Security Office Alan Brown	Signature	Date
	USAG Physical Security Officer Craig Creamer	Signature	Date

Access Control Requirements:

1. Present Access Roster to Security /Police or Range Control personnel upon request.
2. Restricted Area Requirement: Post approved Access Rosters within facilities.

Special Instructions:

1. Need of Assistance Contact the Physical Security Office 925-875-4658
2. Please Type or Print legibly and submit within 15 days of required access. Unreadable / uncompleted forms may cause processing
3. delays. Recommend that the submitting agency contact this office or Emergency Service Dispatch for finial conformation.
4. Approved Access Rosters will be posted.
5. You must present a valid ID and be listed on the approved access roster to obtain temporary visitor pass or badge.

Local Agency Check Worksheet

(U.S. Citizen)

➢ ***(Attach a Copy of State Driver's License)***

Privacy Act Statement

	Dispatch Initial	Security Initial	1.Requesting Agency	2.Records Check Request **Purpose.** *Access Control*	3.Date Submitted				
			Name *(Last, First, MI)*	Gender	***DOB*** *(mm-dd-yyyy)*	***SSN*** *(Full) (9 Numbers)*	***DL #*** *(&State)*	***POB*** *(City &State)*	**Grant Consent**
1	C NC	C NC		M ☐ F ☐					*Yes* ☐
2	C NC	C NC		M ☐ F ☐					*Yes* ☐
3	C NC	C NC		M ☐ F ☐					*Yes* ☐
4	C NC	C NC		M ☐ F ☐					*Yes* ☐
5	C NC	C NC		M ☐ F ☐					*Yes* ☐
6	C NC	C NC		M ☐ F ☐					*Yes* ☐
7	C NC	C NC		M ☐ F ☐					*Yes* ☐
8	C NC	C NC		M ☐ F ☐					*Yes* ☐
9	C NC	C NC		M ☐ F ☐					*Yes* ☐
10	C NC	C NC		M ☐ F ☐					*Yes* ☐

The Privacy Act of 1974, 5 U.S.C. § 552a, Public Law No. 93-579, (Dec. 31,1974) establishes a Code of Fair Information Practice that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by federal agencies. A system of records is a group of records under the control of an agency from which information is retrieved by the name of the individual or by some identifier assigned to the individual. The Privacy Act requires that agencies give the public notice of their systems of records by publication in the Federal Register. The Privacy Act prohibits the disclosure of information from a system of records absent the written consent of the subject individual, unless the disclosure is pursuant to one of twelve statutory exceptions. The Act also provides individuals with a means by which to seek access to and amendment of their records, and sets forth various agency record-keeping requirements.

Granting Consent. Checking Yes and initialing in the Grant Consent Column affirms that the listed personnel have consented to the Local agency check

Local Agency Use Only.

Local agency checks do not include Criminal History.

☐ DoD civilian personnel— National agency checks with written inquiries COPS check.
☐ Federal personal identity verification and DoD-issued card holders require identity proofing and vetting.
☐ Contractor personnel (including subcontractors) — National agency check, local agency check and COPS entry and checks.
☐ Non-DoD civilian personnel— National agency checks, local agency check and COPS entry and checks.