



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

IN REPLY  
REFER TO

CCSA

March 6, 2019

NOTICE TO THE TRADE – DeCA NOTICE 19-18

SUBJECT: Fort Lee Access

Anyone coming to Fort Lee for the *first time* who does not have a federal identification card must go to the Visitor Control Center (VCC) with a valid government-issued photo ID (such as a driver's license) to receive an initial background check. (A recent article in the post newspaper incorrectly implied that the initial background check was preferred but not required.)

Those who have been entered into the Fort Lee system already, or can present a common access card (CAC card), Military ID, Military Dependent ID, or a federal government-issued personal identity verification (PIV) card, may enter post as normal.

Fort Lee Visitor Control Operations are currently conducted at Lee Gate and Sisisky Gate. Lee Avenue Visitor Control Center (BLDG 5228) hours are from 6 a.m. to 8 p.m. daily. Sisisky Boulevard Visitor Control Center (BLDG 1615) is closed. Construction of a permanent Visitor Control Center is planned for Sisisky Gate.

In cases where an 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