

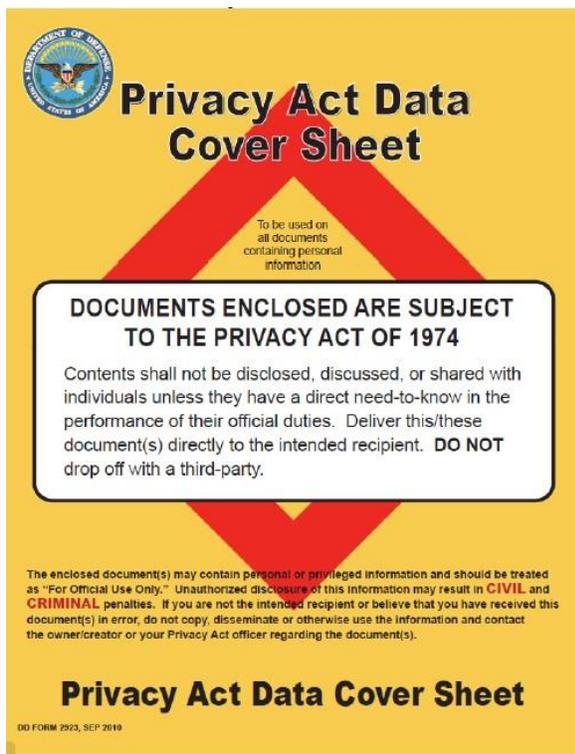
How to Submit Carlisle Barracks Form 228, Installation Access Application

There are three methods you can use to submit Carlisle Barracks Form 228, Installation Access Application. **You can submit your application up to 30 days in advance.**

1. Bring your completed Carlisle Barracks Form 228 to the Visitor Center located at 870 Jim Thorpe Road, Carlisle Barracks (Claremont Gate).
2. Have your Government Sponsor provide it to the Visitor Center.
3. Facsimile (FAX) – This method is transmitted unsecured, however, once received your information is protected by DES personnel.

FAX instructions. Start by downloading Carlisle Barracks Form 228 at <http://carlislebarracks.carlisle.army.mil/gateinfo/docs/CBKS228.pdf>, under the Visitor Access Tab. You can save the form to your computer and fill it out digitally, or print the form and complete it. For faxing, please include the required cover sheet.

1. Download FAX cover sheet at: <http://www.dtic.mil/whs/directives/forms/eforms/dd2923.pdf>
2. FAX the cover sheet and Carlisle Barracks Form 228 to: 717-245-3750



The image shows a yellow Privacy Act Data Cover Sheet with a red double-headed arrow graphic. At the top left is the Department of Defense seal. The title "Privacy Act Data Cover Sheet" is prominently displayed. Below the title, it states "To be used on all documents containing personal information". A central white box with a black border contains the text: "DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974" followed by instructions on handling the documents. At the bottom, there is a warning about unauthorized disclosure and the form number "DD FORM 2923, SEP 2010".

Privacy Act Data Cover Sheet

To be used on all documents containing personal information

DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. **DO NOT** drop off with a third-party.

The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in **CIVIL** and **CRIMINAL** penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s).

Privacy Act Data Cover Sheet

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