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FM COMNAVREG MIDLANT NORFOLK VA

TO NAVSHIPYD NORFOLK VA

NAVSHIPYD PORTSMOUTH NH

WPNSTA YORKTOWN VA

WPNSTA EARLE COLTS NECK NJ

NAVSTA NORFOLK VA

NAVSUPPACT CRANE IN

NAVSUPPACT HAMPTON ROADS VA

NAVSUPPACT MECHANICSBURG PA

NAVSUPPACT PHILADELPHIA PA

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NAVSUPPACT PROSPECT HARBOR ME

NAVSUPPACT WALLOPS ISLAND VA

SUBASE NEW LONDON CT

NAS OCEANA VA

JNTEXPBASE LITTLE CREEK FORT STORY VA

NAVSTA GREAT LAKES IL

NAVSTA NEWPORT RI

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MSGID/GENADMIN, USMTF, 2011/COMNAVREG MIDLANT NORFOLK VA//

SUBJ/UPDATED NAVY REGION MID-ATLANTIC OPERATIONAL GUIDANCE FOR

PERSONNEL SCREENING//

REF/A/MSG/CNRMA/121418ZJUL18

REF/B/DOC/CNICINST 5530.14A CH-2/06 JUN 2016//

REF/C/DOC/DODM 5200.08 VIII/02 JAN 2019//

NARR/REF A IS NAVY REGION MID-ATLANTIC (NRMA) PERSONNEL SCREENING

CENTER (PSC) INTERIM OPERATIONAL GUIDANCE ISSUED IN JULY 2018. REF B IS CNICINST 5530.14A, CNIC ASHORE PROTECTION PROGRAM. REF C IS THE DOD PHYSICAL SECURITY PROGRAM: ACCESS TO DOD INSTALLATIONS MANUAL//

1. CANCEL REF (A).

2. OVERVIEW. THIS MESSAGE PROVIDES UPDATED GUIDANCE FOR HOW THE NRMA PERSONNEL SCREENING CENTER (PSC) AND INSTALLATION VISITOR CONTROL CENTERS (VCCS) / PASS AND ID OFFICES WILL OPERATE/FUNCTION IN REGARDS TO PROVIDING VISITOR VETTING SUPPORT TO INSTALLATIONS THROUGHOUT THE NRMA AREA OF RESPONSIBILITY (AOR). THE PRIMARY MEANS FOR DETERMINATION OF HISTORIC FITNESS (I.E. VETTING) FOR INDIVIDUALS SEEKING UNESCORTED INSTALLATION ACCESS REMAINS WITH THE INSTALLATION VISITOR CONTROL CENTER (VCC) / PASS AND ID OFFICE OF THE INSTALLATION TO WHICH INDIVIDUAL(S) NEED ACCESS. REF (C) DEFINES THE THREE TYPES OF INSTALLATION ACCESS. THE NRMA PSC SUPPORTS /SUPPLEMENTS EACH NRMA INSTALLATIONS HISTORIC FITNESS DETERMINATION /VETTING PROCESSES (FOR UNESCORTED ACCESS ONLY) AS SPECIFIED IN THIS MESSAGE.

3. BACKGROUND. SUBSEQUENT TO THE RELEASE OF REF (A), NRMA N3AT HAS BEEN DILIGENTLY PURSUING NEEDED PERMISSIONS TO STREAMLINE THE COLLECTION AND PROCESSING OF PERSONALLY IDENTIFIABLE VISITOR INFORMATION TO SUPPORT VETTING PROCESSES AND INSTALLATION ACCESS CONTROL MANAGEMENT. THIS OPERATIONAL GUIDANCE REFLECTS UPDATED RESPONSIBILITIES OF STAKEHOLDERS IN THE PROCESSING AND ISSUANCE OF

AN INSTALLATION VISITOR ACCESS CREDENTIAL. ADDITIONAL INFORMATION AND RESOURCES ARE AVAILABLE AT [HTTPS://WWW.CNIC.NAVY.MIL /REGIONS/CNRMA/OM/CONTRACTOR\\_VERIFICATION\\_SYSTEM.HTML](https://www.cnic.navy.mil/regions/cnrma/om/contractor_verification_system.html), INCLUDING ELECTRONIC COPY OF SECNAV FORM 5512/1 AND REQUIRED SPREADSHEETS DELINEATED IN PARA 5.A.5.

4. SPONSORS. REF (B) APPENDIX H, PARA 3.F DELINEATES THE VARIOUS TYPES OF SPONSORS AND/OR SPONSORING ACTIVITIES AND ASSOCIATED RESPONSIBILITIES. THIS MESSAGE SERVES TO AMPLIFY RESPONSIBILITIES OF ALL STAKEHOLDERS IN THE RECEIPT AND PROCESSING OF VISITOR INFORMATION FOR THE PURPOSES OF DETERMINING HISTORIC FITNESS AS DEFINED IN REF (C). SPONSORS INCLUDE THE FOLLOWING:

4.A. ACTIVE DUTY AND RESERVE PERSONNEL ON OFFICIAL ORDERS, CAC HOLDERS (TO INCLUDE CONTRACTOR CAC HOLDERS), AND FAMILY MEMBERS 18 YEARS OF AGE AND OLDER.

4.B. PUBLIC PRIVATE VENTURE (PPV) HOUSING RESIDENTS WITH DBIDS CREDENTIALS ARE AUTHORIZED TO SPONSOR INDIVIDUALS ONTO THE INSTALLATION THEY ARE AFFILIATED WITH/ASSIGNED TO, BUT SPONSORSHIP PRIVILEGES ARE LIMITED TO THEIR PARTICULAR PPV HOUSING AREA ONLY.

4.C. INSTALLATION BANK AND CREDIT UNION EMPLOYEES WITH DBIDS CREDENTIALS ARE AUTHORIZED TO SPONSOR BANK/CREDIT UNION AFFILIATED INDIVIDUALS FOR THE PURPOSES OF CONDUCTING BANK OR CREDIT UNION BUSINESS.

4.D. TEMPORARILY ASSIGNED PERSONNEL. ACTIVE DUTY AND RESERVE PERSONNEL ON OFFICIAL ORDERS, AND CAC HOLDERS ON OFFICIAL TDY ORDERS

TO AN INSTALLATION, ARE AUTHORIZED TO SPONSOR INDIVIDUALS ONTO THAT INSTALLATION ONLY FOR THE DURATION OF THEIR TDY/ACTIVE DUTY ORDERS.

#### 4.E. DOD MILITARY RETIREES

NOTE: THE NRMA PSC VETTING PROCESS DESCRIBED IN PARA 5 BELOW, DOES NOT PERTAIN TO DOD MILITARY RETIREES. ALL MILITARY RETIREES WHO DESIRE TO SERVE AS A SPONSOR MUST PHYSICALLY VISIT THE INSTALLATION VCC / PASS AND ID OFFICE ON WHICH THEY WISH TO SPONSOR NON-DOD AFFILIATED PERSONNEL.

#### 5. STAKEHOLDER RESPONSIBILITIES

##### 5.A. SPONSORS SHALL:

5.A.1. VALIDATE THE NEED FOR INSTALLATION ACCESS OF THE INDIVIDUAL(S) AND/OR COMPANY BEING SPONSORED.

5.A.2. VALIDATE DURATION OF REQUIRED ACCESS FOR INDIVIDUAL(S) BEING SPONSORED AS WELL AS THE INSTALLATIONS TO WHICH ACCESS WILL BE GRANTED.

5.A.3. IF USING NRMA PSC TO CONDUCT VETTING, PROVIDE NRMA PSC COMPLETED SECNAV FORMS 5512/1 AND SPREADSHEET DISCUSSED IN PARA 5.A.5 BELOW VIA ENCRYPTED EMAIL (SEND EMAIL WITH READ RECEIPT REQUESTED) TO CNIC\_CNRMA\_CVS@NAVY.MIL.

NOTE#1: ENSURE THE ENCRYPTED EMAIL PROVIDED TO THE PSC HAS THE READ RECEIPT REQUESTED OPTION CHECKED/ENABLED. THIS WILL INITIATE AN AUTOMATIC COMPUTER GENERATED READ RECEIPT BACK TO THE SENDING SPONSOR WHEN IT IS OPENED/READ BY THE PSC. THIS WILL PROVIDE REAL -TIME NOTIFICATION THAT THE REQUEST IS ACTIVELY BEING MANAGED/

PROCESSED.

NOTE#2: IF USING RESPECTIVE INSTALLATION VCC / PASS AND ID OFFICE TO CONDUCT VETTING, HAND-DELIVER THE SECNAV FORM 5512/1 TO THE INSTALLATION VCC / PASS AND ID OFFICE.

NOTE#3: SPONSORS SHALL USE THE FOLLOWING LABELING CONVENTIONS IN THE SUBJECT LINE OF THE ENCRYPTED EMAIL SUBMITTED TO THE NRMA PSC:

SUBJECT: VETTING REQUEST FOR DBIDS OR VETTING REQUEST FOR NNSY CIA ACCESS.

NOTE #4: A SECNAV FORM 5512/1 IS REQUIRED FOR EACH PERSON IDENTIFIED ON THE SPREADSHEET REQUIRING UNESCORTED ACCESS.

NOTE #5: SPONSORS ARE REMINDED NOT TO SUBMIT DUPLICATE VETTING REQUESTS. ANY DUPLICATE VETTING SUBMISSIONS WILL NOT BE PROCESSED.

5.A.4. RESUBMIT NEW SECNAV FORM 5512/1 AND SPREADSHEET VIA ENCRYPTED EMAIL TO NRMA PSC FOR ALL CONTRACT EXTENSIONS.

5.A.5. IN ADDITION TO REQUIREMENTS OF 5.A.1 5.A.4 ABOVE, SPONSORS SHALL ALSO PROVIDE THE PSC (SAME EMAIL LABELING SPECIFIED IN 5.A.3 ABOVE) WITH A FULLY COMPLETED SPREADSHEET CONTAINING INFORMATION, WHICH THE SPONSOR WILL COPY/TRANPOSE FROM EACH INDIVIDUALS 5512/1, VETTING AUTHORIZATION FORM (I.E. ONE SPREADSHEET CONTAINING REQUIRED INFORMATION FROM EACH SECNAV 5512/1 FORM). THE SPREADSHEET WILL CONTAIN INFORMATION WHICH WILL FACILITATE THE PSC VETTING PROCESS THEREBY REDUCING TRANSACTION TIMES TO CONDUCT REQUISITE HISTORIC FITNESS DETERMINATION/BACKGROUND VETTING. NRMA WILL POST SPREADSHEET TEMPLATES FOR DOWNLOAD BY ALL SPONSORS TO THE PUBLICALLY

ACCESSIBLE NRMA WEBSITE DELINEATED IN PARA 3. THIS RESPONSIBILITY OF SPONSORS IS SPECIFICALLY HIGHLIGHTED AS THIS IS AN EMERGING REQUIREMENT.

NOTE #1: SPONSORS ARE REMINDED THAT SECNAV FORM 5512/1 IS THE ONLY AUTHORIZED FORM FOR THE COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII) FOR THE PURPOSE OF CONDUCTING HISTORIC FITNESS /BACKGROUND VETTING.

NOTE #2: THE PSC WILL ONLY PROCESS VETTING REQUESTS FROM SPONSORS THAT CONTAIN FULLY COMPLETED/SIGNED SECNAV 5512/1 FORMS, AS WELL AS A POPULATED SPREADSHEET CONTAINING REQUESTED INFORMATION (I.E. THE SPREADSHEET MUST CONTAIN REQUISITE INFORMATION FROM EACH SECNAV FORM 5512/1 AND VICE VERSA). ANY EMAIL NOT CONTAINING ALL THE SPECIFIED INFORMATION (AS APPLICABLE) OF PARA 5.A OF THIS MESSAGE WILL NOT BE PROCESSED, AND AN EMAIL WILL BE SENT TO THE SPONSOR REQUIRING RESUBMISSION OF THE VETTING REQUEST.

5.A.6. SPONSORS WILL CHECK THE PUBLICALLY ACCESSIBLE WEBSITE (ADDRESS DELINEATED IN PARA 3 ABOVE) FOR POSTED VETTING RESULTS.

NOTE #1: POSTED VETTING RESULTS WILL FULLY COMPLY WITH RULES /REGULATIONS FOR THE MANAGEMENT OF PII.

NOTE #2: VETTING RESULTS MAY TAKE UP TO 14 BUSINESS DAYS.

NOTE #3: POSTED VETTING RESULTS WILL HAVE THE FOLLOWING FIELDS OF INFORMATION PRESENTED FOR THOSE VETTED WITH ASSOCIATED EXPLANATORY INFORMATION IN PARENTHESIS:

- COMPANY: (NAME OF COMPANY AND ALL THE EMPLOYEES OF THAT

COMPANY FOR

WHOM INSTALLATION ACCESS IS BEING REQUESTED AS CODIFIED IN BELOW

/REMAINING FIELDS).

- START DATE: (DATE ON WHICH INSTALLATION ACCESS WILL BE GRANTED).
- INSTALLATION: (NAME OF INSTALLATION(S) FOR WHICH INDIVIDUAL WILL BE GRANTED ACCESS).
- LAST NAME: (LAST NAME OF THE INDIVIDUAL WHO WAS VETTED).
- FIRST INITIAL: (FIRST INITIAL OF THE INDIVIDUAL WHO WAS VETTED).
- RESULTS: (THE RESULTS WILL BE LISTED AS EITHER CLEARED, CLEAR NO DRIVING, OR NOT CLEARED.

NOTE: A LISTING OF NOT CLEARED DOES NOT NECESSARILY IMPLY THAT THE INDIVIDUAL VETTED HAS MET DENIAL CRITERIA. THE DATABASE SYSTEMS BEING CHECKED HAVE PROVEN TO IDENTIFY CASES WHERE SOMEONES IDENTITY MAY HAVE BEEN STOLEN. TO UNDERSTAND THE RATIONALE FOR THE NOT CLEARED CATEGORIZATION, SPONSORS SHOULD CONTACT THE PSC AT THE EMAIL ADDRESS DELINEATED IN PARA 5.B.7 OR VISIT THE VCC / PASS AND ID OFFICE OF THE INSTALLATION FOR WHICH ACCESS IS BEING REQUESTED.

- NNSY BADGE COLOR: (APPLICABLE TO NNSY CIA ACCESS ONLY).
- EXPIRATION DATE: (DATE THAT INSTALLATION ACCESS PRIVILEGES WILL BE TERMINATED).

#### 5.B. PERSONNEL SCREENING CENTER

##### 5.B.1. MAINTAIN DATABASE OF ALL VISITORS VETTED BY THE PSC TO ACCESS

NRMA INSTALLATIONS.

5.B.2. RECEIVE AND PROCESS ONLY ENCRYPTED EMAILS MEETING THE SPECIFICATIONS OF PARA 5.A ABOVE. PROVIDE A RETURN EMAIL TO SUBMITTING SPONSOR NOTIFYING THEM OF ANY SUBMISSION NOT MEETING PARA 5.A REQUIREMENTS.

5.B.3. VET (I.E. CONDUCT BACKGROUND VETTING REQUIRED BY REFS (B) AND (C)) ALL PERSONNEL WITH A PROPERLY COMPLETED/SIGNED SECNAV FORM(S) 5512/1 AND ACCOMPANYING SPREADSHEET (AS SPECIFIED IN PARA 5.A.5 ABOVE) PROVIDED BY THE SPONSOR.

5.B.4. UPDATE DATABASE TO REFLECT RESULTS OF VETTING PROCESS.

5.B.5. RUN APPLICABLE REPORT FROM THE DATABASE TO OBTAIN LISTING AS SPECIFIED IN PARA 5.A.6.

5.B.6. REVIEW REPORT TO ENSURE IT CONTAINS ONLY THE FIELDS SPECIFIED IN PARA 5.A.6 AND PROVIDE THAT REPORT TO THE NRMA N3AT APPROVING OFFICIAL PRIOR TO SUBMISSION TO THE NRMA PAO WEBSITE MANAGER IN ACCORDANCE WITH PSC STANDARD OPERATING PROCEDURE.

5.B.7. RESPOND TO SPONSOR INQUIRIES AFTER 14 BUSINESS DAYS. SPONSOR REQUESTS CAN BE MADE TO THE FOLLOWING EMAIL ADDRESS: DAY\_VISITOR\_INQUIRIES@NAVY.MIL.

NOTE #1: IN ORDER TO FACILITATE PSC OPERATIONAL EFFICIENCY, NRMA RESPECTFULLY REQUESTS THAT ALL SPONSORS ABSTAIN FROM SENDING VETTING INQUIRIES TO THE PSC PRIOR TO 14 BUSINESS DAYS AFTER SUBMISSION. NRMA BELIEVES THAT THE FEEDBACK OFFERED BY UTILIZING THE EMAIL READ RECEIPT FUNCTION AND THE POSTING OF INFORMATION



DELINEATED IN PARA 5.A.6 WILL ELIMINATE THE NEED FOR INQUIRIES.

NOTE #2: ALL SPONSOR INQUIRIES SHOULD INCLUDE THE FULL NAME OF THE INDIVIDUAL FOR WHICH THE INQUIRY IS BEING MADE, THEIR DATE OF BIRTH ALONG WITH THE COMPANY NAME, AND THE DATE OF THE VETTING REQUEST SUBMISSION, AND THIS SHALL BE SENT VIA ENCRYPTED EMAIL.

5.B.8. STORE ALL SECNAV FORMS 5512/1S WITHIN PROTECTED/CONTROLLED SHARED DRIVE FOR A MINIMUM OF THREE YEARS OR UNTIL AUDITED.

5.C. INSTALLATION VCC(S) / PASS AND ID OFFICES

5.C.1. COLLECT PAPER COPY OF SECNAV FORM 5512/1S FROM INDIVIDUALS BEING SPONSORED FOR DBIDS PASS (DAY OR MULTI-DAY).

5.C.2. IDENTITY PROOF THE PERSON TO WHOM THE DBIDS CREDENTIAL IS BEING ISSUED. LIST OF ACCEPTABLE IDENTITY PROOFING DOCUMENTS IS CONTAINED IN REF (B).

5.C.3. CHECK THE VCC / PASS AND ID OFFICE 179 DAY LISTING FOR VETTING RESULTS.

5.C.4. ISSUE DBIDS ACCESS CREDENTIAL CONSISTENT WITH ACCESS DURATION STIPULATED BY SPONSOR AND VETTING RESULTS.

5.C.5. PROCESS ALL WALK-IN VETTING REQUESTS IAW INSTALLATION ACCESS CONTROL AND/OR VCC / PASS AND ID OFFICE STANDARD OPERATING PROCEDURES.

6. NRMA PSC VETTING PROCESS (IN FLOW ORDER).

6.A. SPONSOR VALIDATES NEED FOR INSTALLATION ACCESS AND OBTAINS COMPLETED SECNAV FORM 5512/1S FROM EACH INDIVIDUAL AND/OR INDIVIDUALS REQUESTING UNESCORTED INSTALLATION ACCESS.

6.B. SPONSOR SHALL ENSURE THAT ALL REQUIRED FIELDS ON SECNAV FORM 5512/1 ARE POPULATED, TO INCLUDE SPONSOR SPECIFIC INFORMATION.

NOTE: ILLEGIBLE SECNAV 5512/1 FORMS WILL BE RETURNED TO SENDING SPONSOR WITHOUT ANY VETTING ACTION INITIATED. ONLY COMPLETELY LEGIBLE FORMS WILL BE PROCESSED.

6.C. SPONSOR DOWNLOADS VETTING SPREADSHEET TEMPLATE LABELED EITHER ODP SPREADSHEET.XLS OR NNSY CIA SPREADSHEET.XLS (AS APPLICABLE TO REQUESTING SPONSOR) FROM THE NRMA PUBLICLY ACCESSIBLE WEBSITE ADDRESS DELINEATED IN PARA 3.

6.D. AFTER VERIFICATION OF COMPLETENESS OF SECNAV 5512/1 FORMS, SPONSOR SHALL TRANSPOSE/COPY INFORMATION FROM THE SECNAV 5512/1 FORM TO THE SPREADSHEET.

6.E. SPONSOR SHALL SEND COMPLETED AND SIGNED SECNAV 5512/1 FORMS AND CORRESPONDING SPREADSHEET TO THE NRMA PSC VIA ENCRYPTED EMAIL WITH THE READ RECEIPT REQUESTED FUNCTION ENABLED TO THE EMAIL ADDRESS DELINEATED IN PARA 5.A.3 ABOVE.

6.F. NRMA PSC RECEIVES ALL SECNAV 5512/1 FORMS AND CORRESPONDING SPREADSHEETS FROM SPONSOR(S) AND PROVIDES A READ RECEIPT BACK TO THE SENDER, THEN ENTERS REQUIRED INFORMATION INTO THE NRMA CONTRACTOR VERIFICATION SYSTEM (CVS) DATABASE.

6.G. NRMA PSC CONDUCTS REQUISITE BACKGROUND VETTING IAW REF (B).

6.H. NRMA PSC DOCUMENTS RESULTS OF BACKGROUND VETTING IN CVS DATABASE.

6.I. NRMA PSC POSTS VCC / PASS AND ID OFFICE 179 DAY LISTING INTO

THE PASS AND ID FOLDER FOR ACCESS BY INSTALLATION VCCS AND PASS AND ID OFFICES.

6. J. NRMA PSC WILL PULL A REPORT FROM THE DATABASE TO OBTAIN LISTING AS SPECIFIED IN PARA 5.A.6.

6.K. NRMA PSC WILL REVIEW THE REPORT TO ENSURE IT CONTAINS ONLY THE FIELDS SPECIFIED IN PARA 5.A.6 AND SUBMIT TO THE N3AT APPROVING OFFICIAL PRIOR TO SUBMISSION TO NRMA PAO WEBSITE MANAGER IN ACCORDANCE WITH PSC STANDARD OPERATING PROCEDURE.

6.L. NRMA PAO WEBSITE MANAGER WILL REVIEW REPORT TO ENSURE ONLY THE FIELDS SPECIFIED IN PARA 5.A.6 ARE DEPICTED. NRMA WEBSITE MANAGER WILL THEN POST THE VETTING RESULTS FILES DELINEATED BELOW TO THE PUBLICALLY ACCESSIBLE WEBSITE SPECIFIED IN PARA 3:

- CNRMA DAY VISITORS COMPANY NAMES A THRU E
- CNRMA DAY VISITORS - COMPANY NAMES F THRU N
- CNRMA DAY VISITORS COMPANY NAMES O THRU Z
- CNRMA DAY VISITORS COMPANY NAMES ZERO THRU 9
- NNSY CONTRACTORS WEBLIST

6.M. NRMA PSC WILL RESPOND TO ANY REQUESTS FOR ASSISTANCE. NRMA PSC WILL RESPOND TO SPONSOR VETTING RESULT INQUIRIES MADE TO THE DAY \_VISITOR\_INQUIRIES@NAVY.MIL EMAIL ADDRESS AFTER 14 BUSINESS DAYS.

6.N. INDIVIDUALS REQUESTING UNESCORTED ACCESS AND WHO HAVE MET THE VETTING CRITERIA WILL REPORT TO THE RESPECTIVE INSTALLATION VCC / PASS AND ID OFFICE WITH THE SIGNED PAPER COPY OF SECNAV FORM 5512/1 AND SUPPORTING IDENTITY PROOFING DOCUMENTS CONSISTENT WITH REF (B)

CRITERIA.

6.O. INSTALLATION VCC / PASS AND ID OFFICE WILL IDENTIFY PROOF

INDIVIDUALS AND ISSUE PROPER DBIDS ACCESS CREDENTIAL.

NOTE #1: ALL INDIVIDUALS REQUESTING SAME DAY ACCESS OR ACCESS SOONER THAN THE 14 BUSINESS DAY LEAD TIME NEEDED BY THE NRMA PSC, MAY VISIT THE RESPECTIVE VCC / PASS AND ID OFFICE AND REQUEST VCC / PASS AND ID OFFICE CONDUCT REQUISITE BACKGROUND VETTING WHILE WAITING.

NOTE #2: ALL CONTRACTORS/VENDORS, OR OTHERS RECEIVING DBIDS ACCESS CREDENTIALS (BOTH TEMPORARY AND LONG TERM) FOR MULTIPLE HAMPTON ROADS AREA INSTALLATIONS, SHOULD UNDERSTAND THAT NNSY OPERATES UNDER SLIGHTLY DIFFERENT PARAMETERS. THOSE PERSONNEL REQUESTING MULTIPLE INSTALLATION ACCESS TO INCLUDE NNSY, SHALL OBTAIN THEIR DBIDS CREDENTIAL ISSUED TO THEM BY THE NNSY VCC FIRST. ONCE THE NNSY DBIDS ACCESS CREDENTIAL IS RECEIVED AND ACCESS IS GRANTED (AT NNSY), ACCESS PRIVILEGES FOR ALL OTHER INSTALLATIONS CAN BE ADDED TO THE CREDENTIAL BY THE RESPECTIVE INSTALLATION VCC / PASS AND ID OFFICE. IF A DBIDS PASS IS OBTAINED FROM ANY OTHER INSTALLATION VCC / PASS AND ID OFFICE FIRST AND THEN ACCESS TO NNSY IS NEEDED, THE INDIVIDUAL WILL NEED A COMPLETELY NEW DBIDS CREDENTIAL ISSUED FOR NNSY, AND THEN THEY WILL NEED TO RE-VISIT THE OTHER INSTALLATION VCC(S) / PASS AND ID OFFICES TO BE ENTERED INTO THOSE INSTALLATION SYSTEMS AGAIN. UNIQUE OPERATIONAL REQUIREMENTS OF NNSYS ACCESS CONTROL SYSTEM DOES NOT ACCEPT RECIPROCAL ACCESS FROM OTHER INSTALLATIONS IF NOT FIRST GRANTED AT NNSY.

NOTE: NO ONE SHOULD POSSESS MORE THAN ONE DBIDS CREDENTIAL (TO INCLUDE A PAPER DBIDS PASS) AT ANY TIME. ANYONE POSSESSING MORE THAN ONE DBIDS CREDENTIAL SHALL SURRENDER ALL CREDENTIALS NOT ASSOCIATED WITH THEIR LAST/LATEST HISTORIC FITNESS/BACKGROUND VETTING.

## 7. POINTS OF CONTACT

7.A. INQUIRIES SPECIFIC TO THIS POLICY AND OR INQUIRIES PERTAINING TO NRMAS ACCESS CONTROL POLICY AS A WHOLE SHOULD BE DIRECTED TO EITHER MR. AL NAVARRO OR DAVID LADERER (CONTACT INFO BELOW).

-ALPHONSO NAVARRO; EMAIL: ALPHONSO.NAVARRO(AT) NAVY.MIL, PHONE: (757) 444-0889.

-MR. DAVID LADERER; EMAIL: DAVID.LADERER(AT) NAVY.MIL, PHONE: (757) 445-0786.

7.B. INQUIRIES SPECIFIC TO THE ACCESS CONTROL PROCESSES SPECIFIC TO PSC OPERATIONS AND OR THOSE OF INSTALLATION VCC(S):

- MS. GINA DARA; EMAIL: GINA.DARA(AT)NAVY.MIL, PHONE (757) 322-2753.

- MS. ROSIE MCSWAIN, EMAIL: ROSIE.MCSWAIN(AT)NAVY.MIL, PHONE (757) 322-2761.

8. THIS POLICY/GUIDANCE WILL REMAIN IN EFFECT UNTIL ISSUANCE OF NRMA UPDATED ACCESS CONTROL INSTRUCTION (CNRMA INST 5530.14 SERIES). NRMA IS ENDEAVORING TO PROVIDE AN EVEN MORE STREAMLINED ACCESS VETTING PROCESS, WHICH WILL SIGNIFICANTLY SHORTEN PROCESSING AND/OR DELAY TIMES. NRMA WILL ISSUE UPDATES AS NECESSARY. AS THIS NRMA GUIDANCE UPDATES/MODIFIES THE VETTING PROCESSES, NRMA N3

REQUESTS THAT THIS POLICY RECEIVE WIDEST DISSEMINATION.

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