

REQUEST FOR VERY IMPORTANT PERSON (VIP) BADGE*(Prescribing Document – Security Handbook)*

The criteria request for a Very Important Person (VIP) is a minimum military rank of O-7 or Department of Defense (DoD) civilian grade of Senior Executive Service. Non-government VIPs must have a position grade equivalent to the criteria provided for a DoD civilian. Non-government equivalent positions include the President, Vice President, or Chief Executive Officer of a company, but do **not** include Task Leads or Managers. The SSC SD Executive Officer will adjudicate exceptions to these definitions for SSC SD. All blocks on this form must be completed prior to submission. **A Request for VIP Badge is not a substitute for a visit request.** A Visit Request is still required for access to classified information.

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN).

Purpose: To maintain all aspects of proper access control; to issue badges, replace lost badges and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.

Routine Use(s): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside SSC San Diego and DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.

Disclosure: Voluntary, however failure to provide information may result in denial of entry to SSC San Diego facilities/spaces.

VIP FULL NAME/RANK	SSN	ACTIVITY/BUSINESS/GOVERNMENT	U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO REGISTERED ALIEN NO.
VIP FULL NAME/RANK	SSN	ACTIVITY/BUSINESS/GOVERNMENT	U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO REGISTERED ALIEN NO.
VIP FULL NAME/RANK	SSN	ACTIVITY/BUSINESS/GOVERNMENT	U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO REGISTERED ALIEN NO.
VIP FULL NAME/RANK	SSN	ACTIVITY/BUSINESS/GOVERNMENT	U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO REGISTERED ALIEN NO.
DATE(S) OF VISIT	AFTER HOURS ACCESS REQUIRED (1800-0500, M-F, WEEKENDS AND FEDERAL HOLIDAYS) <input type="checkbox"/> YES <input type="checkbox"/> NO		

PREFERRED BADGE PICKUP LOCATION

- | | |
|--|---|
| <input type="checkbox"/> TOPSIDE BLDG A-33 LOBBY | <input type="checkbox"/> SPAWARSYSCOM VRO |
| <input type="checkbox"/> TOPSIDE BADGE AND PASS OFFICE, BLDG 27 | <input type="checkbox"/> SSC HAWAII |
| <input type="checkbox"/> BAYSIDE BADGE AND PASS OFFICE, BLDG 204
(CLOSES AT 1100 DAILY) | <input type="checkbox"/> SSC GUAM |
| | <input type="checkbox"/> SSC JAPAN |

POINT OF CONTACT

LAST NAME	FIRST NAME	CODE	PHONE NUMBER
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I certify all above information has been verified and is accurate. I understand this request must be faxed to the Pass and ID Office @ 619-553-6169, SSC San Diego or 619-524-2745 SPAWARSYSCOM Visitor Reception Office (VRO) by 1400 the day before the visit to ensure the badge is ready for pickup at the requested pickup location. I further certify I will verify the identity of the VIP by viewing their government-issued photo identification.

APPROVING OFFICIAL (Executive Officer for Exceptions)

LAST NAME	FIRST NAME	CODE	PHONE NUMBER
SIGNATURE			DATE