

REQUEST FOR UNESCORTED ENTRY AUTHORIZATION FOR SPAWARSYSCENNOLA RESTRICTED AREAS FORM

1. Requestor Name: (program government representative) _____	2. Requestor: (office phone number) _____	3. Program Name: _____
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4. Unescorted Entry Authorization for:

5. Bldg #3, 5 th floor <input type="checkbox"/>	6. Bldg #3, exit doors <input type="checkbox"/>	7. SIPRNET room <input type="checkbox"/>
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8. Other: (specify is requested for the following personnel- *attach additional sheet if more space is required)

9. Name:	10. Clearance/ Background:	11. Office Phone:	12. Reason for Access or Equipment Supported*	13. Weekly Access Frequency:

Recommendations/Approval: (provide reason for any "no" recommendation) (notes:)

15. Recommendation: yes <input type="checkbox"/> no <input type="checkbox"/>	16. Date:
17. Training/Clearance Verification: yes <input type="checkbox"/> no <input type="checkbox"/>	18. Date:

19. Government Program Representative:

_____ (signature)	_____ (date)
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20. Government Manager of the Restricted Area:

_____ (signature)	_____ (date)
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21. Physical Security Manager:

_____ (signature)	_____ (date)
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22. Commanding Officer: _____	23. Approved: <input type="checkbox"/>	24. Disapproved <input type="checkbox"/>
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EMPLOYEES IDENTIFICATION BADGE REQUEST FORM

16 Jun 2005

SPAWARSYSCENNOLAINST 5530.1

Privacy Act Statement: (For compliance with the Privacy Act of 1974 as amended): Authority to request this information is derived from 5 USC 301 Department Regulations. This information will be used, as necessary, to identify you as a member of this installation. Failure to provide requested information could deny you access to this facility.

1. Reason for request: (To be completed by requestor)

New: Lost: (Attach report) Stolen: (Attach report) Damaged: (Attach report) Reissue:

2. Employee/Member/Visitor Status:

Civilian Employee: Military: Contractor: Long Term Visitor:

3. Name (Please Print):

Last, First, MI

4. Citizenship:

5. SSN:

6. Rank/Rate/Grade:

7. Employer:

8. Employer's Telephone #:

9. Your Office Telephone:

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10. Your Office Bldg #, Floor #:

11. Signature of Applicant:

____ / ____ / ____
Mon Day Year

Signature

12. Applicant: Do NOT write below this line

3. Government Authorizing Official Approval Signature:

Printed Name and Code

Office Phone Number Approval Signature

14. Contracting Officer Representative:

(For Contractor Personnel Only)

Printed COR's Name

COR's Phone Number COR's Signature

15. For Personnel Security Office Only:

Type of Background Investigation and Date

Current Security Clearance Level and Date

Personnel Security Approving Signature

____ / ____ / ____
Approval Date (Mon/Day/Year)

16. Issuing Information:

Signature for Card

____ / ____ / ____
Date Card Received

____ / ____ / ____
Card Expiration Date

ELECTRONIC ACCESS BADGE PROGRAMMING AND COLOR SCHEME

<u>CATEGORY</u>	<u>REQUIRED PAPERWORK</u>	<u>BADGE TYPE</u>	<u>ACCESS LEVEL</u>	<u>COLOR SCHEME</u>	<u>EXPIRATION DATE</u>
SSC NOLA ITC permanent civil service and military	Completed during in-processing	Permanent badge with photograph	General unless authorized by CO to enter restricted areas	White badge	Two years from date of issue
SSC NOLA permanent contractor	Contractor submits a validation letter on company letterhead to CO	Permanent badge with photograph	General unless authorized by CO to enter restricted areas	White badge with company name and red stripe	Two years from date of issue
SSC NOLA long-term visitor (more than 5 consecutive business days)	Civil Service/Military submits OPNAV 5521, Contractor submits Validation letter on company letterhead to CO	Permanent badge with photograph	General unless authorized by CO to enter restricted areas	White badge marked as "Visitor," add red stripe if contractor	One day after anticipated final day of visit
SSC NOLA short-term visitor (5 consecutive business days or less) with general access	Same as long-term visitor; however, Short notice visit requests can be sent by email from employee being visited.	One-day visitor	General only	Green-striped white badge marked as "Visitor-General Access"	Valid for one day only between 0600 and 1700
SSC NOLA short-term visitor (5 consecutive business days or less) with escort, restricted area access	Same as long-term visitor; however, Short notice visit requests can be sent by email from employee being visited.	One-day visitor	General only, allowed to be escorted to restricted area	Blue-striped, white badge marked as "Visitor-Escort into Restricted Areas"	Valid for one day only between 0600 and 1700
SSC NOLA short-term foreign visitor with escort	Paperwork is generated by visitor's embassy to Navy IPO and then to Foreign Disclosure Office down to SSC NOLA for approval.	One-day visitor	General only, and must be escorted at all times	Red-striped, white badge marked as "Foreign Visitors"	Valid for one day only between 0600 and 1700
SSC NOLA Short-term V.I.P. with escort	Same as long term Visitor	One-day Visitor	General only, allowed to be escorted to restricted area	Maroon striped, white badge marked V.I.P. Visitors	Valid for one day only between 0600 and 1700
Non-SSC NOLA personnel working in Building 1	N/A	Permanent badge with photograph	Front and rear gate only	White badge with UNO Foundation logo	Two years from date of issue