NAVSEA WASHINGTON NAVY YARD
BADGE REQUEST FORM

AUTHORITY: 5. U.S. C. §301, Department Regulations, OPNAVINST 5530.14D, DON Physical Security and Loss Prevention; and E.O. 9397
PRINCIPAL PURPOSE(S) Determine eligibility for access to Naval Sea Systems Command Headquarters facilities. Determinations are made based on authorizing official certification for access and valid individual clearance information as recorded in the Department of Defense Joint Personnel Adjudication System (JPAS).
ROUTINE USE(S): The information provided by you will become a permanent part of your security file. The information provided will not be divulged without your written authorization to any one other than those duly authorized to collect, process, report, store, record, analyze, or evaluate the results of the examination or inquiry.
DISCLOSURE: Voluntary, however, failure to provide this information or misrepresentation, by answers provided, may serve as a basis for denial of an activity security access badges in the interest of National Security.

1. BADGE TYPE:

☐ New Badge

☐ Renewal Badge

☐ Update/Change to Current Active Badge

Current badge # _____

Updating/Changing What: _____

_____

2. PERSONNEL TYPE:

☐ NAVSEA HQ WNY Employee (on site)
☐ NAVSEA HQ Employee (other site)
☐ NAVSEA Field Employee (on site)*
☐ NAVSEA Field Employee (off site)*
☐ Other Government Agency (on site)*
☐ Other Government Agency (off site)*
☐ NAVSEA Reservist*
☐ Intern or IPA Employee
☐ Contractor (on site)*
☐ Contractor (off site)*
☐ Janitorial**
☐ Maintenance**
☐ Cafeteria**

* Vist request must be attached
**Original NAC and company letter must be attached

3. INDIVIDUAL TO BE BADGED (LAST NAME, FIRST NAME, MI):

4. INDIVIDUAL'S PHONE NUMBER (including area code) AND EMAIL ADDRESS (print clearly):

Phone:

EMail:

5. SEX:

6. SSN#:

7. DATE OF BIRTH:

8. PLACE OF BIRTH (CITY and STATE):

9. GOVERNMENT AGENCY NAME:

10. COMPANY NAME:

11. CONTRACT NUMBER: _____
EXPIRATION DATE: _____

12. SUPPORT PROVIDED FOR WHICH NAVSEA DIRECTORATE (not code):

13. DURATION OF ACCESS (Badge Expiration Date):

14. CLEARANCE LEVEL REQUIRED FOR WORK BEING DONE AT NAVSEA:

15. INVESTIGATION DATE :

16. SECURITY OFFICE APPROVAL (B197 RM 1E3000, drop box):

17. AUTHORIZED ACCESS:

☐ Bldg 197 (what floors? _____) NOTE: 5th floor not authorized for any contractors.

☐ Bldg 201 (what floors? _____) NOTE: 1st floor is not NAVSEA.

NOTE: Bldg 22, Bldg 104 and Bldg 176 are restricted areas. Authorization is done through the security POC for those buildings (validated through email to the Security Office POC). Badges being "renewed" will be CLONED with the same access as the previous badge.

I CERTIFY THAT THE ABOVE INDIVIDUAL NEEDS A NAVSEA PICTURE BADGE TO FACILITATE "FREQUENT ACCESS" TO NAVSEA

18. NAVSEA AUTHORIZING OFFICIAL/ NAVSEA COR (PRINT FULL NAME):

SIGNATURE:

DATE:

19. ADMINISTRATIVE OFFICER (PRINT FULL NAME):

SIGNATURE:

DATE:

FOR OFFICIAL USE ONLY, PRIVACY SENSITIVE
ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES

NAVSEA WASHINGTON NAVY YARD BADGE REQUEST FORM (5510/9) INSTRUCTIONS

- *NAVSEA Employees (HQ and Field), Other Government, Reservist, Interns, and IPA Personnel: Blocks 1-9, 12-15 and 17-19 required.*
- *Contractors (on site or not), Janitorial, Maintenance, Cafeteria: Blocks 1-8, 10-15 and 17-19 required.*
- *Foreign Nationals: Contact the NAVSEA International Security Office for your badge form and approval.*

1. BADGE TYPE: Choose new badge, renewal badge or update/change.
2. PERSONNEL TYPE: Select the one that applies. Note: Those requiring visit request, NAC and/or company letters must have those documents stapled to the badge form when it is submitted or the form will be denied.
3. INDIVIDUAL TO BE BADGED: List last name, first name and middle initial.
4. INDIVIDUAL'S PHONE NUMBER AND EMAIL ADDRESS: List area code, phone number and email address for the subject listed in Block 3. This will be used incase there are questions from the badge office and/or security office. Note: The NAVSEA Security Office does not email or call once the form has been officially approved for a badge. It is the responsibility of the subject in Block 3 to keep track of their form and be pictured badge within 14-calendar days once the form is signed/dated in Block 18/Block 19. After 14-calendar days the form is properly destroyed.
5. SEX: Choose one.
6. SOCIAL SECURITY NUMBER (SSN): This is the SSN for the subject listed in Block 3. Note: Providing the SSN is voluntary; however, failure to provide this information or misrepresentation, may serve as a basis for denial.
7. DATE OF BIRTH: Date the person listed in Block 3 was born.
8. PLACE OF BIRTH: City & state the person listed in Block 3 was born.
9. GOVERNMENT AGENCY NAME (if applicant is a government employee): Where the individual listed in Block 3 works (i.e. OPNAV, SPAWAR, NAVAIR, etc.).
10. COMPANY NAME (if applicant is a contractor): List name of company for the person requesting the badge. Note: This name must be properly identified in JPAS or the badge form will be denied.
11. CONTRACT NUMBER AND EXPIRATION DATE: List the contract number the individual is working on with NAVSEA and the expiration date of that contract.
12. SUPPORT PROVIDED FOR WHICH NAVSEA DIRECTORATE: List which directorate, not code, the individual works/supports in NAVSEA (i.e. PEO IWS, PEO LMW, SEA02, SEA07, etc.).
13. DURATION OF ACCESS: NAVSEA employees and reservist can be up to 3-years, Field and Other Government can be up to 2-years, all others not to exceed contract expiration date or 12-months, whichever is earlier.
14. CLEARANCE LEVEL REQUIRED: Level the subject in Block 3 is required to have for the work being performed (not the level the person currently holds). Note: All personnel must have at least a secret clearance to work and/or receive a NAVSEA picture badge.
15. INVESTIGATION DATE: Date of last investigation which is listed in JPAS (or on visit request). Note: This is not the date which the clearance was "granted". The investigation date must be within the required 10-year scope for secret and 5-year scope for top secret.
16. SECURITY OFFICE APPROVAL: Once the badge form has been completed and signed, the form is then turned into the NAVSEA Visitor Control Center/Badge Office, Bldg 197 Rm 1E3000 (drop box), at which time the NAVSEA security staff checks the security clearance in JPAS based on the social security number that has been provided.
17. AUTHORIZED ACCESS: NAVSEA sponsor must list which buildings and floors the individual needs to perform their job.
18. NAVSEA AUTHORIZING OFFICIAL/NAVSEA COR: Print full name of the authorizing official/COR, signature of official/COR, and date authorizing official/COR signed.
19. ADMINISTRATIVE OFFICER: Print full name of Administrative Officer, signature of Administrative Officer, and date administrative officer signed.

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