EMAIL FORM

Date:

ACCESS APPLICATION FOR NON-SPAWAR PERSONNEL

See page 3 for instructions to complete this form.

PRIVACY ACT STATEMENT

Authority: 5 USC 301; DTM 07-015-USD (P&R); EO 9397 (SSN); SORN NM05512-2; OPNAVINST 5510.14E.
Purpose: This document is being used for Space and Naval Warfare Systems Center Atlantic (SSC LANT).
a. To collect information for applicant identity and security verification to issue badges, replace lost badges, retrieve passes upon separation, and maintain visitor statistics for proper access control.
b. To inform each non-SSC LANT personnel employee of the non-disclosure terms and requirements involving information received as a result of employment.
Routine Use: 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 the 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. The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system. Disclosure of the information requested is voluntary; however, failure to provide such information will result in denial of access.

APPLICANT INFORMATION

APPLICANT'S NAME (Last, First, MI)	SOCIAL SECURITY NUMBER	DATE OF BIRTH
EMAIL ADDRESS	**PHONE NUMBER**	**FAX NUMBER**

AGREEMENTS/ACKNOWLEDGEMENT

SECTION I: SECURITY REQUIREMENTS

By my signature below, I acknowledge that I have read the following and agree that I will:
a. Account for, handle, and store all classified and unclassified material in my custody in accordance with established SSC LANT and DoD regulations and other applicable directives made known to me.
b. Not duplicate any classified information in my custody. If duplication is required for official purposes, I will deliver the document with the requirements request to the security coordinator to whom I am assigned.
c. Not retain any classified document or material.
d. Not enter SSC LANT areas unless authorized.
e. Immediately report to a SSC LANT security office if a swipe reader denies access to any space instead of following and entering behind another SSC LANT or contractor employee. This is tailgating and can result in badge confiscation.
f. Adhere to all posted security procedures.

SECTION II: NON-DISCLOSURE AGREEMENT

I understand that I may receive or have access to information, including information maintained in various Government information systems and secure websites (e.g. Navy Enterprise Resource Planning (N-ERP), Electronic Document Access (EDA), Wide Area Workflow (WAWF)). Accessed information may include "sensitive information" or other information not previously made available to the public that cannot be disclosed.

As used in this Agreement, "sensitive information" includes:
- All types and forms of confidential business information, including financial information relating to a contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;
- Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);
- Information marked as "business confidential, proprietary, procurement sensitive, source selection sensitive," or other similar markings;
- Other information designated as sensitive by SSC LANT.

SSC LANT recognizes its obligation to protect contractors and their subcontractors from potential competitive harm that could result from the disclosure of sensitive information. SSC LANT's policy is to permit access to information only where such information is required by SSC LANT contractors and their subcontractors in the performance of the contract/task order, and is restricted to those individuals requiring access in the performance of the contract/task order (i. e., "need to know").

In accordance with the above policy, I agree to:
- Utilize accessed information only to perform the services as required by the contract/task order and not for any other purpose unless authorized, and to assume only those user roles and privileges for which I am authorized;
- Safeguard accessed information from unauthorized use and disclosure, providing the same level of protection that would be provided by SSC LANT employees, and exercising the same reasonable degree of care that would normally be used to protect a contractor's own confidential business information;
- Not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract/task order or as authorized by Federal statute, law, or regulation;
- Immediately notify the authorized company representative in the event that I inadvertently access any information marked as "proprietary," "procurement sensitive," or "source selection sensitive," or that, even if not properly marked otherwise indicates I may not be authorized to access the information, and refrain from any further access until authorized in writing (via letter or email) by the Contracting Officer; and
- Report any violations of this Agreement to the authorized company representative as soon as the violation is identified.

SECTION III: DISCLOSURE OF CONFLICTS OF INTEREST

If my assignment or role under the contract/task order requires access to information pertaining to current or future solicitations or source selections, I agree to disclose any financial conflicts of interest. "Financial interest" is defined as compensation in the form of wages, salaries, or commissions, professional or referral fees, investments, including direct stocks or bond ownership, or partnership interest (excluding non-directed retirement or other mutual fund investments). In the event that I (or my spouse or members of my immediate family/household) have a financial interest in any company, business, or corporate entity that submitted a proposal, or that I am aware plans to submit a proposal, in response to a solicitation arising from work under this contract/task order, I agree to immediately notify the authorized company representative and refrain from any further participation until authorized in writing by the contracting officer.

SECTION IV: SIGNATURE

By signing this agreement, I certify that I am authorized by my company to execute this Agreement. I further certify that I have read and fully understand the obligations imposed under this Agreement and agree to abide by all the provisions contained herein. I understand that any unauthorized access or disclosure of information in violation of this Agreement may create an OCI that cannot be mitigated and may result in my company being unable to bid on future procurements.

DATE	APPLICANT'S SIGNATURE

EMAIL FORM

CONTRACT INFORMATION

APPLICANT'S NAME (Last, First, MI)	COMPANY/AGENCY REPRESENTED

LEVEL OF CLEARANCE REQUIRED	CONTRACT NUMBER	CONTRACT EXPIRATION DATE	COMPETENCY SUPPORTED

For a permanent SPAWAR badge, a Tier 3 or above signature is required.

TIER 3 OR ABOVE NAME (Last, First, MI)	COMPETENCY

TIER 3 OR ABOVE SIGNATURE	PHONE NUMBER	DATE

If requesting a permanent seat in a SSC Atlantic facility, a Facilities Tracking # is required.

PERMANENT SEAT IN SSC ATLANTIC FACILITY ? ☐ Yes ☐ No

FACILITIES TRACKING #

SSC ATLANTIC BUILDING ACCESS

Important: For access to restricted/controlled spaces, a signature must be provided by Lab/Area Security Coordinator. If no space is indicated, basic access will be provided for working hours only (0600-1800).

BUILDING/ AREA	ROOM/ LAB	COMMENTS, SPECIAL ACCESS CONSIDERATIONS	DATE	LAB/AREA SECURITY COORDINATOR

FOR SECURITY USE ONLY

BADGE NUMBER	ACCESS	CLEARANCE TYPE	EXPIRATION DATE	INITIALS	DATE

INSTRUCTIONS

All non-SSC Atlantic government and contractor personnel requesting long-term access to SSC Atlantic Facilities must complete this form. Personally Identifiable Information (PII) is collected and kept on file to validate identity for physical access into controlled areas. Any denial to provide requested PII data for the purposes described constitutes a withdrawal of the request for access.

APPLICANT INFORMATION

APPLICANT'S NAME - Enter Last name, first name, and middle initial. (No nicknames or alias')
SOCIAL SECURITY NUMBER - Enter the full 9 digit social security number.
DATE OF BIRTH - Enter date of birth.
EMAIL ADDRESS - Enter a valid email address. (So we may contact you.)
PHONE NUMBER - Enter a phone number at which you can be reached.
FAX NUMBER - Enter a fax number to which you have access.
DATE - Select the date the applicant signs form.
SIGNATURE - Sign the form in accordance and understanding of SPAWAR and DOD regulations.

CONTRACT INFORMATION
APPLICANT'S NAME (Last, First, MI) - Enter last name, first name, and middle initial.
COMPANY/AGENCY REPRESENTED - Enter the name of Company or Agency. (No abbreviations.)
LEVEL OF CLEARANCE REQUIRED- Select the level of clearance required as per contract requirements i.e., unclassified contract can only request unclassified access.
CONTRACT NUMBER - Enter the Contract number in the following format: Alpha, 5 digit numeric, dash 2 digit numeric, dash, alpha, 4 digit numeric.
CONTRACT EXPIRATION DATE - Enter the expiration date not to exceed 12 months.
COMPETENCY SUPPORTED - Enter the five digit competency the contractor will be supporting.

For a permanent SPAWAR badge, a Tier 3 or above signature is required.
TIER 3 OR ABOVE NAME (Last, First, MI) - Print last name, first name, middle initial.
COMPETENCY - Enter assigned competency.
TIER 3 OR ABOVE SIGNATURE - Sign the form in accordance and understanding of SPAWAR and DoD regulations.
PHONE NUMBER - Enter the phone number for the Tier 3 or above.
DATE - Select the date the form is signed.

If requesting a permanent seat in a SSC Atlantic facility, a facilities tracking number is required.
PERMANENT SEAT IN SSC ATLANTIC FACILITY - Select the appropriate option. If Yes, enter the Facilities Tracking # in the next block.
FACILITIES TRACKING # - Enter the assigned tracking # provided by Space Management.

SSC ATLANTIC BUILDING ACCESS
BLDG/AREA - Enter the building number or area to which the applicant needs access.
ROOM/LAB - Enter the room or lab number to which the applicant needs access (if applicable).
COMMENTS, SPECIAL ACCESS CONSIDERATIONS - Enter whether Applicant needs Normal Business hours 0600-1800 M-F or 24x7
DATE - Select the date signed by Building Coordinator.
LAB/AREA SECURITY COORDINATOR - Assigned Security Coordinator(s) sign this block to authorize access to restricted or controlled access areas.

Because of the personally identifiable information (PII) on this form, upon completion, sign and submit via encrypted email to: ssclant_accessappl.fcm@navy.mil.

Or

Fax directly to one of the following:
(843) 218-5012, Charleston, SC
(757) 541-5806, Tidewater, VA