

BASE ACCESS

There are two (2) different Excel spreadsheets and one (1) Word document used for obtaining access to NAS Oceana (NASO)/ Dam Neck Annex (DNA), NASO Flight Line, and the DEVGRU compound on DNA. Persons needing access will be vetted through several local and national data systems by security for background screening. If they are denied access after the screening, there is an appeal process; however it is unlikely the chain of command will support the request. Each spreadsheet asks for different but somewhat similar information about the individual needing access and can be found below.

NAS OCEANA & DAM NECK ACCESS INCLUDING FLIGHTLINE

For access to NASO / DNA, NOT including DEVGRU, complete the Blank Sponsor Verification Spreadsheet. Prime Contractors or NAVFAC employees needing access for non-government personnel will email the completed Sponsor Verification spreadsheet to the Oceana Base Access email box at usn.norfolk.navfaclantnorva.mbx.nfecml-CIOceanaBaseAccess@us.navy.mil. Faxes are no longer allowed and the information has to be in Excel spreadsheet format for CNRMA to process. **DO NOT** alter row one or two (1 or 2). **In the body of the email please state the hours and days of the week access is required.**

Make sure all information is filled out starting with row three (3):

- Column A: Date Access to base is requested to start. (Allow for processing days).
- Column B: Expiration of Contract, MAX 3 YEARS
- Column C–E: Self-explanatory.
- Column F: Flight Line Access required. Put YES or NO
- Column G: Leave as NASO/DNA. (Not the Bldg or project name).
- Column H: Company name for the person needing access.
- Column I: NAVFAC Employee sponsoring your company on the base.
- Column J: Leave as NFML NASO.
- Column K: Access Hours needed. Either 5*18/7 (0500-1800, 7 days a week) or 24/7
- Column L-M: NAVFAC Sponsor phone number and email address
- Column N: For Security Use Only.

Submit the Sponsor Verification spreadsheet to usn.norfolk.navfaclantnorva.mbx.nfecml-CIOceanaBaseAccess@us.navy.mil and allow 3 business days for NAVFAC to process and then bring your SECNAV 5512/1 TO THE PASS OFFICE (HAND CARRY THE 5512 TO THE PASS OFFICE - You may also fill in the 5512 there on site if needed) for them to conduct your background check. In the body of the email put the days and hours they need access.

If you email NAVFAC the spreadsheet and drop ALL your 5512/1 (anyone can do it) off together in advance, please allow 5-10 business days for the pass office to do the background checks and verify with the spreadsheet and then call 757-433-3212 to verify access. That is the best way to do multiple requests.

The 5512/1 form needs to be hand delivered to the pass office at this time or can be filled out there. They have extra copies. The pass office will look for the spreadsheet NAVFAC will send to them to verify they need access when they arrive with the SECNAV 5512/1 form.

****DO NOT email the SECNAV 5512/1 form to the NAVFAC Base Access email box.****

CONTRACTOR FLIGHT LINE VEHICLE ACCESS:

For Access to NAS Oceana Flight Line with a company vehicle, complete the Contractor Flight Line Vehicle Access request Word document. Prime Contractors or NAVFAC employees needing access for non-government personnel with company vehicles will email the completed document to the Oceana Base Access email box at usn.norfolk.navfaclantnorva.mbx.nfecml-CIOceanaBaseAccess@us.navy.mil. Faxes are no longer allowed and the information must be in a Word document. Pass & ID Office will not accept the form if it is not signed by the Oceana NAVFAC trusted agent. **Vehicle Flight Line access is very restricted and must have complete/proper justification for access request to be approved.** Make sure all information is filled out and complete, including cut and replace bold information inside the open and closed parenthesis:

FROM: Company requesting vehicle access.

NAME, TITLE, COMPANY, TELEPHONE, and EMAIL: Information about the individual.

BEGINNING DATE: Add seven (7) days from today as the start date for access, since it takes about that long to process.

JOB ENDING DATE: MAX THIRTEEN (13) MONTHS from requested start date.

CONTRACT # and REASON FOR VEHICLE ACCESS: **Clear explanation of WHY the VEHICLE itself needs access to the flight line (not the person). What is the purpose of the vehicle!!!! What is it hauling or transporting?**

Include statement in justification: ALL DRIVERS & PASSENGERS HAVE FLIGHT LINE ACCESS.

VEHICLE INFORMATION; ****NOTE****: Information about ONE or TWO vehicles can be submitted per sheet.

DO NOT fill in or alter information below "COMMAND/COMPANY AUTHORIZATION".

This process usually takes seven (7) business days to process and create the window placard. Contractors may call the Pass & ID Office at 757-433-3212 and ask if individual's placard is ready for pick up.

DEVGRU

For Access to DEVGRU complete and submit the DEVGRU Excel spreadsheet. **However, ensure your person already has access to OCEANA/DNA or you will also need to submit an Sponsor Verification Spreadsheet for that access - you need access to OCEANA/DNA to then gain access to DEVGRU.** Prime Contractors **AND/OR NAVFAC EMPLOYEES needing access** must email the completed DEVGRU spreadsheet to the POC listed in the General Requirements for the specific project. Faxes are no longer allowed and the information has to be in Excel spreadsheet format for DEVGRU to process. Do not alter the spreadsheet.

Make sure all information is filled out on row one (1 and two (2 as well as:

- Column A: Date Access to base is requested to start. (Allow for processing).
- Column B: Projected date required to complete the work under contract. MAX ONE (1) YEAR from the requested start date.
- Column C – G: Self-explanatory.
- Column H: Should be Yes, if No; DEVGRU will NOT permit access.
- Column I: Requires Building Number or Project Designation Number.
- Column J: Company name of person needing access.
- Column K: NAVFAC Mid-LANT (CM or CS) Assigned to project.

DEVGRU conducts their own security background checks for persons needing access to the compound. There is no way for us to look up the individuals' information after submission. If your person is not able to gain access, contact your Contract Project Manager to assist in obtaining the reasons. Report to the DEVGRU Pass Office to receive access credentials.

IF THERE ARE FURTHER QUESTIONS/CONCERNS ON GAINING ACCESS TO NASO, DNA, NASO FLIGHT LINE, OR DEVGRU AT DNA, DO NOT HESITATE TO CONTACT:

John Trueblood at 757-433-2661 or the Contract Specialist for your project