Instructions for Access onto Naval Support Activity Monterey (NSAM) Main Base

Below are instructions for NSAM and tenant command affiliated personnel to submit access requests for **U. S. Citizens** not affiliated with NSAM, the DOD, or the Federal Government.

*To increase efficiency and reduce redundancy, please inform Gate Access if your guest has already been vetted.

Visitors requesting unescorted access

1. Sponsors need to ensure their guests, clients, etc. understand that the DOD and USN require all unaffiliated personnel requesting or desiring unescorted access be vetted prior to entry onto the installation.

2. **Sponsors need to download the following forms:**
   - NSAM Gate Access Request Form (excel spreadsheet)
   - SECNAV 5512 Approved Access Form (pdf)
     - o Filled out and signed by Guest
     - o Guest's acknowledgement that a background check will be conducted as a requisite for access
     - o Social Security Number & Date of Birth are required for proper vetting
   - All forms can be found via:
     - o NPS website: www.nps.edu under Visitors and select Gate Access, Parking & Security
     - o NPS intranet: http://intranet.nps.edu/index.htm under Support and Help and select Police Services
     - o Email request to gateaccess@nps.edu

3. **Sponsor submitting the forms:**
   - The sponsor must determine the best method for the guest to receive and return their SECNAV 5512 Form back to the sponsor since the form contains Personally Identifiable Information (PII).
     - o **Proper PII procedures must be adhered to.**
   - Sponsor may submit the completed SECNAV 5512 From and NSAM Gate Access Request Form by:
     - o If sponsor has an nps.edu email account, send the forms encrypted to maglazie@nps.edu.
     - o If not, sponsor may send the forms via the AMRDEC Safe site: https://safe.amrdec.army.mil/safe.
       - ▪ Instructions are posted on the following sites
         - NPS website: www.nps.edu under Visitors and select Gate Access, Parking & Security
         - NPS intranet: http://intranet.nps.edu/index.htm under Support and Help and select Police Services
         - **NOTE:** The sender will need to send to an .edu alias, which is username@nps.navy.mil. All nps.edu emails have an nps.navy.mil alias
     - o The forms can always be hand delivered to Pass and ID if electronic means are undesirable or not available.

4. Gate Access will notify sponsors via email of the status of the vetting and addition to the gate access.

NOTE: Completed forms need to be submitted to the Pass and ID team no later than five (5) working days prior to the event/visit. For groups of 15 or more visitors, please allow 10 working days for approval.

*The most reliable method to ensure the guest(s) is (are) granted access to the installation is to escort them on personally. Please read the below Trusted Agent Info

Trusted Agents

1. The Trusted Agent is in effect. United States Military Active and their dependents, Retired military and Civil Service members who possess valid DoD identification cards are Trusted Agents.
2. A Trusted Agent and all occupants in the Trusted Agent's automobile can enter the base if the Trusted Agent shows a valid DoD ID card at an NPS gate or if they escort them via a pedestrian gate. Occupants in a Trusted Agent's automobile or walking aboard with a Trusted Agent do not have to sign in at the gate, but must stay with their sponsor at all times.

3. All other gate access policies remain in place. Again, Trusted Agent applies only to U.S. Active duty and their dependents/retired military, Reservist and Civil service employees with U.S. DoD ID cards. Contractors and international members of the NPS community are not Trusted Agents and will continue to use established gate access procedures to accommodate visitors.

NOTE: The U.S. Military or U.S. Civil Service member is to escort visitors/guests at all times until the visitors/guests leave the installation.

Vendors/Deliveries/Contractos:

1. Recommend the company sign up for RapidGate.
   - Contact Pass and ID for information.

2. If they do not want to sign up for RapidGate, follow steps 1-3 under Visitors requesting unescorted access.
   - **NOTE:** The company will need to provide information for all employees they wish to have access to the installation.