

# 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)
  - Filled out and signed by Guest
  - Guest's acknowledgment that a background check will be conducted as a requisite for access
  - Social Security Number and Date of Birth are required for proper vetting
- All forms can be found via:
  - NPS website: <https://nps.edu/> and under About and then under Visit, select Campus Access
  - NPS intranet: <https://nps.edu/group/mynps/> and under Resources, scroll down to Base & Facilities and click on the link to Gate Access
  - Email request to [gateaccess@nps.edu](mailto: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).
  - **Proper PII procedures must be adhered to.**
- Sponsor may submit the completed SECNAV 5512 Form and NSAM Gate Access Request Form by:
  - If sponsor has an nps.edu email account, send the forms encrypted to [mjrosas@nps.edu](mailto:mjrosas@nps.edu). If a message appears indicating I'm away, then email [maglazie@nps.edu](mailto:maglazie@nps.edu) for that time period only.
  - If not, sponsor may send the forms via the AMRDEC Safe site: <https://safe.apps.mil/>
    - Instructions are posted on the following sites
      - NPS website: <https://nps.edu/> and under About and then under Visit, select Campus Access
      - NPS intranet: [https://nps.edu/group/mynps](https://nps.edu/group/mynps/) and under Resources, scroll down to Base & Facilities and click on the link to Gate Access
      - **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
  - The forms can always be hand delivered to the Visitor Control Center if electronic means are undesirable or not available

4. The Visitor Control Center will send an email letting you know we received your request. Please give us your email address or phone number. 3-5 business days after, you can pick up your pass unless you receive an email saying your request is denied.

**NOTE: Completed forms need to be submitted to the Visitor Control Center 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 following Trusted Agent Info:***

## Trusted Agents

1. The Trusted Agent is in effect. United States military active duty 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/Contractors:**

1. Recommend the company sign up for DBids depending on frequency of entering.
  - Contact the Visitor Control Center for information.
2. If they do not want to get DBids card, follow steps 1-3 under Visitors requesting unescorted access.
  - **NOTE:** Companies will need to provide information for all employees they wish to have access to the installation. The company is **not** the base sponsor.