01 Dec 2020

Action POC: NSAM Security securitymgr@nps.edu **656-2450**

Subj: NPS VISITOR ACCESS – NAVAL POSTGRADUATE SCHOOL COVID-19 RESPONSE

Purpose: Establish visitor NPS access procedures during COVID-19 pandemic response.

Background: NPS is located onboard Naval Support Activity Monterey (NSAM).

Actions:

Individuals: Visitors to NPS will follow procedures for base access outlined by NSAM
https://nps.edu/group/security-office/incoming-visitors

Notify the Command Security Manager's Office a minimum of 48 hours in advance to allow for preparation of a visitor's badge.
An email to Securitymgr@nps.edu will suffice for notification
Please include:
- **Full Name**
- **Dates of visit**
- **Their organization**
- **NPS sponsor**
- **Purpose of visit**
- **In your email indicate they are in fact U.S. citizens**

Visitor badges for foreign national visitors will be issued when the Foreign National Visitor Request has been approved. See NAVPGSCOLINST 5510.1F for the procedures to submit Foreign National Visitor Requests.

ALL PERSONNEL WILL BE SCREENED AT THE GATE FOR COVID-19, In accordance with NSAM higher headquarters direction.

Personnel accessing the installation must use Face coverings in accordance with NSAM Commander orders and Monterey county Public Health orders.
https://www.co.monterey.ca.us/home/showdocument?id=90238

Groups: During Phase I, in accordance with White House Guidance, https://www.whitehouse.gov/openingamerica/ and along with the above information, all visit requests must be approved by the Chief of Staff (COS) and be mission essential. The request should include where the visitors are traveling from, how the visitors are traveling

to Monterey (i.e. airplane, car or already local) and whether they self-identify as a member of a high-risk population or not. Submit request for group visitors via chain of command to the NPS COS.