



To: NIWC Atlantic Hosts, Sponsors, and Visitors

On behalf of the NIWC Leadership Team, we would like to welcome you to Naval Information Warfare Center Atlantic (NIWC Atlantic) in Charleston, South Carolina for the Phoenix Challenge on 22-24 June 2022. This meeting will be held in Bldg. 3112 Cooper River Landing Conference Center.

The following information provides instructions for base access, obtaining a NIWC badge if a clearance is required all must be submitted by the dates listed in this packet.

Please feel free to contact us if you have any questions or concerns about your upcoming visit.

Welcome to Charleston!

Tracy Dayton-Musiol, CMP

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APPLYING FOR VISIT REQUESTS, SECURITY CLEARANCES AND BASE ACCESS

General Information:

These instructions are designed to ensure that:

1. The correct NIWC badge is issued to you
 - This badge gives you swipe access to select NIWC buildings
 - Denotes your security clearance level
2. Your name is on the access list for badging
 - Base access is different than access to NIWC facilities
 - Base access is required for all drivers and passengers that do not have the proper identification to access the gate
 - A military ID card, DD Form 1173; a military retiree card, DD Form 2 (or derivatives of either one); or a Common Access Card (CAC) are the only forms of identification that are acceptable for base access without having to stop at the VCC
 - Other DoD ID cards are not acceptable as identification for base access
3. Failure to comply with these instructions will make access to the base difficult, possibly making you or your visitor late to the scheduled meeting, or impossible

All Attendees Must Submit Visit Requests via Fax or the Joint Personnel Adjudication System (DISS):

1. Faxing the visit request on company letterhead to NIWC Security
 - Submit the request no later than (NLT) 10 June 2022
 - Send the fax to 'Visitor Control (Security Office), Attn: Security Officer, Code 0A1'
 - Use fax number 843-218-4045
 - The fax should come from your command or company's security office
 - See number 3 immediately below for the required information
2. Entering the request in the DISS System
 - Use Security Management Office code (SMO) 652366
 - Submit the request by 10 June 2022 to allow for justification of clearances if required
 - See number 3 immediately below for the required information
3. Faxed message or DISS submission should include:
 - Visitor's name
 - Rank, grade, or title
 - SSN
 - Type of employee: Government employee, military, civilian, contractor, or vendor
 - Name of government agency or command or company name



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- Position Title
 - Start and end date of visit indicate 21-24 June, 2022 for the conference**Extra day added in case pre-conference visit is necessary
 - If you need to return to NIWC on additional visits, you can make the Visit Request for one year
 - In any case, specify the dates for this particular visit
 - Clearance level:
 - Investigation type/Date
 - Place of birth (POB)
 - Date of birth (DOB)
 - U.S. Citizen: Yes/No
 - Work Phone:
 - E-mail
 - Purpose of the visit specifying the program you are supporting and what you will be doing for that program or what conference you will be attending
4. Name, code, and phone number of the government person that is sponsoring you **Mr. Erik Gardner, Code 01800, Phone Number 843-749-0742** should you not have one of the accepted forms of ID and are a vendor or outside contractor a 74-D form must be submitted no later than 1 June, 2022 so that a back-ground check can be completed and approved

What to Expect When Submitting a 74-D Form

1. Once this information is received, Security will perform their checks
2. Security will submit your name to Joint Base Charleston who will add your name to the base access list
3. The access list will be at the Visitor Control Center (VCC), Building 3205, at gate 4
4. -A military ID card, DD Form 1173; a military retiree card, DD Form 2 (or derivatives of either one); or a Common Access Card (CAC) are the only forms of identification that are acceptable for base access without having to stop at the VCC
 - Other DoD ID cards are not acceptable as identification for base access
5. Stop by the pass office Bldg. 3205 just before the gate on the right to receive your temporary Joint Base Charleston access pass if you have submitted a 74 D form.
6. Proceed through gate 4 directly to the meeting facility on day one in bldg. 3112 Cooper River Landing Conference Center North Side entrance see map.
7. Entry will be refused at the gate if the proper identification is not presented



Instructions for filling out the 74D Form

- The visitor must complete blocks 1-2, 8-13, and initial block 10 on the second page
- The sponsor must complete blocks 3-7 NIWC Atlantic Sponsor
- Block 14 is signed by NIWC Security
- Common errors made on the form
- Block 14 must be a NIWC Atlantic Government Sponsor
- On the back of the page, Block 10 must be initialed by the visitor/contractor
- Attach form(s) of applicant's identification:
- Current Driver's License (DL) - If the visitor was born in the United States, a copy of their Driver's License must be attached to the form (can be a scanned or photographed copy of the license)
- *BOTH SIDES OF THE DL MUST BE ATTACHED*
- If the DL states one of the following - Not for federal Identification, Not for Federal Purposes, Federal Limits Apply, or any other statement to the same effect, a second form of identification is required to be attached
- Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent)
- U.S. passport
- Please send back to the Protocol functional mailbox at niwc_lant_ch_proto.fct@us.navy.mil SUBJECT LINE 74D Phoenix Challenge
- Be sure to mark the email as CUI
- Form attached in email

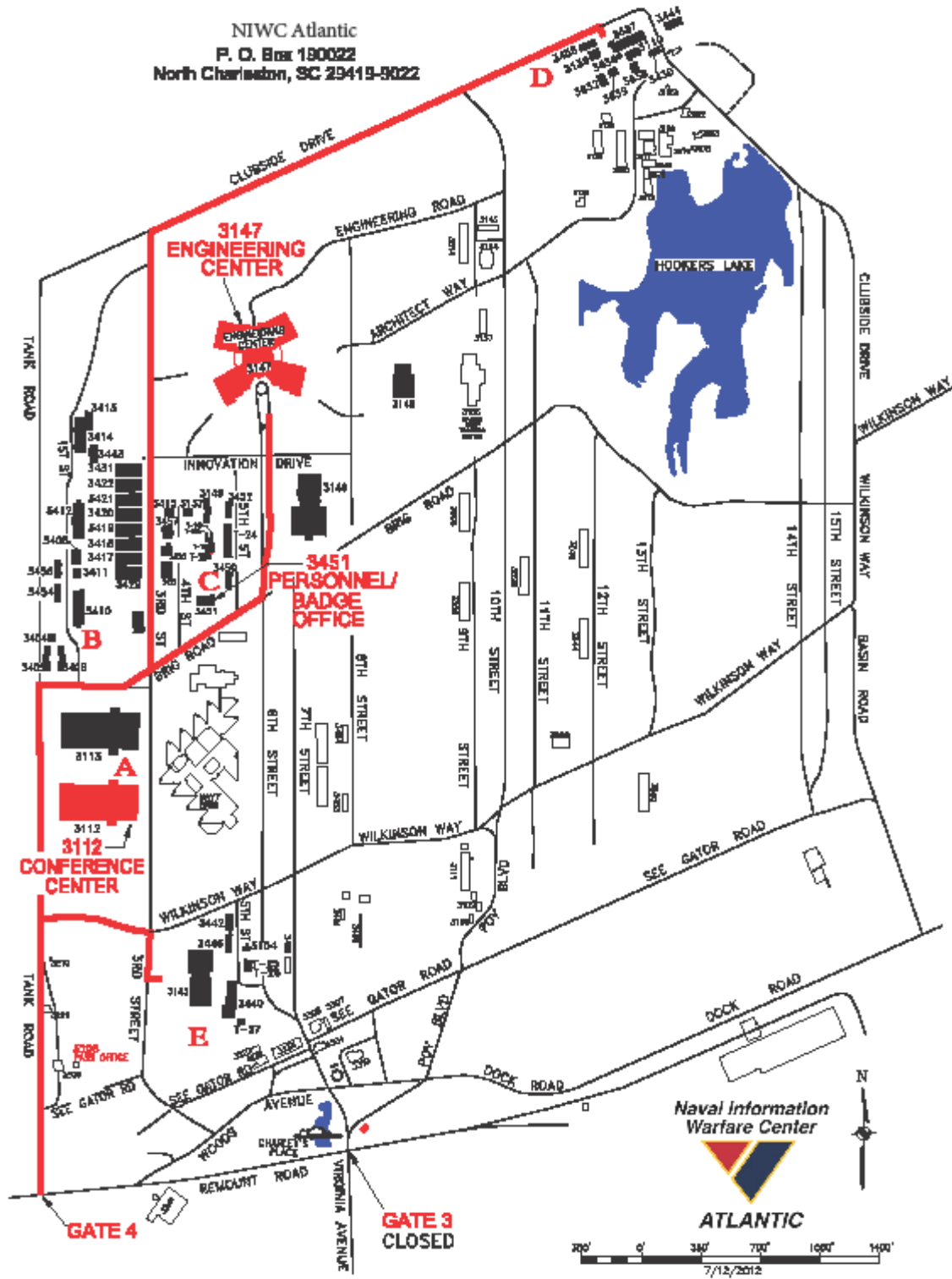
Transportation:

1. Vehicle passes are not required if you have the following:
 - A military ID card, DD Form 1173; military retiree card, DD Form 2 (derivatives of either one; or a Common Access Card (CAC)
 - Other DoD ID cards are not authorized as identification for base access



Maps:

1. For Google Map searches use 1060 Remount Rd, 29406
2. The physical address is:
 - NIWC Atlantic
 - One Innovation Drive
 - Building 3147 and 3112
 - Hanahan, SC 29406
3. Briefly, from the airport or downtown Charleston
 - Take I-526 east to exit 19 (North Rhett)
 - Turn left at the stoplight
 - Continue on North Rhett to Remount Road and turn right
 - Go over the railroad tracks
 - Turn left into gate 4





Recommended Hotels Close to NIWC

Charleston, Airport Convention Center: Ideal Location 10 minutes to NIWC

1. Embassy Suites - 843-747-1882
2. Hilton Garden Inn - 843-308-9330
3. Hyatt Place - 843-302-8600
4. Residence Inn - 843-866-3434
5. Crown Plaza - 843- 405-4236
6. Holiday Inn - 843-576-0300

Daniel Island: 10 Minutes to NIWC

1. Hampton Inn-843-216-6555

Alternative Locations:

Mount Pleasant

1. Courtyard by Marriott-843-284-0900
2. Charleston Harbor Resort-843-856-0028

Downtown Charleston

1. Ansonborough Inn-843-723-1655
2. The Mills House 843-577-2400
3. Embassy Suites Historic-843-723-6900
4. Renaissance-843-534-0300