|  |  |  |  |
| --- | --- | --- | --- |
| **NAVAL RESEARCH LABORATORY- MARINE METEOROLOGY DIVISION**  **VISIT REQUEST & VISITOR INFORMATION**  **Please submit via fax (831) 656-4191 or via Safe Access File Exchange (SAFE) only** | | | |
| **FROM (complete address of requesting organization/company/command):** | | **DATE OF REQUEST:** | |
| **Points of Contact (military or Fed. Employee, NO Contractors as POC):** | |
| **TO: Naval Research Laboratory Monterey, Code 7500**  **7 Grace Hopper Ave Stop 2**  **Monterey CA 93943-5501** Attn: Security Office (p)831-656-4729 (f)831-656-4191 | |
| Degree of Access Required: | |
| **Duration of Visit (maximum 1 year for CAC holders, 6 months for non-CAC holders & non-affiliated visitors):**  **Arrival date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ Departure date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_** | | | |
| **PURPOSE OF VISIT:** | | | |
| VISITOR INFORMATION | | | |
| NAME, RANK/TITLE/POSITIONAND CONTACT INFORMATION | **SOCIAL SECURITY NUMBER/**  **DATE AND PLACE OF BIRTH** | | **SECURITY CLEARANCE INFO** |
| **Full Name:**  **Rank/Title:**  **Email:**  **Phone number:** | **SSN:**  **DOB:**  **POB:**  **Citizenship: US 🞎 OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Duel Citizen 🞎 Resident Alien 🞎** | | **Level:**  **Investigation date:**  **Invest. Agency:**  **CAC card ? Yes \_\_\_\_ No \_\_\_\_**  **Foreign Government Rep? Yes \_\_\_\_ No \_\_\_\_** |
| **Full Name:**  **Rank/Title:**  **Email:**  **Phone number:** | **SSN:**  **DOB:**  **POB:**  **Citizenship: US 🞎 Resident Alien 🞎 Other 🞎** | | **Level:**  **Investigation date:**  **Invest. Agency:**  **CAC card ? Yes \_\_\_\_ No \_\_\_\_**  **Foreign Government Rep? Yes \_\_\_\_ No \_\_\_\_** |
| **Full Name:**  **Rank/Title:**  **Email:**  **Phone number:** | **SSN:**  **DOB:**  **POB:**  **Citizenship: US 🞎 Resident Alien 🞎 Other 🞎** | | **Level:**  **Investigation date:**  **Invest. Agency:**  **CAC card ? Yes \_\_\_\_ No \_\_\_\_**  **Foreign Government Rep? Yes \_\_\_\_ No \_\_\_\_** |
| **Full Name:**  **Rank/Title:**  **Email:**  **Phone number:** | **SSN:**  **DOB:**  **POB:**  **Citizenship: US 🞎 Resident Alien 🞎 Other 🞎** | | **Level:**  **Investigation date:**  **Invest. Agency:**  **CAC card ? Yes \_\_\_\_ No \_\_\_\_**  **Foreign Government Rep? Yes \_\_\_\_ No \_\_\_\_** |
| **NAME, RANK AND TITLE OF OFFICIAL AUTHORIZING VISIT AND CLEARANCE:** | | | **PHONE #:**  **E-MAIL:** |
| **SIGNATURE OF AUTHORIZING OFFICIAL (required): (This form is not to be signed by the person requesting to visit**!) | | | |

Revised APR16

**Instructions for JPAS VISIT REQUEST & VISITOR CLEARANCE submissions:**

Please submit via fax (831) 656-4191 or send using the Safe Access File Exchange (SAFE): https://safe.amrdec.army.mil/safe/Welcome.aspx and use [security@nrlmry.navy.mil](mailto:%20security@nrlmry.navy.mil) as the required e-mail address.

**SUBMISSIONS VIA UNENCRYPTED EMAIL ARE NOT ACCEPTED AND WILL NOT BE PROCESSED**

# JPAS:

* For GENSER visits, the NRL NRY SMO for visits is 668565
* Questions visits may be addressed to the Security Office at 831-656-4729, or:
  + N: [cynthia.karengin@nrlmry.navy.mil](mailto:cynthia.karengin@nrlmry.navy.mil) S: [cynthia.karengin@nrl.navy.smil.mil](mailto:cynthia.karengin@nrl.navy.smil.mil)
* For TS/SCI visits, the SMO is 631343 (Listed as FNMOC)
* Please name your Host as “NRL/HOSTNAME”
* SCI visits may be addressed to the NRLMRY Servicing SSO at FNMOC:
  + N: FNMOC\_PGSA\_SECURITY@navy.mil S: [brian.curry@navy.smil.mil](mailto:brian.curry@navy.smil.mil) J: [brian.curry@fnmoc.ic.gov](mailto:brian.curry@fnmoc.ic.gov)

# Facility Main Gate access requires a SECNAV 5512 Base Access forms if visitor(s) are non CAC holders OR the host Federal Employee (only, Contractors cannot escort) can escort all Gate Access for the duration of visit.