

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. **Official access requests for foreign visitors are handled by the NPS Security Manager's Office (831-656-2450). Unofficial visits for non-U.S. citizens are considered on a case-by-case basis, and affiliated personnel desiring access for such individuals should contact Pass and ID (831-656-3643/3477) for information.

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

1. Ensure guest, clients, etc. understand that the DOD and USN require all unaffiliated personnel requesting or desiring unescorted access be vetted prior to entry onboard an installation, with few exceptions.

--Social Security Number and Date of Birth are required for proper vetting.

2. Download the "NSAM Gate Access Request Form" Excel spreadsheet and the "SECNAV_5512_1 APPROVED ACCESS FORM" pdf via the NSAM or NPS websites, or through direct request from Gate Access.

a. The current Gate Access Request form has changed slightly from the previous version. The new form includes additional information required for the vetting process and is used at the Region level. Its completion and approval will facilitate addition of the vetted guest to the local Gate Access List.

b. The SECNAV form collects biometric information and is the guest's acknowledgement that a background check will be conducted. Furthermore, it authorizes the installation to obtain information required to vet the individual as a requisite for access.

3. Complete and submit the SECNAV form.

a. The sponsor must determine the best method for the guest to receive and return the SECNAV and Gate Access Request forms. Proper PII (Personally Identifiable Information) procedures must be adhered to.

b. If the sponsor is an NSAM or tenant command affiliated member with an nps.edu email account, then the forms can be sent via encrypted email. If not, or if otherwise desired, the guest can fill out the forms and send via the AMRDEC SAFE site. Instructions are posted on the applicable NSAM and NPS web pages. NOTE: The sender will need to send to an .edu alias, which is username@nps.navy.mil.

c. AMRDEC SAFE works primarily with CAC and .mil/.gov accounts. However, people without those email accounts may use their own personal email account, provided the recipient (i.e., the designated employee or sponsor who is handling the visit) has a .mil or .gov account.

d. All nps.edu emails have an nps.navy.mil alias.

4. When the completed forms are returned to the sponsor, he/she will fill out the Gate Access form. Both forms can then be:

(1) Sent encrypted via the .edu network to sbandres@nps.edu, edglazie@nps.edu, and wnugent@nps.edu, or

(2) uploaded to AMRDEC SAFE. If using AMRDEC SAFE, ensure the username@nps.navy.mil alias is used for the recipients.

NOTE: The forms can always be hand delivered to Pass and ID if electronic means are undesirable or not available.

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.

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

For Vendors/Deliveries:

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

7. If they do not want to sign up for RapidGate, follow steps 2-4 above.

NOTE: The company will need to provide information for all employees they wish to have access to the installation.

*The most reliable method to ensure the guest(s) is (are) granted access to the installation is to escort them on personally. Regardless, sponsors are completely responsible for the actions of guest(s) at all times.