



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

NAVSEAINST 5530.3A^{IN REPLY TO}
SEA 104/0003
24 Apr 03

NAVSEA INSTRUCTION 5530.3A

From: Commander, Naval Sea Systems Command

Subj: ACCESS AND VISITOR CONTROL PROGRAM

Ref: (a) OPNAVINST 5530.14C, Navy Physical Security
(b) SECNAVINST 5510.36, DON Information Security Program
(ISP) Regulation

Encl: (1) Headquarters Visitor Control Center (HQ-VCC) Database
Visitor Request Form Sample
(2) NAVSEA Washington Navy Yard Headquarters Badge
Request Form (NAVSEA Form 5510/9)
(3) Lost Badge Notification Form (NAVSEA Form 5510/16)

1. Purpose. To establish policy and procedures governing access to NAVSEA Headquarters (NAVSEAHQ) as required by reference (a). Access to the Washington Navy Yard must be coordinated with Naval District Washington Office of Security.

2. Cancellation. NAVSEAINST 5530.3 of 26 February 1988.

3. Background. The open architecture of the NAVSEA Headquarters facilities requires access restrictions to mitigate potential vulnerabilities. The NAVSEA Headquarters is designated a Level II restricted area per reference (a). NAVSEA's Office of Security and Law Enforcement is responsible for developing and implementing the access and visitor control program at NAVSEAHQ.

4. Policy. Access to NAVSEAHQ facilities is a privilege authorized by the Commander, Naval Sea Systems Command. NAVSEA badges are issued to facilitate access, and must be displayed at all times within the command. Badges must be worn above the waist with the photograph clearly visible. All badges issued by NAVSEAHQ are Government property and must be returned to NAVSEAHQ when they are no longer needed, expired, or in the event access privileges are withdrawn.

5. Procedure. NAVSEA's Visitor Control Center (VCC) and Badge Office is located in the main lobby of Building 197. VCC hours of operation are 0630-1630 Monday through Friday, excluding

federal holidays. The Center is open for the issuance of picture badges from 0900-1100, Monday through Friday. This instruction is applicable to buildings 22 (3rd and 4th floors); 176; 197 and 201. Access to building 22, Admiral Gooding Center (2nd floor), must be coordinated with the Command Events Planning Coordinator. Access to building 104, Naval Nuclear Propulsion Directorate, must be coordinated through their security office (SEA 08V). Building 176 has been permanently secured and access must be coordinated with the office to be visited prior to arrival.

a. For purposes of access to NAVSEA buildings:

(1) Unrestricted access is defined as access 24-hours a day, seven days a week.

(2) Unescorted access is predicated on U. S. Citizenship, and appropriate security clearance.

(3) Business hours are defined as 0630-1800, Monday through Friday, excluding federal holidays.

b. NAVSEAHQ VCC Database. NAVSEA's VCC Database will be used to record all access authorizations and to support the automated access control system.

(1) Only NAVSEAHQ civilian or military employees may sponsor and approve visits to NAVSEAHQ buildings.

(2) Approved visits should be entered into the VCC Database two (2) working days in advance of the date of the visit. To submit a visit request, sponsors must use the automated VCC Form (enclosure (1)) available on the NAVSEA Corporate Intranet at <https://vcc.navsea.navy.mil/>. When a two working day notice cannot be given, contact the HQ Security Office, Building 197, Room 1W3003, or call (202) 781-5397 for assistance.

(3) Visitors registered in the VCC Database who possess a U.S. Government personnel security clearance will be authorized unescorted access during business hours.

(4) Visitors not registered in the VCC Database will be granted access upon approval of a sponsor and assignment of an escort.

(5) NAVSEA offices sponsoring a conference, meeting,

training or other group visits, attended by 10 or more individuals from outside NAVSEA, must provide the HQ Security Office with a list of attendees two (2) working days in advance of the date of the event. The list must include the full names, social security number, citizenship, agency or company name and level of clearance for each attendee. If classified information will be discussed the sponsoring office must appoint a NAVSEA employee to serve as the event's Security Coordinator. The Security Coordinator shall ensure compliance with the requirements of reference (b), paragraph 7-12, Safeguarding During Classified Briefings.

c. NAVSEAHQ Civilian Employees

(1) NAVSEAHQ employees will be issued a NAVSEAHQ badge entitling them to unrestricted access.

(2) If a current NAVSEA badge holder's status changes, e.g., from field activity employee to NAVSEA employee, the cognizant Administrative Officer (AO) must contact the HQ Security Office to report this action. Due to the status change the existing badge must be deactivated, and the badge holder will be required to register their clearance with the Office of Security, Personnel Security Team. The Personnel Security Team is located in Building 197, Room 1W4000, or they may be called at (202) 781-5397. The AO must initiate the employee badge request, enclosure (2).

d. NAVSEA Military Personnel

(1) Active duty and Reserve military personnel assigned to NAVSEAHQ will be issued a NAVSEA badge entitling them to unrestricted access.

(2) Military Visitor Personnel

(a) Active duty Flag Officers from any U.S. Armed Service when in uniform and upon presentation of their military ID card are authorized unescorted access to NAVSEAHQ during business hours.

(b) All other active duty military in uniform that are registered in the VCC Database are authorized unescorted access during business hours.

(c) Active duty military in uniform that are not registered in the VCC Database must be sponsored/escorted. Once

entered in the VCC Database and clearance verified, they too will be authorized unescorted access during business hours.

e. NAVSEA Field Activity Employees

(1) NAVSEA field activity employees who are resident in NAVSEAHQ with the approval of the cognizant AO will be issued a NAVSEA badge entitling them to unrestricted access.

(a) The AO is responsible for ensuring that the field employee is entered into the Workforce Administration Management Organization (WAMO). If the field employee has not been entered into WAMO, he/she will not be issued a badge. The AO is also responsible for ensuring that the level of the individual's clearance (Top Secret, Secret or Confidential) satisfies the access and Need-to-Know requirements.

(b) The sponsor for the field employee is responsible for completing enclosure (2). After completing enclosure (2) it should be attached to the field employee visit request. The sponsor will then obtain the AO's concurrence and signature on enclosure (2) and bring the entire package to the Personnel Security Team. Upon verifying the information, the Personnel Security Team will initial enclosure (2). The sponsor will then provide the field employee with the approved forms so they may then proceed to the VCC to be issued a badge.

(2) NAVSEA field activity employees who are visitors to NAVSEA Headquarters are authorized unescorted access during business hours. Field activity badges displaying the NAVSEA logo must be presented to gain access.

f. Other Government Personnel

(1) Other government personnel who are resident in NAVSEAHQ with the approval of the cognizant AO will be issued a NAVSEA badge entitling them to unrestricted access.

(a) The AO is responsible for ensuring that the other government personnel are entered into WAMO. If they are not entered into WAMO, they will not be issued a badge. The AO is also responsible for ensuring that the level of the individual's clearance (Top Secret, Secret or Confidential) satisfies the access and Need-to-Know requirements.

(b) The sponsor for other government personnel is responsible for completing enclosure (2). After completing

enclosure (2) it should be attached to the agencies visit request. The sponsor will then obtain the AO's concurrence and signature on enclosure (2) and bring the entire package to the Personnel Security Team. The Personnel Security Team will verify the information. The sponsor will then provide the other government person with the approved forms so they may proceed to the VCC to get a badge.

(2) Other government personnel who are registered in VCC Database and posses a clearance but who have not been issued a NAVSEA badge may be issued a one-day visitor badge for access during business hours. Those other government personnel registered in the VCC who do not posses a clearance or those not registered in the VCC Database will be authorized escorted access during business hours.

(3) Other Federal agency issued badges such as NAVAIR, SPAWAR and DoD white government badges will be accepted for unescorted access at NAVSEA Headquarters upon presentation to the guard at the entrance. However, while DoD/Navy badges, may be used for access to NAVSEA/PEO spaces, these badges may not be acceptable for access to the Washington Navy Yard.

g. Common Access Cards. The Common Access Card (CAC) serves as a standard Identification Card for active duty personnel, selected reservists, and DoD civilian employees and eligible contractors. For military personnel the card replaces the traditional ID card. For all government personnel and eligible contractors participating in NMCI, the card will be used in conjunction with computer access. As the name suggests, it is an access card when a clearance or an investigation is not required. The CAC grants access to military bases participating in the program. However, it does not grant automatic access to all activities located on military bases. Some commands have done away with their activity badges and have adopted the CAC as their activity badge. However, the CAC badge will not grant you unescorted access to NAVSEA/PEOs offices since it is currently not compatible with the proximity based Automated Access Control used at NAVSEA Headquarters. Individuals from a field activity that uses the CAC must send in a visit request that enables them to receive a NAVSEA HQ badge or have a NAVSEA logo badge from their activity.

h. Contractor

(1) Contractor personnel, who are seated on-site in NAVSEAHQ and who have an interim or final security clearance, will be issued a NAVSEA On-Site Contractor badge entitling them to unrestricted access. Under no circumstance will contractors be allowed to be seated on-site without a clearance and appropriate authorization to be seated.

(a) The AO is responsible for ensuring that the contractor is entered into WAMO. If the contractor has not been entered into WAMO, they will not be issued a badge. The AO is also responsible for ensuring that the level of the individual's clearance (Top Secret, Secret or Confidential) satisfies the access and Need-to-Know requirements.

(b) The COR, who is responsible for the contract, is responsible for completing enclosure (2). After completing enclosure (2) it should be attached to the contractor's visit request. The COR will then obtain the AO's concurrence and signature on enclosure (2) and bring the entire package to the Personnel Security Team. Upon verifying the information, the Personnel Security Team will initial enclosure (2). The COR will then provide the contractor with the approved forms and contractor may then proceed to the VCC to be issued a badge.

(2) Contractor personnel whose sponsor has confirmed that they require access to NAVSEAHQ may be issued a NAVSEA Contractor badge. These contractors must have either an interim or final personnel security clearance. This badge will entitle them to unescorted access during business hours only. To obtain this badge, the COR, who is responsible for the contract, must complete enclosure (2). After completing enclosure (2) it should be attached to the contractor's visit request. In this instance the AO's concurrence and signature on enclosure (2) are not required. The COR will bring the entire package to the Personnel Security Team. Upon verifying the information, the Personnel Security Team will initial enclosure (2). The COR will then provide the contractor with the approved forms and contractor may then proceed to the VCC to be issued a badge.

(3) Contractor personnel who are registered in VCC Database and possess a clearance but who have not been issued a NAVSEA badge may be issued a one-day non-escort visitor badge

in the VCC Database will be authorized escorted access during business hours.

(4) Contractor badges will be issued for a period not to exceed the contract expiration date or 12-months, whichever is earliest.

i. Foreign Nationals

(1) Foreign National personnel, such as, Foreign Liaison Officers, Personnel Exchange Program Officers, and Cooperative Program Personnel, who have been accredited by the Navy International Program Office (Navy IPO) and are seated in NAVSEAHQ, will be issued a NAVSEA Foreign National (FN) badge. Enclosure (2) will be provided to the FN by the Foreign Disclosure Team that will authorize access to their work area during business hours. The Contact Officer must notify, the SEA 104 (Foreign Disclosure Team), in writing if the FN wants to visit other NAVSEA/PEOs for technical discussions outside their assigned area. Assigned Foreign Nationals have unescorted access to all common areas such as, but not limited to, ingress and egress to their assigned building, restrooms, ATM machine, cafeteria, vending machines, copier rooms, auditorium, training rooms, corridors, elevators, and light courts.

(2) Foreign National visitors with an approved embassy visit request must be registered in the VCC Database. They will be issued an escort-required badge. An authorized escort must accompany them at all times during their visit. They are authorized access during business hours only.

(3) Legal aliens are individuals who have been lawfully admitted to the U.S. for permanent residence. They must be registered in the VCC Database when visiting NAVSEA. An authorized escort must accompany them at all times during their visit. They are authorized access during business hours only.

(4) There is no requirement to coordinate foreign national visits involving public domain information, such as courtesy calls or marketing efforts, with the Foreign Disclosure Team. Public domain visits are those that involve only the transfer of publicly releasable information. These visitors must be registered in the VCC Database. An authorized escort must accompany them at all times during their visit. They are authorized access during business hours only.

j. Building Service Support. These personnel will be issued a *CAFETERIA*, *MAINTENANCE* or *JANITORIAL* badge granting them access to NAVSEA common areas only.

(1) Access by cafeteria personnel is limited to the cafeteria and the surrounding area (0530-1800, Monday through Friday, excluding federal holidays.)

(2) Janitorial and maintenance personnel shall have access to all common areas. Common areas such as, but not limited to, ingress and egress to buildings assigned, restrooms, ATM machine, cafeteria, vending machines, copier rooms, auditorium, training rooms, corridors, elevators and light courts. When they need access to departmental areas, they shall be under continuous escort/observation. Janitorial personnel are authorized access from 0530-2200, Monday through Friday, excluding federal holidays. Maintenance personnel are authorized access only during business hours unless an emergency arises.

(3) Facilities Management Division (SEA 102) will coordinate all after-hour requests for work by cafeteria, janitorial or maintenance personnel. Once approved by Facilities Management Division (SEA 102), the requesting office must notify the HQ Security Office in writing. Requests must include date(s) of work, building, room/location, type of work being done, name of company performing the work and a list of the company's employees (full names, social security numbers, place of birth and citizenship) who will be performing the work. All of the company's employees working at NAVSEA HQ must be U.S. citizens. The HQ Security Office will coordinate the request with the security force.

k. Emergency Personnel. Emergency personnel (e.g., firefighters or paramedics) shall have unescorted/unrestricted access to NAVSEAHQ when on official business. The Supervisor of the security force will advise the NAVSEA Duty Officer in the event of an emergency.

L. Other

(1) Family members or friends of NAVSEAHQ employees will be issued an Escort Required Visitor Badge after verification of their identity by the VCC/guard force personnel.

(2) All other members of the public in an official

capacity (e.g., media) will be assigned an escort by the code sponsoring the visit, and issued an Escort Required Visitor Badge.

m. NAVSEAHQ Escorts

Only personnel with unrestricted access to NAVSEAHQ are authorized to serve as escorts. Escorts are responsible for their visitors throughout the duration of their visit. Generally, each escort will be limited to escorting not more than six (6) people to ensure effective control. Escorts will meet their visitors at the VCC. Escorts must ensure that visitors surrender their badges and depart through the main entrance of Building 197.

n. Lost or Missing Badges

(1) Lost or stolen NAVSEAHQ badges must be reported to the HQ Security Office, using enclosure (3) immediately.

(2) If a badge holder misplaces or forgets their NAVSEAHQ badge, the badge holder may obtain a one-day badge from the VCC. To receive a day badge, an individual must present photo identification (e.g., driver's license) and be listed in the NAVSEAHQ badge database. If for some reason the individual is not in the NAVSEAHQ badge database, the cognizant AO must coordinate with the VCC in order for the badge holder to obtain a one-day badge.

o. Identification Cards

(2) Identification cards (driver's license, Common Access Card, retirement cards, military identification cards (with the exception of a flag officer in uniform), passports, credentials, etc.) can only be used to identify an individual. They do not constitute authorization for access into NAVSEAHQ facilities.

(3) Washington Navy West Yard government employees may access building 197 for use of the cafeteria and ATM during cafeteria hours of operations (0630-1430), Monday through Friday, excluding federal holidays. Those individuals found not confining themselves to the area around the cafeteria and ATM will be asked to leave the building.

p. All personnel gaining access to NAVSEAHQ are subject to search of their person and property by the security force. Failure to submit to inspection will result in denial of access.

q. All personnel gaining access to NAVSEAHQ shall comply with the directions and orders of the security force.

6. Forms

a. Enclosure (1) is available electronically on the NAVSEA Corporate Intranet at <https://vcc.navsea.navy.mil/>. Enclosure (2) and (3) may be found on *FormFlow*.

7. Action

a. All personnel assigned to, visiting or entering NAVSEAHQ shall comply with the policies and procedures in this instruction.



P. M. BALISLE

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Visit Request Form

Note: Please fill in all the fields!

* A number following the field indicates a limited number of characters allowed for that field.

Visitor Information

First Name: MI: (optional)

Last Name:

SSN: --

Confirm SSN: --

Date of Birth: / / (mm/dd/yyyy)

Place of Birth:

U.S. Citizen: Yes No If No, Citizen of What Country:

If Foreign National, Visit/Authorization Number:

Job Type: Govt. Employee
 Contractor
 Other If Other, Specify: *20

If Contractor, Contract Number:

Agency/Company: *50

Clearance Level:
None
Confidential
Secret

Other Information

Visit Duration: (Not to exceed 12 months)

From: / / To: / / (mm/dd/yyyy)

NAVSEA POC Name:

POC's Directorate/Code: /

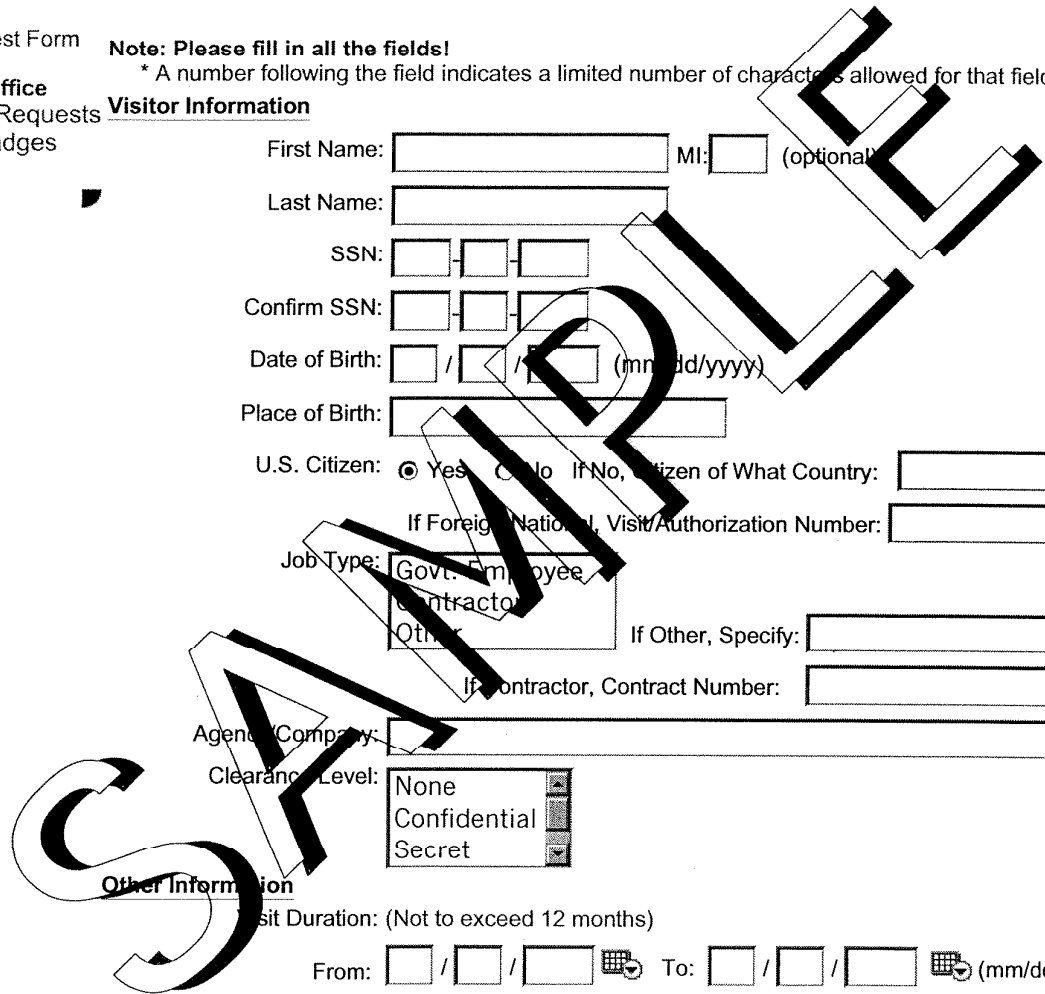
POC's Email:

POC's Bldg:
Bldg 22
Bldg 104
Bldg 176

POC's Room: (i.e. 1w 4000)

POC's Phone: ()--

Purpose of Visit:



Send security related comments & questions to [Lisa Taylor](#)
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NAVSEA WASHINGTON NAVY YARD

BADGE REQUEST FORM

AUTHORITY: Privacy Act of 1974 and Executive Order 12958, 12968, DoD Directive 5200.1-R, SECNAVINST 5510.36.
PRINCIPAL PURPOSE(S): Such a determination of eligibility for a security access badge will be based upon a systematized detailed examination or inquiry to uncover facts relating to your loyalty to the United States as well as to your integrity, discretion, moral character, and past criminal record, if any.
ROUTINE USE(S): The information provided by you will become a permanent part of your security file. The information provided will not be divulged without your written authorization to any one other than those duly authorized to collect, process, report, store, record, analyze, or evaluate the results of the examination or inquiry.
DISCLOSURE: You are not required to provide this information, however, failure to do so or any misrepresentation (by answers) may serve as a basis for denial of an activity security badge.

1. BADGE TYPE <input type="radio"/> New Badge <input type="radio"/> Renewal Badge	2. PERSONNEL TYPE: <input type="radio"/> NAVSEA Employee <input type="radio"/> Contractor* * Vist request must be attached. <input type="radio"/> Other Government Agency* <input type="radio"/> Janitorial** <input type="radio"/> Resident Foreign National <input type="radio"/> Maintenance** ** Company letter must be attached. <input type="radio"/> On-Site Contractor* <input type="radio"/> Cafeteria**	
3. INDIVIDUAL TO BE BADGED (LAST NAME, FIRST NAME, MI):	4. SEX:	5. CITIZENSHIP:
6. SSN#: _-_-	7. DATE OF BIRTH:	8. PLACE OF BIRTH (CITY & STATE):
9. NAVSEA DIRECTORATE & CODE/ GOVERNMENT AGENCY:	10. COMPANY NAME & CONTRACT NO#:	11. NAVSEA WNY BUILDING THE INDIVIDUAL IS WORKING IN:
12. SUPPORT PROVIDED FOR WHICH NAVSEA DIRECTORATE & CODE:		13. DURATION OF ACCESS:
14. CLEARANCE LEVEL:	15. DATE CLEARANCE GRANTED:	16. INVESTIGATING AGENCY:
17. TYPE OF INVESTIGATION:	18. SECURITY INVESTIGATION DATE:	19. SECURITY OFFICE APPROVAL (B197 RM 1W4000):
20. AUTHORIZED ACCESS: 		
I CERTIFY THAT THE ABOVE STATED INDIVIDUAL NEEDS A NAVSEA BADGE TO FACILITATE ACCESS TO NAVSEA SPACES.		
21. NAVSEA AUTHORIZING OFFICIAL/ NAVSEA COR (PRINT FULL NAME):	22. AUTHORIZING OFFICIAL/COR SIGNATURE:	23. DATE:
24. ADMINISTRATIVE OFFICER (PRINT FULL NAME):	25. ADMINISTRATIVE OFFICER SIGNATURE:	26. DATE:

NAVSEA WASHINGTON NAVY YARD

BADGE REQUEST FORM (5510/9)

INSTRUCTIONS

NAVSEA Employees, Other Government, and resident Foreign Nationals (FN Badge request will be issued by SEA 1044) fill out Blocks 1 through 9, 11, and 13 through 26. Contractors, On-Site Contractor, Janitorial, Maintenance, and Cafeteria fill out blocks 1 through 8, 10 through 26.

1. **BADGE TYPE:** Choose new badge or renewal badge.
2. **PERSONNEL TYPE:** Choose either NAVSEA Employee, Other Government, Resident Foreign National, On-Site Contractor, Contractor, Maintenance, Janitorial, or Cafeteria. Other Government, On-site Contractor, and Contractor must have a visit request attached. Janitorial, Maintenance and Cafeteria must have a letter from the company attached endorsing their employment.
3. **INDIVIDUAL TO BE BADGED:** List last name, first name and middle initial.
4. **SEX:** Male or Female.
5. **CITIZENSHIP:** List the citizenship of the individual applying for the badge.
6. **SOCIAL SECURITY NUMBER:** Self-explanatory.
7. **DATE OF BIRTH:** Date the person was born.
8. **PLACE OF BIRTH:** City & state the person was born.
9. **NAVSEA DIRECTORATE & CODE/GOVERNMENT AGENCY:** List where the individual works (i.e. PEO TSC - PMS 400, DOE, OPNAV, SPAWAR, etc.).
10. **COMPANY NAME & CONTRACT NO#:** List name of company and contract number of person requesting the badge.
11. **NAVSEA WNY BUILDING THE INDIVIDUAL IS WORKING IN:** Select one (Bldg 22, 104, 176, 197, 201).
12. **SUPPORT PROVIDED FOR WHICH NAVSEA DIRECTORATE & CODE:** List which office the individual supports in NAVSEA (i.e. PEO TSC - PMS 400).
13. **DURATION OF ACCESS:** NAVSEA employees can be up to 3 years, all other not to exceed contract expiration date or 12 months, whichever is earlier.
14. **CLEARANCE LEVEL:** Level the employee is cleared regarding classified information.
15. **DATE CLEARANCE GRANTED:** Self-explanatory.
16. **INVESTIGATING AGENCY:** Self-explanatory (i.e. OPM, DSS, DISCO, etc.).
17. **TYPE OF INVESTIGATION:** Self-explanatory (i.e. SBI, SSBI, etc.).
18. **SECURITY INVESTIGATION DATE:** Self-explanatory.
19. **SECURITY OFFICE APPROVAL:** Once form has been completed and signed, the form is then turned into the NAVSEA Security Office, Bldg 197 Rm 1W4000 for a security clearance check based on social security number provided.
20. **AUTHORIZED ACCESS:** Buildings and floors.
21. **NAVSEA AUTHORIZING OFFICIAL/NAVSEA COR:** Print full name of the authorizing official/COR.
22. **AUTHORIZING OFFICIAL/COR SIGNATURE:** Signature of official/COR.
23. **DATE:** Date authorizing official/COR signed.
24. **ADMINISTRATIVE OFFICER:** Print full name of Administrative Officer.
25. **ADMINISTRATIVE OFFICER SIGNATURE:** Signature of Administrative Officer.
26. **DATE:** Date administrative officer signed.

LOST BADGE NOTIFICATION

AUTHORITY: Privacy Act of 1974 and Executive Order 12065, National Security Council Directive of 17 May 1972, DoD Directive 5200.1-R, SECNAVINST 5510.36.

PRINCIPAL PURPOSE(S): Such a determination of eligibility for a security access badge will be based upon a systematized detailed examination or inquiry to uncover facts relating to your loyalty to the United States as well as to your integrity, discretion, moral character, and past criminal record, if any.

ROUTINE USE(S): The information provided by you will become a permanent part of your security file. The information provided will not be divulged without your written authorization to any one other than those duly authorized to collect, process, report, store, record, analyze, or evaluate the results of the examination or inquiry.

DISCLOSURE: You are not required to provide this information, however, failure to do so or any misrepresentation (by answers) may serve as a basis for denial or an activity security access badge in the National Interest.

1. NAME OF INDIVIDUAL ON LOST BADGE:

2. SSN:

3. NAVSEA DIRECTORATE &
CODE/COMPANY NAME:

4. CIRCUMSTANCES OF THE LOSS/THEFT
(IDENTIFY WHEN, WHERE AND HOW BADGE WAS LOST/STOLEN):

TWO LOST BADGES WITHIN A 12-MONTH PERIOD WILL BE CONSIDERED A SECURITY VIOLATION.

5. SIGNATURE OF INDIVIDUAL ON LOST BADGE:

6. DATE:

7. SUPERVISOR'S NAME/
NAVSEA COR/SPONSOR
(PRINT FULL NAME):

8. SIGNATURE:

9. DATE:

FOR THE BADGE REPORTED LOST, LIST THE BADGE NUMBER AND DATE ISSUED.

**NAVSEA WASHINGTON NAVY YARD
HEADQUARTERS
LOST BADGE NOTIFICATION (5510/16)
INSTRUCTIONS**

1. NAME OF INDIVIDUAL ON LOST BADGE: List last name, first name and middle initial.
2. SOCIAL SECURITY NUMBER: Self-explanatory
3. NAVSEA DIRECTORATE & CODE/COMPANY NAME: List where the individual works in NAVSEA (i.e. PEO TSC - PMS 400). For contractors list company. (i.e. Anteon, Lockheed, etc.).
4. CIRCUMSTANCES OF THE LOSS: Explain how the badge was lost.
5. SIGNATURE OF INDIVIDUAL ON LOST BADGE: Self-explanatory
6. DATE: Self-explanatory.
7. SUPERVISOR'S NAME/NAVSEA COR/SPONSOR: Print full name of supervisor for those who are NAVSEA employees. Contractors should list their COR/sponsor full name. Others list your NAVSEA sponsor.
8. SIGNATURE: Signature of your supervisor, COR, or sponsor.
9. DATE: Self-explanatory.