

NAVFAC PACIFIC PROTOCOL ON CONTRACTOR CALLS/VISITS TO THE COMMAND  
Revised 24 Nov 2014

This NAVFAC Pacific Protocol applies to all contractor calls/visits, personal visits or social calls to the Command. A telephone call or conference will be treated the same as an in-person visit. Any request for a meeting or visit will be handled the same as an in-person visit, be it PHONCON, videocon, voice-over-internet, etc. Meetings or visits are usually for a 30 minute duration and may be conducted on an infrequent basis.

Note: Contractor protocol policy does not apply to meetings to discuss administration of your existing contracts with NAVFAC Pacific. Additionally, contractor visits should not encompass any aspects of "vendor promotional training." In accordance with 5 CFR Part 2635.203, vendor promotional training means "training provided by any person for the purpose of promoting its products or services. It does not include training provided under a Government contract or by a contractor to facilitate use of products or services it furnishes under a Government contract."

Visits with the NAVFAC Pacific Small Business Office are handled by Ms. Lisa Roth, please e-mail her at [lisa.a.roth1@navy.mil](mailto:lisa.a.roth1@navy.mil).

To request a contractor call/visit, personal visit, or social call to the Command, use the following link to contact the appropriate Business Line (BL) or Support Line (SL) representative:

[http://www.navfac.navy.mil/navfac\\_worldwide/pacific/contact\\_us.html](http://www.navfac.navy.mil/navfac_worldwide/pacific/contact_us.html)

Use the link to send that person the following information:

- Describe how this discussion is necessary or beneficial to the conduct of official Department of the Navy business.
- A list of specific topics you wish to discuss.
- A list of NAVFAC Pacific personnel you would like to visit at NAVFAC Pacific.
- Biographies of all your personnel who will be visiting NAVFAC Pacific.
- Specific dates and times you are available.
- Identify whether you need base access.

If you require a base pass/access, please e-mail a completed JBPHH/JB2 Form 0-180 (1 August 2011) to your appropriate BL/SL representative.

Note: Completed JBPHH/JB2 Form 0-180 (1 August 2011) **must be received by the Pass and ID office no later than 10 business days prior to the scheduled meeting.** Therefore, please allow ample time to request/schedule meetings and return the completed form to the BL/SL representative you contacted. "Commander, Navy Installations Command (CNIC) has established the Navy Commercial Access Control System (NCACS), a standardized process for granting unescorted access privileges to vendors, contractors, suppliers and service providers not otherwise entitled to the issuance of a Common Access Card (CAC) who seek access to and can provide justification to enter Navy installations and facilities. Visiting members may obtain daily passes directly from individual Navy installations by submitting identification credentials for verification and

undergoing a criminal screening/background check. Alternatively, if the vendor so chooses, it may voluntarily elect to obtain long-term credentials through enrollment, registration, background vetting, screening, issuance of credentials, and electronic validation of credentials at its' own cost through a designated independent contractor NCACS service provider." Pass and ID office requires at least 10 business days of process time.

Please allow at least **TWO WEEKS** to coordinate visits, not including base pass processing requirements.

Contractor visits will only be granted based on availability of personnel and at the discretion of NAVFAC Pacific.

A meeting will normally **NOT** be scheduled:

- To discuss procurement sensitive information to include ongoing procurement/solicitation (or any stage of an active acquisition) unless the contractor has a pressing matter of official business and the meeting will not address the ongoing procurement.
- To discuss specific procurements or project information, whether pending or anticipated unless government allows one-on-one visits which are made available to all potential offerors.
- For the purpose of conducting vendor/contractor training encompassing the promotion of products or services.
- If the contractor is involved in a dispute with NAVFAC.

There will be no advantage provided to any company over another during calls or visits. The mere perception of impropriety or favoritism, by providing contractors access more than others, puts the acquisition process at risk.

If contractors wish to obtain program specifics, visit the Federal Business Opportunities (FBO) Website at [www.fedbizopps.gov](http://www.fedbizopps.gov) and the Navy Electronic Commerce Online (NECO) Website at <https://www.neco.navy.mil>.

This protocol reflects Secretary of Defense and Secretary of the Navy guidance for communication with industry. This protocol was developed to serve the dual interests of providing industry representatives with a fair and equal opportunity to contact this command, and ensuring minimal disruption to the Navy mission and can be found at this link:

[http://www.navfac.navy.mil/navfac\\_worldwide/pacific/contact\\_us.html](http://www.navfac.navy.mil/navfac_worldwide/pacific/contact_us.html)