

PRIVACY ACT STATEMENT:

1. **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual, "Badge and Access Control System Records" NM00512-2. <http://dpcld.defense.gov/Privacy/SORNSIndex/DOD-Component-Article-View/Article/570444/nm05512-2/>.
2. **PRINCIPLE PURPOSES(S):** To control physical access to DoD, Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON or USMC has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/ national security areas of responsibility and information; to issue badges, replace lost badges and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.
3. **ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 55 2a (b) (3) as follows: To designated contractors, Federal agencies, and foreign governments for the purpose of granting Department of the Navy officials access to their facility.
4. **DISCLOSURE:** Voluntary. However, failure to provide requested information may impact eligibility for access to the facility.

NAVSEA VISITOR CONTROL CENTER SCRIPT

Acronyms:

Visitor Control Technician (VCT)

Visitor (V)

Script

VCT- How can I help you?

V- I am here for a meeting with John Doe PMS 317.

VCT- Did you have a Visit Request (VAR) sent to this SMO via JPAS?

V – Yes. **(If no, see below)**

VCT – Please provide me with an official **Federal, State** picture identification (ID).
(i.e. Passport with picture, State license, State Identification, etc.)

If it is a **Foreign National**, ask for a Foreign Government issued ID.
(i.e. Passport with picture or military ID)

Can I have you type your SSN in the keypad?

V – Type in SSN in keypad.

VCT – You currently have eligibility and a VAR, therefore, **we will issue you a NON-ESCORT badge for your meeting.**

NO VAR – VISITOR MAY CHOOSE TO CALL HIS/HER SMO TO SEND A VAR TO 000244.

If they choose to wait:

V- No

VCT - Please call your POC for escort.

VCT - continue to process them, review official ID as stated above, have them sign-in on the log, prepare badge and have them wait until his/her sponsor sign them in. Once sponsor has signed them in you can give the escort badge to customer.