

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.