

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://dpcl.dod.mil/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. 552a (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

VAR Submitted - Unescorted Respondent:

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 DISS?

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.) 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 or code your CAC for your meeting.**

No VAR Submitted - Escort Required Respondent:

VCT - You will need to contact your POC and let them know that you will require an escort during your visit or contact your SMO/FSO to have a VAR submitted in DISS.

V – I will contact my escort so that I can be escorted.

VCT – Please step out of the VCC to contact your escort. Once your escort has arrived come back into the VCC and have them sign you in and I will provide you with an “Escort Required” badge.

V and Escort – Hi I am here to escort Mr. Doe

VCT – May I see your Id and please print your name on the line that the visitor signed. Here is the “Escort Required” badge.

Or

VCT- You will need to contact your POC and let them know that you will require an escort during your visit or contact your SMO/FSO to have a VAR submitted in DISS.

V – I will contact my SMO/FSO and have them put a visit request in DISS.

VCT – Please step out of the VCC to contact your SMO/FSO and have them submit a visit request to SMO code NAVSEA-VCC-197. Once they have done so please come back into the VCC so that I can verify your visit request in DISS.

V – I have contacted my SMO/FSO and they have put the visit request in DISS.

VCT – Please type your SSN on the keypad.

VCT - You now have eligibility and a VAR, therefore, we will issue you a NON-ESCORT badge or code your CAC for your meeting.

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0703-0055, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.