

## **Field Trip Policies and Procedures**

Naval Air Warfare Center Aircraft Division (NAWCAD)  
Strategic Education Office (SEO)

1. **Scheduling of Visit:** To avoid scheduling conflicts, organizations must coordinate field trips through the Strategic Education Office (SEO); not through parents or other contacts on the base. To help expedite any request for services, only one representative from the organization should coordinate with the SEO. \*\*Please be advised that curriculum-based field trips occur on Tuesday, Wednesday, or Thursday. A minimum of 6 weeks notice is required to schedule the request.

2. **Transportation:** Organizations must provide their own transportation. The driver's name and contact information must be submitted to the SEO a minimum of 2 weeks prior to the visit in order to obtain base access. Additional personal identification information may be required of the driver. Please provide the exact time your vehicle needs to leave the base in order to return to your organization.

3. **Required Visitor Information:** For security purposes, the organization must provide the SEO with a list of the students' and adults' first and last names and citizenship status a minimum of 10 days prior to the visit. This list should be sent via encrypted email or the document itself should be password protected with the password being sent in a separate email. Alternatively, you may send the document via DoD Safe drop-off link. To send it via DoD Safe drop-off link, email a NAWCAD SEO staff member to request a drop-off link. You will then receive an email with a link to upload and encrypt the document. Once again, please send the encryption password to the NAWCAD SEO staff member in a separate email.

All individuals 18 or over, who are participating, will need to individually contact the SEO to provide personal identification information in order to be cleared for the visit. Due to space restrictions, parents who work on base, or otherwise have access, may only join the group if included on the chaperone list.

4. **Foreign Visitors Information:** The organization must notify the SEO if any foreign nationals, children or adults, including U.S. or naturalized citizens with multiple citizenships and/or U.S. citizens working for a foreign-owned, controlled, or influenced company, are participating. A minimum of 3 weeks is required for additional processing for foreign national participants. These individuals will need to provide personal identification information to the SEO to be cleared for the visit. Additional documentation will need to be submitted, along with submitting a PDF copy of the foreign national's passport picture page or other government (U.S. or foreign) issued documentation. Due to security regulations, foreign nationals are prohibited from specific sites, which are indicated in the Tour Site Directory.

5. **Day of Visit:** A base representative will escort your group onto the base. In the event that your vehicle arrives earlier than the designated time, you are not authorized to enter the base. The SEO representative will meet all vehicles south of Gate 2 in

the parking lot across from the Cedar Point Federal Credit Union, 21748 Three Notch Road, Lexington Park, MD 20653.

**6. Cell Phones and Recording Devices:** All cell phones and recording devices are prohibited and must be left in the vehicle. No photography, audio, or video recording is permitted.

**7. Dress/Attire:** Business casual attire is expected. Jeans are acceptable provided they are worn at the waist. For safety reasons, only flat and closed-toe shoes will be worn.

**8. Lunch Arrangements:** Lunch arrangements can be made for groups up to a maximum of 18 participants to have a self-provided lunch at the SEO. Groups of up to a maximum of 70 participants may be accommodated at an alternate location on base, depending upon availability. Out of respect for participant allergies, please refrain from bringing peanut or other nut products. Groups who are having lunch off base must make their own arrangements and notify the SEO coordinator of the time that they will be returning to base.

**9. Behavioral Expectations:** Naval Air Station Patuxent River is a working military base and must maintain the safety and security of the work spaces. All visitors are expected to respect the business/working environment. This includes but is not limited to visitors maintaining a low volume, being attentive to speakers, actively engaging in the discussion/activity, touching only items that tour hosts give permission to touch and behaving in a safe manner. Field trips will promptly end if the tour host or escorts deem visitor behavior is disruptive, unsafe, or not respectful of the working environment.

**10. Form Submission:** Once you have completed pages 1 and 2 of the Program Request Form, please send the email to a NAWCAD staff member. To protect your information, it is recommended that you submit the email via encrypted or to password protect the document before sending it. Should you password protect the document, please send the password in a separate email. Alternatively, you may send the document via DoD Safe drop-off link. To send it via DoD Safe drop-off link, email a NAWCAD SEO staff member to request a drop-off link. You will then receive an email with a link to upload and encrypt the document. Once again, please send the encryption password to the NAWCAD SEO staff member in a separate email.