



Visit Requests Process Norfolk Naval Shipyard (NNSY)

①	<p>SPONSORS with @navy.mil addresses shall Forward REQUESTS for OFFICIAL VISITS DIRECTLY to M_cnic_cnrma_cvs (no extension). If not from @navy.mil, then send to BarbaraAnn.Witz@Navy.mil OR Katelen.Valle@Navy.mil. Also Cc the coordinating Department representatives, or the NNSY Project Team Work Integration Manager (WIM)/Zone Manager (WIZM) for shipboard work within the Controlled Industrial Area (CIA) NET 90 DAYS and NLT 10 business days prior to arrival.</p> <p>REQUESTs for VISITs SHALL be sent via an encrypted email.</p> <p>Email Subject Line: FOUO – PRIVACY SENSITIVE – NNSY ACCESS VISIT REQUEST</p> <p>Email Body: FOUO – PRIVACY SENSITIVE Documents attached are Subject to the Privacy Act of 1974. Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of official duties. Any misuse or unauthorized disclosure may result in both criminal and civil penalties. Access Request for NNSY attached – FOUO – PRIVACY SENSITIVE</p>
②	<p>a. ALL NNSY visit request MUST be made using the NNSY version of the Contractor Verification System Excel Spreadsheet (CVS). The Joint Personnel Adjudication System (JPAS) visit request process at www.dss.mil/diss/jpas/jpas.html may be used in conjunction with the CVS if a security badge is required for the work area, clearance will be verified through JPAS. If a RED or YELLOW security badge is required for the work area, the contracted company and/or sponsor should verify the employee has the proper clearance level listed in JPAS prior to submitting and ensure the clearance can be verified through JPAS to avoid Pass Office/ badge issuing delays. (NNSY SMO CODE: 001816)</p> <p>The NNSY CVS spreadsheet may be obtained at: (click link “NNSY Visit Request Form”) https://www.cnic.navy.mil/CNRMA/RegionOperationsandServices/OperationsandManagement/ContractorVerificationSystem/index.htm or from the Department Security Coordinator (DSC) or the Project WIM/WIZM if work is on a ship availability within the CIA.</p> <p>b. MIDLANT Region Security Office requires the CVS spreadsheet FOR EVERYONE regardless of JPAS use, military visitors or government civilians included. Note: Military and Government civilians will not be listed with the contractors online at the CVS website. The purpose of listing them is to provide the regional pass office clerk with the requested CONTROLLED INDUSTRIAL AREA(CIA)/ SHIP WORK AREA BADGE COLOR at their terminal. Note JPAS does not have a field for NAVSEA Badge SECURITY Colors.</p> <p>To reinforce, ALL VISIT REQUESTS must use the CVS spreadsheet and sent via encrypted email per instructions in Section 1 above.</p> <p>Complete the applicable fields per the guidance contained within this form letter.</p> <p>c. Contractors with a Rapid Gate or TWIC will be allowed access for the entire time vetted in CVS. However, those without Rapid Gate or TWIC must obtain a one day pass each day regardless of time vetted in CVS.</p>
③	<p>Provide the visit requests and clearances for only those personnel actually coming to the ship to perform work, vice a full company roster. The requests will only be granted for the period required to perform the work and only for the area they will be authorized work. Visit requests must include the following information and also must be entered into the CVS spreadsheet in order to be processed where applicable:</p> <p>FULL NAME, SOCIAL SECURITY NUMBER (SSN), DATE OF BIRTH, PLACE OF BIRTH, CITIZENSHIP, LEVEL OF FINAL SECURITY CLEARANCE, DATES OF VISIT, AND PURPOSE OF VISIT (E.G. Contract, SHIPALT NUMBER, SHIP RECEIVING ALT., etc.)</p>

NOTE: Employees will have 90 days to pick up their NAVSEA badge or the request will need to be re-submitted.

Employees will be required to present proper identification to the NNSY Pass Office when reporting to pick up badge.

Note: Approved Forms of Identification can be found at:

<https://www.cnic.navy.mil/CNRMA/RegionOperationsandServices/OperationsandManagement/ContractorVerificationSystem/index.htm>

GUIDANCE for MIDLANT Region Security Office Microsoft Excel CVS Spreadsheet field data entry is provided in the following pages.

Regional Security CVS Excel Spreadsheet Entry

Note: *** **LEAVE BLANK** any entry that is NOT APPLICABLE (N/A) - DO NOT ENTER (N/A) or (NOT APPLICABLE) ***

Field	Entry Description	Remarks
Date Entered	Enter – START Date of the Period of performance or visit	
Badge Type	Enter " Visitor " or " Contractor "	
Installation	Enter " NNSY "	
NAVSEA Badge Color	Enter Security Badge Color Based on Work Location	SPONSOR – Consult with Project Representative if unknown.
SSN	Enter Full Social Security Number	
LNAME	Enter Full Last Name	
FNAME	Enter Full First Name	
MI	Enter Middle Initial	
DOB	Enter Date of Birth	
POB	Enter Place of Birth	
SEX	ENTER " M " for Male and " F " for Female	
RACE	Self-Explanatory entry	
CITIZENSHIP	Enter Country of Citizenship	
VISA/PASSPORT	Enter the word " VISA " or " PASSPORT " or LEAVE BLANK if N/A	
VISA/PASSPORT NO	Enter the VISA or PASSPORT Number or LEAVE BLANK if N/A	
COMPANY	Enter Full Company Name or " GS " for Gov't employee / " Mil " for Military	
PHONE NO	Enter Telephone Number	
EMAIL	Enter Government Sponsor's " Oversight " (OSIC) (COR) or other representatives email address or LEAVE BLANK if unknown	

The following spreadsheet entries for SPONSOR entries (below) are entered by the SPONSOR or designated CONTRACTING AUTHORITY SECURITY person.

Field	Entry Description	Remarks
SPONSOR	Self-Explanatory – SPONSOR or CONTRACTING AUTHORITY REPRESENTATIVE	
SPONSOR COMMAND	Self-Explanatory – SPONSOR or CONTRACTING AUTHORITY REPRESENTATIVE	
SPONSOR PHONE NO	Self-Explanatory – SPONSOR or CONTRACTING AUTHORITY REPRESENTATIVE Telephone Number	
SPONSOR EXT	Self-Explanatory – SPONSOR or CONTRACTING AUTHORITY REPRESENTATIVE Telephone Number Extension	
SPONSOR EMAIL	Self-Explanatory – SPONSOR or CONTRACTING AUTHORITY REPRESENTATIVE email address	
EXPIRATION DATE	Enter End Date of the Performance Period + 21 Days . DO NOT to EXCEED one year	

The remaining spreadsheet entries for SPONSOR entries (below) are entered by the MIDLANT REGIONAL Security Office. **MAKE NO ENTRIES.**

Field	Entry Description	Remarks
CHECKED IN	LEAVE BLANK - Entry made by REGIONAL Security Office	
RESULTS	LEAVE BLANK - Entry made by REGIONAL Security Office	

Frequently asked questions: Visit:

<http://www.cnic.navy.mil/CNRMA/RegionOperationsandServices/OperationsandManagement/ContractorVerificationSystem/index.htm>

Vehicle Pass Requirements: (Brief Overview)

Vehicle passes will only be issued to vehicles that are owned/leased/rented by the contracting company. No personal vehicles will be allowed access to installation.