

**Exception to Policy Letter (RAPIDGate)**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Company Name and Address)

To: Commanding Officer, Naval Base Kitsap

Via: (1) Bremerton/Bangor VCC Supervisor, Naval Base Kitsap  
(2) Installation Security Officer, Naval Base Kitsap

Subj: REQUEST FOR EXCEPTION TO POLICY - TEMPORARY RAPIDGATE  
EXTENSION

Ref: (a) NAVBASEKITSAPINST 5530.14 (Series)  
(b) CNIC 5530.14A (series) Chapter 12

1. I request an exception to policy be made to allow  
\_\_\_\_\_ (Employee Name) to receive an additional 30 day  
Temporary RAPIDGate pass to access to Naval Base Kitsap for the  
following reasons:

2. I, \_\_\_\_\_ (Company Rapidgate Administrator's  
Name) understand that I must provide documentation from SureID  
explaining the reason for this request. I have explained to the  
employee that this badge has no escort privileges attached and  
that use for other than work purpose could result in the loss of  
base access privileges.

3. I understand that this exception to policy is for a period  
not to exceed 30 days. If longer access is required, a new  
request must be submitted no less than 5 working days in advance  
of expiration to ensure there is no gap in access authorization.

Very respectfully,

(Name of Company Administrator)