

# NAS Lemoore Base Access Request

This Base Access Request is to be used for requesting access by Active Duty, Reserve, Retired, Dependents, and DoD Employees. If this is for a private event in housing and there are more than 10 guests attending that do not normally have base access, you will need to utilize the Special Events Pass Request. If base access is being requested for contractors/ vendors that have ongoing business on the installation you must use Non-NCACS Work Access Request. For functions such as homecomings, retirements, change of commands etc. A Special Events Pass Request will be used. Submitting the correct form will assist in the proper vetting of personnel. Requests are required to be sent two weeks in advance.

**Note:**

**Each individual requiring unescorted access must submit a SECNAV 5512/1 (APR 2014).**

**Note:**

**This form is not an access pass, but a means to assist in the receiving of an access pass.**

Block#

- (1) Print full name (Last, First Middle) of the individual placing the request.
- (2) Rate/Rank of the individual placing the request. (If civilian enter pay grade)
- (3) Date of request (not the date of work)
- (4) Requestor Affiliation and status
- (5) Command of Requestor.
- (6) Department at the command/employer civilian is attached to.
- (7) Work phone number.
- (8) Work email address
- (9) Date(s) pass is required
- (10) Location to be visited. Actual place access is requested for i.e Oasis, residence (include address)
- (11) Sponsor may digitally sign the request and email it to Pass and Decal or hand carry to Pass and ID with their CAC card and receive a "Verification of Identity" stamp in this block. Unverified requests will not be approved for access to the installation.
- (12) Type of access desired
- (13) Where on the installation will access be required?
- (14) Check the block as to your military affiliation. (15) Reason for Request, (Give full details for justification), include time event will begin.

If more people are being requested than there are spaces please using a continuation sheet.

Contact Pass and ID for email addresses to send completed requests via encrypted email. Contact numbers are (559)9983386 or/ (559)998-4786. Requests for information can be submitted to NASL\_Pass\_ID@us.navy.mil .

All access requests must be sent by one of the 3 methods below.

1. Hand carried to Pass and Decal at Building 716.
2. Encrypted email per guidance from Pass and Decal.
3. If encrypted email is not available fax to 559-998-3221, when sending a fax, utilize a Privacy Act Data Cover Sheet (DD FORM 2923) and verify receipt by the correct addressee.

**(Note: Names listed will be vetted per NASLEM 5530.14B Navy Commercial Access Control System (NCACS) Implementation and Base Access Procedures, CNICINST 5530.14 and Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control, 30 Sep 10. Please be completely fill out the information, as the more detailed the information, the more accurate the screening)**

# Naval Air Station Lemoore Base Access Request

**"FOR OFFICIAL USE ONLY –  
PRIVACY SENSITIVE: Any misuse  
or unauthorized disclosure may result  
in both civil and criminal penalties.**

(1) From:(Last Name, First Middle)

(2)Rate/Rank:

(3)Date of Request:

## (4) Affiliation of Requestor

Branch

Status

USN       DoD Civilian       US ARMY

Active (Mil/Civ)       Reserve       Retired Military

USMC       USAF       USCG

Retired Civilian       Midshipman       Delayed Entry Program

(5)Command:(Currently assigned)

(11)

Pass and ID Verification  
of Identity stamp here.

(6)Department:

(7)Work Phone:

(8)Work Email Address:

DOD ID

Requestor Signature

(9)Date(s) pass is required:

(10)Location to be Visited:

## Access Desired

*Mark all that apply*

(12) Access Type

(13) Location

Escorted       Unescorted

Administration Side       Operations Side       Housing

(14)  Yes  No - Military Affiliation:       Civilian Visitor       Government Contractor       Housing Guest       Other (Explain Below)

## (15)Reason for Request (*Be Specific include time event will begin*)

Request for Issuing Station Identification Card:

Justification for Identification Card:

*For Official P & D Use Only*

Approved       Disapproved

Signature of Approving Official

**Notice: Current Registration, Proof of insurance, and Driver's License must be provided upon request.**