PROCESS FLOW CHART FOR INSTALLATION ACCESS

ARE YOU A:
- Military/Dependent
- Military Retiree
- Government Employee Government Contractor or International Military Student and Dependents

Who possess a Government issued CAC, or Military Dependent/ Retiree ID card?
Refer to the access control doc for examples of accepted and not accepted IDs

NO →

ARE YOU A:
- Commercial Contractor
- Vendor

that conducts business on the installation?

YES →

You must ~~participate in the **NCACS (RAPIDGate)** program or your government sponsor will need to have you~~ complete the SECNAV 5512 form for vetting. The sponsor will submit the form with the NSAM Gate Access Request Form to have you placed on the Gate Access List or your sponsor can escort you onto the installation

YES ↓

You will access the installation using your CAC, or Dependent/ Retiree ID cards.

NO ↓

ARE YOU A:
Non-Government Contractor employed at NPS, but are not CAC card eligible?

YES →

You must ~~participate in the **NCACS (RAPIDGate)** program or your government sponsor will need to have you~~ complete the SECNAV 5512 form for vetting. The sponsor will submit the form with the NSAM Gate Access Request Form to have you placed on the Gate Access List or your sponsor can escort you onto the installation

NO ↓

ARE YOU A:
- Resident International Student or dependent of an International student on Invitational Travel Order (ITO) Passport
- International student, not CAC eligible?

YES ←

You and your dependents **(must be listed on your ITO)** will be issued a local ID Card only for the duration of your stay. Any additional foreign national guests will have to fill out the SECNAV 5512 Form to be vetted and the government sponsor will submit the form with the NSAM Gate Access Request form to have the additional guests placed on the access list for the duration of their stay. The local ID Card **WILL NOT** allow escort privileges.

NO →

All unaffiliated personnel requesting or desiring unescorted access are required to fill out the SECNAV 5512 Form to be vetted and your government sponsor will submit the form with the NSAM Gate Access Request form

Persons staying at the **Navy Gateway Inns and Suites** fall under the same access requirements listed above. If you are a government sponsor placing someone on the access list at NGIS and they do not meet base access requirements, you must be present with the guest at all times.

If you are not covered in any of these categories, your situation will be reviewed to determine your access.