



04 August 2025

## 2025 SUBMARINE VETERANS OF WWII MEMORIAL INVITATION, INFORMATION AND REGISTRATION

### *THIRTY-SEVENTH ANNIVERSARY OF THE MEMORIAL*

Dear WWII Submarine Veterans, Widows, Submarine Service Veterans, Family and Friends,

It is that time of year again when we prepare for our Annual Submarine Veterans of WWII Memorial Week here in Kings Bay!! On behalf of the men and women of Naval Submarine Base Kings Bay and the members of the Trident Base USSVI, the Museum is proud to provide this invitation and registration for you all. This year's event will begin on Wednesday, November 5th and go through Sunday, November 9th. The registration forms for the entire week's events are attached. The Memorial Ceremony itself will be on Friday morning November 7th at 1000 at the Submarine Veterans of WWII Pavilion onboard Naval Submarine Base Kings Bay in front of the TRIDENT TRAINING FACILITY (TTF).

We are grateful and give thanks to CAPT Bill Dull, Commanding Officer of Naval Submarine Base Kings Bay, for allowing us to host this annual event as we have for nearly four decades. We also want to give a big SHOUT OUT and THANK YOU in advance to all personnel who work to make this a memorable week for all of our guests, from the duty drivers to the cooks and everyone else in between, it is a TEAM EFFORT! THANK YOU TEAM KINGS BAY!! We especially thank all the cooks, the Chiefs at SQDN 36 for the BBQ, the Chiefs at TRF for Steak Night, the CS's at the Galley for breakfast and lunch, and the folks at the Eagle's for the Low Country Boil!!

This year we look forward to welcoming members of the **USS BENJAMIN FRANKLIN (SSBN 640)**, **USS RASHER (SS 269)** and **USS DRUM (SSN 677)** also holding their Reunions in Camden County and joining us for many of our events. Our main Host Hotel will of course be the **Sure Stay Best Western** (formally known as Cumberland Inn and Suites) in St. Marys on the corner of Highway 40 and Spur 40 and we thank and appreciate the fantastic staff who take great care of us there! If you plan to stay at the Sure Stay, call them, DO NOT register online as you will get a better rate if you tell them you are coming to the SubVets WWII Memorial Week.

Below this letter are some very important items to pay attention to so **PLEASE** take a few moments to review them. We have set a deadline of **Friday, 10 October 2025** for Registrations to be submitted. Submarine Tours of course are subject to availability and operations on base and can be cancelled any time. Tours are NOT GUARANTEED! In the event you have not been here before, Base Maps will be available when you arrive showing the location of our various activities.

We are moving forward with our new Museum Building location and will be excited to share updates with you all when you are here. We also plan an 'Open House' for those of you wishing to see our new location on Friday afternoon, prior to Steak Night. We are extremely grateful for the 29 year partnership we have had and continue to have with the City of St Marys. Our new location will be appx. 9000 square feet in the center of town, next to the **New** City Hall and just down Spur 40 from the Subase. While we hate to move from the beautiful downtown waterfront, we will not miss the constant issue of flooding we have had the past few years. We look forward to and THANK YOU ALL for your continued support in our fundraising efforts for the new museum.

On behalf of our all our local SubVets and Museum Staff, we wish all of you safe travels and look forward to welcoming you back to our awesome corner of South Georgia in early November !

*Keith*

Keith F. Post, Executive Director

### **\*\*\* IMPORTANT ITEMS \*\*\***

**REGISTRATION DEADLINE:** FRIDAY, 10 OCTOBER 2024

**THURSDAY MORNING CMC/COB's BREAKFAST:** We are having the traditional Thursday morning breakfast at the **SUBASE GALLEY**! It will be hosted by and with the CMC's and COB's from the various Commands aboard Subase.

**THURSDAY NIGHT SQDN 36 CPOA BAR-B-QUE:** The BBQ will be on base at the **TRIPLEX**, prepared by **Chief Petty Officers from SQDN 36**.

**COMMANDING OFFICER's LUNCHEON:** This is a special luncheon hosted by the Base Commanding Officer following the Ceremony, at **PIRATE'S COVE BASE GALLEY**. We will continue our normal process by having you sign up on the Registration Form if you would like to go to lunch. You will be given a color-coded ticket in your packet and at the Ceremony it will be announced what color goes first for first sitting and then second sitting. We do two different times, as this will help get everyone through the line and fed. Please be patient as we feed a lot of people at lunch, including the active-duty folks stationed here and who eat there. Tours of **TTF** are available immediately after the Ceremony for those at second sitting, and for those at first sitting right after your lunch.

**FRIDAY NIGHT TRF STEAK NIGHT:** This annual event is once again being held at **TRIDENT TRAINING FACILITY (TTF)**. The **TRIDENT REFIT FACILITY Chief Petty Officers** are the cooks and host, but we are once again holding this fantastic event at TTF due to the availability of bathrooms, elevators and additional space. We want to give a **BIG THANK YOU** to the TTF CO and CMC for making their building available to us for this big event!

**BASE ACCESS/5512 SEC NAV SECURITY FORMS:** If you are Retired Military and have a Retiree or Dependent ID Card, you DO NOT have to submit a 5512 Form. However, if you ARE NOT Retired Military and do not possess a Retired Military ID Card or a Dependent ID card, you MUST fill out and submit a 5512 Security Form. There is an instruction sheet listing items to pay attention to and the requirements of the Subase of what needs to be filed out and submitted. There are no exceptions.

**EMERGENCY CONTACT INFORMATION:** We hope we don't ever need it, but **PLEASE** fill out the next of kin or emergency contact information on the registration form, so we know **who** to reach and **how** to reach them if we should ever need to. This POC needs to be someone **not with you** in the event you have a medical emergency or are in (or both) some sort of accident. THANK YOU!

### **2025 Memorial Registration Information and Points of Contact**

St. Marys Submarine Museum	912-882-2782	giftshop@stmaryssubmuseum.com
Museum Executive Director	912-674-2620	Keith Post
SUBASE WWII Event Coordinator	_____	_____
USSVI Kings Bay – Base Commander	912-674-2620	Keith Post

### St. Marys Area Accommodations

Sure Stay Best Western ( <b>Host Hotel</b> )	912-882-6250
Gateway Inn & Suites (On Base TVQ)	912-573-4871
Eagle Hammock RV Park (On Base)	912-573-5262
Navy Lodge Kings Bay (On Base)	912-319-5919
The Spencer House (B&B)	912 882-1872
The Goodbread House (B&B)	912 882-7490

[www.dodlodging.net](http://www.dodlodging.net)  
[eaglehammock@tds.net](mailto:eaglehammock@tds.net)  
[www.navy-lodge.com](http://www.navy-lodge.com)

### Kingsland Hotels

Baymont Inn	912-729-9600
Best Western Plus	912-882-8200
Comfort Suites	912-576-7555
Country Inn & Suites	912-576-1616
Days Inn	912-729-7666
Econo Lodge	912-673-7336
Fairfield Inn & Suites	912-576-1010
Hampton Inn	912-729-1900
Hawthorn Suites	912-882-4170
Holiday Inn Express	912-217-3929
Mariner Suites	912-882-3004
La Quinta Inn & Suites	912-882-8010
Microtel Inn & Suites	912-729-1555
Motel 6	912-729-6888
Quality Inn	912-576-9400
Red Roof Inn	912-729-1130
Sleep Inn & Suites	912-673-7116
Springfield Inn & Suites	912-729-3000
Super 8	912-225-5720

### **IMPORTANT REMINDER:**

**Personal Weapons or Firearms of any kind are NOT ALLOWED onboard Naval Submarine Base Kings Bay. PLEASE do not bring them, have them on your person, or in your vehicles.**



*The Men and Women of  
Naval Submarine Base Kings Bay  
the St. Marys Submarine Museum and the Trident Base of  
United States Submarine Veterans Inc.  
request the pleasure of your company at the*

***SUBMARINE VETERANS  
of WORLD WAR TWO  
MEMORIAL CEREMONY***

*on Friday, the Seventh of November 2025  
at ten o'clock at the*

*Submarine Veterans of World War II Pavilion  
Naval Submarine Base, Kings Bay, Georgia*

*Military Guests: Service Dress Blue  
or Military Equivalent*

*SubVets and Civilian Guests:  
SubVets Vests and/or Appropriate  
Business Attire*





## 2025 SUBMARINE VETERANS OF WORLD WAR II MEMORIAL WEEK

On behalf of the men and women of Naval Submarine Base Kings Bay, Submariners of the Trident Chapter of USSVI, the St Marys Submarine Museum Staff, our Volunteers, and all our citizens, [WELCOME](#) to Camden County and Kings Bay Naval Submarine Base for the 2025 Submarine Veterans of World War II Memorial Week. We offer a special welcome to the veterans of the **USS RASHER (SS 269)**, **USS DRUM (SSN 677)** and **USS BENJAMIN FRANKLIN (SSBN 640)** who are joining us this year with their respective Reunions in Camden County. This is the schedule of events for the week. If any changes should occur, the Hospitality Room at the Sure Stay Hotel will have the latest information. We appreciate your flexibility and hope that you have a wonderful week!

### **DRAFT PLAN OF THE WEEK**

#### **TUESDAY – 04 November 2025**

1000 - 1700 - Submarine Museum Open for Registration Packet pick-up

#### **WEDNESDAY – 05 November 2025**

1000 - 1700 - Submarine Museum Open - Registration Packet pick-up (*Registration Packets taken up to Host Hotel – Sure Stay Best Western - at 1630*)  
 1200 - 2400 - Sure Stay Best Western Hotel Hospitality Room Open  
 1700 - 2100 - **Welcoming Reception/Food** - at Sure Stay Best Western Hotel - Registration Packet pick up available with Museum Staff

#### **THURSDAY – 06 November 2025**

0630 - Vans Depart Sure Stay Best Western Hotel, Navy Lodge and Gateway Inn (TVQ) for those Attending Breakfast at the **SUBASE GALLEY**  
 0700 - 0800 - **Breakfast with GROUP TEN, SUBASE, TRF, TTF, CSS-20, CSS-16, SRS-36, SWFLANT and other CMCs/COBs** at Pirate's Cove – The **SUBASE GALLEY** (*Included on Regis. Form*)  
 0800 - Vans Depart from GALLEY (for those at breakfast) to Sure Stay Best Western, Gateway Inn (TVQ) and Suites and Navy Lodge  
 0930 - 1030 - **Molly's Old South Tours** – St. Marys Waterfront Pavilion (See Flyer in Packet Flyer)  
 1000 - 1700 - Submarine Museum Open - Registration Packet pick-up  
 1200 - 2400 - Sure Stay Best Western Hotel Hospitality Room Open  
 1400 - 1530 - **Special Presentation:** Group TEN Subforce Update - Host Hotel Hospitality Room – Sure Stay Best Western Hotel Hospitality Room - Open to All  
 1700 - Vans Depart Sure Stay Best Western Hotel, Navy Lodge and TVQ for those attending Bar-B-Que at the **SUBASE TRIPLEX**  
 1730 - **SQDN 36 CPOA Bar-B-Que and Local Officials Welcome** - **SUBASE TRIPLEX** Conference Center (*Included on Regis. Form*)  
 1930 - Vans begin shuttling folks back to Hotel, Gateway Inn(TVQ) and Navy Lodge after BBQ  
 2000 - 2200 - Registration Packet pick-up for late arrivals available at Sure Stay Best Western Hotel Hospitality Room with Museum Staff

## **FRIDAY – 07 November 2025**

- 0830 - Vans Depart with **WWII Veterans, WWII Widows** and their Guests for VIP Reception
- 0900 - Vans Depart Sure Stay Best Western Hotel, Navy Lodge and TVQ for Memorial Ceremony
- 0900 - 0945 - **VIP Reception - WWII Veterans/WWII Widows/Invited Guests ONLY** - TTF Lobby
- 1000 - 1130 - **MEMORIAL CEREMONY - WWII SUBMARINE VETERANS OF WWII PAVILION**
- 1130 - 1500 - **TRIDENT TRAINING FACILITY (TTF) Tours**
- 1130 - 1400 - **Special CO's LUNCHEON** Honoring all Submarine Veterans at SUBASE TRIPLEX (*Included on Registration Form* - Alternating Blue and Yellow Tickets - First and Second Sitzings)
- 1200 - 2400 - Sure Stay Best Western Hotel Hospitality Room Open
- 1300 - 1700 - Submarine Museum Open
- 1245 - 1400 - Vans depart SUBASE GALLEY/TTF continually, for Sure Stay Hotel, Navy Lodge and TVQ
- 1630 - Vans depart from Sure Stay Hotel, Navy Lodge and Gateway Inn (TVQ) for TRF CPOA Steak Night at TRIDENT TRAINING FACILITY (TTF)
- 1700 - 2130 - **TRF CPOA Steak Night at TRIDENT TRAINING FACILITY**  
Following Steak Night - Vans depart from TRIDENT TRAINING FACILITY (TTF) to Sure Stay Hotel, Navy Lodge and Gateway Inn (TVQ) following dinner

## **SATURDAY – 08 November 2025**

- 0800 – 0900 - Vans depart from Sure Stay Hotel, Navy Lodge and Gateway Inn (TVQ) for TTF for morning Sub Tours
- 0900 - 1200 - Morning Submarine Tours – Depart from TRIPLEX to waterfront
- 0930 - 2400 - Sure Stay Best Western Hotel Hospitality Room Open
- 0930 - 1030 - **Book Signing: Author Peter Sasgen** – Host Hotel - Open to All SubVets and their guests
- 1000 - 1700 - Submarine Museum Open
- 1030 - 1130 - Presentation, Q & A – Bill Mumford about Sub Exposures/Health Risks
- 1130 - 1230 - Vans depart from TTF with those on Morning Sub Tour to Sure Stay Hotel, Navy Lodge and Gateway Inn (TVQ) and depart back to TTF with those on afternoon Sub Tours
- 1230 – 1300 - Vans Depart Sure Stay Best Western Hotel, Navy Lodge and Gateway Inn for Eagles Club
- 1300 - 1600 - Afternoon Submarine Tours – Depart from TTF to waterfront
- 1430 - 1500 - Vans Depart Sure Stay Best Western Hotel, Navy Lodge and Gateway Inn for Eagles Club
- 1600 - 1630 - Vans depart from TRIPLEX with those on Afternoon Sub Tour to Sure Stay Hotel, Navy Lodge and Gateway Inn (TVQ)
- 1200 - 1500 - **Low Country Boil** - Eagles Club in St Marys (Donations accepted)
- 1500 - 1530 - Vans Depart Eagles Club for Sure Stay Best Western Hotel, Navy Lodge and Gateway Inn

## **SUNDAY – 09 November 2025**

- 1200 - 1700 - Submarine Museum Open for all Reunion Guests

### **CONTACT INFORMATION WHILE AT MEMORIAL**

Keith Post  
St. Marys Submarine Museum

Executive Director - Submarine Museum  
102 West St. Marys Street, St. Marys

Cell: 912-674-2620  
Office: 912-882-2782

## SPECIAL ACTIVITY AGAIN THIS YEAR!

This year we are pleased to announce we have once again partnered with Molly Silver from Molly's Old South Tours in St. Marys to offer a very special one hour tour of Historic St. Marys during your visit with us.

### 'St. Marys Fugitives, Fighters, and Fun One-Hour Walking Tour'

On this short and easy walking tour, discover the general history of St. Marys as you hear action-packed stories from St. Marys' tumultuous 250-year existence and gain VIP access to iconic landmarks, such as the Historic Riverview Hotel, where such names as Rockefeller and Carnegie stayed.

**Date:** Thursday, November 6<sup>th</sup>    **Time:** 0930 – 1030    **Price:** \$15 per adult, \$8 per child

**Meeting point:** Waterfront Pavilion at the end of Osborne Street, behind the Flag Pole, across the street from Market on the Square on the left and the Riverview Hotel on the right (It is diagonally across from the Submarine Museum)

**Book here:** <https://mollysoldsouth.com/veterans-memorial-week-tours/>

For questions or to book, call 904-735-8243 or email [mollysoldsouth@gmail.com](mailto:mollysoldsouth@gmail.com)

**Walk-ups welcomed**





## 2025 SUBMARINE VETERANS of WWII MEMORIAL WEEK REGISTRATION

**WEDNESDAY, November 5th through SUNDAY, November 9th, 2025**

This is a Combined Registration Form & SUBASE Privacy Act Release Form (PARF) for access to the **KINGS BAY NAVAL SUBMARINE BASE** for the 2025 WWII Submarine Veterans of WWII Memorial Service and various related dinners and/or other events. This form in NO WAY guarantees access to Kings Bay Naval Submarine Base. A **SECNAV 5512** Form WILL BE required for individuals who do not have a Retired ID Card or a Retiree Dependent ID Card. If you do not have one of these, you will need to submit a 5512 Form. **PHOTO ID IS REQUIRED TO ENTER THE SUBASE AT ALL TIMES.** **IMPORTANT REMINDER:** All guests must be U.S. Citizens.

### **REGISTRATION FORM - Veteran and Guest Information**

**Veteran Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ( Home / Work / Cell ) **DOB** Mo/Dy/Yr \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Email Address:** \_\_\_\_\_ @ \_\_\_\_\_

**EMERGENCY Contact:** Name/Relationship: \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Military Retired?** Yes: \_\_\_\_\_ No: \_\_\_\_\_ **USSVI Base:** \_\_\_\_\_

**Holland Club Member?** Yes: \_\_\_\_\_ No: \_\_\_\_\_ **Highest Military Rank:** \_\_\_\_\_

**WWII Veteran?** Yes: \_\_\_\_\_ No: \_\_\_\_\_ **WWII Nat Positions Held:** \_\_\_\_\_

**1<sup>st</sup> Boat "SS" Qualified On:** USS \_\_\_\_\_ **Year:** \_\_\_\_\_

**USSVI Positions Held:** \_\_\_\_\_

**Guest(s) Names:** (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

**Note – Due to space constraints, Veterans are limited to 4 Relatives/Guests – If you need/desire to request additional guests, you must contact the Museum prior to submission of your Registration Forms. Thank you for your cooperation!**

**\*\* IMPORTANT NOTE – 2025 REGISTRATION DEADLINE 10 OCTOBER 2025 ! \*\* Please, Register early! \*\***

## 2025 WWII SUBMARINE VETERANS MEMORIAL REGISTRATION AND SCHEDULE OF EVENTS

WEDNESDAY, November 5 – SUNDAY, November 9, 2025

WWII Submarine "War Patrol" Veterans Only: We honor our WWII War Patrol Veterans and Submariners, all Registration Fees and Meals are on us! We do however ask that any spouses or other guests attending with you pay for their registration and meals.

WWII VETERAN NAME: \_\_\_\_\_

*Please check all events that you will be attending so we have an accurate head count:*

\_\_\_\_ CMC/COB Breakfast \_\_\_\_ BBQ \_\_\_\_ Memorial Ceremony \_\_\_\_ Base CO's Luncheon \_\_\_\_ Steak Night \_\_\_\_ Eagles

### All Other SUBMARINE VETERANS and all Other Guests:

REGISTRATION FEE: \$20 Each

Total Number of Veterans/Guests: \_\_\_\_\_ \$ 20.00 x \_\_\_\_\_ People = \$ \_\_\_\_\_ .00

06 November - Thursday - Breakfast

CMC/COB's Breakfast at SUBASE PIRATE'S COVE GALLEY \$ 4.00 x \_\_\_\_\_ People = \$ \_\_\_\_\_ .00

06 November - Thursday – SQDN 36 CPOA BBQ Dinner

Local Officials Meet and Greet Evening at SUBASE TRIPLEX \$ 22.00 x \_\_\_\_\_ People = \$ \_\_\_\_\_ .00

07 November - Friday - Lunch

CO's Luncheon at SUBASE PIRATES'S COVE GALLEY \$ 7.00 x \_\_\_\_\_ People = \$ \_\_\_\_\_ .00

07 November - Friday - TRF CPOA Steak Night

Come Join Us at TRIDENT TRAINING FACILITY for Steak Night \$ 30.00 x \_\_\_\_\_ People = \$ \_\_\_\_\_ .00

08 November - Saturday - Eagles Low Country Boil:

(To assist with a head count for the Eagle's, please place a number  
in this spot of how many in your party plan to attend - you may  
make a donation if you like to the Eagles when you arrive)

### Opportunities to Support the St. Marys Submarine Museum:

St. Marys Submarine Museum Membership:

Circle: NEW / RENEW Check One: INDIVIDUAL \$20 \_\_\_\_\_ FAMILY \$30 \_\_\_\_\_ \$ \_\_\_\_\_ .00

Donation(s) to St. Marys Submarine Museum: *Support of our General Fund* \$ \_\_\_\_\_ .00

(All donations are tax deductible) *Support of our NEW Building Fund* \$ \_\_\_\_\_ .00

TOTAL Amount Enclosed: \$ \_\_\_\_\_ .\_\_

Please make checks payable to and mail completed forms to:

St. Marys Submarine Museum  
ATTN: 2025 WWII Memorial  
Post Office Box #5640  
St. Marys, GA 31558-5640

**\* IMPORTANT NOTE – ANY CANCELLATIONS MUST BE RECEIVED NO LATER THAN OCTOBER 31st FOR A REFUND \***

## **2025 SEC NAV 5512 INSTRUCTIONS**

**IMPORTANT:** For **ALL** guests planning to attend the 2025 SUBMARINE VETERANS OF WWII MEMORIAL WEEK in November 2025, please read. For all **NON Military Retired Guests** planning to attend, you must submit a current 5512 Form to be cleared for access to the Navy Base for our events. Please follow the guidance below:

1. **IMPORTANT!** If you have an older **Retired Military ID Card** (Or Dependent ID) that has your Social Security Number on it, it is no longer valid and must be replaced. If you reside in an area of the country that does not have a Base and/or a location to get a new ID Card, you can do so when you arrive at Kings Bay. These old ID Cards will not scan through the Base Gate. The Gate Guard will instruct you where to go and how to get to the ID Issuing Office on the Subbase to obtain a new ID Card.
2. A current 5512 Form is **REQUIRED** to be submitted by anyone who does not have a Retired ID Card or a Dependent Retired ID Card.
3. 5512 Form (EXP 31Jul2027) is the current Form in use – no others accepted.
4. Your Social Security Number **MUST BE** included in Block 14 on the 5512 Form along with your Driver's License Number. Failure to complete this will result in the form not being turned into base security for processing. This is not an option, it is a base requirement and must be filled out when submitted to be processed.
5. All blocks on the form must be filled out, **with the exception of** Blocks 25, 26, 27 and Block 29, they are not required. Block 28 **MUST ALSO BE INITIALED!**
6. VHIC (Veterans Health Insurance ID Card): Anyone who possesses an ID Card issued by the Veterans Administration **must still submit** a 5512 Form for access to the Kings Bay Naval Submarine Base. Once this form is submitted, and clearance approved, you must report to the VCC (Visitor Control Center) at the STIMSON Gate to get logged into the DBIDS System (Defense Biometric Identification System). The VHIC ID Card will then be good to be used for access to this Navy Base for 1 Year. If you do not submit a 5512 Form, and you attempt to gain access to the Base, the Officer screening you will not allow you access on the base if you do not come up on his system as having been cleared in DBIDS at the Kings Bay Subbase.
7. The 5512 Form must be submitted by the Submarine Museum to Base Security NLT 30 days from date **signed** by applicant.
8. Once 5512 is turned into Base Security by Keith Post from the Submarine Museum, he no longer has access to the forms.
9. Subbase Security will notify Keith Post at the Museum if there is any issue with an individual's Background Check that would deny entry into the base. Keith will reach out to those folks that any issue arises with their clearance/base access.

## DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION

## PRIVACY ACT STATEMENT:

**AUTHORITY:** 10 U.S.C. 113, Secretary of Defense; DoD Directive 1000.25, DoD Personnel Identity Protection (PIP) Program; DoD Instruction 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB); DoD 5200.08-R, Physical Security Program; DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense (Exception to policy memos); Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control; DTM 14-005, DoD Identity Management Capability Enterprise Services Application (IMESA) Access to FBI National Crime Information Center (NCIC) Files; and E.O. 9397 (SSN), as amended; OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; SORN NM05512-2 Badge and Access Control System Records and DMDC 16, Identity Management Engine for Security and Analysis (IMESA): <http://dpcid.defense.gov/Privacy/SORNIndex>

**PURPOSE(S):** To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/national security areas of responsibility and information; to issue badges, replace lost badges, and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.

**ROUTINE USE(S):** To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.

**DISCLOSURE:** Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.

## IDENTITY PROOFING AND APPLICANT INFORMATION

1. LAST NAME:	2. FIRST NAME:	3. MIDDLE NAME:	4. NAME SUFFIX: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV
5. RACE (Check one or more): <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> WHITE			
6. GENDER (Check one): <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	7. DATE OF BIRTH:	8. CITY OF BIRTH:	9. STATE OF BIRTH:
11. US CITIZEN (Check): <input type="checkbox"/> YES <input type="checkbox"/> NO		12. DUAL CITIZENSHIP: <input type="checkbox"/> YES <input type="checkbox"/> NO CITIZENSHIP IF OTHER THAN US (Country):	

## U.S. Citizen Minimum Documentation Required:

By Birth - Social Security No and/or State ID/Drivers License.

Naturalized - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security No and/or State ID/Drivers License.

Derived - Parent's certification number, Social Security No and/or State ID/Drivers License.

## Alien Minimum Documentation Required:

Registration Number, Expiration date, Date of entry, Port of entry.

13. IDENTITY SOURCE DOCUMENTS PRESENTED:	14. DOCUMENT NUMBER:	15. ISSUED BY STATE/COURT:	16. ISSUED BY COUNTRY:	17. ISSUED:	18. EXPIRES:
<input type="checkbox"/> Social Security No.			United States		
<input type="checkbox"/> State ID/Drivers License			United States		
<input type="checkbox"/> Passport No.					
<input type="checkbox"/> Certification Number and Petition Number					
<input type="checkbox"/> Derived - Parent's Certification Number:			United States		
<input type="checkbox"/> Alien Registration No.			United States		

Date of Entry:

Port of Entry:

## OTHER APPROVED IDENTITY SOURCE DOCUMENTS:

<input type="checkbox"/>					
<input type="checkbox"/>					

19. WEIGHT (Pounds):	20. HEIGHT (Inches):	21. HAIR COLOR (Check one): <input type="checkbox"/> Blond <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Auburn <input type="checkbox"/> Bald	22. EYE COLOR (Check one): <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Violet <input type="checkbox"/> Unknown
23. HOME ADDRESS (Include city, state, zip code):			HOME PHONE (Include Area Code):
24. BASE SPONSOR'S NAME:			SPONSOR PHONE (Include Area Code):

EMPLOYMENT ACTIVITY INFORMATION			
25. EMPLOYER NAME AND ADDRESS (Include city/state/zip code):		EMPLOYER PHONE (Include Area Code):	
26. SUPERVISOR NAME AND ADDRESS (Include city/state/zip code):		SUPERVISOR PHONE (Include Area Code):	
27. Check the applicable box for WORK HOURS box or check the OTHER box and enter the work hours, then check the applicable for WORK DAYS:			
WORK HOURS: <input type="checkbox"/> 0600-1800 <input type="checkbox"/> 0800-1700 <input type="checkbox"/> OTHER _____ WORK DAYS: <input type="checkbox"/> SN <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> ST			
PRIOR FELONY CONVICTIONS			
28. Have you ever been convicted of a Felony? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Initial			
REQUIREMENT TO RETURN LOCAL POPULATION ID CARD			
29. I understand that I am required to return my Local Population Identification Card to the Base Pass Office when it expires or if my employment is terminated for any reason. _____ (initial)			
AUTHORIZATION AND RELEASE AND CERTIFICATION			
30. I hereby authorize the DOD/DON and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS).  I have been notified of DON right to perform minimal vetting and fitness determination as a condition of access to DON installation/facilities. I understand that I may request a record identifier, the source of the record and that I may obtain records from the State Law Enforcement Office as may be available to me under the law. I also understand that this information will be treated as privileged and confidential information.  I release any individual, including records custodians, any component of the U.S. Government or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance, or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.  FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS.  BEFORE SIGNING THIS FORM, REVIEW IT CAREFULLY TO MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND CORRECTLY.  I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE AND CORRECT.  DATE _____ SIGNATURE _____			
FINAL DETERMINATION ON YOUR ACCESS: The Base Commanding Officer has final authority for determination on granting physical access to DON controlled installations/facilities under his/her jurisdiction.			
BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDENTITY PROOFING and NCIC CHECK			
31. INFORMATION VERIFIED BY:	32. ENTERED IN C/S SYSTEM BY:	33. PASS ISSUE DATE:	34. PASS EXPIRATION DATE:
35. NCIC CHECK PERFORMED BY:	36. RESULTS OF NCIC CHECK: <input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER: _____		37. RESULTS OF LOCAL RECORDS CHECK: <input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER: _____
Office of Under Secretary of Defense, DoD Manual 5200.08 VOLUME 3, PHYSICAL SECURITY PROGRAM: "ACCESS TO DOD INSTALLATIONS," January 2, 2019. The DoD Manual requires DoD installation government representatives query the National Crime Information Center (NCIC) and Terrorist Screening Database to vet the claimed identity and to determine the fitness of non-federal government and non-DoD-issued card holders (i.e. visitors) who are requesting unescorted access to a DoD installation. The minimum criteria to determine the fitness of a visitor is: 1) not on a terrorist watch list; 2) not on an DoD installation debarment list; and 3) not on a FBI National Criminal Information Center (NCIC) felony wants and warrants list.  Additionally, SECNAV Memo, Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy, of 7 Oct 08 and OPNAVINST 1752.3 established the Navy's policy on sex offenders, requiring Region Commanders (REGCOMs) and Installation Commanding Officers (COs) to prohibit sex offender access to DoN facilities and Navy owned, leased or PPV housing. This form describes the authority and purpose to collect and share the required information; and identifies the applicant/visitor and sponsor; and authorizes the DoD to perform the minimum vetting and fitness determination criteria. A favorable response on the vetting and fitness determination is required to receive access to DOD controlled installation/facilities.			