

NETC HQ BUILDING 628/603/3819 ACCESS REQUEST

The following information is required to set security access for UNCLASSIFIED spaces

Last Name	First Name	Mid. Init.	NMCI E-mail Address

Building	Room	Phone Number	CMD/UIC	N Code	Vehicle Tag	Select one of the following: Civil Service Contractor Military ☐ ☐ ☐

Job Title If you are a contractor, what is your company name?

Select all that apply and provide justification in space beside each selection.

NASP Bldg. 628 Normal 24/7

NASP Bldg. 3819

NASP Bldg. 628 Master
24/7 (Security Only)

Note: When requesting access to Bldg. 603, rm 3126, submit SIPR Access Request Form NETC 5510/6.

NASP Bldg. 628 Flag P-Way

NASP Bldg. 603 Normal 24/7

NASP Bldg. 603 (As
required)

I understand that the DoD Common Access Card (CAC) is the primary credential used to enter this assigned building. All visitors will enter the building through the Main Entrance to undergo the check-in process via Quarterdeck/Operations. All visitors will keep their visitors badges visible at all times. All personnel will use a coded CAC or visitors badge to access this building. Upon completion of visit all visitor badges must be returned to the Quarterdeck/Operations or Physical Security Officer daily. It is strictly prohibited to use another person's CAC or badge or allow someone to access this building using your credentials. Such actions are considered SECURITY VIOLATION and may result in access removal from the building security system.

AT Training requirement in compliance with the OPNAVINST F3300.53D Antiterrorism Program Requirements:

1. Active Shooter Small Group Discussion delivered via face-to-face by NETC Staff Security Officer
2. Active Shooter Practicum/TTX delivered via face-to-face by NETC Staff Security Officer
3. *NCIS Counterintelligence and Insider Threat Awareness and Reporting Training via Navy E-Learning
4. **Antiterrorism Level 1 Awareness Training via TWMS/Navy E-Learning
5. ***Combating Trafficking in Persons General Awareness via Navy E-Learning
6. Privacy Act Training via TWMS/Navy E-Learning

NOTES:

* Within 30 days of initial assignment, annual thereafter

** Annually for the first 3 years upon initial entry and triennially thereafter

*** Within 1 year of Initial Entry / As required

Navy E Learning Website Location: <https://my.navy.mil/quick-links.html>

TWMS Website Location: <https://twms.dc3n.navy.mil/my.policy>

Please complete the AT requirement within 90 days of check-in as per OPNAVINST F3300.53D. Send completed training certificates to the NETC ATO at NETC_ATO@us.navy.mil. Turn-in the access form signed by your Immediate Supervisor to NETC HQ's Quarterdeck/Operation or NETC_ATO@us.navy.mil.

Failure to complete these requirements may result in building access revocation.

Requestor's Immediate Supervisor Physically or Digitally Sign and Date

Date

FOR NETC HQ STAFF SECURITY OFFICER USE ONLY:

Type of Access Granted

Date

NETC HQ Staff Security Officer's Signature

Date

(CMD) Command Ex.: NETC HQ/NETC IT SUPPORT PNSC/FD SUPPORT PNSC. (UIC) Unit Identification Number: Ex. 00076/33589/3766A
N-Code: (Ex. N6/N4/N5/N1/N8/N00/N3/N00R/N00X)

CAC Exp. Date: