

NETC Building 628 Visitor Access Request

Procedures and requirements concerning unescorted badge usage during this visit.

Accountability for all unescorted badges must be assessed daily from 0700 to 1630, Monday through Friday, as these are the operating hours of the quarterdeck. The individual or the sponsor must return their badge by 16:30. This practice allows the quarterdeck staff to maintain accurate accountability of these controlled items upon closure. Designated sponsor for personnel being granted access is required, and this individual must be a civil employee who is part of the NETC staff. The sponsor will be responsible for acting as the custodian of the unescorted badges and will need to be available for contact by the close of business each day to ensure accurate badge accountability.

The front door of Building 628 is unalarmed until 1800 hours, allowing departures without badging out.

Fill out the following form with the required details for each visitor. Ensure that all fields are completed accurately.

1. **Visitor Name:** Enter the full name of the visitor.
2. **Enter Sponsor Name and Number.**
3. **Date of Visit:** Enter the date of the visit in the format MM/DD/YYYY.
4. **Time In:** Enter the time the visitor arrives.
5. **Time Out:** Enter the time the visitor leaves.
6. **Purpose of Visit:** Briefly describe the reason for the visit.
7. **Contact Information:** Provide a phone number or email address for the visitor.

Visitor Name	Sponsor Name	Sponsor Phone Number	START Date	END Date	Time In	Time Out	Purpose of Visit	Visitor Phone Number

Sponsor First MI, Last:

Signature:

Staff Security Authorizing Officer:

Signature: