

All official visitors to NAVUNSEAWARCEN DET AUTEK, Andros Island Bahamas, must be sponsored by an AUTEK employee. The sponsor will either assign a test number or control number for your visit. This number is required in order to be manifested on the AUTEK aircraft. If you need assistance, please call 561-671-2741.

U.S. DOMESTIC VISITS -- UNCLASSIFIED

All personnel visiting AUTEK for unclassified, official business purposes must complete a visit request on **company/command letterhead, JPAS or OPNAV Form 5512**. Visit requests must be dated and signed by a department head, the Facility Security Officer or Security Manager. Visitors may not sign their own visit requests, visit dates must be specific and encompass only those days expected to be onsite at AUTEK. Letters will contain the following information and will be forwarded as directed above via fax or mail:

Visitor's full name:

Date of Birth:

Place of Birth:

Citizenship:

If U.S. citizen, provide your SSN:

Purpose of Visit:

Dates of Visit:

Purpose of Visit:

POC/Sponsor at AUTEK:

Test Number (if applicable):

Organization you are representing:

Name/Tel number of POC at organization (individual signing your visit letter):

Passport Number:

Passport country of issuance:

Passport date of expiration:

Non U.S. Citizens must provide this additional information:

Visa (type or number - as applicable):

Visa date of issuance:

Visa date of expiration:

Permanent Resident Card Number or Alien Registration and expiration (if applicable):

CLEARANCE / CLASSIFIED VISITS

1. DOMESTIC CLEARANCE REQUESTS:

REFERENCE:

SECNAV M-5510.10.3, CH 11-2 CLASSIFIED VISITS:

"1. Commanding officers shall establish procedures to accommodate visits to their commands involving access to, or disclosure of, classified information. As a minimum these procedures will include verification of identity, validation of personnel security clearance eligibility, and access using JPAS, and a need-to-know determination.

2. The command sponsoring the visitor is responsible for ensuring the visitor's eligibility, access, and affiliation data are current and accurate in JPAS."

U.S. DOMESTIC CLEARANCES:

1. U.S. (Classified) Visit Requests will be entered in JPAS using Security Management Office (SMO) **Code: 659265**.
2. If JPAS is not available, the following options may be utilized:
 - a. Navy message furnishing full SSN (for JPAS verification), Name, Test number, visit and POC information.
 - b. **OPNAV Form 5521** filled out in its entirety, to include providing full SSN (for JPAS verification).

The following link to **CNO Information and Personnel Security** is provided, should you require additional information regarding classified visit requests.

(NOTE) Clearances must be sent within 15 days of site visit and require a minimum 96-hours of processing time.

INFORMATION REQUIRED:

Company or Organization Name: (group/code) (FROM block)
Contractor Cage Code: (FROM block)
Visitor's Phone: (point of contact) (FROM block)
Date of Request:
POC at NUWC DET AUTEC: (name, code, building, phone number)
Date(s) of Visit: (ARRIVE)(DEPART)
Recommend frequent visitors, include the initial dates of visit and "intermittently for one year" on the Visit Request Documentation
Degree of Access Required:

Purpose of Visit:
Test Number and/or Control Number: (assigned by NUWC DET AUTEC Sponsor)*
Visitor Full Name: (include Full Middle Name, no initial or nicknames)
Full Social Security Number
Date of Birth:
Place of Birth:
Citizenship:
Level of Clearance:
Authorizing Signature: (name, rank, title, clearance and date signed)

*** All official visitors to NAVUNSEAWARCEN DET AUTEC, Andros Island Bahamas, must be sponsored by an AUTEC employee. The sponsor will either assign a test number or control number for your visit. This number is required in order to be manifested on the AUTEC aircraft. If you need assistance, please call 561-671-2741.**

REQUESTS ARE ACCEPTABLE USING:

Company letterhead from your Security Office (FSO)

Form OPNAV 5521/27

Naval Message PLAD:

**NAVUNSEAWARCEN DET AUTEC WEST PALM BEACH //7006PM// -and-
NAVUNSEAWARCEN DET AUTEC ANDROS ISLAND BAHAMAS//7006PM,O5//**

AND CAN BE DELIVERED VIA:

Direct FAX line: **(561) 671-2857** (ATTN: WPB Security)

Voice: **(561) 671-2733** (for verification)

Address:

Officer in Charge
Naval Undersea Warfare Center
Attn: Sponsor, Code XXXXX
P.O. Box 24619
West Palm Beach, FL 33416-4619

FOREIGN CLEARANCE REQUEST

2. FOREIGN / NON-U.S. CITIZENS CLEARANCES:

(Reference ***Foreign Clearance Guide*** DoD 4500.54-G)

- Foreign official visitors must contact their respective Embassy to initiate a Country-to-County clearance, which is then submitted to the International Programs Office (IPO), Washington D.C. for further official processing (i.e. Naval Message with "Assignment" number and disclosure statement forwarded directly to the Test Program Manager)

- Upon receipt, HOST verifies disclosure information, determines the level of classification for the purpose of the visit and approves via phone call or email to IPO. A formal "Approval" message is then generated and forwarded to AUTEC for completion of clearance data.

Timeline: Foreign Visitors have a minimum 30-day processing time.

OFFICIAL VISIT INFORMATION MUST BE REVIEWED PRIOR TO MAKING A RESERVATION

RESERVATIONS

Please E-mail the Travel Coordinator at travelcoordinator.ctr@autec.navy.mil to make reservations, or to request a copy of the Official Travel Spreadsheet. You may also call (561)671-2741 between 0800-1630 Mon-Fri, or contact your duty Program Manager and/or NUWC AUTEK Sponsor.

For a list of Hotel Rates in West Palm Beach, review the following [PER DIEM RATES](#).

For a list of available flights, review the following [FLIGHT SCHEDULE](#).

Travelers to and from (AUTEK) are required to have a valid passport or current active duty military ID with orders. Please read this **PASSPORT ADVISORY** and other **FREQUENTLY ASKED QUESTIONS**.

The following information will be necessary when making reservations:

Full Names (including full middle name) for all passengers (**no initials or nicknames**)

Rank/Grade (Mil Rank, Civil Service or Title)

Active Duty Military Status or Civilian

Organization

Date of Birth (MM/DD/YY)

Citizenship (BHS, BEL, CAN, FRA, GRC, ITA, NOR, GBR, USA)

Access Code C-(CCB) R-(RSS)

AUTEK point of contact (Program Manager (PM), Sponsor)

Test Number and/or Control Number (issued by the PM or Sponsor)

Dates of Arrival and Departure

Flight Time To and From ASD using AUTEK Aircraft

Rendezvous (RNDV) to/from test vessel (Please include foreclose number provided by the PM)

BOQ (specify female/male, VIP (CAPT/GM-15 or above) and any special need requests (1st floor, etc.) w/Dates Room Required - All rooms are non-smoking

Passport #

Passport Expiration Date (MM/DD/YY)

Passport Issuing Country

Active Military ID # Expiration Date (MM/DD/YY)

If traveling round-trip from West Palm Beach, Florida, to Andros Island, Bahamas, under a Control Number, the cost is \$200.28. The cost per travel segment is \$91.39 from West Palm Beach to Andros Island, and \$108.89 from Andros Island to West Palm Beach. Payment for travel can be made at either Air Operations check-in desks (West Palm Beach or Andros Island), depending upon your location at check-in time. Payment can be made all at once or per travel segment. Check-in is approximately 60 minutes prior to flight time. Payment methods include Master Card, Visa, American Express, or personal check. The following statement can be included on your travel orders (normally block 16) for reimbursement.

TRAVEL STATEMENT:

"Reimbursement of government-contracted transportation from West Palm Beach, Florida to Andros Island, Bahamas and return at a cost of \$200.28 is authorized."

EQUIPMENT AUTHORIZATION

CARGO: A limit of 50 pounds of hand-carry luggage is authorized on the AUTECH aircraft per person.

CAMERAS: Personal cameras and other Audiovisual items are allowed for personal use in common areas at Site 1. Personal cameras are not allowed in restricted areas including the WPB facility. All other official equipment, including government owned cameras and video/recording devices, within the weight limit will be manifested at check-in.

LAPTOPS: Can be hand-carried onto the aircraft or manifested as baggage within the 50 pound weight limit.

AUTECH tagged laptops may be brought into the CCB, RSS, and WPB facilities without prior approval. However, all other laptops including other government laptops will require prior approval. Please contact your AUTECH sponsor and submit an **EQUIPMENT ENTRY AUTHORIZATION FORM** for any Non-Government owned and Government-owned equipment or computers you will need to use within these AUTECH work areas.

For Newport Personnel - Only: To access your homebase servers via laptop you must have Virtual Private Network (VPN) installed. For download information click **VPN**.

EQUIPMENT APPROVAL

Type of equipment requiring prior approval:

1. Computer equipment: PC's, laptops, hand-held equipment with memory capability
2. Camera equipment
3. Audio taping equipment: Any tape or media player with record function
4. Surveillance equipment
5. Any equipment containing infrared port

Information required for approval:

1. Name of AUTECH sponsor (and escort if required)
2. Specific area where equipment is required for usage
3. Date(s) approval/authorization is required
4. Name of individual carrying/using equipment
5. Status of media produced (will it remain on the project, will it be retained by the user, etc.)
6. Equipment Description (Make/model) and capabilities (hard drive, floppy drive, infrared port, etc.)
7. Purpose of visit and equipment usage
8. Individual who will perform briefing for usage

Approval cycle:

1. Industrial Security, Facility Security Officer (required if usage within contractor operated controlled area)
2. U.S. Navy Security Officer (required) Requests for approval should be made PRIOR the visitor's arrival at AUTECH and should allow time to provide alternate means of meeting visitor's needs in the event of denial to use the equipment.

Contact your AUTECH sponsor and submit an EQUIPMENT ENTRY AUTHORIZATION FORM.

TEST EQUIPMENT/HAZMAT MATERIALS:

Contact NUWC Base Operations, West Palm Beach, Florida at (561)671-2612 for manifesting of cargo and/or hazardous materials 5-7 days prior to arrival. Please allow 2-3 weeks for barge shipments (large items).

INFORMATION DOWNLOAD

In October 2005, the Department of Homeland Security, U.S. Customs and Immigration, increased the required data fields in the Electronic Airline Passenger Information System (EAPIS).

To assure AUTEK receives accurate travel information, please E-mail the Travel Coordinator at **travelcoordinator.ctr@autec.navy.mil** to make reservations, or to request a copy of the Official Travel Spreadsheet. You may also call (561)671-2741 between 0800-1630 Mon-Fri, or contact your duty Program Manager and/or NUWC AUTEK Sponsor.

Upon completing the Travel Spreadsheet, please fax the form to the AUTEK Travel Coordinator at 561-671-2855.

Additional Downloads:

Click **Here** to open and save a PDF file containing all **Visitor Request/ Clearance information** included on the visitor information webpages.

Click **Here** to open the **Equipment Entry Authorization Form** which must be filled out if you are bringing any electronic devices with you.