



Welcome to ANTX 2017, the following document details the THREE-step process which you must complete in order to gain entrance to Naval Undersea Warfare Center (NUWC) Division Newport.

#### **PART 1 (Visit Request)**

1. Everyone needs to request a visit to NUWC Division Newport. The following is a list of the methods available for the submission of the request:

a. Joint Personnel Adjudication System or simply **JPAS**. This is the PREFERRED METHOD. Use SMO CODE: **ANTX17** and indicate in the POC field if you possess one of the following: CAC ID, retired military ID, DBIDS, or NONE of the previous. Your Command's Security Manager or company's FSO will assist you in this process.

b. Fax: Use Enclosure 1 (below)

c. Email: Use Enclosure 1 (below\_

d. AMRDEC SAFE site (<https://safe.amrdec.army.mil/SAFE/>). If you prefer to send your information encrypted, use this site. Use emails listed in Enclosure 1 Part 1 for this process.

#### **PART 2 (DBIDS)**

1. If you have one of the following ID forms you are finished with your request, continue to Part 3.

a. Common Access Card (CAC) ID

b. Retired Military ID

2. If you do not have one of the above listed ID forms you are required a DBIDS card, please complete the attached vetting spreadsheet and email to [nuwc\\_npt\\_access\\_control@navy.mil](mailto:nuwc_npt_access_control@navy.mil).

The AMRDEC SAFE site <https://safe.amrdec.army.mil/SAFE/> is also available for encrypted information; however, use the email addresses listed in Enclosure 1 of Part 1 for this option.

**NOTE:** If it has been more than 5 days excluding day of submission and weekends/holidays, and you haven't heard anything, then you can assume that you're vetting has been approved.

#### **Part 3 (Getting On Board)**

1. You need two passes to enter NUWC Division Newport: (1) Your NUWC Pass and (2) Either your DBIDS Card or one of the three previously mentioned approved ID forms. You can't enter NUWC with only your NUWC visitor pass, the gate guard will confiscate your NUWC pass and you will be turned around at the gate.

2. Visitors with one of the three previously identified ID types may enter the installation after going to Building 80 and getting their NUWC visitor pass.

3. Visitors who submitted DBIDS requests must go to Building 80 before going to Naval Station Pass and ID to get issued their DBIDS card.

**We require a minimum of 7 business days to process.  
All requests for ANTX 17 should be submitted by 31 July 2017.**



**To:** NUWC Division Newport Visitor Control  
**Attn:** ANTX Visitor Control  
**Fax Number:** 401-832-4396  
**Email to:** nuwc\_npt\_access\_control@navy.mil

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**COMPANY (Name, Address, Phone, & Fax):**

**VISITOR (Full name):**

**SSN:**

**DATE OF BIRTH:**

**PLACE OF BIRTH (If born outside the US, please provide naturalization number):**

**CITIZENSHIP:** U. S. A.

**LEVEL OF CLEARANCE:**

**INDICATED IF YOU POSSESS a Common Access Card (CAC), TESLIN CARD (Retired Military Card), OR a preexisting DBIDS CARD:**

**POC:** Joseph Murphy

**DATE OF VISIT:**

**PURPOSE OF VISIT:** ANTX 2017

**CONTRACT #:** N66604-17-ANTX2017

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Name of Approving Supervisor/Manager/Secretary  
Phone Number

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**Enclosure (1)**