



Visitor Control Center (VCC)

DBIDS and visitor pass issuance only



Normal Hours of Operation:

0630-1400

(closed weekends and federal holidays)

Tel: (301) 342-3231
Fax: (301) 342-4402
Email: PAXR_VCC_2189.fct@navy.mil

Common Visitor Situations (cont'd)

- **Weapons Registration:** In accordance with NASPAXRIVINST 5510.15, ALL PERSONNEL shall obtain the Installation Commanding Officer's approval to bring weapons onboard the installation and it's annexes. Once approved, all weapons shall be registered with the VCC and a permit will be issued. All personnel are subject to criminal background checks through the National Crime Information Center (NCIC). Please contact the VCC for application paperwork.
- **Foreign Nationals:** All dual or non-US citizens are required to be entered into BASICS II for visitor requests. Please refer to requirements on BASICS II website. Requests for foreign nationals can take up to 3 business days to process due to OPSEC screening. Must be on separate Visit Request from those that are strictly US citizens.
- **New DoD/Contractor Hires:** Sponsors need to specify in Base Access Request if new hires will be receiving CACs so VCC can issue correct credentials. Resources are limited.

*NASPAXRIVINST 5510.15 is available online at https://basics.navair.navy.mil/documents/NASPAXRIVINST_5510.15R.pdf

Please plan ahead.

Sponsors/POCs, please ensure you try to arrange all visits as far in advance as possible to avoid any delays in issuance of passes.

Do not hesitate to call with any questions about requirements for visitors.



Please visit the following websites for more information about the installation.

https://www.cnic.navy.mil/regions/ndw/installations/nas_patuxent_river.html/

COVID Specific Information:

https://www.cnic.navy.mil/regions/ndw/installations/nas_patuxent_river/ffr/nas-patuxent-river-covid-19-information.html



☰ Access Control Procedures

Welcome Aboard

The following information will provide guidance for admission to NASPR, Webster Field Annex, and Navy Recreation Center (NRC) Solomons.

Due to the extensive variety of base access situations, below is the general steps to access the installation.

Step 1: Contact your government/military sponsor or point of contact to coordinate visit (Sponsor/POC see "BASICS II" section for your responsibilities).

Step 2: Ensure you obtain a Visit Request number from your POC before your visit and/or proceed to the VCC.

Step 3: Bring a valid state/federal ID, a second form of ID in the manner of a passport, certificate of naturalization, birth certificate, or social security card, and a signed copy of your SECNAV 5512. All visitors will be subject to criminal background checks.

General VCC Information

* COVID-19 Mitigations:

- ⇒ Limited to 4 customers in VCC at one time.
- ⇒ COVID screenings to be completed by each visitor before entering the building (provided at entrance).
- ⇒ Face masks are required.
- ⇒ Trusted Traveler program is suspended until further notice.

- * Wait times vary, so please plan accordingly.
- * All commercial vehicles (semis, box trucks, vehicles with trailers, etc.) are required to park in back parking lot behind Building 2189 (enter by Cedar Point Bank).
- * If a visitor has been issued a visitor pass or Defense Biometric Identification System (DBIDS) in the past, it does not mean they are guaranteed approval for a renewal.

General VCC Information (cont'd)

****Important note:** VCC does not issue or handle issues with Military/Civilian/Contractor CACs, Teslin IDs, Retired DoD Civilian IDs, or NewGen USIDs. Please contact the following locations with any questions:

- Gate 1 CAC office at (301) 342-4952 (Mon-Fri 0600-1800)
- Bldg 409 PSD CAC Office at (301) 342-1054 (Mon-Fri 0700-1510)
- Appointments made at <https://idco.dmdc.osd.mil/idco>.



<https://basics.navair.navy.mil>

- ◆ Base Access Security Information Control System (BASICS II) is used as a means to processing base and visitor access requests.
- ◆ All stationed civilians (CAC holders) and military personnel are required to have a current Base Access Request in BASICS II. This determines ability to sponsor visitors, have base access, and weapons registration.
- ◆ *Steps to Utilize BASICS*
 - ◇ **Step 1:** Sponsors/POCs request an account on the BASICS website in order to have the ability to submit Visitor and/or Base Access Requests.
 - ◇ **Step 2:** Submit request. Please refer to BASICS II user manual for step by step directions. Available online at https://basics.navair.navy.mil/documents/basicsii_user_manual.pdf.
 - ◇ **Step 3:** Advise guest to proceed to VCC (provide them with Visit Request number). The VCC will make determination of validity of request (i.e the request is just that, a "request"). There is no guarantee the request will be approved.
- ◆ Electronic call-in log: One day passes can be issued for same day call-in requests; however, this is only as a last resort. Sponsors/POCs should make every effort to enter requests in BASICS II. Foreign nationals (dual or non-US citizens) cannot be called in.

Common Visitor Situations

- ◆ Special event guest lists must be submitted via email (PAXR_VCC_2189.fct@navy.mil) 5 business days prior to event. No changes after 72 hours prior to the event (call VCC for more information)
- **Housing Guests:** If you reside in on-base Lincoln Military Housing and are having guests staying with you, they must have a visitor pass issued by the VCC. Any request more than 72 hours must be submitted thru LMH office personnel. Requests 72 hours or less must be submitted thru the VCC email (PAXR_VCC_2189.fct@navy.mil). Requests must be made 5 business days prior to start of visit. Please provide copies of IDs and signed SECNAV 5512 for anyone 16 years old or older. Provide SSN, date of birth, place of birth (city, state), and citizenship information for all minors.
 - *SECNAV 5512 forms is available online at https://basics.navair.navy.mil/documents/templates/form_secnav_5512/secnav_5512.pdf (please use Internet Explorer)
- **Family Pass:** Only applicable for family members of DoD civilian CAC holders (not to include contractors—green strip CACs). See NASPAXRIVINST 5510.15 for who qualifies as family members. Sponsor must submit a Visitor Request for the family member in BASICS II. Once the sponsor approves and schedules the request they can then proceed with the family member to VCC to be issued a credential (Dual or non-citizen family members, see "Foreign Nationals").
- **Deliveries:** ANY delivery made on base requires a visitor pass issued by the VCC for delivery driver and all passengers. It is the responsibility of the Sponsor/POC (customer) to request a visitor pass for delivery personnel. Sponsors/POCs must make all attempts to enter visitor requests thru BASICS II. VCC will accept same day call-in requests (cannot be foreign national) but sponsors must provide full names, birthdates, and destination building numbers for all delivery personnel.