

# What to Know about...

## ACCESS

# NAS PAX RIVER COMPLEX



### **Background:**

Prior to coming to the NAS Pax River Complex (NAS Patuxent River/Webster Outlying Field/NRC Solomons), visitors should know what credentials they need to access the installation as well as what steps to take before arrival.

Drivers can access NAS Pax River through three entry gates. Two entry gates are located along MD Rt. 235 and a third gate is along Shaw/Forrest Park Road/MD Rt. 712. Personnel with valid Common Access Cards (CACs) or military retired/dependent military ID credentials can access the base without having to obtain a vehicle pass first. Uncredentialed visitors must be either sponsored or escorted for base access.

***When inbound to NAS Pax River please utilize all available gates; Gate 1 is the most heavily trafficked gate during morning rush hours (6 a.m.-9 a.m.), so drivers are encouraged to use Gates 2/3 when able to mitigate traffic.***

### **How do you obtain access to the NAS Pax River Complex?**

There are three primary methods for obtaining access to the NAS Pax River Complex:

- Hold a current U.S. DoD credential
- Sponsored by an individual with a current U.S. DoD credential
  - Sponsoring is a process that includes a background check through the DD 5512 Form but offers access to the base in a specific area, for a specific purpose, and for certain time period without the need for an escort. Active duty, Guard/Reserve personnel on official orders, CAC holders (to include Contractors w/ CACs and written permission from the CO), military/DoD civilian retirees, and dependents 18 years of age and older are authorized to sponsor up to six individuals. Once approved, sponsored individuals will be issued a DBIDs Pass/Credential. Foreign Nationals must be sponsored to obtain access.
- Escorted by an individual with a current U.S. DoD credential
  - Escorting a visitor allows credentialed individuals to bring up to five guests onboard who might otherwise not have access to the base but requires the escorting individual to be with their guests at all times to ensure they are adhering to all rules and regulations while on the installation. Contractors and Foreign Nationals are not allowed to escort individuals and Foreign Nationals are not allowed to be escorted.

***The Commanding Officer (CO) may change access requirements during emergencies, significant weather, increased FPCON/HPCON, or special events on the installation.***

### **What protocols and programs are used to verify access to the NAS Pax River Complex?**

The CO retains the right to fully verify the identity, fitness, and purpose of individuals attempting to access the installation. The protocols to perform this task will change commensurate with the threat level.

At the discretion of the CO, the Trusted Traveler Program may be used for access to the NAS Pax River Complex. The Trusted Traveler Program is a courtesy extended to Active Duty/Reserve/National Guard personnel, military retirees, military dependents, and DoD civilians, trusting them to vouch for the status of their co-travelers. Authorized individuals utilizing the Trusted Traveler Program must have sufficient knowledge that their co-traveler has met the vetting requirements for identity, fitness, and purpose. Eligible individuals may vouch for up to five co-travelers in the same vehicle, however, the authorized individual vouching for the co-traveler(s) is responsible for knowing where they are allowed on base and whether they need to be escorted. Foreign Nationals are not eligible to enter via the Trusted Traveler Program.

***On demand, co-travelers must submit to installation security personnel for verification via their CAC, non-CAC DoD credential issued by the local installation, or valid state- or federally-issued ID.***

### **I have a contractor CAC. Can I escort visitors on base?**

No, contractors cannot escort visitors on base.

### **I have a contractor CAC with a green stripe. Can I escort visitors on base?**

No, contractors with a CAC with a green strip cannot escort visitors on base, but with written permission from the installation Commanding Officer, can sponsor up to six visitors on base through the NAS Pax River Visitor Control Center/Pass Office next to Gate 2.

### **How do I sponsor a visitor/What if I am visiting NAS Pax River but don't have a CAC or retired military ID?**

Visitors without credentials to access the base must have a sponsor with base access create a visitor request for them in the BASICS II system (<https://basics.navair.navy.mil/>). Once a visitor request has been filed in BASICS II, the visitor can then visit the NAS Pax River Visitor Control Center/Pass Office next to Gate 2 to obtain a pass. The visitor will need to fill out a **DD 5512 Form** and provide necessary ID, which includes:

#### **Minimum Documentation Required for U.S. Citizens**

**By Birth** - Social Security Number and/or State ID/Driver's License.

**Naturalized** - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security Number and/or State ID/Driver's License.

**Derived** - Parent's certification number, Social Security Number and/or State ID/Driver's License.

#### **Minimum Documentation Required for Foreign Nationals**

Passport, Alien Registration or Naturalization Certificate.

The personnel at the NAS Pax River Visitor Control Center/Pass Office next to Gate 2 will perform a quick background check on the visitor and issue a pass for base access. This pass will allow them to access the base for a prescribed period and denote what locations on base they are allowed to access.

### **I have credentials from an agency other than the DoD. Will they get me on base?**

Not necessarily. Depending on the agency, the credentials may not be accepted for base access and the holder may be required to be sponsored or escorted by a current U.S. DoD credential holder. Contact the NAS Pax River Visitor Control Center/Pass Office next to Gate 2 at 301-342-3231 to determine whether your credentials will be accepted.

### **Can I obtain a visitor pass from any of the Pax River gates?**

No. The only office for vehicle passes is located at the NAS Pax River Visitor Control Center/Pass Office just outside of Gate 2. NAS Pax River's Gate 1 Office only provides CAC services.

### **What are NAS Patuxent River's Gate Hours**

Gate 1: Open 24 hours a day, 7 days a week

Gate 2: Open Monday-Friday 5:30 a.m.-6 p.m. Closed weekends and holidays.

Gate 3: Open Monday-Friday 6 a.m.-9 a.m. (inbound), and Monday-Thursday 3 p.m.-5:30 p.m. (outbound). Closed weekends and holidays.

*Gate hours are subject to change.*

### **What are the Gate 2 Visitor Control Center/Pass Office hours of operation?**

The NAS Pax River Visitor Control Center/Pass Office next to Gate 2 is open Monday through Friday, 6:30 a.m. to 2 p.m.

### **Questions?**

For questions regarding base access to the NAS Pax River Complex, contact the NAS Pax River Visitor Control Center/Pass Office next to Gate 2 at 301-342-3231. More information can also be found at NAS Pax River's Base Access at <https://ndw.cnrc.navy.mil/Installations/NAS-Patuxent-River/About/Visitor-Information/Base-Access/> page.