Site Visit Instructions

Check-in will begin at 10:00 AM (EST) on 27 May, 2026 in the lobby of NUWCDIVNPT Building 80, Newport, RI.

The following rules apply for the site visit:

- This will be an Unclassified site visit.
- The site visit will be scripted, no questions will be allowed during the tour.
- Follow-up questions can be submitted via email to Michael.N.Ouellette.civ@us.navy.mil
- The use of any type of camera during the site visit is strictly prohibited.
- All interested attendees must pre-register by email to Michael.N.Ouellette.civ@us.navy.mil
- In Addition to pre-registration, all participants MUST have an approved Visit Request.
- Instructions for submitting a visit request can be found at the following link:

  http://www.navsea.navy.mil/Home/Warfare-Centers/NUWC-Newport/Contact-Us/Mandatory-Visit-Request/
- Access to NUWC Division Newport WILL NOT be granted under any circumstances without a valid visit authorization request on file. Please list Michael Ouellette, Code 0223, as the Government POC when submitting the visit request.
- Visitor Control - NUWC Newport Building 80 Lobby outside of NUWC Gate 23 Is open Monday- Friday from 7 a.m. to 3:30 p.m. (except holidays)

NUWC NEWPORT DIVISION VISITOR REQUEST INFORMATION

- A visit request is **MANDATORY** for all visitors to NUWC Division Newport; government and civilian, regardless of the duration or classification of the visit. Access to NUWC Division Newport will not be granted under any circumstances without a valid visit authorization request (VAR) on file.
- If you can submit your VAR via JPAS, you do not need to send a VAR on company letterhead.
- Due to the number of visit requests received, please allow 7 business days for processing time, whether received by JPAS or on Company Letterhead via FAX or EMAIL.
- Visitors who arrive prior to the 7 working day processing window may not be guaranteed access.
- Please note, all individuals not in possession of a common access card (CAC) or Teslin Card (Retired Military/Dependent ID), will require a DBIDS card for access.
- No unescorted access will be granted without a valid DBIDs card or ID mentioned above.

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NUWCDIVNPT VISITOR REQUEST INFORMATION NEEDED:

Information must be on Company Letterhead

1) **Company/Organization Name, Address, Telephone, and FAX Number**
2) **Cage Code**
3) **Visitor(s) Full Name (As it appears on government issued ID – i.e. Driver's License)**
4) **Visitor(s) Full Social Security Number**
5) **Visitor(s) Date of Birth**
6) **Visitor(s) Place of Birth (City & State)**
   a. If born outside the U.S, you MUST provide a Naturalization Number or US Passport
7) **Visitor(s) Citizenship**
8) **Level of Clearance:** UNCLASSIFIED or as appropriate
   a. SCI Level Access MUST be coordinated SSO to SSO
9) **Do they possess a CAC, Teslin or DBIDs Card? (Yes or No)**
   a. Please specify which visitor(s) have CAC, Retired Military/Dependent ID, DBIDS, or NOT APPLICABLE
10) **NUWCDIVNPT Point of Contact (Sponsor)**
   a. MUST be a NUWC Government Employee
11) **Specific Date(s) of Visit, to include Year**
12) **Purpose of Visit**
13) **Contract Number, if applicable**
   a. If NO Contract Number is provided, then the visit will be for 30 days at the UNCLASSIFIED Level
14) **Authorized Signature:**
   a. Name, Title, Signature, and Date of Requesting Company/Organization Authorizing Official (MUST be a US Citizen)
   b. Smaller companies that do not have a Security Officer to sign may use another Official or Secretary.
   c. Individuals MUST NOT Sign their own request

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Submit Visitor Request(s) and/or SECNAV form(s) 5512/1 via:

- **JPAS SMO CODE:** 666045 (If no access to JPAS, use methods below)
- **EMAIL FORM TO:** nuwc_npt_access_control@navy.mil
- **FAX FORM TO:** (401) 832-4396

****ALL INCOMPLETE VISIT REQUESTS WILL BE DENIED****

Please call NUWC visitor control at (401) 832-2152 if you want to verify any visits or status on vetting.