|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NEWPORT NEWS SHIPBUILDING DRIVE-IN TAG REQUEST** | | | | | | | | | | |
| To ensure safety and security within Newport News Shipbuilding (NNS) facilities, vehicular access is limited to those employees and visitors who have an established business need to drive in the facility. Drive-in access is not guaranteed by position title or automatically renewed. All request for Drive-in access are reviewed on an individual basis and granted based on business need and the current capacity of the facility. A separate form must be completed for each tag requested and **all applicable fields must be filled in electronically.** Any request submitted with incomplete or illegible information will not be processed.   The department sponsoring the requested drive-in tag must email this completed request to [O15SecurityAccessControlCenter@hii-nns.com](mailto:O15SecurityAccessControlCenter@hii-nns.com) and allow 5 business days for processing. **Emails received from external organizations will not be processed.** **The NNS Taxi service (757-846-7730) and NNS Shuttles are also available for transport.**  **Drive-In sponsors will receive an approval/disapproval e-mail once the request has been processed.** | | | | | | | | | | |
| **Driver Information** | | | | | | | | | | |
| **Full Name**  **(As it appears on Driver’s License):** |  | | | | | | | | | |
| **Position Title:** |  | | | | | | | | | |
| **Shift:** |  | | | **NNSDept.:** | |  | | | **Primary Bldg. Location.:** |  |
| **Company Name(Non-NNS):** |  | | | | | | | | | |
| **Driver’s License #:** |  | | **Driver’s License State:** | |  | | | **License Expiration:** | |  |
| **Last 4 of SSN / PERNR:** |  | | **Tag Start Date:** | |  | | | **Tag End Date:** | |  |
| **Justification for Drive-in Privileges:**  For NNS employees, please include programs you support. All other justifications must include program/projects you support and areas within the facility you expect to travel to. Add Justification below: | | | | | | | | | | |
|  | | | | | | | | | | |
| **Type of Request:** | New Request (No previous drive-in privileges) Transfer drive-in privileges from another individual’s Name Renewal (Has had drive-in privileges that recently expired) | | | | | | | | | |
| **Drive-in Tag Requested:**  **(Check Only**  **One Box)** | United States Navy Officers and Commanding Officers (Individual)  Government Agency – Leased Vehicles – Sponsored by SupShip-NN (Organizational) Contractors - Sponsored by SupShip-NN (Organizational)  Government Agency and Government plates - Sponsored by SupShip-NN (Organizational) Contractors Sponsored by NNS Shipbuilding Programs (Organizational) Contractors sponsored by NNS Facilities (Organizational)  NNS Employees Only- Green Restricted Facility Parking Access (Authorized Individual Access Only)   * Issued to Manager 3 level or equivalent only whose primary office location is within the facility. Drive-in and park access only.   NNS Employees Only- Orange Restricted After Hours Vehicle Access (Authorized Individual Access Only)   * 1st Shift - Weekend and Holiday Access Only (12:00 am – 11:59 pm) * 2nd and 3rd Shift – Monday – Friday Access (2:00 pm – 3:00 am) Saturday – Sunday Access (12:00 am – 11:59 pm)   NNS Employees Only- NNS Leased Vehicle (Organizational Access – (Any Authorized NNS Employee) NNS VP / Director Only- Blue Unrestricted Vehicle Access (Authorized Individual Access Only)  (Select One) | | | | | | | | | |
| **By signing this request, I (NNS Visitor Sponsor or Employee’s Department Head) certify that I understand the  Newport News Shipbuilding vehicle access procedure (NN 12-206).** | | | | | | | | | | |
| **Sponsor Name:** | |  | | | | | **Sponsor Phone Number:** | | |  |
| **Sponsor Signature:** | |  | | | | | **Date Signed:** | | |  |
| **Sponsor Represents:** | | **NNS** **SUPSHIP** **NRRO/RPCO** | | | | | **NNS Department:** | | |  |
| **DEPARTMENT O15 SECURITY USE ONLY** | | | | | | | | | | |
| **O15 Approver Name:** | |  | | | | | **O15 Approver Signature:** | | |  |
| **Issued to Signature:** | |  | | | | | **Date Signed:** | | |  |
| **Department O15 Access Control Center Staff** | | | | | | | | | | |
| **Witness Initials:** |  | | **Issued On:** | |  | | | **Issued Tag Number:** | |  |

Department O15 Security and Emergency Management reserves the right to disapprove or revoke any drive-in tag requests or privileges.

Dash cameras may never be used on NNS premises (this is to include inside and outside of the fence line). Vehicles that have the ability to capture photos or record video must have the capability of being disabled, turned off or covered prior to entering the facility.