

**ATTACHMENT 1: NAVY DBIDS FORCE PROTECTION EMPLOYEE LIST SUBMISSION**  
**SHIP & BASE ACCESS (DEC 2017)**

**Base/Repair Facility Access:** Permit is required to access Navy facilities. Base/Repair Facility Access Request is desired seven days prior to ship check or performance start date. Submit forms per the document instruction.

Defense Biometric Identification System (DBIDS) is being implemented for access to DoD facilities in CONUS, HI, Guam and Puerto Rico (replaces RAPID Gate). Vendor is responsible to acquire DBIDS credentials prior to performance start date. Delays that may result from inadequate planning are the contractor's responsibility.

Vendor instructions and program information is available at <https://www.cnmc.navy.mil/om/dbids.html>  
DBIDS credentials require the following (in succession):

- (1) Present a letter or official document from the Government sponsoring organization that provides the purpose for your access,
- (2) Present valid identification, such as a passport or Real ID Act-compliant state driver's license,
- (3) Present a completed copy of the SECNAV 5512/1 form to obtain your background check,
- (4) Upon completion of the background check, the Visitor Control Center representative will complete the DBIDS enrollment process, which includes your photo, finger prints, base restrictions, and several other assessments
- (5) After all of this is done, the contractor will be provided with the DBIDS credential. For vendors with existing Navy Commercial Access Control System (NCACS) cards, see <https://www.cnmc.navy.mil/om/dbids.html> for instructions to obtain DBIDS credentials. Vendor is responsible to confirm that each employee held DBIDS credentials are active for the specific facility and performance period in accordance with DBIDS.

Additional access permissions may be required in the future.

**Vehicle Access:** Required for vehicle access to Navy facilities. Follow supplemental instructions on Base Access forms or base-specific vehicle access forms.

**DBIDS:** Required for access to US Navy vessels.

Instructions for Maintenance Contractors: Complete the DBIDS Force Protection Request Submission Template for the U.S. Navy facility you will be working, strictly adhering to format requirements.

Screening requests for personnel requiring access will be submitted by their parent company to the Naval Supervising Authority (NSA) providing oversight for the ship maintenance availability.

DBIDS personnel screening requests are required to be submitted no less than thirty (30) working days prior to performance start date. DBIDS processes requests in the order they are received.

(NOTE: Normal workdays for personnel involved in the DBIDS screening process are Monday-Friday) Subsequently, appropriate direction will be provided to DBIDS. US Navy will notify vendor of personnel denied access to the vessel.

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**Ship Access List (Vendor-Provided):** On company letterhead attachment via email, the vendor is required to provide the US NAVY Security Office at the NSA/RMC overseeing the performance of work with an accurate, current list of performing personnel prior to being admitted aboard the vessel. **Under no circumstances will a hand-delivered list be accepted.**