# BASE ASSESS TRAINING

**JANUARY 2023** 



## WHY IS BASE ACCESS REQUIRED?

- PEARL HARBOR AVIATION MUSEUM IS LOCATED ON FORD ISLAND. FORD ISLAND IS A PART OF JOINT BASE PEARL HARBOR HICKAM (JBPHH) AND IS AN ACTIVE MILITARY BASE.
- THERE ARE MILITARY ASSETS LOCATED ON FORD ISLAND AS WELL AS ACTIVE DUTY ENLISTED AND FLAG OFFICER HOUSING.

ALL MILITARY BASES ARE OPERATING WITH TIGHTER SECURITY MEASURES. IDENTIFYING WHO WILL BE ON BASE AND WHY IS A CRUCIAL COMPONENT TO IT'S SECURITY.

### WHO NEEDS TO SUBMIT FOR BASE ACCESS?

ANYONE OVER THE AGE OF SIXTEEN (16) ATTENDING AN EVENT/PROVIDING SERVICES THAT BEGINS AFTER 5PM AND THOSE ATTENDING A DAYTIME EVENT/PROVIDING SERVICES WANTING TO DRIVE THEIR POV ONTO THE ISLAND

(IF A PERSON HAS MILITARY ACTIVE DUTY, GUARD OR RETIRED ID CARD THEY NEED NOT APPLY FOR BASE ACCESS. THEY MAY ALSO SPONSOR AS UP TO 5 GUESTS RIDING IN THEIR VEHICLE WITH THEM.)

(IF PERSON HAS A DOD ID CARD THEY NEED NOT APPLY FOR BASE ACCESS. THIS TYPE OF CARD DOES NOT ALLOW FOR SPONSORSHIP, ANYONE ACCOMPANYING THEM MUST FILL OUT FOR GUEST ACCESS.)

## ANY CONTRACTOR/VENDOR WHO IS HIRED TO PROVIDE SERVICES FOR PHAM OR IT'S CLIENTS

(IF PERSON ALREADY HAS DIBIDS CARD THEY NEED NOT APPLY.)

\*\*\*RAPID GATE CARDS ARE NO LONGER ACCEPTED BY JBPHH\*\*\*

## **TYPES OF ACCESS**

> UNITED STATES CITIZEN GUEST ACCESS (PRIVATE/CONTRACTED EVENTS) \*SHORT TERM

FOREIGN NATIONAL GUEST ACCESS (PRIVATE/CONTRACTED EVENTS) \*SHORT TERM

> STAFF/VOLUNTEER/CONTRACTOR/VENDOR ACCESS (LONG TERM)

## UNITED STATE CITIZEN ACCESS PG1

INCLUDES ANY AND ALL
PERSONS WITH A UNITED STATES
SOCIAL SECURITY NUMBER THAT
WAS BORN IN THE USA.

#### **MUST HAVE INFORMATION:**

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY.

APPLICANT MUST PROVIDE SOCIAL SECURITY # AND

STATE DRIVER LICENSE/ID #.

#### **DEADLINE:**

THIRTY (30) BUSINESS DAYS PRIOR TO EVENT DATE

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### UNITED STATE CITIZEN ACCESS PG2

- USE ONLY BLACK INK, TYPED IF POSSIBLE
- COMPLETELY FILL OUT ALL BLUE HIGHLIGHTED BOXES
- PLEASE BE SURE TO INCLUED YOUR SSN AND EITHER A DRIVERS LICENSE NUMBER OR PASSPORT NUMBER
- IF YOU WERE BORN OUTSIDE OF THE UNITED STATES YOU MUST PROVIDE EITHER YOUR NATURALIZATION INFORMATION OR YOUR ALIEN REGISTRATION INFORMATION \*BE SURE TO INCLUDE THE DATE OF ENTRY AND PORT OF ENTRY (IF THESE FIELDS ARE NOT COMPLETED YOUR APPLICATION WILL BE DENIED)
  - DO NOT FILL OUT ANYTHING IN BOX 27 YOUR SPONSOR WILL TAKE CARE OF THIS AREA
    - BE SURE TO CHECK BOX 28 AND INITIAL
      - INITIAL BOX 29
      - SIGN DOCUMENT (BOX 30)
  - \*\*\*ALL INITALS AND SIGNATURES MUST BE A REAL SIGNATURE AS THE NAVY DOES NOT ACCEPT DIGITAL SIGNATURES
    - ONCE COMPLETE SCAN AND EMAIL DOCUMENT TO YOUR ASSIGNED MUSEUM POINT OF CONTACT.

\*\*\*NOTE: THIS PROCESS CAN TAKE UP TO 30 BUSINESS DAYS. ONCE APPROVAL IS GIVEN YOUR MUSEUM POC WILL CONTACT YOU VIA EMAIL WITH INSTRUCTIONS

## FOREIGN NATIONAL GUEST ACCESS

INCLUDES ANY AND ALL PERSONS WITH CITIZENSHIP IN A FOREIGN COUNTRY WITHOUT A US SOCIAL SECURITY NUMBER OR THOSE BORN ABROAD REGARDLESS OF HAVING A SOCIAL SECURITY NUMBER.

#### **MUST HAVE INFORMATION:**

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. APPLICANT MUST PROVIDE THEIR PASSPORT # ALONG WITH EITHER THEIR CERTIFICATION/PETITION #, DERIVED PARENT'S CERTIFICATION OR ALIEN REGISTRATION # IF YOU ARE NOW A US CITIZEN BUT BORN ABROAD. MUST ALSO PROVIDE YOUR DATE OF ENTRY INTO THE US AND PORT OF ENTRY.

ONLY PASSPORT NUMBER REQUIRED FOR THOSE WHO ARE FOREIGN NATIONALS SEEKING A SHORT TERM PASS. FOREIGN NATIONALS DO NOT QUALIFY FOR DBIDS PROGRAM.

#### **DEADLINE:**

SIXTY (60) BUSINESS DAYS PRIOR TO EVENT DATE

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30. I hereby authorize the DOD/DOR date agencies, including but not limite Homeland Security (DHS).														
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Continues by Dani Coloranges PRVCY USC PESCON

### STAFF/VOLUNTEER/VENDOR/CONTRACTOR ACCESS

## INCLUDES ANY AND ALL CONTRACTORS/VENDORS HIRED TO WORK AN EVENT

### **NOTES:**

- IF CLIENT PROVIDES PHAM WITH A LIST OF ALL VENDORS HIRED TO SUPPORT NEEDS OF OPERATION/EVENT.

  PHAM STAFF WILL CONTACT EACH VENDOR AND WORKOUT THEIR ACCESS DIRECTLY WITH THEM
  - EACH PERSON WILL BE REQUIRED TO COMPLETE THE JBPHH SECNAV 5512 DOCUMENT

### **DEADLINE:**

NOTIFICATION TO PHAM – FOURTY FIVE (45) BUSINESS DAYS PRIOR TO EVENT DATE/START OF CONTRACT VENDOR/CONTRACTOR DEADLINE TO PHAM – THIRTY (30) BUSINESS DAYS PRIOR TO EVENT DATE