



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY
SOUTH POTOMAC
6509 SAMPSON ROAD
DAHLGREN, VIRGINIA 22448-5106

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16 Jun 09

From: Command Officer, Naval Support Activity, South Potomac
To: Whom it May Concern

Subj: INSTALLATION ACCESS FOR PERSONS ATTENDING CHURCH AT THE
BASE CHAPEL

1. As part of the ongoing policy changes being implemented to meet Force Protection requirements, effective 1 July 2009, the Chapel Access Pass issued to chapel attendees to gain entry to the installation for religious services will no longer be recognized. Chapel attendees will have to hold one of the following to be granted access:

- a. CAC (Common Access Card which is issued to all DOD Civilians/military and many contractors)
- b. Military family member ID
- c. Command employee photo badges (civilian/contractor/military)
- d. Retiree CAC (Type of Common Access Card issued to DOD Retirees)
- e. Installation Access Pass (Pass issued to spouses/dependents of civilian employees and contractors who occupy office space on the installation. This was formerly called a Guest Pass.

2. Chapel attendees who are Civil Service retirees may obtain a CAC type Retiree pass by making an appointment online at <https://es.cac.navy.mil/signup.pl> choose CSD Dahlgren on the list and your appointment day/time. The CAC station is located at Building 230; please be sure to bring two forms of ID. If the person does not have access to a computer he/she may contact the Physical Security Office for assistance at 653-8520, 653-8354 or 653-7393. To obtain a pass to get to the CAC station in B230, bring a copy of the appointment form to the Pass & ID office along with your driver's license or state issued photo id and you will be issued a Visitor Pass.

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3. Individuals who hold a CAC type Retiree Pass may sponsor their spouse or dependents age 16-18 or 18-22 if attending college full time for an Access Pass by filling out an Access Pass Request Form NSASP 5512/17G (10/08). The form can be obtained at the Pass & ID Office in B205 at Dahlgren.

4. Chapel attendees without an authorized pass may be granted access if they are accompanied by a person holding any of the above access passes in paragraph 1 with the exception of an Installation Access Pass. Those who hold an Access Pass may not escort other persons except for minors.



R. E. MALMSTROM
By direction