



Fleet Numerical Meteorology and Oceanography Center (FNMOC) Monterey

Instructions to Visitors

Visit Request & Vetting Procedures

- I. Visit Request:** All visitors to FNMOC must have an active Visit Request on file prior to arriving.
- All visit requests authorizing classified access must originate from visitor's Command or Facility Security Office and must be signed by an authorizing official, not the visitor.
 - All visit requests must include Point of Contact (POC) contact information. The POC must be a FNMOC military or DoD civilian (not a contractor) and, unless visiting FNMOC Security, the POC must not be a FNMOC Security employee. All FNMOC POCs will be contacted by FNMOC Security and required to validate the visit.
 - All visit requests should arrive at least 48 hours prior to visit.
1. Preferred Method – Send visit request via JPAS. DoD security offices and government contractor security offices have access to JPAS and should send visit requests via JPAS to SMO codes: 631345 (Unclassified or Secret visits) or N631343 (TS/SCI visits).
 2. Secondary Method – If the visitor is from a non-DoD entity, contractor, etc., or does not have JPAS access, request security office send visit request to FNMOC via email to fnmoc_pgsa_security@navy.mil, via:
 - Encrypted email; or
 - SAFE (Safe Access File Exchange) located at <https://safe.amrdec.army.mil>.
 3. Form must contain the full name, rank/title and **signature** of the official authorizing the visit or visit request will be rejected.
 4. For both methods: For all classified visits, clearance levels will be verified in JPAS by FNMOC security personnel prior to issuing badge to visitor. If visitor is not in JPAS classified access will be denied.

II. Vetting Procedures: Visitors to FNMOC Monterey must determine if vetting is required prior to their visit. Please determine if you fall into the category requiring vetting, as defined below. The Naval Support Activity Monterey (NSAM) Annex is the compound on which FNMOC is located.

1. Persons who DO NOT require Vetting: CAC holders (including Civilians and Contractors), Military Retired and Dependent ID holders, DBIDS card holders (valid for Monterey), NPS International Students with valid temporary CACs.
2. Those who DO require Vetting: All others. All guests and vendors requiring unescorted access to the NSAM Annex must be vetted prior to being granted entry onto the Annex.
3. The FNMOC POC (the person being visited) is responsible for the visitor and will forward a soft copy of the vetting form (SECNAV 5512/1, "Department of the Navy Local Population ID Card/Base Access Pass Registration") to the visitor for completion. The SECNAV vetting form is also available at: [SECNAV 5512 1 Approved Access Form](#).
4. Completed and **signed** SECNAV vetting form(s) must be sent to either their FNMOC POC or to FNMOC Security via one of the secure methods listed above in the Visit Request section.
5. Vetting requests will be submitted to NSAM PD by FNMOC Security 5-7 working days prior to visit to ensure timely completion of vetting process. If time does not permit the vetting process visitors must be escorted during entire duration of visit. The visitor's FNMOC POC will meet visitor at the gate and escort them from that point (contact POC prior to visit).

III. Foreign National Official Visits:

1. Foreign National Official Visits: Initiated by the visitor's country of origin through that country's embassy or consulate in the U.S. and requires approval by the Naval International Programs Office (NIPO) and CNMOC.
2. Foreign National Unofficial Visits: FNMOC Command approval required. Both Official and Unofficial Foreign National Visitors require constant escort while on board the Annex.

For questions, contact the FNMOC Security Office at: (831) 657-1477/1411 or at fnmoc_pgsa_security@navy.mil.