

NAVAL STATION BADGING RENEWAL REQUEST

Step 1: Complete the following information:

Name: _____
 Rank Last Name First Name MI
 SSN: _____ Passport# _____ Gender(M/F) _____
 Birth Date: _____ (mm/dd/yyyy) Citizenship: _____
 Birth Place: _____ Extended to: _____ (mm/dd/yyyy)
 Reason for renewal/ position (see back page for instructions): _____

Step 2: Complete the following Employer information:

Employer Name: _____
 (Rate/Rank/Grade) (First/Last Name) (Command/Organization) (Phone Number)

I understand that I am responsible for the above named individual while on Guantanamo, including local support. Further, I affirm that the individual, to the best of my knowledge and belief, has not been given a debarment letter from the Naval Station Legal Office.

 Employer Signature Date

Step 3: Complete the following Department information:

Employer Name: _____
 (Rate/Rank/Grade) (First/Last Name) (Department/Organization) (Phone Number)

I understand that I am responsible for the above named individual while on Guantanamo, including local support. Further, I affirm that the individual, to the best of my knowledge and belief, has not been given a debarment letter from the Naval Station Legal Office.

 Department Signature Date

Step 4: Housing Approval:

Individual will be berthed at: _____

 Housing Approval Date

Regulations and Restrictions. All personnel shall follow all rules and regulations put forth by NAVSTAGTMOINST 4650.8. Failure to abide by such rules and regulations may result in revocation of employment, and expulsion from the Naval Station. The sponsor is responsible for the conduct and behavior of the personal visitor in all aspects.

Step 5: Security/ Badging Approval

 Security Approver Date

Step 6: Executive Officer Approval

 Executive Officer Date

Privacy Act Statement for NAVSTA Badging Renewal Request

Authority: 10 U.S.C. 5013, OPNAVINST 5530.14C and Executive Order 9397

Principal Purpose: To maintain all aspects of proper access and control; to issue badges, replace lost badges and to retrieve badges upon departure; to maintain visitor statistics; collect information to adjudicate access to facility and track the entry/ exit times of personnel.

Routine Uses: None

Disclosure: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay, or prevent access to the installation.

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Procedures. Military or Civilian personnel that require badge renewal must complete the badging renewal request provided by Security Department Badging Office (Ext 4046) located at Bulkeley Hall, or on the NAVSTA Intranet website, under Badging Office. Renewal of badges will be issue under the following reasons:

- a. Extension of orders or Extension of contract employment. (Provide paper work)
- b. Change of employment. (Provide paperwork)
- c. Change of legal name. (Provide paperwork)
- d. Damage of badge.
- e. Lost or stolen badge. (Security Department requires statement)

Recommendations. Military and Civilian personnel shall follow all rules and regulations put forth by Naval Station Guantanamo Bay, Cuba as well as their employers. Failure to abide by such rules and regulations may result in revocation of employment, and/or debarment from the base. The employer is responsible for the conduct and behavior of their employees in all aspects.

The badging renewal form will not be used for initial badging, it will be used for renewal only.