**nEWPORT nEWS sHIPBUILDING**

**Drive-In tag request**

NN 9297 (Rev 7)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REQUEST DRIVE-IN TAG BE ISSUED TO** | | | | | | | | | | | | | | | | |
| **Date of Request:** | |  | | **Contract or Purchase Order #:** | | |  | | | | | | | | | |
| **Full Name:** | |  | | | | | | | | | **SSN#:** | | | | |  |
| **Address/City/State/Zip:** | |  | | | | | | | | | | | | | | |
| **Driver’s License #:** | |  | | | **State/Expiration:** | | | | | | |  | | | | |
| **Employed By :** | |  | | | | | | | | **Primary Contractor  Subcontractor** | | | | | | |
| **Primary Contractor**  **(If above is a subcontractor)** | |  | | | | | | | | | | | | | | |
| **Address/City/St/Zip:** | |  | | | | | | | | | | | | | | |
| **Justification for**  **Authorizing drive-in**  **privilege.**  **(be specific)** | |  | | | | | | | | | | | | | | |
| **Beginning Date:** | |  | | | | **Expiration Date:** | | | | | | |  | | | |
| **DRIVE-IN TAG CATEGORY** | | | | | | | | | | | | | | | | |
| United States Navy Officers and Commanding Officers.(Individual)  Contractors and Sub-Contractors whose access to NNS is being sponsored by SupShip-NN.(Organizational)  Contractors and Sub-Contractors sponsored by NNS shipbuilding, conversion, repair or overhaul programs.(Organizational)  Contractors and Sub-Contractors sponsored by NNS Facilities Department.(Organizational)  NNS employees who are participating in special programs authorized by the Sector Director of Security.(Individual)  NNS employees who are designated by their department head as “essential personnel”.(Individual)  NNS employees operating a vehicle leased to NNS.(Organizational) | | | | | | | | | | | | | | | | |
| **Person Sponsoring**  **Drive- In Request :**  **(Printed or Typed)** |  | | | | | | | **Phone:** | | | | | | **(****)** | | |
| **Sponsor Represents:** | **NNS Dept.#** **~**  **SupShip Code** **~**  **Other** | | | | | | | | | | | | | | | |
| **A separate form must be completed for each tag requested.**  **All applicable fields must be filled in with no abbreviations or acronyms.**  **This form can be scanned and e-mailed, hand carried or sent through yard mail by approved drive-in sponsors to:**  **Security Department Investigators Office, Drive-In Pass Administrator, Building 625-1.**  **The term “Drive-In” must be in the subject field of e-mail in order for this request to be processed.**  **Drive-In sponsors will receive an approval/disapproval e-mail within 48 hours.** | | | | | | | | | | | | | | | | |
| **By signing this request I certify that I understand the Newport News Shipbuilding vehicle access procedure (NN 12-206).** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Drive-In Sponsor Signature** | | |  | | | | | | **Date:** | | | | | |  | |
| **SupShip Security Approval**  **Typed or Printed** | | |  | | | | | |  | | | | | |  | |
| **SupShip Security Approval**  **Signature** | | |  | | | | | | **Date:** | | | | | |  | |
| **O15 Approval Printed** | | |  | | | | | |  | | | | | |  | |
| **O15 Approval Signature** | | |  | | | | | | **Date:** | | | | | |  | |