**nEWPORT nEWS sHIPBUILDING**

**Drive-In tag request**

NN 9297 (Rev 7)

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| **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:** |  |