

Exception to Policy Letter (Other)

Date: _____

From: (Name / Contact information of sponsor)
To: Commanding Officer, Naval Air Station Whidbey Island
Via: Installation Security Officer, Naval Air Station Whidbey Island

Subj: REQUEST FOR EXCEPTION TO POLICY - ACCESS BY OTHER THAN
AUTHORIZED MEMBER

Ref: (a) NASWHIDBEYINST 5530 (Series)

1. I request an exception to policy be made to allow (benefactor) access to Naval Air Station (NAS) Whidbey Island. The reason for the exception is: (EXPLICIT REASON FOR REQUEST).

2. I, (SPONSOR) understand that this exception is not made lightly. Access to NAS Whidbey Island is for the sole purpose of (EXPLICIT REASON FOR REQUEST). I understand that this badge has no escort privileges attached and that any use other than as requested / intended will result in the loss of privileges for this individual.

3. I understand that this exception to policy is for a period not to exceed six months. If longer access is required, a new request must be submitted no less than 30 days in advance to ensure there is no gap in access authorization.

4. I understand that proof of citizenship, a valid photo ID, and a completed SECNAV 5512/1 form must be submitted with this letter. I also understand a Criminal Background Check will be required prior to access being granted and that failure to pass this Criminal Background Check will result in a denial of access.

5. I understand that if the terms of this exception change for any reason, it is my responsibility to return the badge to the Visitor Control Center for destruction.

Very respectfully,

(Name of Requestor)