NAVSEA HQ PHOTOGRAPHIC AND RECORDING DEVICE PASS REQUEST

NAME

Phone

PEO / DIRECTORATE

EMAIL ADDRESS

DATE(S) REQUESTED

PHOTOGRAPHIC AND RECORDING DATA

DESCRIPTION

MANUFACTURER

MODEL

SERIAL NO.

SPECIFIC AREA(S) / FACILITIES WHERE THE ABOVE DEVICES(S) WILL BE USED:

FROM:

TO:

Countermeasures applied to the above device(s) to ensure protection against unauthorized recording, transmitting or exporting photographic images or audible information:

 ACKNOWLEDGEMENT OF NAVSEA PHOTOGRAPHIC AND RECORDING PASS POLICY

Requestor is responsible for preventing unauthorized recording, transmitting or exporting photographic images or audible information. Requestor understands photographic images and audible recordings are authorized in the areas below when neither classified information nor Controlled Unclassified Information (CUI) are present or revealed in any way:

1. Anywhere outside of NAVSEA HQ buildings.
2. In the areas below during NAVSEA approved ceremonies and special events:
   a. The Auditorium and Management Information Center
   b. The second floor atrium of building 197
   c. The cafeteria and the area immediately adjacent to the cafeteria on the first floor of building 197
   d. The area between the employee entrance and the elevators on the first floor of building 197
3. Photos taken in all these locations are considered approved for public release.
4. Additional areas approved in writing by SEA 09P1 on a case by case basis.

Additional exemptions to this requirement must be approved in writing in advance by SEA 00D and SEA 09P1.

5. All images/recordings are subject to the standard clearance process for public release in accordance with NAVSEAINST 5230.12: Release of Information to the Public, unless approved in advance by SEA 00D.
6. All restrictions and potential consequences including administrative and disciplinary actions apply if these restrictions are violated.
7. Possession of a Photographic and Recording Device Pass issued for NAVSEA does not constitute authority to take photographs in other command jurisdictions.
8. Photographers must comply with NAVSEA M-5510.2C SECTION 3-8 and 3-12.

Is the requestor a contractor? [ ]

If yes, does the requestor have access to similar government furnished equipment with protection equal to or better than NMC? [ ]

MY SIGNATURE AFFIXED TO THIS STATEMENT IS CERTIFICATION THAT I HAVE READ AND THOROUGHLY UNDERSTAND THE ABOVE CONTENTS.

REQUESTOR’S SIGNATURE

PRINT NAME

DATE

ENDORSE OFFICIALS

OFFICE HEAD SIGNATURE

PRINT NAME AND OFFICE CODE

DATE

DEPUTY COMMANDER / PEO COS SIGNATURE

PRINT NAME AND OFFICE CODE

DATE

APPROVING OFFICIAL

HEAD, SECURITY OPERATIONS DIVISION (SEA 09P1) SIGNATURE

ISSUE DATE

EXPIRATION DATE

[ ] APPROVED

[ ] NOT APPROVED

FOR OFFICIAL COMMAND PHOTOGRAPHERS AND PERSON BORROWING SEA 00D CAMERAS

DIRECTOR, CORPORATE COMMUNICATIONS (SEA 00D) SIGNATURE

PRINT NAME

[ ] APPROVED

[ ] NOT APPROVED

NAVSEA 5515/6 (Rev 09/13)