

## **2024 USS U. S. GRANT REUNION SEC NAV 5512 INSTRUCTIONS**

**IMPORTANT:** For **ALL** guests planning to attend the 2024 GRANT REUNION in October 2024, please read. For all **NON Military Retired Guests** planning to attend, you must submit a current 5512 Form to be cleared for access to the Navy Base for our events. Please follow the guidance below:

1. **IMPORTANT!** If you have an older **Retired Military ID Card** (Or Dependent ID) that has your Social Security Number on it, it is no longer valid and must be replaced. If you reside in an area of the country that does not have a Base and/or a location to get a new ID Card, you can do so when you arrive at Kings Bay. These old ID Cards will not scan through the Base Gate. The Gate Guard will instruct you where to go and how to get to the ID Issuing Office on the Subbase to obtain a new ID Card.
2. A current 5512 Form is **REQUIRED** to be submitted by anyone who does not have a Retired ID Card or a Dependent Retired ID Card.
3. 5512 Form (May 2021) is the current 5512 Form in use – no others accepted.
4. Your Social Security Number **MUST BE** included in Block 14 on the 5512 Form along with your Driver's License Number. Failure to complete this will result in the form not being turned into base security for processing. This is not an option, it must be filled out and submitted to be processed.
5. All blocks on the form must be filled out, with the exception of Blocks 25, 26, 27 and Block 29, they are not required. Block 28 **MUST ALSO BE INITIALED!**
6. VHIC (Veterans Health Insurance ID Card): Anyone who possesses an ID Card issued by the Veterans Administration **must still submit** a 5512 Form for access to the Kings Bay Naval Submarine Base. Once this form is submitted, and clearance approved, you must report to the VCC (Visitor Control Center) at the STIMSON Gate to get logged into the DBIDS System (Defense Biometric Identification System). The VHIC ID Card will then be good to be used for access to this Navy Base for 1 Year. If you do not submit a 5512 Form, and you attempt to gain access to the Base, the Officer screening you will not allow you access on the base if you do not come up on his system as having been cleared in DBIDS.
7. The 5512 Form must be submitted by the Submarine Museum to Base Security NLT 30 days from date signed by applicant.
8. Once 5512 is turned into Base Security by Keith Post from the Submarine Museum, he no longer has access to the forms.
9. Subbase Security will notify Keith Post at the Museum if there is any issue with an individual's Background Check that would deny entry into the base. Keith will reach out to those folks that any issue arises with their clearance/base access.