

EARLY LEARNING

Base Access: BAVR (Base and Visitor Request) Sponsorship *Procedure Naval Base Kitsap (NBK) Access

**This procedure may be updated throughout the program year due to new Performance Standards and improvements in OESD Early Learning systems, and to provide clarification.*

To serve military families, base access may be necessary. NBK Fleet and Family Readiness can sponsor staff to obtain base access for 6 months at a time, after staff have completed the BAVR Application. The following steps must be completed:

1. Complete the yellow highlighted sections and signature section of the BAVR Application:
<https://www.oesd114.org/wp-content/uploads/2023/01/BAVR-Application.pdf>
2. Submit the application and copy of driver's license via email to:
Beth Berkley beth.berkley.naf@us.navy.mil
N9 Admin Assistant
NBK Fleet & Family Readiness
 - a. In the email include:
 - i. Your role as part of the Olympic Educational Service District 114
 - ii. The frequency of need in accessing NBK (i.e. weekly for home visits)
 - iii. The anticipated first day of needing access to support family services
 - b. Your supervisor should be included in the email

NBK Fleet and Family Readiness will review the application. If approved, you will receive an email with the following step in order to receive your base access badge:

1. Go to Naval Base Kitsap – Bangor ID/CAC Card Processing Office
 - a. 1050 Trident Blvd., Silverdale, WA 98315
 - b. GO EARLY – Office opens at 7:00 (there is typically a long wait so plan to arrive before the doors open)
 - c. Bring proof of US Citizenship/Permanent residency AND current vehicle registration and proof of insurance

An access badge will be distributed to you after the completion of these steps. This badge will remain active for 6 months. Supervisors will support staff in the re-application process one month prior to deactivation to ensure sufficient time and will create a calendar invite 5 months after date of issue as a reminder. Supervisors will also notify NBK Fleet and Family Readiness of any badge that needs deactivation due to employment separation.

ERSEA Community Engagement Coordinator will coordinate with NBK Fleet and Family Readiness at least twice yearly and will provide updated contact information when necessary (and subsequent updating of this procedure).

Base access is only permitted for work related activities.