





**NAVY LEAGUE OF THE UNITED STATES**  
**CAMDEN – KINGS BAY COUNCIL**  
*Administration & Membership*  
navyleaguemembership@tds.net

November 2, 2007

**To: Camden-Kings Bay Council Members  
Navy League Of the United States**

**Subject: Required Background Investigation**

The Navy League's Camden - Kings Bay Council sponsors access to Naval Submarine Base Kings Bay, and use of certain facilities, for members in good standing of both the national Navy League and the local Council. In light of security restrictions imposed by the Department of Defense, all members (except retired military) must complete the attached "Consent Form" and submit to an NCIC background check if access to base facilities is desired. The Consent Form and background check must be completed annually to renew your privileges.

To apply for or to renew your privileges, complete the Consent Form, have a responsible person witness your signature, and mail the Form to:

United States Naval Submarine Base  
Security Department Code NP14  
1063 USS Tennessee Avenue  
Kings Bay, GA 31547-2606  
Attn: Cheryl Parish

If you have provided an e-mail address you will be notified by a representative of the local Navy League when your background check has been completed, after which you may apply for your badge and decals at the Base Pass & ID Office. It will take approximately 10 – 14 working days to complete the check. If after two weeks you do not hear from the Navy League regarding your background check you may contact the Pass & ID office at (912) 573-1180 to determine the status of your request.

When requesting a pass and vehicle sticker, please keep the following in mind:

- You can only be approved for a pass after successful completion of a background check.
- You must be a member in good standing of both the national Navy League and local Council to obtain Navy League-sponsored base access.
- NCIC background checks are valid for one year and must be repeated annually to maintain your privileges; you should submit a new Consent Form at least 30 days prior to expiration of your current pass.
- To register your vehicle and obtain a decal, you must present the vehicle registration and proof of insurance. To obtain your ID badge you must show a valid driver's license or other official picture ID.

Bear in mind that obtaining a base pass and vehicle sticker is a *privilege* and a *courtesy* extended by the Navy, and not a *right*. Support for the men and women of the Sea Services, for their current and future missions and for new initiatives critical to a strong maritime presence are the driving principles and goals of Navy League membership.

Please contact me at 912-882-4759, ornavyleaguemembership@tds.net, if you have any questions.

Best Regards

David Burch  
Camden – Kings Bay Navy League  
Membership Coordinator

