



DEPARTMENT OF THE NAVY
FLEET READINESS CENTER EAST
PSC BOX 8021
CHERRY POINT NC 28533-0021

Canc: June 2023

FRCEASTNOTE
5100 JC10000-DWR
9 Jun 2022

FRC EAST NOTICE 5100

From: Commanding Officer, Fleet Readiness Center East

Subj: CORONAVIRUS DISEASE 2019 POLICY FOR OFFICIAL ONSITE VISITORS

1. Purpose. To issue and establish Fleet Readiness Center East (FRC East) policy implementing the use of FRCE Form 5100/82, "Pre-Travel & Site Access Questionnaire," DD Form 3150, "Contractor Personnel and Visitor Certification of Vaccination," and FRCE Form 5100/81, "Coronavirus Disease 2019 (COVID-19) Risk Mitigation Plan" for documenting the status of all visitors at FRC East.
2. Scope. This notice is applicable to all onsite visitors at FRC East.
3. Background. In accordance with Department of Defense (DoD) direction, visitors to FRC East must provide certification of their vaccination status prior to entering the facility. Visitors are defined as individuals coming on-site for a short duration, typically from a few hours on a single day to a multi-day duration, usually no longer than a week. This may include contractors visiting for a brief period. However, this policy is not intended to address contractors with reoccurring work scope requirements on the FRC East site.
4. Action. Sponsors are responsible for their visitor completing the following steps, depending upon if vaccinated or unvaccinated. In all cases, the sponsor is the owner who ensures all requirements are met for their visitor(s). The Response Management Center (RMC) and Security Division (JC11000) are resources to assist as outlined within, however, the sponsor must own the process from start-to-finish with timely planning to ensure their visitor meets all requirements.

a. All Visitors

(1) The timeline for a sponsor to receive a visitor request at least 5 workdays prior to the visit. Emergent visitor requests will be reviewed on a case-by-case basis to ensure command mission need is met.

(2) Complete FRCE Form 5100/82 as provided to the visitor by the sponsor, which seeks details concerning symptoms, recent travel and other information to allow a risk assessment that will be used to establish terms of entry. The form is to be completed by each visitor and returned to the sponsor, with the visitor retaining a copy for potential presentation upon arrival at Security check-in.

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(3) In accordance with the requirements in Force Health Protection (FHP) Guidance Supplement 23, Revision 3, including any subsequent publications cancelling, revising, or updating such guidance, DoD Contractor personnel and official visitors must certify their vaccination status, using DD Form 3150.

Note: Visitors who are not fully vaccinated and visitors who decline to respond must present the results of a recent negative COVID-19 test as a condition of physical access to DoD buildings and DoD-leased spaces when the site-visit location county has a Community Level of **MEDIUM** or **HIGH**, as determined by the Center for Disease Control (CDC).

(4) Complete DD Form 3150, which solicits authorized information from the visitor relating to vaccination status. It is not necessary for sponsors to view or collect supporting information (e.g. vaccination card) from the visitor upon completing this form. It is the visitor's responsibility to certify their information is accurate and true. This form is to be completed by each visitor, irrespective of the visitor's vaccination status or the current Community Levels. The completed form is to be returned to the sponsor, with the visitor retaining a copy for potential presentation upon arrival at Security check-in.

(5) Wearing of face coverings (covering of the mouth and nose) is required under the following circumstances:

(a) When the site-visit location county has a Community Level of **HIGH**, as determined by the CDC, regardless of vaccination status.

(b) The information provided by the visitor in FRC East Form 5100/82 and/or DD 3150 warrant mask wearing as part of the mitigation plan and approval of the visit.

(6) The visitor has reported risk factors, and the purpose for the visit is mission critical OR cannot be conducted by another individual, as validated and verified by the FRC East sponsor and approved by the sponsoring department head.

(7) Any other reason determined by FRC East to place personnel at risk of exposure to COVID-19.

(8) All visitors and accompanying/participating FRC East personnel are required to practice strict physical distancing ("social distancing") (maintain distances between persons by 6 feet or greater), unless the authorized functions being performed will prohibit this practice. In that case, working in close proximity to others will be strictly limited to that necessary to perform the function, with all attempts to keep the time of close proximity to less than 15 minutes in a single 24 hour period. This measure is a safety protocol currently required in all DoD facilities irrespective of the Community Levels determined by the CDC and irrespective of vaccination status. Additionally, visitors, sponsors and participating FRC East employees are to

avoid engagements and events off-site that do not permit social distancing, such as off-site social events, working lunches, and group gatherings that would not be permitted while on-site based on the number of participants and the spacing requirements.

The sponsor is responsible for enforcement of these safety practice. Visitors who fail to adhere to this requirement may be denied access to FRC East facilities and workspaces.

b. Sponsors and Department Representative(s) (for vaccinated visitors)

(1) Upon receipt of FRCE Form 5100/82 and DD Form 3150 from the visitor, sponsors will provide both forms to the designated department representative and consult with the RMC where the visitor declares OCONUS travel or travel outside of 400 miles from areas with a **MEDIUM** or **HIGH** Community Level as defined by the CDC.

(2) Department representatives will enter visit request information in the electronic FRC East Visitor’s Database and forward a copy of all forms to FRC East Physical Security personnel prior to arrival of the visitor.

(3) Department representatives will retain hardcopies of FRCE Form 5100/82 and DD Form 3150 for each visit for 60 calendar days following the visit in controlled unclassified (CUI) protected files. All electronic records will be deleted by the sponsor and department representative after the visitor is on-site. Hardcopies will either be destroyed or returned to the visitor after 60 days.

Vaccinated Visitor Requirements

Requirement	Who Provides to Visitor	Who Completes	Who Approves	Who Enters into FRC East Visitor Database	Who Receives Final Approved Document
FRCE Form 5100/82	Sponsor	Visitor, as provided by sponsor	Sponsor, after consult with RMC where risk factors exist	Designated Department Representative	Sponsor (upon completion) and Security (prior to arrival)
DD Form 3150	Sponsor	Visitor, as provided by sponsor	Sponsor (consult with RMC if needed)	Designated Department Representative	Sponsor (upon completion) and Security (prior to arrival)

c. Unvaccinated (or declined response) visitors

(1) Visitors who desire entry to FRC East facilities and workspaces are encouraged to be fully vaccinated. If the sponsor is evaluating an unvaccinated visitor or those who decline to disclose vaccination status, the sponsor must assess and be prepared to articulate the determination to the approving Department Head regarding whether there are other options and what those options are and whether there are fully vaccinated individuals to perform the functions required by the visit.

(2) Complete and comply with all requirements listed in paragraph 4(1)(a) through (f).

(3) Perform a COVID-19 Food and Drug Administration (FDA) approved test (administered within 72 hours of the on-site visit) and present the results to the sponsor when the site-visit location county has a Community Level of **MEDIUM** or **HIGH**, as determined by the CDC. If the test is positive for COVID-19, the visitor will be denied access for a period not to exceed the required isolation period, based on FRC East's Positive Diagnosis protocols, and the visitor is 24 hours fever-free with all other symptoms improving OR the visitor completes the required isolation period and remains symptom-free.

(4) For authorized unvaccinated (or those declining to respond in DD 3150) visitors determined necessary by the department head, the following are required:

d. Sponsors and Department Heads (for unvaccinated visitors)

(1) Upon receipt of FRCE Form 5100/82 and DD Form 3150 from the visitor, the sponsors will provide both forms to the designated department representative and consult with the RMC where the visitor declares OCONUS travel or travel outside of 400 miles from areas with a Medium or High Community Level as defined by the CDC.

(2) Convey to the unvaccinated visitor of the requirement to perform a COVID-19 FDA-approved test (administered within 72 hours of the on-site visit) when the site-visit location county has a Community Level of **MEDIUM** or **HIGH**, as determined by the CDC.

(3) Verify negative results of the visitor's required test (when applicable). If a negative test cannot be confirmed, the visitor is denied access to FRC East.

(4) If the results are positive for COVID-19, the sponsor will immediately notify the RMC and based on that discussion, inform the visitor of the terms on which the visitor will be granted access. Note that access will be denied for a period not to exceed the FRC East's Positive Diagnosis protocols, and where the visitor is 24 hours fever-free with all other symptoms improving OR for visitors who test positive for COVID-19 and have no symptoms, a period not to exceed the required isolation protocol for asymptomatic persons. The sponsor does not maintain hardcopy or electronic copy of test results.

(5) Sponsor completes FRCE Form 5100/81, which outlines who is visiting FRC East, the purpose of the visit, the necessity of the particular individual, and the plan for mitigating risks. The sponsor may consult with the RMC for assistance in risk mitigation efforts where there has been OCONUS travel reported on the 5100/82 or other COVID-19 risk factors have been reported by the visitor, including travel from a **HIGH** Community Level area within the United States or its territories.

(6) Department head reviews and considers approval of FRCE Form 5100/81.

(7) Department head returns FRCE Form 5100/81, if disapproved, to the sponsor or dispatches FRCE Form 5100/81, if approved, to the sponsor and department representative for use in the visitor request process required by JC11000.

e. Sponsors and Department Representative(s):

(1) Sponsors will provide FRCE Form 5100/82 and DD Form 3150 as well as an approved FRCE Form 5100/81, and a statement validating they verified the contractor's negative COVID-19 test results to the designated department representative.

(2) Department representatives will enter visit request information in the electronic FRC East Visitor's Database and forward a copy of required forms to JC11000 prior to arrival of the visitor.

(3) Department representatives will retain hardcopies of FRCE Form 5100/82 and DD Form 3150 for each visit for 60 calendar days following the visit in an appropriate CUI protected file location with restricted access. All electronic records will be deleted by sponsor and department representative after the visitor is on-site. Hardcopies will be destroyed after the 60-day window.

Unvaccinated Visitor Requirements

Requirement	Who Provides to Visitor	Who Completes	Who Approves	Who Enters into FRC East Visitor Database	Who Receives Final Approved Document
FRCE Form 5100/81	Not applicable	Sponsor, in consultation with RMC IAW the above	Department Head	Not applicable	Sponsor and department representative (for use in Visitor DB)
FRCE Form 5100/82	Sponsor	Visitor, as provided by sponsor	Sponsor, after consultation with RMC if risk factors (travel or contacts) are reported	Designated Department Representative	Sponsor (upon completion) and Security (prior to arrival)
DD Form 3150	Sponsor	Visitor, as provided by sponsor	Sponsor review and take action for unvaccinated or declined response IAW the above	Designated Department Representative	Sponsor (upon completion) and Security (prior to arrival)

5. Records Management. Records created as a result of this notice, regardless of media and format, will be managed per SECNAV M-5210.1, Department of the Navy Records Management Program.

6. Cancellation Contingency. This notice is in effect for 1 year or until it is superseded by another notice, whichever occurs first.

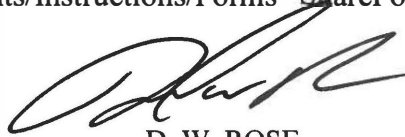
7. Forms

a. FRCE Form 5100/82, “Pre-Travel & Site Access Questionnaire” is available on the FRC East Forms link located on the “Documents/Instructions/Forms” SharePoint web page.

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b. DD Form 3150, "Contractor Personnel and Visitor Certification of Vaccination" is available on the Official DoD Website for DoD Forms.

c. FRCE Form 5100/81, "COVID-19 Risk Mitigation Plan" is available on the FRC East Forms link located on the "Documents/Instructions/Forms" SharePoint web page.



D. W. ROSE
By direction

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