

YOUR COMPANY'S LETTERHEAD

Today's Date (ex: 4 September 2025)

To: Fleet Readiness Center East via [FRC East Point of Contact, i.e. PM]

Subj: Request for Contractor Access

To Whom It May Concern:

Requesting Fleet Readiness Center (FRC) East provide unescorted access for the following dates to perform work in accordance with the following:

Contract Number N40085XXDXXXX

Task Order Number N40085XXFXXXX

Project Title: Title

Purpose of Visit: Short description of SOW

Classified/Unclassified: Select as necessary

Prime Contractor: Your Company

Prime Contractor Contact: Name, Phone#, Title, & email

Persons needing unescorted access for the above listed dates:

Last Name	First Name	Middle Name	Traveling from Point	Citizenship	Company
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(Note to Contractor: If foreign national: Copy of Work Visa/Green Card (Front & Back))

The FRC East Point of Contact is name, phone number, and email address.

The FEAD Contracting POC is Josef Vallone, 910-526-8777, and josef.a.vallone.civ@us.navy.mil.

I affirm the FRC East Information Brochure was read and understood by all persons listed on this visit request. I also affirm the understanding that cameras or other types of photographic equipment are prohibited from use while aboard FRC East. *(Note to Contractor: The FRC East Information Brochure may be obtained by their FRC East sponsor on the CP-Web under Security (Physical Security) "FRC EAST ACCESS CONTROL – FRCEASTINST 5000.1A CH-1 Encl: (1)" or at Building 137, Security Guard Post 1. Please have them read prior to their arrival.)*

Regards,

Contractor Name

Title