

Naval Facilities (NAVFAC) Engineering and Expeditionary Warfare Center (EXWC)

OUTREACH REQUEST FORM

Please return form to:

Carina B. Morgan, M.T.A., C.V.A.
STEM Program Manager
NAVFAC EXWC Office of Technical Director
(805)982-1864
EXWCSTEM@navy.mil

Request Policy:

Reservations are made on a first come, first serve basis. Please have an alternative date ready if your first requested date is already taken.

Please submit your requests at least three weeks before your preferred program date.

Coordinate all scheduling (including meeting time, breaks, and informational material if any is needed) through the STEM Program Manager.

In accordance with 'FP policies,' all photographic and video recording devices are prohibited. No photography or videography will capture base structures or property without written consent from the NVBC or the NAVFAC EXWC Public Affairs Officer.

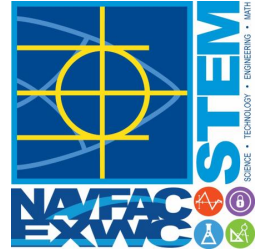
Tour Policy:

Visitors over the age of eighteen must be in possession of a valid form of government-issued photo identification and must be on the Access List. Visitors must comply with all federal, state and local laws and Naval Base Ventura County (NBVC) Instructions while on board NBVC installations. All adults over the age of 18 who are U.S. citizens participating in a lab tour must submit a [SECNAV 5512/1](#) form to the STEM Program Manager at least 10 business days before an approved site visit.

No food or drinks are permitted. No pets allowed in the building, except for designated Service Animals (emotional support animals are not permitted).

Date of Request _____

- ✓ *Estimated turnaround time for field trip and/or speaker requests is 5 – 10 business days.*
- ✓ *Requests are scheduled on a first come first serve basis.*
- ✓ *Three-weeks advance notice is required.*
- ✓ *A request is not confirmed until the STEM Program Manager sends an electronic email confirmation.*



Requestor Contact Information:

Requestor Name: _____ Organization: _____

Phone: _____ Email: _____

Type of Request (*select one type per request form*):

1) Navy Engineer or Scientist in the Classroom (45 minutes), check all that apply:

- Computer Engineer
- Electrical Engineer
- Environmental Engineer
- Mechanical Engineer
- Civil Engineer
- Computer Scientist
- Other: _____

Day of Point-of-Contact:

On-site Contact Name: _____

Address of Program/Event: _____

Phone: _____

Email: _____

2) Lab Tour Request at NVBC Port Hueneme (One hour) , check all that apply:

Tours are available 09:00 – 14:00, Monday – Thursday. For groups with students under the age of 18, one adult chaperone is required for every ten students. Anyone 18 and over, visiting Naval Base Ventura County is subject to background screening. Site visits last no more than one hour and groups will be escorted on-base and off-base by a Navy representative. No food, beverages, or large bags allowed in the research lab.

- Concrete Lab
- Construction Equipment Division
- Deep Ocean Lab
- Desalinization Lab
- MUSE Tour
- Public Works Lab

Day of Field Trip Representative:

On-site Contact Name: _____

Cell Phone: _____

Details:

Preferred date: _____ / _____ / _____

Alternate date: _____ / _____ / _____

Preferred time: _____ to _____

Alternate time: _____ to _____

Grade Level(s): _____ Number of Youth (under 17): _____ Number of Adults (18 and over): _____

Number of Chaperones (18 and over): _____

Contact the STEM Program Manager at EXWCSTEM@navy.mil for more information.