



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 5510.15R
N3AT
18 Aug 18

NAS PATUXENT RIVER INSTRUCTION 5510.15R

From: Commanding Officer, Naval Air Station Patuxent River

Subj: REGULATIONS GOVERNING ADMISSION TO THE NAVAL AIR STATION,
PATUXENT RIVER, NAVY OUTLYING FIELD WEBSTER, AND NAVAL
RECREATION CENTER, SOLOMON'S, MARYLAND

Ref: (a) NASPAXRIVINST 5510.16K
(b) OPNAVINST 5530.14
(c) NASPAXRIVINST 5340.2
(d) DoD Directive 2000.1
(e) HSPD 12
(f) SECNAVINST 5510.34A
(g) Directive-Type Memorandum 8-003
(h) DoD Directive 5230.20
(i) CNICINST 5530.14A
(j) NASPAXRIVINST 11015.6K
(k) SECNAVINST 5211.5

Encl: (1) Regulations for Admission to the Naval Air Station Patuxent River, Outlying Field Webster, and Navy Recreation Center Solomon's, MD
(2) Department of the Navy Local Population ID Card/Base Access Pass Registration
(3) Driver's Request
(4) Documents that Establish Identity: List of Acceptable Documents
(5) NRC Solomon's Checklist

1. Purpose. To publish regulations governing admission to the Naval Air Station(NAS) Patuxent River Complex, including Outlying Field(OLF) Webster, and Naval Recreation Center

2. Cancellation. NASPAXRIVINST 5510.15Q, and NASPAXRIVINST 5230.1A are cancelled and replaced with this instruction.

3. Responsibilities. Entry onto NAS Patuxent River is prohibited except with the consent of the Commanding Officer. References (a) through (k) provide additional guidance.

4. Action. Authority to control access to Navy installations varies based on jurisdiction, property rights, and geographic location. Commanders at all levels are responsible to ensure Navy personnel understand their legal authority.

18 Aug 2018

(9) Manage current and future access control requirements based on operational vulnerabilities. Lead the project management team by providing review and feedback of systems, to include emerging technologies, in support of the Region, Navy Facilities Engineering Command Headquarters Anti-Terrorism Plan Ashore and Commander, Navy Installations Command (CNIC).

(10) Ensure that debarment information obtained from the installation Staff Judge Advocate (SJA) is current and uploaded into the Consolidated Law Enforcement Operation Center or its successor system, and appropriate NPACS database.

(11) Establish procedures to issue visitor passes during VCC non-operating hours, that ensure individuals meet all requirements outlined in this instruction.

(12) Establish procedures for reporting lost/stolen ID cards or access credentials.

c. The Visitor Control Center Supervisor shall:

(1) Ensure individuals that request access are properly proofed and vetted and meet other ICO entry requirements prior to issuance of an access credential.

(2) Ensure NPACS is coded to prevent issuance of new credentials to personnel who have failed to return previously issued access credentials.

d. The Single Source Coordinator (SSC) shall:

(1) Oversee registration and clearance for vendors, contractors, and drivers providing transportation services; e.g., taxicab, limousine, ride share, and shuttle services.

(2) Serve as the approval authority for business entities operating transportation services on the installation in accordance with region/installation policies.

(3) Verify transportation service vehicle operators have completed appropriate vetting and met fitness standards and other access requirements for installation access.

(4) Collect expired credentials within one working day of notification and conduct quarterly reviews with transportation service companies to verify which drivers with access credentials remain employed with the company.

(5) Coordinate issues between the installation security department and contractors.

e. A Sponsor or sponsoring organization shall:

(1) Ensure contracts contain requirements for contractor personnel to return base access credentials to the issuing office when the contract is completed, or when a contractor employee no longer requires access to the installation.

(2) Ensure issued access credentials are retrieved and returned to the issuing office when the relationship (employer/employee) that served as justification changes, or is terminated.

(3) Provide the ISO relevant information from the Foreign Visits System (FVS) and Foreign Visits System Confirmation Module (FVS-CM).

f. Personnel requesting recurring and unescorted access to an installation with NPACS shall:

(1) Enroll their credential in the NPACS according to locally established guidance.

(2) Carry their approved credential on their person while in a duty status or when on the installation.

(3) Present their approved access credential to any Navy Security Force (NSF) personnel upon request. Refusal to present the approved credential may result in immediate surrender of the credential, detention of the individual, or other administrative or punitive action in accordance with unauthorized access procedures.

(4) Report a lost or stolen access credential to the local security department and ID card issuance office. For Common Access Cards (CAC), the individual shall be required to present documentation from the local security department or CAC sponsor confirming the CAC has been reported lost or stolen.

(5) Inform the sponsoring organization of any change to the official relationship (employer/employee) that served as the basis for access.

(6) Turn in access credentials to the issuance office or sponsoring organization when the credential expires or when the basis for obtaining the credential no longer exists.

(7) Register their privately owned vehicle (POV) in accordance with Joint, Combatant Commander, and installation guidance.

g. The Public Affairs Officer will:

(1) Approve/disapprove visits by representatives of the press, magazines, radio, television, and still or motion picture media.

(2) Provide escorts for approved visitors, as required, and coordinate visits with the ISO.


h. The Legal Officer will approve and notify the ISO of vendor representatives authorized to conduct business on board the installation.

- i. The Command Duty Officer (CDO) will assist the ISO in the enforcement of these regulations.
- j. The Air Operations Officer will notify the Security Department of the landing of any unscheduled flights and coordinate required documentation and processing.
- k. All persons accessing the NAS Patuxent River complex should become familiar with this instruction and comply with procedures in enclosures (a) through (k).

5. Forms. DoD CAC, DD Forms 2 and 1173 are controlled items issued by the C

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012. ICOs shall protect civil liberties, privacy, and Personally Identifiable Information (PII). PII collected and utilized in the execution of this instruction must be safeguarded to prevent any unauthorized use, disclosure and/or loss. Installations shall ensure the collection, use, and release of PII complies with the requirements of DoN Regulations

7. Review and Effective Date. Per OPNAVINST 5215.17A, the VCC Supervisor will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Gateway 2.0
<https://g2.cnmc.navy.mil/CNICHQ/Pages/Default.aspx>

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Regulations for Admission to the Naval Air Station
Patuxent River (NASPR), Outlying Field
Webster (OLF Webster), and Navy Recreation
Center (NRC) Solomon's, MD

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CHAPTER 1

INSTALLATION ACCESS CONTROL

1. Objective. The objective of installation perimeter access control is to physically control personnel and vehicular entry to installations, facilities, and resources. Access will be either unescorted or escorted.

a. *Authenticating* an individual's identity and determining their fitness is a core principle of installation access control.

b. *Identity proofing* is the process of providing sufficient information (e.g., identity history, credentials, and documents) when attempting to establish an identity.

c. *Vetting* is an evaluation of an applicant or a card holder's character and conduct for approval, or denial, of the issuance of an access control credential for physical access.

d. *Fitness* is the level of character and conduct determined necessary for the basis of access control decisions. For the purposes of this chapter, fitness criteria are further defined as:

(1) Person presenting the credential has been properly identity proofed and vetted.

(2) Person has a credential authorized to facilitate access.

(3) Person matches the credential authorized to facilitate access. See chapters 3 and 4 of this instruction for further guidance regarding NPACS.

(4) The individual must have a valid purpose to be on the installation and be properly sponsored, as applicable. Possession of a valid/authorized credential does not automatically authorize access to every installation.

(5) Authorized credential is still valid and not expired.

e. Persons can be authorized "escorted" or "unescorted" access:

(1) *Escorted Individuals* - Personnel who require access, without determination of fitness, must be accompanied at all times by a sponsor with authorization to escort the individual. The sponsor accepts responsibility for the fitness and conduct of the escorted individual and the escort requirement is mandated for the duration of the individual's visit.

(2) *Unescorted Individuals* - Personnel who have been identity proofed and favorably vetted. However, they are still subject to any controlled or restricted area limitations, as appropriate.

f. Other considerations for controlling installation access include, but are not limited to:

- (1) Escort qualifications, responsibilities, and authorizations.
- (2) Sponsorship qualifications, responsibilities, and authorizations.
- (3) Access privileges at each Force Protection Condition (FPCON).
- (4) Critical or Mission-Essential Personnel (MEP) designation.
- (5) Emergency response designation, if applicable.
- (6) Day and time designation for access.
- (7) Locations authorized for access.

g. Vetting standards. The minimum vetting standard requires an inquiry of the U.S. Government (USG) authoritative data sources included in CNICINST 5530.14A, paragraph 1205.a.c. prior to issuing access credentials, to include but not limited to, legacy local and future NACVMS credentials, DBIDS, and visitor passes.

CHAPTER 2

VISITOR CONTROL CENTER

1. Hours of Operation. The normal business hours for NASPR Visitor Control Center (VCC) are between 0630-1500 Monday through Friday, except holidays and every other Friday (closed at 1300 for training).
2. Office Contact Information
 - a. Gate 2 Main VCC (Bldg. 2189)
 - b. Phone (301) 342-3231
 - c. Fax (301) 342-4402
3. Supervisor Contact Information
 - a. Office Phone (301) 757-9790
4. Personally Identifiable Information (PII). VCC personnel will ensure PII is handled in accordance with SECNAVINST 5211.5_ and is protected at all times from public scrutiny and secured in a manner that prevents unauthorized disclosure.
 - a. Employees and visitors will be required to provide PII when requesting access to the installation.
 - b. VCC personnel will request all PII information to be entered on a key pad or written by individuals requesting assistance.
 - c. Social Security Number (SSN) will only be maintained by the VCC in the following three systems:
 - (1) Base Access Security Information Control System (BASICSII Database)
 - (2) Defense Biometric Identification System Database (DBIDS).
 - (3) Consolidated Law Enforcement Operations Center (CLEOC).
 - d. All forms containing PII will be handled, stored and disposed of in accordance with SECNAVINST 5211.5, reference (k).

CHAPTER 3

AUTHORIZED IDENTIFICATION FOR ACCESSING THE INSTALLATIONS

1. The following are identification credentials or badges that are accepted for unescorted access onto NASPR for employment or authorized activities.

- a. Military Active Duty CAC.
- b. Military Retired Teslin ID Cards.
- c. Military Dependent Teslin ID Cards.
- d. DoD CAC.
- e. DoD Contractor CAC with Green Bar.
- f. DoD Non-U.S. Citizens CAC with Blue Bar.

g. Military Retired and Military Dependent Cards. Issued by the DoD to eligible individuals in order for them to receive Uniformed Services benefits and privileges. Cards authorize access to commissary, exchanges, dispensary, and for morale, welfare and recreation (MWR) privileges. They are not to be used for entering installations representing a company/agency to conduct official business (i.e. meetings, technical work, repair equipment, work on construction sites, sales, etc.).

h. DoD Civilian Retiree CAC ID Card. Issued for access to MWR facilities for retired DoD civilians. They are not to be used for entering the installation representing a company/agency to conduct official business (i.e. meetings, technical work, repair equipment, work on construction sites, sales, etc.). DoD civilian retirees are only authorized to sponsor their spouse with the use of this credential.

i. Transportation Worker Identification Credentials (TWIC). TWIC holders must be vetted via the VCC, along with government sponsorship, prior to access permission. A DON Local Population ID Card/Base Access Pass Registration Form (SECNAV 5512/1) must be completed to facilitate a National Crime Information Center (NCIC) background check prior to access being granted.

j. Navy Criminal Investigation Service (NCIS). Agents are permitted to escort individuals onto the installation without obtaining a visitor pass or showing ID credentials for escorted individuals.

- k. Access Cards (OPM Background Investigators).

- l. DBIDS Credential
 - m. DBIDS Visitors Pass
 - n. United States Postal Service (USPS) credentials.
 - o. Defense Security Service (DSS).
 - p. Federal Aviation Administration (FAA)
2. U.S. Government-issued Personal Identification Verification Interoperability (PIV-I/II) credentials. PIV-I/II credentials are acceptable forms of identification for unescorted access, but shall not be accepted as stand-alone ("flash pass") credentials at Entry Control Points (ECPs) for access onto any Navy installation or facility. Personnel will be directed to the VCC to be issued a visitor's pass upon confirmation by the point of contact.
3. Federal Law Enforcement. Federal LE special agents and uniformed police officers will be granted unescorted access upon presentation of appropriate credentials along with their Federal PIV-I credential when on official business in all force protection conditions. Access to tenant command spaces is unauthorized without prior approval from the affected chain of command.
4. State, County, local Law Enforcement, Fire and EMS Personnel. Members are only authorized to access the installation when responding to a mutual aid call or other official or operations related business.
5. Buses. State and local school bus service vehicles will be authorized entry to the installation for the purpose of picking-up or dropping-off government personnel and their family members. Identity proofing and vetting of all drivers will be conducted prior to authorizing the drivers' installation access.
6. Water Access. Visitors arriving by watercraft will be coordinated with the installation physical security division via MWR for personal watercraft access. Coordination directly with installation physical security division is required for official watercraft access. Accessing the installation by personal watercraft without prior coordination is not authorized.
7. Air Access. Visitors arriving by aircraft will be coordinated with Air Operations at 301-342-3836. Requests will be routed through the ISO, ATO and NAS Physical Security. Foreign nationals landing on the installations must be entered into BASICS II and vetted via Information Security (INFOSEC), Operation Security (OPSEC), and the VCC a minimum of 10 business days prior to access requirement.
8. Entry Control. Sentries will control pedestrian and vehicle access at all ingress/egress points based on the presentation of valid access or identification credentials identified above. Physical

and visual inspection of identification media shall be conducted by NSF at physical control access points. This inspection includes:

- a. Picture: Visual match of the photograph on the card to the person presenting the identification.
- b. Expiration: Confirmation that the expiration date has not yet passed (same day is okay).
- c. Tampering: Comparison and visual review of the card for unique topology and security design requirements. The visual check of the card will include verifying authenticity by checking the anti-counterfeit and/or fraud protection measures embedded in the credential.
- d. DBIDS scanner policies and procedures are copied under separate instruction.

CHAPTER 4

VISITORS

1. All persons must have valid federal or state issued photo identification in their possession to be allowed access to the NASPR Complex. It is critical to note guidance in DTM09-012 statement that, "All unescorted persons entering DoD installations must have a valid purpose to enter, have their identity proofed and vetted, and be issued, or in possession of, an authorized and valid credential" and "security measures shall be applied based on type of installation, security level, category of individuals, FPCONs, and level of access to be granted."

2. Official Visitors. All visitors shall be processed through the VCC to be issued the appropriate ID media. The visitor's Government Point of Contact (POC) or the command's designated BASICSII data entry clerk shall enter into the BASICSII database all information necessary to approve the visit. A visitor will only be issued a temporary visitor pass once the sponsor has approved and scheduled their visitor in BASICS II. The VCC staff shall perform an NCIC criminal background check to establish suitability for access. The visitor will then be issued the appropriate pass. Visitors possessing dual citizenships or employed by a foreign owned company will be processed as a foreign national.

3. For other persons requiring access that do not have one of the credentials identified in Chapter 2, sponsors must provide information using the following means:

a. BASICS II. BASICS II can be accessed via <https://basics.navair.navy.mil>. The government point of contact can request an account through the website. Individuals assigned to NASPR Complex will be required to be entered into BASICS II when checking in. All visitors who are entering the NASPR Complex must be entered into BASICS II by their Government Point of Contact.

b. All visitors not in possession of qualifying credential identified in Chapters 2 or 3 must complete and provide a SECNAV 5512/1 for access and vetting.

4. Privacy Act.

a. Authority. SECNAVINST 5211.5E.

b. Principle Purpose. Information will be used by NASPR to comply with vetting requirements for individuals requesting access to its installations.

c. Disclosure Voluntary. Non-compliance will result in denial of access to the NASPR Complex.

d. Data subject to protection under the provisions of the Privacy Act of 1974 – For Official Use Only – Privacy Sensitive - Any Misuse or Unauthorized Disclosure May Result in Both Civil and Criminal Penalties

5. Department of Navy Local Population ID Card/Base Access Pass Registration (SECNAV 5512/1). The SECNAV 5512/1 will be used to vet visitors. If any of the form is not complete, the form will be returned for correction. Individuals will be required to present one form of identity source documentation from the list of approved documents located in Chapter 6 of this instruction. A background check will not be conducted nor will a pass be issued if proper identification is not presented.

a. Per the NAVAIR Compliance Office the Contractor Base Access Request form is no longer authorized as a means to gather Personally Identifiable Information for base access. Government POCs must use the SECNAV 5512/1.

6. Sponsors. It is the responsibility of the sponsor to ensure that all required paperwork for any visitor(s) that do not have one of the required credentials is submitted no less than five (5) business days prior to the visit. Government POCs are to ensure documentation is completely and correctly filled out. Paperwork will be processed in the order of receipt.

a. Sponsors will ensure visitor(s) have appropriate contact information should the VCC encounter a problem with the visit request. VCC personnel will attempt to make contact with the Government POC listed in BASICSII if there are any problems.

b. Sponsors will instruct their visitor(s) on the procedures for being processed through the VCC and the requirement to present the following documentation.

(1) Valid federal or state issued photo ID.

(2) For vehicle, a current certificate of state registration as required by the state in which the vehicle is registered (i.e. registration card).

(3) Current proof of insurance (current insurance card or policy) for vehicle being operated.

- (4) Emissions testing results if required by the county/state the vehicle is registered in.
7. Trusted Traveler Program (TTP). A procedure that allows for uniformed service members or family members 16 years or older, DoD employees, CAC holding contractors, retired uniformed service members and spouses, and DoD civilian retirees to vouch for occupants in their immediate vehicle; provided the trusted traveler in the vehicle possess an approved identification. DoD employees (military, civilian, or CAC holding Contractor) may sponsor the vehicle behind them in a work capacity at NRC Solomon's only.
- a. Housing Residents with the appropriate DBIDS credential are authorized to escort persons in the same vehicle to and from their residence only.
- b. Trusted travelers are responsible for the actions of all occupants in their vehicle and for meeting all security requirements for escorting as identified below.
- (1) Trusted travelers may only escort individuals who are U.S. citizens onto the installation for personal, recreational, and command events. Foreign Nationals must be processed by the VCC prior to gaining access to the installation.
- (2) Trusted travelers are not authorized to make multiple trips to bring individuals on and off the installation.
- (3) All guests individual(s) 16 years of age and older within the vehicle must have valid federal or state issued photo ID and shall remain with their escort at all times.
- (4) The privileges identified in this section will not apply when the installation is in Force Protection Conditions Charlie or Delta.
- (5) The trusted traveler program is not authorized for non-CAC holding Contractors, volunteers, family care providers, or CAC holding Foreign Nationals.
- (6) Trusted travelers are allowed to escort the number of occupants in their immediate vehicle who are properly seated and secured (one per seat belt).
8. Driver's Request. NASPR assigned personnel possessing a CAC may request driver passes, utilizing Enclosure 3, for an individual to transport the employee to and from their place of employment for a period up to 179 days without the approval of the Installation Executive Officer. Passes will be issued on a case-by-case basis. A written request explaining the hardship or extenuating circumstance must be submitted to the VCC office. The request must be submitted at least 72 business hours prior to the requested start date of the pass. Navy Exchange and MWR officials may sponsor non-affiliated personnel for the purpose of driving minors or non-licensed drivers to and from work onboard the installation.

9. Agent Letter. Qualifying Active Duty and Retired military individuals meeting specific criteria may appoint an agent or assistant to help them at the commissary, pharmacy, and Navy Exchange. Individuals that are requesting an Agent Letter must provide the VCC proper documentation which will be verified by the Agent Letter office prior to gaining access to the installation. Individuals must have commissary, pharmacy, and Navy Exchange privileges and a condition that limits mobility or prevents the individual from utilizing those facilities independently. The agent is authorized unescorted access to the installation to shop for the sponsor and to make purchases under certain circumstances.

10. Air Arrivals. The duty officer or POC of the sponsoring activity shall coordinate with AIROPS to identify visitors arriving by air and disembarking at NAS Patuxent River. If the visit has not been arranged prior to arrival, a military or civilian representative of the sponsoring activity will escort the visitor(s) to the VCC for documentation of the visit and necessary personal passes.

11. TWIC Cardholders. Personnel who have been issued a TWIC may have legitimate business needs for unescorted access to CNIC installations and facilities. For commercial deliveries to CNIC installations and facilities, the TWIC serves as an authorized identification credential that may be used to facilitate unescorted physical access with an NCIC background check and when accompanied by a Government Bill of Lading (GBL) or a Commercial Bill of Lading (CBL).

12. Contractor/Vendor Personnel. Contractor personnel will only be granted installation access once their visit request is approved in BASICSII. Contractors and vendors without a credential will be properly vetted through NCIC by the VCC. Appropriate credentials will then be issued based on the duration of their BASICSII Visit Request and hours of access that is determined by the Government POC.

13. Foreign Nationals. Visits by foreign nationals shall be approved and scheduled in BASICSII no less than five business days prior to the visitor being granted access to the installation. Passports from the country in which the foreign national holds citizenship or dual citizenship must be presented upon arrival to the VCC, unless otherwise coordinated with a VCC associate.

a. Foreign national personnel are not authorized to remain overnight onboard NASPR without the prior approval of the ICO. This requirement includes the Navy Lodge, Navy Gateway Inns and Suites, NRC Solomon's, and base housing.

b. Foreign national personnel stationed at NASPR for extended visits (e.g., Naval Test Pilot School students, Personal Exchange Program, etc.) will be allowed access with their CAC credentials. These personnel will be restricted to their place of duty, non-restricted areas, and recreational facilities.

c. Escort requirements for foreign national personnel will be established by OPSEC, indicated in BASICS II, and printed on the pass or credential issued by the VCC. It is the responsibility of the NASPR hosting organization or tenant command to ensure that foreign

national personnel are properly escorted.

d. When a foreign national credential or pass indicates "100% escort at all times, no car pass authorized", escorts on the approved escort list must be present within the vehicle. The foreign national guest shall not be operating the vehicle. Escorts must complete the Foreign National Escort Brief/Certification via BASICSII in order to be placed on the escort list. If the credential is noted as "100% escort, only in operational or restricted areas, car pass authorized", sponsors do not have to accompany the foreign national but will be required to complete the Foreign National Escort Brief/Certification.

e. United States citizen employees of unmitigated foreign-owned, controlled or influenced companies will be processed as a Foreign National in accordance with ref (h). These personnel must be processed through BASICSII and OPSEC before receiving a designated DBIDS credential.

g. Sponsors of foreign exchange students residing onboard the NASPR Complex must request permission to host exchange students from the ICO and the Housing Office.

h. Foreign exchange students residing in housing with military sponsors will be issued a foreign national DBIDS credential. This entitles the bearer to go directly to/from base housing to/from the ECP. The sponsor or an active duty military family member 16 years or older will escort the exchange student at all other times while on the NASPR Complex.

i. Foreign national spouses of civil service employees requesting base access to MWR recreational facilities will receive a foreign national family member DBIDS credential. If the credential is noted as "100% at all times, no car pass authorized", the sponsor must accompany the bearer at all times. Sponsors must also complete the Foreign National Escort Brief/Certification via BASICSII. If the credential is noted as "100% escort, only in operational or restricted areas, car pass authorized", sponsors have to complete the escort training and do not have to accompany the bearer to the MWR facility.

j. Foreign national visitors arriving on the installation by aircraft may scan, email, or fax the SECNAV 5512/1 along with a copy of their passport prior to their arrival. The visitor will not be processed without the proper identification and an approved and scheduled BASICSII Visit Request.

k. Employees/Visitors with Dual Citizenship. Employees or visitors with dual citizenship will be vetted for access eligibility to affirm the individual's trustworthiness and requirements for entry. Individuals must provide ~~inclusive~~ a U.S. and/or foreign passport. The base only recognizes the foreign citizenship and will be considered as a foreign national.

14. Unofficial Visitors. All visitors requesting installation access shall be vetted through NCIC by the VCC prior to gaining access. Only active duty, retired military, or members possessing other forms of military identification (i.e., TDRL, PDRL, TAMP, inactive and active reservist), civil service, retired DoD civilians, and contractors possessing a CAC are authorized to sponsor

onboard the installation. Foreign nationals may not sponsor guests onboard NASPR. Sponsors are responsible for the actions of their guests. Guests are required to be escorted at all times by their sponsor while onboard the installation, except for the following House Guest situations defined below:

Personnel residing in military housing on the installation may prearrange with the VCC and/or the Lincoln Military Housing office for a Guest in Quarters pass for their visiting guests. Prior to the guest's arrival, sponsors have two options for house guest access:

1. For requested passes that are 72 hours or less, the personnel residing in military housing will accompany their house guest(s) to the VCC. The house guest will undergo proper vetting prior to pass issuance.

2. For requested passes that exceed 72 hours, military housing residents must go to the Lincoln Military Housing office to request a house guest pass. Military housing will fax the Lincoln Military Housing Guest in Quarters request to the VCC. Personnel residing in military housing are not required to be present. The house guest will undergo proper vetting prior to pass issuance.

House guests stays beyond 179 days requires the approval of the housing office and installation XO. An NCIC background check will be conducted on all housing guests 16 and older or those with a valid driver's license prior to gaining access.

15. Public Affairs & VIP Visitors. The command's intent is to provide an expeditious means of accommodating access to NASPR for planned visits by senior military and government officials. The Protocol Office or Base Public Affairs Officer will approve all VIPs and distinguished visitors before a distinguished visitor badge/pass will be issued.

- a. Identified command Public Affairs Office (PAO) personnel are authorized to retrieve visitor passes for VIP guests from the VCC in advance of a visitor's arrival and to serve as the escort for VIP guests onto NASPR installations.

- b. Coordinate all visits by representatives of the press, magazines, radio, television and still or motion picture media with the NASPR PAO. The PAO sponsoring the visit shall provide escorts for such persons, as required.

- c. Contact information for NASPR Public Affairs Office. The Facebook page, www.facebook.com/NASPAXRIVER. Public Affairs Officer, (301)757-3343.

16. Fund Raising. Fundraising events are prohibited without the permission of the ICO. Request for fundraising events must be requested through the NASPR Legal Department.

17. Social Media Advertising. Individuals hosting events aboard the installation must have the approval of the PAO before advertising events in the media or on social media sites. The PAO

will notify the ICO and ISO of all requests to advertise events.

18. Sales Persons. Commercial and charitable solicitation, peddling, and sales by individuals or commercial entities are governed by ref (c).

19. Marina Arrivals/Visitors. A scheduled mooring document, signed by MWR, shall be submitted to the ATO prior to receiving special permission to enter the area and berthing space. For emergency mooring, the ATO will notify the ISO prior to crafts entering the area. Owners may not establish permanent or temporary residence aboard any watercraft onboard the NASPR complex. Any personnel staying aboard a watercraft 72 hours or longer must have special authorization from ICO. The request shall be submitted through MWR for the CO's approval.

20. Commissary Baggers. Baggers will be approved and scheduled in BASICSII by the Commissary's BASICSII representative. Appropriate credentials will then be issued based on the duration of their BASICSII Visit Request and hours of access that is determined by the Government POC. Baggers must complete the SECNAV 5512/1 and meet screening requirements including criminal background checks through NCIC to receive a DBIDS credential.

21. Investigators and Law Enforcement (LE) Personnel. Access to the installation by all federal, state, local, and military law enforcement bodies shall be cleared through the Chief of Police, ISO, or the Legal Officer. Naval Criminal Investigative Service (NCIS) personnel are authorized access with presentation of their credentials. All other Investigators and LE personnel must coordinate installation access in advance with the ISO. LE personnel are prohibited from bringing weapons on the installation if not in a duty status.

22. Taxi, Limousine, or Other Ride Drivers. Taxis will be registered by the SSC and will be issued DBIDS credentials. Taxis do not have access to the base unless they are dropping off or picking up a fare. Taxis are not allowed to cruise for, park, and/or solicit customers on the installation (i.e., outside NEX/DECA, Air Terminal, barracks, etc.).

23. Rental Vehicles. A military member, DoD Civilian, or government contractor with an approved government ID card will be granted access at the ACP with their rental agreement.

24. Volunteers. Person(s) working on the installation, such as, but not limited to, Red Cross, Navy Sea Cadets, or Navy League Organizations not having DoD personnel or family access, but providing volunteer time as a part of a recognized and approved program may be issued a DBIDS credential or visitor pass. Identity proofing and vetting will be conducted prior to installation access.

25. Family Members. Individuals defined as "family members" include spouses, unmarried widows, unmarried widowers, unmarried children (including legally adopted children or stepchildren by marriage) who are under 21 and emancipated, or under 23 and enrolled as a full-

time student at a college or university, or vocational trade school, same-sex domestic partner of authorized patrons and children of the same-sex domestic partner under the same circumstances and conditions for opposite-sex spouses and children of the opposite-sex spouse. Students over 21 must present a valid form of school enrollment to the VCC in order to be issued a DBIDS credential.

a. Family members sponsored by a DOD civilian or DON civilian employees may be issued a long-term DBIDS credential for up to 365 days but not beyond the expiration date of their sponsor's credentials. Criminal background checks will be performed by the VCC through NCIC on all family members 16 and older or with a valid driver's license. DoD family members 18 years or older may escort persons under the age of 18 to MWR facilities only. Family members 15 and younger must be accompanied by their sponsor.

b. The DOD or DON civilian employee sponsor must enter the family member (16 or older or with a valid driver's license) into the BASICSII database and accompany the family member to the VCC to be issued a credential.

c. Contractor's may not sponsor family members or guests for unescorted access, but may bring either on the installation as part of the Trusted Traveler Program.

26. Sporting Officials/Fitness Instructors. Personnel sponsored by MWR, (i.e. referees, coaches, and fitness instructors) are permitted access after being entered into BASICSII by designated MWR staff member and vetted by the VCC. Appropriate DBIDS credentials will then be issued based on the duration of their BASICSII Visit Request and hours of access that is determined by the Government POC.

CHAPTER 5

IDENTITY VALIDATIONS, DETERMINING SUITABILITY AND VETTING

1. Non-affiliated individuals requiring access to NASPR complex who do not have one of the credentials listed below will be required to have a background check for vetting of identity validation and determining the suitability for access before it will be granted. (For list of Acceptable Identification refer to Enclosure 4).

- a. DoD Civilian Common Access Card (CAC).
- b. DoD contractor CAC with Green bar.
- c. DoD Non-U.S. citizens CAC with Blue bar.
- d. Military Active Duty CAC.
- e. Defense Security Service (DSS).
- f. Office of Personnel Management (OPM).
- g. United States Postal Service (USPS).
- h. Federal Law Enforcement Special Agents presenting their Federal PIV credential along with special agent credentials.
- i. Non-DoD Federal PIVs include HSPD-12 compliant credentials from the Department of State, Department of Treasury, Department of Justice, Department of the Interior, Department of Agriculture, Department of Commerce, Department of Labor, Department of Health and Human Services, Department of Housing and Urban Development, Department of Transportation, Department of Energy, Department of Education, Department of Veterans Affairs, Department of Homeland Security. Personnel presenting the above credentials must be DoD sponsored and have a valid reason for entry prior to being granted unescorted installation access.
- j. Uniformed Services Identification (TESLIN) card series:
 - (1) DD Form 2, United States Uniformed Services Identification Card (Retired, Green).
 - (2) DD Form 2, United States Uniformed Services Identification Card (Reserve Retired, Red).
 - (3) DD Form 1173, Uniformed Services Identification and Privilege Card.

(4) DD Form 1173-1, Department of Defense Guard and Reserve Dependent Identification Card.

(5) DD Form 1934, Geneva Conventions Identity Card for Medical and Religious personnel who serve in or accompany the Armed Forces.

(6) DD Form 2764, United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card.

(7) DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card.

2. Types of Access.

a. Unescorted Individuals. Personnel who have been identity proofed and favorably vetted. However, they remain subject to any controlled or restricted area limitations, as appropriate.

b. Escorted Individuals. Personnel who require access, without determination of fitness, must be accompanied by a sponsor with authorization to escort the individual. The sponsor accepts responsibility for the fitness and conduct of the escorted individual and the escort requirement is mandated for the duration of the individual's visit.

3. Acceptable Identification Documents. Prior to a visitor pass being issued, the individual must provide one valid photo form of identification from the list of acceptable documents (see Enclosure 4).

a. Persons requesting access who are not in possession of an approved government issued credential listed in Chapter 3, shall provide an unexpired document for identity proofing purposes listed in Table-1. Any fraudulent information passed during the process may lead to prosecution under appropriate legal authorities.

b. Authorized government representatives shall, prior to acceptance, visually and tactilely (by touch or feel) inspect documents for evidence of tampering, alteration, or other indications of falsified/fraudulent documents. Authorized government representatives will not accept documents that appear to be fraudulent, forged, or counterfeit, and will follow the ICO's directed response actions that include detention of persons attempting to provide fraudulent documents. Indications of tampered documents include strange text, fonts, slightly altered text, incomplete letters, misaligned words, strange spacing and errors in punctuation or spelling, or texture or physical indication the photograph has been glued over the original.

4. Denial of Base Access. Any adverse information identified during criminal history checks will be evaluated by an individual designated by the Installation ICO. Any of the following

factors may result in the denial of installation access for a civilian employee, contractor, subcontractor, family members, or non-affiliated civilians:

a. Permanently Disqualifying Fitness Determination Standards. Listed below are specific conditions or offenses considered prejudicial to the good order, discipline, and morale of the installation that may not be waived by the ICO or designated representative:

- (1) Wanted Persons (Outstanding Warrants).
- (2) Identified in the Foreign Fugitive File.
- (3) Identified in the Immigration Violator File.
- (4) Registered in the National Sex Offender Registry Database.
- (5) Known or Appropriately Suspected Terrorist (KST) File.
- (6) Felony convictions for rape, child molestation, trafficking in humans, espionage, sabotage, treason, or terrorism.
- (7) Other Felony Convictions. Other than the disqualifiers listed above in (1) through (6), any felony conviction within the past 10 years is grounds for denying installation access. ICOs may waive this requirement. Felony convictions more than 10 years old except for those identified above in ref (i) do not require a waiver.
- (8) Persons released from prison or on probation within 5-years after a felony conviction may apply for a waiver.
- (9) A waiver from the ICO is required for persons identified in the Violent Person Crime File. The Violent Persons File lists individuals with a violent criminal history and persons who have previously threatened law enforcement.
- (10) Other factors that are deemed to be of a nature that may jeopardize the good order and discipline of the installation or the safety of its personnel and property.

b. Denial of access or issuance of credentials will be based on information obtained during identity vetting which indicates the individual may present a threat to the good order, discipline, and morale of the installation.

c. Sex Offenders identified through the National or State Sex Offender Registry Database are prohibited from accessing Navy Installations and facilities.

5. Appeals to Denial of Base Access. Appeals will be made to the ICO. It is the sole responsibility of the individual to clear or correct their public record information. When ICOs are reviewing criminal history to make a waiver determination, both adverse information and mitigating factors should be considered. The individual requesting a waiver will be notified in writing of the decision within 30-days of package submission.

a. The individual must request in writing through their company or sponsor and provide any supporting documentation. All requests for reconsideration must include a copy of amended public records if applicable.

(1) VCC staff shall verbally inform visitors requesting a pass that they do not meet access standards and the process to request a waiver and/or appeal, if applicable.

(2) The ISO or designated representative shall notify personnel requesting a DBIDS credentials in writing within 14-days of their access denial and include the process to request a waiver and/or appeal.

(3) Personnel who have been denied access during periodic re-vetting for the purpose of continued unescorted access may appeal and/or request a waiver from the ICO.

(4) Periodic background screening of personnel. Personnel who have received an approved waiver or appeal shall only be re-vetted back to the original date of waiver or appeal plus one year. The additional year is necessary due to possible reporting delays. Installation access via a DBIDS credential expires annually and is subject to re-vetting requirements. If no new disqualifying offense is found, the current waiver can be extended and no new waiver is required. If additional disqualifying offenses are found, the entire record shall be reviewed.

(5) The ICO or designated representative will determine if access will be granted based on the information submitted for consideration. Until this determination is made, the person's access to the installation will be denied.

b. The company will provide an endorsement letter requesting an exception and reason for request.

c. The individual or company representatives are not to contact the security department or any command personnel other than their installation sponsor regarding an appeal.

d. All documentation will be forwarded to the following address:

Naval Air Station Patuxent River
Attn: Commanding Officer
22268 Cedar Point Rd
Building 409
Patuxent River, Maryland 20670

e. Appeal decisions will be relayed to the individual's government sponsor by the appropriate installation physical security office.

6. Debarment. The ICO may issue a debarment letter to deny an individual access to an installation for involvement in the commission of a criminal offense, when access is inconsistent with the interests of national security, when personal conduct reflects negatively on the image of the United States or when access adversely affects the health, safety, or morale of personnel on that installation. ISOs or designee shall enter debarment letters into CLEOC (or its successor system), DBIDS, and BASICSII. VCC personnel shall verify in DBIDS that visitors are not barred.

CHAPTER 6

ISSUING, RENEWING, RETURNING OR LOST CREDENTIALS

1. NASPR DBIDS credentials will be issued to identify individuals requiring continual access to the installation. Issuance of a credential will be sponsored by an employee or military personnel permanently assigned to NASPR, via BASICIL, unless approved by the installation CO or XO.

2. New or Renewal of Credentials. The following items and steps will be completed prior to issuing a new or renewal credential:

- a. Individual will have a background check completed within the preceding 365 days.
- b. Individual requesting credential must present a valid photo ID.
- c. Individual will be required to provide their full SSN and DOB if not already in the system.
- d. A new photo will not be taken each time a credential is issued, unless the old photo no longer clearly depicts the individual.
- e. It is the responsibility of VCC personnel to ensure that the quality of the photo is presentable.
- f. For renewal, individuals must turn in any previous credential and must have had a background check completed within the preceding 365 days.

3. Termination of Employment/Credential Returns. All government-produced and issued ID media is the property of the United States government and must be surrendered to the issuing site upon expiration, when the bearer is no longer employed or if barred from the installation. All sponsors of individuals holding credentials are responsible for collecting credentials that are expired or are from terminated employees. Once collected, credentials are to be returned to the VCC. For contractor personnel, the government point of contact must notify the Contractor Verification System Trusted Agent and the VCC in writing of employment termination. Ensure that all employees who are leaving employment for other reasons surrender all NASPR credentials as part of the check-out process. If an employee requires access to the base to complete check out procedures after surrendering credentials, they will be issued a temporary pass. A Department of the Navy Voluntary Statement will be required if the DBIDS credential is not returned to the VCC.

4. Unserviceable/Damaged Credentials.

a. If a Law Enforcement Officer informs an individual that their photo credential needs replacement because it's unserviceable or damaged, they shall have the credential replaced as soon as practicable.

b. The individual will go to the VCC to surrender their DBIDS credential in order to be issued a new credential. If the VCC is closed, the individual's personal information will be documented in BASICSII by Security's On Call Lieutenant and be issued a receipt and instructed to report to the VCC on the next normal work day. If a CAC is determined to be unserviceable, personnel shall be instructed to go to the CAC offices located at building 2389 or 409. If it is outside of normal working hours, they shall be issued a receipt and instructed to report to the CAC office the next normal work day.

5. Lost Credentials. If the credential is lost, a one-day pass will be issued. Individuals must report to Navy Security Forces and complete a Department of the Navy Voluntary Statement. The statement must be presented to the VCC to receive a replacement credential. Personnel must have a valid BASICSII profile before a temporary pass or replacement credential will be issued.

6. Common Access Card (CAC). NASPR does not manage the two CAC offices located on the installations:

a. CAC Office Bldg. 2389 Phone 301-342-4952

b. PSD CAC Office Bldg 409 Phone 301-342-1054

c. The CAC shall be issued to active duty uniformed service members, selected reserve members, National Guard, DoD civilian employees (GS, WG, AD, and NAF), eligible contractors and retired DoD civil service employees.

7. Identification Media for Employees. Identification media shall be worn on the outermost layer of clothing above the waist unless the identification poses a FOD threat, in which case, it should be displayed upon request.

8. Transfers/Name Changes. Individuals with a legal name change must be updated in BASICSII by the BASICSII command clerk, CLEOC, DBIDS and the CAC systems. Individuals may report to the VCC for assistance, with the exception of the CAC systems. Name changes for CAC must report to building 2389 or 409.

9. Protection of Media. All identification media used to access the installation is considered a controlled item. Employees will not wear their ID badge when outside the confines of the installation. When not in use, ID media will be properly secured by the person to whom it has

been issued. Storing an ID badge or pass in an unattended, unlocked automobile or office is prohibited.

10. Authorized Use. Photographic ID is for the holder designated thereon; use or possession by any other is unlawful and will make offenders subject to penalties under Title 18 U.S.C., Sections 499, 506, and 701.

Chapter 7

Public Private Venture (PPV) Housing Residents

1. NASPR authorizes Non-DoD civilians and government contractors to lease PPV quarters on board the installation. The below categories of PPV Housing personnel will be used to identify appropriate credentials for installation access. Access to NASPR complex is given under the authority of the ICO. Lincoln Military Housing (LMH) has no authority to process or grant access requests to the complex. However, they do retain the authority to limit or grant "stays" within LMH Public Private Venture (PPV) Housing. LMH has separate and distinct procedures that address visitor "stays" in PPV Housing; these are delineated within each resident's lease and/or handbook.

a. Category 1 – PPV Housing Management Team – May be issued a CAC to allow access to the installation and approved for sponsor status by the ICO for the purpose of supporting prospective non-affiliated residents and necessary maintenance personnel onto the installation. The ICO shall identify PPV partner personnel with sponsorship privilege for the purpose of certifying non-affiliated residents and maintenance personnel having a valid reason for accessing the installation. PPV Housing Management individuals must be thoroughly briefed on their responsibilities regarding sponsoring non-affiliated personnel onto the installation.

b. Category 2 – Eligible Tenants/Housing Occupants (sponsored by PPV Housing Office). All Category 2 personnel over the age of 10 will be issued a locally produced DBIDS credential.

c. PPV Housing within the confines of the installation leased to non-affiliated civilians. The following guidance will be utilized by LMH representatives for NAS Patuxent River:

(1) Ensure applicants understand vehicle registration requirements to include emissions testing requirements, if applicable, and the process to register their vehicles in accordance with installation requirements.

(2) Forward the names of all non-affiliated civilian applicants and family members over the age of 10 to the VCC.

(3) Ensure applicant and family members over the age of 10 complete all necessary paperwork associated with identity proofing and vetting required for installation entry a minimum of five (5) days prior to the effective date of the lease. PPV management, through the Housing Office, shall forward this information to the VCC.

(4) Confirm the VCC has favorably completed all vetting and fitness determinations for installation access prior to signing the PPV housing lease.

(5) After entering into a housing lease with non-affiliated civilian applicants, the LMH Representative shall:

(6) Report any changes in the lease that would affect installation access control to the VCC. LMH will provide monthly a list of residents on month to month leases.

(7) Collect any local credentials from all residents upon termination of the lease and return the credential to the VCC.

2. PPV Housing Residents. Non-affiliated civilians or government contractors applying for residence in privatized housing on military installations are considered visitors requesting unescorted installation access.

a. Prior to non-affiliated personnel being allowed installation access there shall be a NCIC criminal background check performed by the VCC. The VCC shall refer individuals already residing in housing on military installations who do not meet fitness standards to the SJA for legal coordination and to the ICO for access approval.

b. After the initial background check, vetting privatized housing residents will be conducted on a 12-month interval. However, background checks are authorized if there is reasonable suspicion to suspect criminal activity. Vetting officials shall consult with their servicing SJA when making these decisions.

c. Non-affiliated personnel residing in on-base PPV housing will NOT be allowed unrestricted access while on the installation. All non-affiliated personnel will abide by regulation restricting their access onboard the NASPR complex from access control points via restricted routes that allow movement only to and from residence and authorized LMH facilities.

d. Non-affiliated personnel will not be allowed to utilize installation facilities under any circumstance (food establishments, drill hall, golf course, etc.) with the exception of the outdoor pool and LMH Community center. Non-Affiliated residents residing in the Glen Forest community will not be allowed access to the outdoor pool onboard the installation. Glen Forest residents will only be allowed access to the LMH office.

e. A DBIDS credential will be issued upon receipt of a favorable criminal background check. Housing residents must have a current BASICSII Visit Request, generated by an LMH employee. A copy of the current lease agreement will be required when obtaining the credential. A credential will be issued for the duration of the lease agreement not to exceed 12 months.

f. Residents with locally issued DBIDS credentials are authorized to sponsor and/or act as Trusted Travelers to provide access to their guests onto the installation they are reside on. Sponsorship privileges shall be limited to their particular housing area only.

g. The process for requesting house guest access by a non-affiliated civilian will be the same as for affiliated residents as outlined in chapter 4 of this enclosure.

h. LMH is responsible for retrieving all non-affiliated civilian credentials at the time of final unit inspection and delivering them to VCC staff.

3. Guests of Public Private Venture Residents (PPV). Active Duty military and their family members, 18 years of age or older, and PPV Housing residents residing on the installation are authorized to sponsor guests on board NASPR complex up to Force Protection Condition (FPCON) "CHARLIE." Access during higher FPCON levels may be restricted as dictated by threat indicators at the time and directed by the ICO.

a. The sponsoring resident assumes all responsibility for the actions of their guest(s) while on the installation.

b. The temporary pass or credential can be revoked for cause at any time based on the actions of the individual or the sponsor.

c. It is the responsibility of the sponsor to ensure that all guest(s) credentials are returned to the VCC upon expiration or the end of the visit.

4. Guest Procedures. Visitor requests more than 72 hours must be submitted to the housing office during normal business hours (Monday through Friday between the hours of 0730-1630). If a request is submitted after 1500 hours, it will not be processed by the VCC until the next business day. House guest(s) requests that are 72 hours or less must be made in person at the VCC. All house guests must be present with their sponsor before pass will be issued. All proper vetting procedures apply.

c. Requests for Guests in Quarters exceeding 179 days will require special permission from LMH and the installation XO. Upon approval, a DBIDS credential will be issued with restricted access to and from the designated resident's housing unit from the nearest ACP.

d. Guests, ages 16 or older, or with a valid state issued ID, will be required to show the NSF the temporary paper visitor pass or DBIDS credential.

e. All motor vehicle operators must have a valid state issued driver's license to drive on board military installations and must be able to produce this license to the sentry when asked. A driver's license marked as "NOT ACCEPTABLE FOR FEDERAL PURPOSES" is NOT

intended to serve as identity proofing and the person will not be granted access to the installation based on this type of ID. Refer to the Real ID Act of 2005.

5. Foreign National Guests in Quarters. ICO approval is required prior to any Foreign Nationals staying overnight on the installation, to include housing areas, Navy Gateway Inns and Suites, the Navy Lodge, and NRC Solomon's. A minimum of five business days is required to process a Foreign National overnight stay. A minimum of fourteen business days is required to process a Foreign National overnight stay onboard NRC Solomon's.

6. Frequent Visitors. Residents requesting access for non-affiliated personnel who are providing a service (house keepers, au pairs, etc.) must obtain prior authorization from the ICO before access will be granted or a credential issued.

7. Medical Service Providers. Residents requiring medical assistant, such as therapists, provided by the St Mary's County Public School system must contact the School Liaison at Fleet and Family Service Center to be processed. The School Liaison will notify the VCC to vet the provider. A temporary pass or local credential will be issued based on the length of the service. An approved and scheduled Visit Request in BASICSII is required and will be generated by the School Liaison.

a. Individuals holding this credential will not be permitted to sponsor or escort other personnel onboard the installation.

b. Credentials must be returned to the VCC upon termination or expiration of the pass or credential, either by the sponsoring resident or housing representative.

CHAPTER 8

CHILD DEVELOPMENT and YOUTH PROGRAM (CDYP)

1. Base access for non-affiliated civilians who are dropping off and picking up children from either Child Development Center (CDC) or Youth Programs (YP) will be approved on a case by case basis by the installation XO. Anyone (over 18 or with a valid driver's license) requiring issuance of a credential to drop off/pickup children must be vetted.

2. Military, DoD civilian employees, and CAC holding DoD contractors who are authorized patrons of the CDC and YP may request credentials for their spouses as well as emergency contact personnel who may be authorized to pick up or drop off their children at the CDC or YP facilities. Patrons are limited to no more than four persons who will have access to the installation for this purpose, and the access is granted strictly for the purpose of pickup and drop off at designated facilities.

a. A SECNAV 5512/1 Form must be submitted every 365 days for access and criminal background check.

b. The sponsor will take completely filled out forms to the VCC for processing a minimum of 72 business hours prior to having a credential issued.

c. Applicant must possess a valid state driver's license.

d. Applicant must complete background screening for identity proofing and determination of fitness before receiving a credential.

3. Responsibilities.

a. Sponsor.

(1) Sponsors are responsible for the actions of the guest(s). If the guest does not abide by installation regulations, the credential will be confiscated and privileges to sponsor may be revoked.

(2) Once all forms are approved, ensure the designated individual goes to the VCC to have their photo taken and be issued the proper credential.

(3) Ensure they have valid state photo identification with them or they will not be issued an access pass.

b. DBIDS Credential Holder.

- (1) Cannot escort any other individuals age 16 or older onto the installation.
- (2) May only access the installation between the hours of 0530-1830 (Monday thru Friday) for the purpose of dropping-off and/or picking-up sponsored children.

CHAPTER 9

SPECIAL EVENTS

1. Special Events. A special event is an event sponsored by an active duty member, retired military, military spouse, family member over 18, or DoD civil service employee for recreational or official business with 10 or more persons. Upon approval, special event attendees will be permitted unescorted access to and from the special event location only.

a. The installation's AT Plan shall include a special events annex.

b. ICO may implement specific guidance to grant visitors installation access. For these events, grant only unescorted access to individuals who have been appropriately identity proofed and vetted.

c. If an event's population size makes the above practice prohibitive (large functions such as graduations, air shows, sporting events, concerts, change of commands, retirements, weddings, etc.), the installation will employ compensatory security measures to control circulation of non-vetted populations. Those personnel who have not been identity proofed or vetted will not have access to areas of the installation except for those areas where the special event is occurring.

2. Sponsors. Sponsors should keep in mind that they are responsible for the actions of their guests while they are on the installation. To sponsor access for individuals to any MWR facilities, the sponsor will be required to have one of the following credentials:

a. CAC

b. Retired Military ID card.

c. Military Dependent Teslin ID card.

3. Events held at NASPR and Webster Field:

a. Sponsors must coordinate the event with the organization responsible for the venue. Event guest lists must be submitted no less than 5 business days prior to event and no changes can be made after 72 business hours prior to the event.

b. If held at a MWR facility, a MWR special event form must be completed and signed by a MWR representative prior to the VCC posting the list of guests at the ACP.

c. If an event is scheduled at the Chapel, a signed approval from the Chaplain or their designee must be submitted to the VCC prior to the VCC processing and posting at the ACP.

d. Notify the VCC of all foreign national attendees a minimum of four weeks prior to the event for proper vetting and access approval, failure to do so may cause denial of access.

e. Sponsors are not allowed to call or stop by any ECP to add individuals to the list. NSF members are not allowed to add names to any approved list.

f. Sponsors are only authorized to escort individuals onto the installation during their first trip through the gate. This means that they are not allowed to make multiple trips through the gate to bring on additional individual(s) that are not on the approved list.

g. The MWR coordinator will provide the NAS ATO with a list of all events that are scheduled. Notice of the events should be routed directly from MWR to the ISO and ATO for any special events of 300 guests or more.

h. A minimum of four weeks advanced notice is required to accommodate coordination efforts for events that have 300 guests or more. The ATO will coordinate with the requestor of the event, VCC, Security Department, Emergency Management Office, Fire and Rescue, and other support services as necessary.

4. MWR must provide the ATO with the following information to develop an AT Plan for the event:

- a. Sponsor's Name.
- b. Sponsor's Base affiliation (civil service, military, retired, etc.).
- c. Sponsor's work, home and cell phone numbers, e-mail and home mailing address.
- d. Purpose of request/event.
- e. Date of event.
- f. Alternate point of contact information.
- g. Number of persons attending.
- h. Any VIP or HRP (High Risk Personnel).
- i. Any foreign nationals

5. Attendee names must be in alphabetical order by last name. List should only include the names of individuals who do not have an authorized pass/credential for entering the installation. Lists must be formatted in Microsoft Excel and contain the guest's last name and first name in

separate columns. Only one person is permitted on each line. Exceptions may be made, but only when coordinated and approved by the Special Events Coordinator at the VCC.

6. Once the list is received and approved no changes will be allowed after 72 business hours prior to the event. This is to allow the list to be distributed to ACPs on a Friday and cover events planned throughout the weekend.

7. All attendees age 16 and over must have a valid state photo or school identification to be allowed access to the installation.

8. Sponsors are responsible for the actions of their guest(s). If a guest does not abide by installation regulations, access will be revoked. The person's sponsor may lose their privilege to sponsor anyone for an access pass in the future.

9. The sponsor identified on the event information sheet must be present during the entire event.

10. NRC Solomon's.

a. Sponsors who have made reservation(s) for one day events at a MWR facility at NRC Solomon's must submit the completed MWR special event form to the VCC via email at PAXR_VCC_2189.fct@navy.mil or hand deliver the form to the VCC on NASPR. Forms must be signed by a MWR representative prior to submission to the VCC. The MWR special event form and guest list for non-affiliated guests ages 16 years or older, must be turned into the VCC no less than five business days prior to the event. A minimum of 10 non-affiliated guests is required in order to submit a guest list. If the event has less than 10 non-affiliated guests, direct guests to the NRC Solomon's Lodging office to receive a day pass. Changes to any guest list can only be made up to 72 business hours prior to the event. No exceptions will be made. If a non-affiliated guest(s) arrives who is not listed on the sponsor's provided list, the guest(s) must obtain a one-day pass from the Lodging Office and present the pass to the sentry for access. If the lodging office is closed, the sponsor must escort the guest(s) on to NRC Solomon's (no Foreign Nationals are allowed access to the installation without being vetted by the VCC). Lists must be formatted in Microsoft Excel and contain the guest's last name and first name in separate columns. Only one person is permitted on each line. Foreign national guest(s) must be vetted through the VCC and indicated as a Foreign National on the event list. All Foreign National's information (SECNAV 5512/1 and all supporting documentation) must be submitted to the VCC no less than 14 days prior to the event. Installation XO has final approval for all Foreign National access to NRC Solomon's. Failure to adhere to the instructions will cause a delay in processing, which could result in denial of the event or guest(s) access.

b. Events requiring an overnight or extended length of stay (not to exceed 90 days) on NRC Solomon's, sponsors are required to fill out the NRC Solomon's Checklist and submit a

SECNAV 5512/1 for each non-affiliated guest(s), ages 16 years or older. The SECNAV 5512/1 must be completed in its entirety and all supporting documentation must be submitted no less than 14 business days prior to arrival to NRC Solomon's. Exceptions will only be made when coordinated with a VCC associate. SECNAV 5512 /1, NRC Solomon's Checklist, and supporting documentation must be submitted via email to PAXR_VCC_2189.fct@navy.mil, fax, or can be hand delivered if coordinated with the VCC. Foreign National guest(s) will not be granted extensions. All SECNAV 5512/1 must be submitted by the sponsor, unless otherwise coordinated with the VCC. Failure to adhere to the instructions will cause a delay in processing or denial of access. Installation XO has final approval for access to NRC Solomon's.

c. Authorized/affiliated users may sponsor guest(s) in accordance with the aforementioned guidance. DoD Contractors possessing a CAC may sponsor guests. All authorized patrons may escort their guest in their privately owned vehicle. Sponsors requesting a day pass may acquire one from the NRC Solomon's Lodging office.

CHAPTER 10

REQUIREMENTS FOR FOOD DELIVERY TO RESIDENTS AND FACILITIES

1. Businesses desiring access to the installation for the purpose of delivering food to residences and/or facilities will submit requests to the ICO via SJA. Anyone requesting a food delivery pass must be vetted through the VCC prior to issuance of a pass.

2. Business Responsibilities:

a. Request permission and receive annual approval from the ICO to provide service to the NASPR complex. Submit a memorandum on company letterhead requesting to make food deliveries on the installation with daily starting and ending times and a copy of the business license.

b. Once approved by the ICO, the VCC will forward the SECNAV 5512/1 form to the business POC. The form must be completed, signed, and returned for all employees that will require access the installation. All delivery personnel must be either a U.S. citizen or an immigrant/resident alien having either an I-551 or I-766 and must present all documentation to the VCC before DBIDS credential issuance.

c. All employees who will make deliveries will be required to pass suitability and vetting via NCIC before being allowed access to the installation.

d. Ensure employees understand and follow the below procedures for accessing the installation.

e. Employees shall have a valid driver license, registration card, and current insurance.

4. Procedures for Accessing the Installation. Credentials will be used to access the installation only for delivery of food and no other purposes. If credentials are used for any other purpose, the individual's access will be rescinded.

a. The vehicle being used to make deliveries must either have the business name on the vehicle or a delivery slip identifying the person expecting the delivery.

(1) Delivery personnel will need to present their credential to the security force member at the ACP. Sentries may ask to see a driver's license before allowing access.

(2) Security force members will check each badge to ensure the picture matches the delivery person.

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- (3) Vehicles are subject to search.
- (4) Security force members will verify the address on the delivery slip.
- (5) No other individual(s) in the vehicle will be allowed to access the installation without a DBIDS credential. Escorting will be not allowed by delivery personnel at any time.

CHAPTER 11

COMMERCIAL DELIVERIES AND PICKUPS

Commercial vehicle inspections are required during RAMs; command authorized administrative vehicle checks, or elevations in FPCONs.

1. Commercial Pickup/Deliveries Vehicles: Drivers making a delivery or picking up material must have a Bill of Lading that identifies a government POC, their contact information, and must also have the installation address identified on the Bill of Lading. If they do not have the hard copy of the Bill of Lading, they must either show it on an electronic device or the company must email or fax it to VCC. The delivery/pickup will be verified with the identified POC before allowing access to the installation.

It is the responsibility of the POC ordering or having material picked up to ensure that the company has the POC name and phone number. Otherwise the delivery/pickup will be delayed or turned away if a POC cannot be determined. All foreign national drivers must be vetted by the VCC and entered into BASICS II prior to arrival. If not, the driver will be turned away until approval has been completed. Drivers will be required to present identification per Chapter 3. All other delivery and pickup vehicles with an electronic or typed Bill of Lading will be processed at Gate 1 ACP only.

2. Arms, Ammunition and Explosive (AA&E) Delivery Vehicles. Trucks delivering AA&E material may be inspected and allowed to proceed to the Gate 3 AA&E area.

3. Fuel Oil Truck Deliveries. Fuel oil trucks making deliveries are authorized access 24 hours per day 7 days per week for the airfield. Deliveries for all other fuels will be made during normal working hours. Access for Fuel Oil drivers will require a Bill of Lading with the company name, driver's name, truck number, and a valid state photo driver's license. When the VCC is open drivers will be required to be issued a visitor's pass before gaining entry to the installation.

CHAPTER 12

REQUIREMENTS FOR VEHICLE ENTRY

1. Motor Vehicle Registration. Vehicles will be registered in accordance with reference (i).
2. Registration Requirements. Persons registering a vehicle must possess a valid military identification, CAC, or government issued ID credential along with:
 - a. Evidence of motor vehicle state registration showing ownership. Valid state license plates must be on all vehicles.
 - b. A valid state operator's license. If the state requires documentation to be presented with the expired driver's license, then documentation must be provided to the VCC at the time of registration.
 - c. Proof of motor vehicle liability insurance in an amount not lower than the minimum limits prescribed by the financial responsibility law of the State of Maryland.
 - d. Agree to permit the searches of vehicle upon request by proper authority.
 - e. Agree to submit to a chemical test (Breathalyzer or Blood Alcohol Content (BAC)) to determine sobriety or influence of alcohol, narcotics, or pathogenic drugs.
 - f. Promptly notify the VCC of any change in information submitted on the initial registration application (i.e. changes in driver's license, license plates, insurance, or address).
 - g. Current proof of compliance with emission testing requirements in accordance with state and local motor vehicle laws.
 - h. Rental agreement must have expiration or return date.
3. Termination of Registration. A vehicle registration may be involuntarily revoked or terminated for reasons such as:
 - a. An owner knowingly using, or permitting the use of his/her motor vehicle in the commission of a crime or in connection with illegal activities.
 - b. An owner permitting an unlicensed or unauthorized driver to operate his or her vehicle.
 - c. Termination of employment onboard the NASPR complex.
 - d. Revocation or suspension of an individual's driving privileges.

- e. Failure to keep a vehicle properly insured.
- f. Driving with an expired driver's license.
- g. Driving with an expired registration.

h. Operating a motor vehicle, or owners knowingly allowing another to operate their motor vehicle while that vehicle contains illegal, controlled substances, or drug abuse paraphernalia either on or off the installation. The ISO shall be responsible for making an administrative determination whether the possession of the contraband was with the knowledge of the owner and may consider, but is not bound by, the findings of any court, or in the case of military personnel, court-martial, or non-judicial hearing.

5. Trespassing. Any person in an area without justifiable need will be detained for investigation. Persons found on board the NASPR complex without authorization may be charged with trespassing.

6. Emergency Vehicles. In an emergency situation, emergency vehicles (ambulances, fire trucks, etc.) operating appropriate emergency vehicle lighting may be granted police-escorted access. Sentries will notify the Regional Dispatch Center (RDC), Emergency Services Dispatch Center of any emergency vehicle entering or departing while responding to an emergency.

CHAPTER 13

TAXICAB, LIMOUSINE, AND SHUTTLE VEHICLES

1. To promulgate policy for installation access by taxi, limousine, and shuttle services routinely used by personnel that have a legitimate need for access to the NASPR complex.

All taxi/transportation companies are permitted to apply for installation access via the Single Source Coordinator.

2. Definitions.

a. Taxicab. An automobile licensed by the appropriate state, county, or local government authority that carries passengers for a fee, usually calculated by a taximeter (does not include a privately owned vehicle being operated as a limousine or shuttle).

b. Limousine. Any of various large passenger vehicles, especially a luxurious automobile, usually driven by a chauffeur that sometimes has a partition separating the passenger compartment from the driver's seat, licensed by the state, county, or local government authority that transports passengers for a fee.

c. Shuttle. A van or small bus used to carry passengers on a regular route, as between an airport and a military installation.

d. Fare. For the purposes of the instruction, a "fare" is a customer of a taxicab company, limousine, or shuttle service who has legitimate installation access and who engages, for a fee, transportation services with a taxicab, limousine, or shuttle service onto or off a Navy Installation.

3. Single Source Coordinator (SSC). The SSC shall facilitate the registration of one or more taxicabs, limousines, and shuttle companies that request to conduct business on the NASPR complex.

a. Ensure drivers registered under this instruction have had a background check conducted before issuing an identification badge.

b. Collect expired passes and/or credentials and conduct quarterly reviews with the taxi/transportation companies to verify credentialed Drivers' employment with the company.

(1) The registration shall ensure each vehicle owned by a taxicab, limousine, and shuttle service is registered with the state division of motor vehicles, is safety inspected in accordance with state and locate requirements, has proof of insurance, and is licensed to operate as a transit, taxicab, limousine, or shuttle service with the state, county, city, or local public utilities commission or similar body as required.

(2) Private vehicles operating as unlicensed cabs or shuttles shall not be permitted to register under this instruction.

(3) After review, each taxicab, limousine, and shuttle, company properly registered, safety inspected, insured, and licensed by the state, county, city, or other regulating government entity shall be granted access for their taxicabs, limousines, or shuttles when operated by an authorized driver possessing a locally issued badge.

(4) After completion of the background check and verification that a person is properly licensed, the SSC shall ensure the proper NCAC credential is provided to each applicant to be renewed annually.

(5) The credential and driver's license shall be displayed on each entry to installations.

(6) Taxicabs, limousines, or shuttles are always subject to inspection at ACPs at the discretion of the ICO. At a minimum, the trunk and passenger compartment will be subject to a brief inspection.

(7) During higher force protection conditions, companies must understand that their access to the installations may be restricted due to changes in security conditions.

(8) Registered companies will be informed that any violation of federal law, base regulations, or other disruptive activity will result in the termination of the company's access under this program.

(9) Registered companies will be informed that CNIC may elect to terminate this program at any time at CNIC's sole discretion.

4. NSF. Ensure the taxicab, limousine, or shuttle driver presents a valid NASPR DBIDS credential prior to entry to the installation. If the driver does not have the required credential then the taxicab, limousine, or shuttle will not be allowed access.

a. Ensure any taxicabs, limousines, or shuttles entering the installation, without a fare, has a legitimate call for service.

b. Ensure fare(s) being dropped off possess a valid access credential before being granting access the driver.

CHAPTER 14

WEAPONS REGISTRATION

1. Weapons Registration. In accordance with ref (j), no person shall have a concealed weapon or dangerous instrument, device, compound, or any highly explosive article aboard any craft, aircraft, vehicle, or any ship of the Naval service within any installation, or another place under Naval jurisdiction except as necessary in the proper performance of their duties or as may be authorized by proper authority. A weapon is defined as being capable of discharging a projectile by pressure or propellant, which includes BB guns, air pistols, air rifles, sling shots, bows and arrows. The possession of other weapons, (i.e. metal knuckles, razors, switchblade knives, nunchaku, sand club) or other dangerous or deadly weapons, is strictly prohibited. NASPR is under exclusive Federal jurisdiction and the purview of the Patuxent River Assimilative Crimes Act, 18 U.S.C. § 13.

a. All personnel must register all weapons at the VCC and receive a weapons permit prior to bringing any weapon(s) aboard the NASPR complex.

b. Weapon(s) permits will be issued at the VCC to authorized individuals. Individuals registering weapon(s) shall provide, DD Form 2760 (obtained from the VCC), proof of ownership, serial numbers, caliber, model, make, manufacturer, and valid identification.

2. Authorized Personnel. The following personnel are authorized to hunt and trap onboard the NASPR complex. Proper credentials must be carried at all times and presented to Environmental Division personnel or their representatives when requested.

a. Active duty military personnel, with current DoD CAC.

b. Dependents of active duty military personnel, with current DD Form 1173.

c. Retired military personnel, with DD Form 2 (Retired).

d. Dependents of retired military personnel, with DD Form 1173.

e. Reservists, with either current DoD CAC or DD Form 2 (Individual Ready Reserve).

f. Active federal civil service employees assigned onboard the NASPR Complex with a DoD CAC.

g. Dependents of civilian personnel

h. Long-term contractors assigned onboard the NASPR complex with a CAC. Contractors are only authorized to hunt deer on the installation.

j. Maryland DNR Police with DNR uniform or DNR badge, and U.S. Fish and Wildlife Service Special Agents with badge and credentials.

k. Authorized personnel as described above may sponsor not more than three guests at any one time. Guests are required to purchase a guest permit, valid only for the date(s) specified. Guests may purchase either a daily guest permit or a weekly guest permit which is valid for six consecutive days (excluding Sundays).

3. License. Each person who hunts onboard the NASPR complex is required to have a Maryland hunting license with appropriate stamps and separate NASPR and/or Webster Field hunting permits.

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DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION											
PRIVACY ACT STATEMENT:											
<p>AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy, 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security; Marine Corps Order 5530.14A, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended, SORN NM055122.</p> <p>PURPOSE(S): To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/national security areas of responsibility and information; to issue badges, replace lost badges, and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.</p> <p>ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.</p> <p>DISCLOSURE: Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.</p>											
IDENTITY PROOFING AND APPLICANT INFORMATION											
1. LAST NAME:		2. FIRST NAME:		3. MIDDLE NAME:		4. NAME SUFFIX: Jr. Sr. I II III IV					
5. HISPANIC OR LATINO (Check one):		YES NO		6. RACE (Check one or more):		WHITE		AFRICAN AMERICAN OR BLACK		ASIAN	
										AMERICAN INDIAN OR ALASKIAN NATIVE	
7. GENDER (Check one):		MALE FEMALE		8. DATE OF BIRTH:		9. CITY OF BIRTH:		10. STATE OF BIRTH:		11. BIRTH COUNTRY:	
12. US CITIZEN (Check):				YES NO				13. DUAL CITIZENSHIP: YES NO			
								CITIZENSHIP IF OTHER THAN US (Country):			
<p>U.S. Citizen Minimum Documentation Required: By Birth - Social Security No and/or State ID/Drivers License. Naturalized - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security No and/or State ID/Drivers License. Derived - Parent's certification number, Social Security No and/or State ID/Drivers License.</p> <p>Alien Minimum Documentation Required: Registration Number, Expiration date, Date of entry, Port of entry.</p>											
14. IDENTITY SOURCE DOCUMENTS PRESENTED:		15. DOCUMENT NUMBER:		16. ISSUED BY STATE/COURT:		17. ISSUED BY COUNTRY:		18. ISSUED:		19. EXPIRES:	
<input type="checkbox"/> Social Security No.						United States					
<input type="checkbox"/> State ID/Drivers License						United States					
<input type="checkbox"/> Passport No.											
<input type="checkbox"/> Certification Number and Petition Number											
<input type="checkbox"/> Derived - Parent's Certification Number:						United States					
<input type="checkbox"/> Alien Registration No.						United States					
				Date of Entry:				Port of Entry:			
OTHER APPROVED IDENTITY SOURCE DOCUMENTS:											
<input type="checkbox"/>											
<input type="checkbox"/>											
20. WEIGHT (Pounds):		21. HEIGHT (Inches):		22. HAIR COLOR (Check one):				23. EYE COLOR (Check one):			
				Blond Brown Black Gray Red				Brown Green Blue Hazel			
				White Silver Auburn Bald				Black Gray Violet Unknown			
24. HOME ADDRESS (include city, state, zip code):								HOME PHONE (include Area Code):			
25. BASE SPONSOR'S NAME:								SPONSOR PHONE (include Area Code):			
EMPLOYMENT ACTIVITY INFORMATION											
26. EMPLOYER NAME AND ADDRESS (include city/state/zip code):								EMPLOYER PHONE (include Area Code):			
27. SUPERVISOR NAME AND ADDRESS (include city/state/zip code):								SUPERVISOR PHONE (include Area Code):			

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28 Check the applicable box for WORK HOURS box or check the OTHER box and enter the work hours, then check the applicable for WORK DAYS												
WORK HOURS	0800-1800	0800-1700	OTHER	WORK DAYS	SN	M	T	W	TH	F	ST	
PRIOR FELONY CONVICTIONS												
29 Have you ever been convicted of a Felony? YES NO Initial												
REQUIREMENT TO RETURN LOCAL POPULATION ID CARD												
30 I understand that I am required to return my Local Population Identification Card to the Base Pass Office when it expires or if my employment is terminated for any reason. Initial												
AUTHORIZATION AND RELEASE AND CERTIFICATION												
<p>31 I hereby authorize the DOD/DON and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS).</p> <p>I have been notified of DON right to perform minimal vetting and fitness determination as a condition of access to DON installation/facilities. I understand that I may request a record identifier, the source of the record and that I may obtain records from the State Law Enforcement Office as may be available to me under the law. I also understand that this information will be treated as privileged and confidential information.</p> <p>I release any individual, including records custodians, any component of the U.S. Government or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance, or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.</p> <p>FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS</p> <p>BEFORE SIGNING THIS FORM, REVIEW IT CAREFULLY TO MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND CORRECTLY</p> <p>I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE AND CORRECT</p> <p>DATE SIGNATURE</p> <p>FINAL DETERMINATION ON YOUR ACCESS. The Base Commanding Officer has final authority for determination on granting physical access to DON controlled installations/facilities under his/her jurisdiction</p>												
BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDENTITY PROOFING and NCIC CHECK												
32 INFORMATION VERIFIED BY:			33 ENTERED IN C/S SYSTEM BY:			34 PASS ISSUE DATE:			35 PASS EXPIRATION DATE:			
36 NCIC CHECK PERFORMED BY:			37 RESULTS OF NCIC CHECK: NO RECORDS RECORD IDENTIFIER RECORD NUMBER:			38 RESULTS OF LOCAL RECORDS CHECK: NO RECORDS RECORD IDENTIFIER RECORD NUMBER:						
<p>Office of Under Secretary of Defense Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control," December 8, 2009. DTM 09-012 requires that DoD installation government representatives query the National Crime Information Center (NCIC) and Terrorist Screening Database to vet the claimed identity and to determine the fitness of non-federal government and non-DoD-issued card holders (i.e. visitors) who are requesting unescorted access to a DoD installation. The minimum criteria to determine the fitness of a visitor is: 1) not on a terrorist watch list, 2) not on an DoD installation debarment list, and 3) not on a FBI National Criminal Information Center (NCIC) felony wants and warrants list. Additionally, SECNAV Memo, Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy, of 7 Oct 08 and OPNAVINST 1752.3 established the Navy's policy on sex offenders, requiring Region Commanders (REGCOMs) and Installation Commanding Officers (COs) to prohibit sex offender access to DoN facilities and Navy owned, leased or PPV housing. This form describes the authority and purpose to collect and share the required information, and identifies the applicant/visitor and sponsor, and authorizes the DoD to perform the minimum vetting and fitness determination criteria. A favorable response on the vetting and fitness determination is required to receive access to DOD-controlled installation/facilities.</p>												

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Instruction for completing the Local Population Access Registration Form

INSTRUCTIONS: Please complete all information in black ink (printed) or by typing. By voluntarily providing your Personal Information, you agree to the following terms and restrictions:

RESTRICTIONS: Local Population Identification Card/Base Access Pass may only be used by person to whom they are issued and for the specific business/purpose issued. Applicants are reminded that soliciting (i.e., door-to-door sales) is prohibited on the base, and that such activity is grounds for cancellation of the Pass. Additionally, such action may result in debarment from the base and legal action. The Base Commanding Officer has discretion over specifying the period of validity for any Local Population ID Cards/Base Access Passes that are issued under his/her jurisdiction. Review the Privacy At Statement that is printed at the top of the form

<p>Block 1: Enter the Last Name. Block 2: Enter the First Name. Block 3: Enter the Middle Name. Block 4: If applicable, check the box for Name Suffix. Block 5: Check the applicable box for Hispanic or Latino. Block 6: Check the applicable box for Race. Block 7: Check the applicable box for Gender. Block 8: Enter Date of Birth. Block 9: Enter City of Birth. Block 10: Enter State of Birth. Block 11: Enter Country of Birth. Block 12: Check the applicable box for US Citizenship. Block 13: If not a US Citizen, enter the name of the Country of Citizenship. Block 14: Two forms of identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identity proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present. Block 15: Enter the Document Number located on the Identity Proofing Source document that was checked in Block 14. Block 16: Enter the State that issued the Identity Source Document. Block 17: Enter the Country that issued the Identity Source Document.</p>	<p>Block 18: Enter the Date that the Identity Source Document was issued. Block 19: Enter the Date that the Identity Source Document will expire. Block 20: Enter Weight in pounds. Block 21: Enter Height in inches. Block 22: Check the applicable box for Hair Color. Block 23: Check the applicable box for Eye Color. Block 24: Enter Home Address including City, State, Zip Code, and Home Telephone Number. Block 25: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone Number. Block 26: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number. Block 27: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number. Block 28: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days. Block 28: Check the applicable answer if you have been convicted of Felony and enter initials. Block 29: Check the applicable box for felony conviction. Block 30: Enter initials to accept terms for returning Local Population Identification Card. Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.</p>
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LIST OF ACCEPTABLE DOCUMENTS - All documents must not be expired.

Must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A - Documents that Establish Identity and Employment Authorization	OR	List B - Documents that Establish Identity	AND	List C - Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign Passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or limitations identified on form. 6. Passport from the Federal States of Micronesia (FSM) or the Republic of the Marshall Islands (RM) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and FSM or RM. 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 3. School ID card with a photograph 4. Voter's registration card. 5. U.S. Military card or draft record. 6. Military dependent's ID card. 7. U.S. Coast Guard Merchant Mariner Card. 8. Native American tribal document. 9. Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card. 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record. 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION. (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION. 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Birth issued by the Department of State (Form DS-1380) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal. 5. Native American tribal document. 6. U.S. Citizen ID Card (Form I-197). 7. Identification Card for Use of Resident Citizen in the United States (Form I-179). 8. Employment authorization document issued by the Department of Homeland Security.

The remainder of the form will be completed by the Base Registrar Person conducting Identity Proofing process and NCIC check.

AGENCY DISCLOSURE STATEMENT:

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 OMB 0703-0061. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN COMPLETED FORM TO THE ABOVE ADDRESS.
Completed form should be submitted to the Base Registrar.

SECNAV 5512/1 (APR 2014)

FOR OFFICIAL USE ONLY WHEN FILLED - PRIVACY SENSITIVE:
Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties.

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Enclosure (2)

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DRIVER'S REQUEST

In accordance with NASPAXRIVINST 5510.15, I am requesting a driver's pass for _____ to drive me to and from Building _____, I, _____, understand that as the sponsor, I am responsible for the actions of my guest. The pass authorizes the guest to drive me to and from the parking lot of the designated area on the request ONLY.

Contractors requiring a driver to and from work must have a Government POC authorize the driver. The pass ONLY authorizes the driver to enter the station to drive requestor from the gate to the parking lot of the work location and back off station.

Driver's Information:

First _____ Middle _____ Last _____

Relationship to Requestor _____

SSN# _____

Date of Birth _____

City/State/Country of Birth _____

Citizenship _____

Home Address _____

Requestor's Information

Name _____

SSN# _____

Military, C/S, Cont _____

Building # & Work Hours _____

Work Telephone _____

Cell Telephone _____

Reason Pass is Being Requested _____

Date(s) Pass Needed _____

Please allow 72 business hours for request to be processed by Physical Security Department. The driver must pick up the pass in person and present a valid driver's license. I have read and fully understand the requirements in requesting this pass and responsibilities.

Signature _____ Date _____

Government POC Information:

I, _____, understand that as a Government sponsor I am ALSO responsible for the actions of the guest.

Printed Name _____

Work Location/Phone Number _____

E-mail _____

Enclosure (3)

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Documents that Establish Identity List of Acceptable Documents	
1.	U.S. Passport or Passport Card.
2.	Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
3.	Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV).
4.	Employment Authorization Document (Card) that contains a photograph (Form I-766).
5.	In the case of a nonimmigrant alien authorized to work for a specific employer incident to status: (a) Foreign passport I and (b) Form I-94 or Form I-94A has the following: (1) Bearing the same name as the passport; and (2) An endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6.	Driver's license or ID card issued by a Real ID Act compliant state or outlying possession of the U.S., provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address. Licenses or IDs possessing "NOT APPLICABLE FOR FEDERAL PURPOSES" will not be accepted.
7.	State-issued Enhanced Driver's licenses.
8.	Driver's license issued by the U.S Department of State.
9.	Border Crossing Card (Form DSP-150).
10.	Identification card issued by Federal, State, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.
11.	Veteran Health Identification Card (VHIC) issued by the Department of Veterans Affairs.
12.	Department of Homeland Security "Trusted Traveler" Cards (Global Entry, NEXUS, SENTRI, FAST).
13.	U.S Certificate of Naturalization or Certificate of Citizenship (Form N-550).
14.	School identification card with a photograph.
15.	Persons under the age of 18 who are unable to present a document listed above may present one of the below documents: a. School record or report card; b. Day care or nursery school record; c. Birth certificate (original or certified copy).
16.	Native American Tribal Photo ID cards.
17.	U.S. Coast Guard Merchant Mariner Credential (MMC) or Merchant Mariner's Documents (MMD).
18.	Other documents that may be provide for identity proofing purposes, but must be accompanied by a second form of ID with photograph and biographical information. a. Social Security Number card; b. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the U.S. bearing an official seal; c. Certification of birth Abroad issued by the U.S. Department of State (Form FS-545); d. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350); e. Voter's Registration Card.

NAVY GETAWAYS OVERNIGHT GUEST REQUEST

COVER SHEET

TO BE SUBMITTED WITH ALL SECNAV FORMS

SPONSOR NAME: _____

SPONSOR BRANCH OF SERVICE & STATUS: _____

SPONSOR CONTACT INFORMATION:

PRIMARY EMAIL: _____

PRIMARY PHONE NUMBER: _____

DATE/S OF STAY: _____

LODGING RESERVATION CONFIRMATION NUMBER: _____

LODGING UNIT/SITE RESERVED: _____

LIST OF UNAFFILIATED GUESTS REQUESTING ACCESS:

**LIST IS TO BE ALPHABETIZED. NAMES ARE TO BE FORMAL LEGAL/PROPER NAMES (NO NICKNAMES/ALIAS) AND ALL FOREIGN NATIONALS ARE TO BE IDENTIFIED

