



Trusted Traveler & Escorting

POC: Alex Collins - Installation Physical Security Officer

Alex.j.collins2.civ@us.navy.mil

or

NASPR-PHYSICAL-SECURITY@US.NAVY.MIL

References

- A. DODM 5200.8 V3 – Physical Security Program: Access to DoD Installations
- B. SECNAVINST 5500.35 – Department of the Navy Physical Security Program.
- C. CNIC-M 5530.2 – Navy Installation Access Control.
- D. NASPAXRIVINST 5510.15S – Regulations Governing Admission to the Naval Air Station Patuxent River, Navy Outlying Field Webster, and Navy Recreation Center, Solomons, Maryland.



Trusted Traveler



- Trusted Traveler Access. Trusted Traveler is a voucher program and not to be confused with escorted access. Where permitted, the trusted traveler program allows authorized individuals who have been granted unescorted access to simultaneously vouch for co-travelers (in the same vehicle or on foot) and enable those co-travelers to obtain trusted traveler access. Both the person vouching and the co-traveler must be fully vetted and have met all requirements IAW reference A-D.
- Trusted Traveler and co-travelers are limited to the occupancy of six (6) individuals of the same vehicle. (Trusted Traveler with five (5) individuals)
- Trusted Travelers must be U.S. citizens.
- Who is authorized to be a Trusted Traveler is defined in Appendix three of the NASPR Access Control Instruction.
- Example – I Alex Collins and the Commanding Officer are in the same vehicle. As we approach the ACP I hand my CAC and only my CAC to the sentry for access. With trusted traveler in place I am trusted that I am aware and verified that the CO also has unescorted access (I.E CAC). Once we enter the installation the CO and I may part ways because we both have been properly vetted with the proper credential.





Escorting

- Escorted Access. Type of access where an individual must be appropriately accompanied at all times to ensure that the escorted individual does not cause unacceptable risk to the safety, security, or efficiency of an installation or its occupants. Individuals unable to meet the identity or fitness requirements for unescorted access may be granted escorted access IAW installation policies. Persons escorting visitors must themselves be authorized unescorted access to the installation/facility IAW references A-D.
 - Escorts must be a U.S. citizen, DoD affiliated, and themselves have unescorted access to the installation.
 - Appendix Three of the NASPR Access Control Instruction defines who can escort onto the installation, it also defines how many personnel you may escort.
 - Verification of personnel properly escorting will be via RAMs, building access and traffic stops. Escorts who violate the escorting procedures will no longer be authorized to escort and face possible disciplinary actions.
- Example – I Alex Collins and my family (zero base affiliation) are entering the installation. While proceeding towards the sentry I have in my hand my CAC and my family's state IDs. I hand all persons IDs in the vehicle to the sentry to verify everyone's identity and that I am authorized to escort. Once we enter the installation I am required to be with the personnel I am escorting.





Sponsorship

- General sponsorship allows approved individuals affiliated with the DoD to take responsibility for verifying and authorizing an applicant's need for access to an installation.
- Active duty, guard and reserve personnel on official orders, CAC holders (to include Contractor CAC holders with written permission from the ICO), military retirees, DoD civilian retirees, and family members 18 years of age and older are authorized to sponsor six (6) individuals onto the installation.
- Public Private Venture (PPV) housing residents with DBIDS credentials are authorized to sponsor two (2) individuals onto the installation on which they reside, but only in the specific housing area in which they reside.
- Temporarily Assigned (TDY) Personnel. Active duty, guard and reserve personnel on official orders and CAC holders on official TDY orders to an installation are authorized to sponsor six (6) individuals onto the installation for the duration of their assignment.
- The ICO reserves the right to establish further guidelines and restrictions concerning the number of visitors which may be sponsored, times of day, length of time the credential can be issued, and other restrictions as appropriate. The ICO has authority to include sponsorship privileges for unique categories not addressed in this instruction.
- Unescorted Access. Unescorted access requires individuals to establish their identity, be determined fit for access, and establish an acceptable purpose for their presence on the installation. Unescorted access may also be granted per applicable laws and Navy policies.

- Example – I Alex Collins take an individual to the VCC to obtain a pass for the individual to have unescorted access.





Foreign Nationals

- Must be properly vetted through the VCC. All installations are required to have records of all visits or assignments of foreign nationals.
- FN's wishing to stay overnight on the installation must have authorization from the CO/XO. To obtain authorization for an FN to stay overnight on the installation please contact the VCC.



Appendix Three

APPENDIX 3 IDENTIFICATION CARD EXAMPLES

3.1. Armed Forces of the United States Geneva Convention Identification Card



- a. Description. This CAC is the primary ID card for uniformed services members and shall be used to identify the member's eligibility for benefits and privileges administered by the uniformed services.
- b. Eligibility.
- (1) Members of regular components of the Military Services.
 - (2) Members of the Selected Reserve of the Ready Reserve of the Reserve Components.
 - (3) Members of the Individual Ready Reserve of the Ready Reserve authorized in accordance with regulations prescribed by the Secretary of Defense to perform duty in accordance with section 10147 of title 10, United States Code (U.S.C.).
 - (4) Uniformed services members of NOAA and USPHS.
- c. Trusted Traveler. Yes.
- d. Authorized Escort. Yes, five (5) individuals.

3.2. U.S. DoD or Uniformed Services ID Card



- a. Description. This CAC is the primary ID card for eligible civilian employees, contractors, and foreign national affiliates and shall be used to facilitate standardized, uniform access to DoD facilities, installations, and computer systems.
- b. Eligibility. DoD civilian employees, including:
- (1) DoD employees, including:
 - (a) Individuals appointed to appropriated fund and non-appropriated fund (NAF) positions.
 - (b) USCG and NOAA civilian employees.
 - (c) Permanent or time-limited employees on full-time, part-time, or intermittent work schedules for 6 months or more.
 - (d) Senior Executive Service, Competitive Service, and Excepted Service employees.
 - (2) Non-DoD civilian employees, including:
 - (a) State employees working in support of the National Guard.
 - (b) Intergovernmental Personnel Act employees.
 - (c) Non-DoD Federal employees that are working in support of DoD but do not possess a Federal PIV card that is accepted by the sponsoring DoD Component.
 - (3) DoD contractors.
 - (4) USCG and NOAA contractors.
 - (5) Persons whose affiliation with DoD is established through:
 - (a) Direct and indirect hiring overseas.
 - (b) Assignments as Foreign Military.
 - (c) Procurement Contracts, Grant Agreements, or other Cooperative Agreements.
- c. Trusted Traveler. Yes (except non-US Citizens). DoD Contractors must get written permission from the ICO.
- d. Authorized Escort. Yes, five (5) (except non-US Citizens), DoD Contractors must get written permission from the ICO.



3.3. DoD Civilian Retiree ID Card



- Description.** This ID shall only be used to establish DoD civilian retiree identity and affiliation with the DoD.
- Eligibility.** Appropriated and NAF civilians that have retired from any DoD Service component or agency are eligible for the DoD Civilian Retiree DBIDS Card. These civilians must have their retired status verified in DEERS before an ID card can be issued.
- Trusted Traveler.** Yes.
- Authorized Escort.** Yes, five (5) individuals.

3.4. DD Form 2S (Retired)



- Description.** This is the primary ID card for retired uniformed services members entitled to retired pay. Benefits and privileges shall be administered by the uniformed services as described in Volume 2 of this Manual.
- Eligibility.** Members of the uniformed services who are entitled and in receipt of retired pay, or entitled and have waived their retired pay, are eligible for the DD 2S (RET).
- Trusted Traveler.** Yes.
- Authorized Escort.** Yes, five (5) individuals.



3.5. DD Form 2: United States Uniformed Service ID Card (Reserve Retired)



- Description.** This is the primary ID card for members of the National Guard or Reserves who have completed 20 creditable years of service and have elected to be transferred to the Retired Reserve. They will qualify for pay at age 60, or earlier if they have qualified contingency service.
- Eligibility.** Members of the Reserve Components who are entitled to retired pay at age 60 (or earlier if they have qualified contingency service) and have not yet attained age 60 are eligible for the DD Form 2 (Reserve Retired).
- Trusted Traveler.** Yes.
- Authorized Escort.** Yes, five (5) individuals.





3.6. DD Form 1173 – United States Uniformed Services ID Card (Dependents)



a. Description. This is the primary ID card for dependents and other similar categories of individuals eligible for benefits and privileges administered by the uniformed services.

b. Eligibility. Specific population categories entitled to benefits and privileges as described in Volume 2 of DoDM 1000.13-M-V1 are eligible for the DD Form 1173 to include:

- (1) Dependents of active duty Service members of the regular components, Reserve Component Service members on active duty for more than 30 days, and retirees.
- (2) Surviving dependents of active duty members.
- (3) Surviving dependents of retired military members.
- (4) Surviving dependents of Medal of Honor recipients and surviving dependents of honorably discharged veterans rated by the Department of Veterans Affairs as 100 percent disabled from a uniformed services-connected injury or disease at the time of his or her death.
- (5) Accompanying dependents of foreign military.
- (6) Dependents of authorized civilian personnel overseas.
- (7) Other benefits eligible categories as described in Volume 2 of DoDM 1000.13-M.

c. Trusted Traveler. Yes.

d. Authorized Escort. Yes, if 18 years or older, five (5) individuals.



3.7. DD Form 1173-1 – DoD Guard and Reserve Family Member ID Card



a. Description. This is the primary ID card for dependents of Ready Reserve and Standby Reserve members not on active duty in excess of 30 days. When accompanied by a set of the sponsor's valid active duty orders, the card shall be used in place of a DD Form 1173 for a period of time not to exceed 270 days, if the member is called to active duty by congressional decree or Presidential call-up under Section 10147, Chapter 1209, Title 10, United States Code.

b. Eligibility. Eligible dependents of Reserve Component members and retirees as described in Volume 2 of DoDM 1000.13-M.

c. Trusted Traveler. Yes.

d. Authorized Escort. Yes, if 18 years or older, five (5) individuals.





3.8. DD Form 2764 – US DoD/Uniformed Services Geneva Conventions Card



a. **Description.** This is the primary ID for non-CAC eligible civilian noncombatant personnel who are deployed in conjunction with military operations overseas. The DD Form 2764 also replaces DD Form 489, “Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces.”

b. **Eligibility.** Civilian noncombatant personnel who have been authorized to accompany U.S. forces in regions of conflict, combat, and contingency operations and who are liable to capture and detention by the enemy as POWs are eligible for the DD Form 2764 in accordance with DoDI 1000.01, “Identification (ID) Cards Required by the Geneva Conventions,” April 16, 2012.

c. **Trusted Traveler.** No.

d. **Authorized Escort.** No.



3.9. DD Form 2765 – DoD/Uniformed Services ID and Privilege Card



a. **Description.** This is the primary ID card for categories of individuals, other than current or retired members of the uniformed services, who are eligible for uniformed services benefits and privileges in their own right without requiring a current affiliation with another sponsor.

b. **Eligibility.** Those populations eligible for the DD Form 2765 include:

- (1) Foreign military personnel described in subparagraph 4.b.(8) of this appendix that cannot meet all criteria for CAC issuance.
- (2) Former members.
- (3) Members eligible for transitional health care. These individuals shall be eligible for DD Form 2765 (with a “TA” overstamp) showing expiration date for each benefit, as shown on the reverse of the card.
- (4) Medal of Honor recipients.
- (5) Disabled American Veterans (rated 100 percent disabled by the Department of Veterans Affairs).
- (6) Former spouse (that qualify as a DoD beneficiary).
- (7) Civilian personnel in the categories listed in subparagraphs 12.b.(4)(a) through (d) of this appendix:
 - (a) Other U.S. Government agency civilian employees when stationed or employed and residing in foreign countries for a period of at least 365 days.
 - (b) Area executives, center directors, and assistant directors of the United Service Organization, when serving in foreign countries.
 - (c) United Seaman’s Service personnel in foreign countries.
 - (d) Military Sealift Command (MSC) civil service marine personnel deployed to foreign countries on MSC-owned and -operated vessels.

c. **Trusted Traveler.** No.

d. **Authorized Escort.** No.



3.10. Next Generation USID – White



- a. **Description** This is the primary ID card for categories of individuals, other than current or retired members of the uniformed services, who are eligible for uniformed services benefits and privileges in their own right without re.
- b. **Eligibility** Current/Former Uniformed Service Members, their Dependents, and All Remaining Personnel.
- c. **Trusted Traveler** Yes.
- d. **Authorized Escort** Yes, five (5) individuals.

3.11. Next Generation USID – US DoD/Uniformed Services Dependent ID and Privilege Card



- a. **Description** Difference lies with information contained on card.
- b. **Eligibility**
 - (1) Dependents of:
 - (a) Active duty Service members of the regular components
 - (b) Reserve component Service members on active duty for more than 30 days
 - (c) Retirees
 - (d) Medal of Honor recipients
 - (e) Former members in receipt of retired pay
 - (f) Transitional Health Care Members (TAMP)
 - (g) 100% Disabled Veterans
 - (h) Ship's Officers and Crewmembers of NOAA Vessels
 - (i) Reserve members not on AD or in receipt of retired pay
 - (j) Former members not in receipt of retired pay
 - (k) Reserve Service members who die after receipt of NOE
 - (2) Surviving Dependents of:
 - (a) Active duty and retired Service members
 - (b) Medal of Honor recipients
 - (c) Other benefits-eligible categories described in DoD policy
- c. **Trusted Traveler** Yes.

A3-9

CUI

CUI

NASPAXRIVINST 5510.1SS
29 Jan 2024

- d. **Authorized Escort** Yes, five (5) individuals.

3.12. Next Generation USID – US DoD/Uniformed Services ID and Privilege Card



- a. **Description** Difference lies with information contained on card.
- b. **Eligibility**
 - (1) Retired members entitled to retired pay
 - (2) Members of the Temporary Disability Retired List (TDRL)
 - (3) Members of the Permanent Disability Retired List (PDRL)
 - (4) Retired members of the Reserves and National Guard
 - (5) Medal of Honor recipients
 - (6) 100% Disabled Veterans
 - (7) Former members in receipt of retired pay
 - (8) Transitional Health Care Member (TAMP)
 - (9) Full-time paid United Service Organizations (USO) personnel when serving OCONUS
 - (10) United Seaman's Service (USS) Personnel OCONUS
 - (11) Officers and Crews of MSC vessels deployed to foreign countries
 - (12) Select Employer Support of the Guard and Reserve (ESGR) personnel
 - (13) Other benefits-eligible categories as described in DoD policy
- c. **Trusted Traveler** Yes.
- d. **Authorized Escort** Yes, five (5) individuals.

3.13. Next Generation USID – Armed Forces of the US Geneva Conventions Card



- a. **Description** Difference lies with information contained on card.
- b. **Eligibility**
 - (1) Members of the Individual Ready Reserves and Inactive National Guard
 - (2) Non-CAC-eligible civilian noncombatant personnel deployed in conjunction with military operations overseas
- c. **Trusted Traveler** Yes.
- d. **Authorized Escort** Yes, five (5) individuals.



3.14. Next Generation USID – Non-US Citizen Sponsors and their Dependents



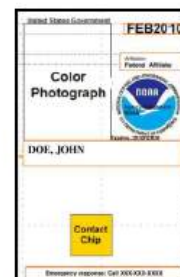
- a. Description. Blue Bar.
- b. Eligibility. Non-US Citizen Sponsors and the dependents.
- c. Trusted Traveler. No.
- d. Authorized Escort. No.

3.15. Defense Biometric Identification System (DBIDS)



- a. Description. Common Access Card design. “DBIDS” in top left corner. Refer to display. A bar through center of card under holder’s photograph describes their status.
 - (1) Green = Contractor
 - (2) Yellow = Long-Term Visitor
 - (3) Red = Emergency Essential Civilian
 - (4) Blue = Foreign Civilian Visitor, Foreign Government Contractors, and Foreign Military Retiree/Dependent.
- b. Eligibility. As listed above.
- c. Trusted Traveler. No.
- d. Authorized Escort. No.

3.16. NOAA Retired Wage Mariner and Family Member ID Card



- a. Description. The NOAA Retired Wage Mariner and Family Member Card is a sub-category of the DoD Civilian Retiree Card and shall be used to establish identity and affiliation with the DoD and to identify the individual’s eligibility for benefits and privileges administered by the uniformed services as described in Volume 2 of DoDM 1000.13-M.
- b. Eligibility. Retired Wage Mariners of NOAA and their dependents as described in Volume 2 of DoDM 1000.13-M are eligible for the NOAA Retired Wage Mariners and Family Members Card.
- c. Trusted Traveler. No.
- d. Authorized Escort. No.

3.17. UD Department of Veterans Affairs ID Card



- a. Description. A Veteran ID Card (VIC) is a digital photo ID that establishes veteran status and precludes veterans from having to carry military discharge papers or share sensitive personal information.
- b. Eligibility. Personnel who served on active duty, in the Reserves, or in the National Guard (including the Coast Guard), and received an honorable or general discharge (under honorable conditions). If a person received an “other than honorable, bad conduct, or dishonorable” character of discharge, they are not eligible for a Veteran ID Card.
- c. Trusted Traveler. No.
- d. Authorized Escort. No.



3.18. NCIS Special Agent, Agent, Investigator, and Operational Representative Credentials/ID

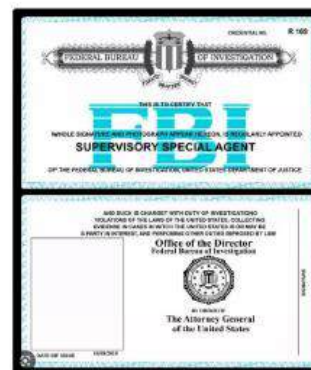


a. **Description.** Permanent NCIS credentials consist of two cards that are completed, authenticated, and laminated. Card A (upper credential) identifies the agency, name, seal, and bearer title. Card B (lower credential) consists of a statement of authority, bearer photograph, credential number, the Director's signature, and bearer signature.

- (1) Special Agent. Issued a golden badge inscribed with the words Special Agent. Credentials and badge are only issued to 1811 Criminal Investigators and Marine Corps personnel designated as Special Agents.
- (2) Agent. Issued a silver badge inscribed with the word Agent. Credentials and badge are issued to qualified/approved naval reservists assigned to the NCIS Office of Military Support who perform investigative or counterintelligence duties.
- (3) Investigator. Issued a silver badge inscribed with the word Investigator. Credentials and badge are only issued to 1810 Investigators who perform investigative and/or counterintelligence duties.
- (4) Operational Representative. Issued a silver badge inscribed with the words Operational Representative when it is deemed necessary by the concerned Special Agent in Charge or deputy assistant director. The badge of an Operational Representative conveys no police powers and is only used to quickly identify the holder as a law enforcement affiliate to ensure the employee's safety or to effectively accomplish his/her assigned operational duties. **Eligibility.** Personnel who served on active duty, in the Reserves, or in the National Guard (including the Coast Guard), and received an honorable or general discharge (under honorable conditions). If a person received an "other than honorable, bad conduct, or dishonorable" character of discharge, they are not eligible for a Veteran ID Card.

- b. **Trusted Traveler.** Yes.
- c. **Authorized Escort.** Yes.

3.19. FBI Special Agent Credentials/ID



- a. **Description.** The FBI special agent gold badge serves primarily to identify the bearer as an FBI special agent with the authority to enforce federal law.
- b. **Eligibility.** FBI Special Agents
- c. **Trusted Traveler.** Yes
- d. **Authorized Escort.** Yes.

3.20. Federal Aviation Administration PIV



- a. **Description.** Common Access Card with FAA symbol on front.
- b. **Eligibility.** FAA Employees.
- c. **Trusted Traveler.** No.
- d. **Authorized Escort.** No.



- Please email NASPR-PHYSICAL-SECURITY@US.NAVY.MIL with any questions.

3.21. Postal Worker PIV



- Description. Personal Identification Verification with USPS logo at top, photograph in center, and vertical bar code on left side. The PIV will contain the holder's first and last name, expiration date, and the city in which the holder is assigned.
- Eligibility. USPS Employees.
- Trusted Traveler. No.
- Authorized Escort. No.