



DEPARTMENT OF THE NAVY  
NAVAL BASE KITSAP  
120 SOUTH DEWEY ST  
BREMERTON, WA 98314-5020

NAVBASEKITSAPINST 5530.6 CH-5  
N32

31 Jan 08

NAVAL BASE KITSAP INSTRUCTION 5530.6 CHANGE TRANSMITTAL FIVE

From: Commanding Officer, Naval Base Kitsap

Subj: NAVAL BASE KITSAP ANTI-TERRORISM/FORCE PROTECTION PLAN

Encl: (1) Revised Annex P (Physical Security)

1. Purpose. To promulgate Change Transmittal Five to the basic instruction.

2. Action. Replace enclosure (1) of the basic instruction with enclosure (1) of this change transmittal.

  
R. S. TANAKA

Distribution: (NAVBASEKITSAPINST 5216.1)  
List I

ANNEX P (PHYSICAL SECURITY)

1. Purpose. To establish policy and procedures regulating all aspects of physical security on NB Kitsap, its tenant commands and facilities.

2. Responsibility

a. The NB Kitsap Security Officer is responsible for the overall coordination and supervision of the Physical Security Program, which includes ensuring applicable information is current and disseminated to base personnel. Requests for changes to this annex should be submitted to NB Kitsap Security Officer.

b. NB Kitsap personnel are responsible for safeguarding government property per this instruction.

3. Action. All commands and tenant commands should be made aware and ensure personnel comply with its provisions.

Appendices/Tabs to this Annex:

Appendix 1 - Personnel Movement Control

Tab A - Personal Identification Requirements

Tab B - Navy Region Northwest Badge System

Tab C - Navy Region Northwest Visitor Badge/Permit System

Tab D - Construction Contractor Badge System

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Tab F - Other Entry Credentials and Procedures

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Appendix 2 - Vehicle Control

Tab A - Decals, Passes, and Permits

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**ANNEX P (PHYSICAL SECURITY)**

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APPENDIX 1 (PERSONNEL MOVEMENT CONTROL)  
TO ANNEX P (PHYSICAL SECURITY)

TAB A - PERSONNEL IDENTIFICATION REQUIREMENTS  
TAB B - NAVY REGION NORTHWEST BADGE SYSTEM  
TAB C - VISITOR BADGE / PERMIT SYSTEM  
TAB D - CONTRACTOR BADGE SYSTEM  
TAB E - OTHER ENTRY CREDENTIALS AND PROCEDURES  
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TAB G - SUMMARY OF PERSONNEL ENTRY/EXIT CONTROLS

Encl: (1) Military Badge Process  
(2) Civil Service/Appropriated/Non-Appropriated Badge Process  
(3) Regional Contractor Badge Process  
(4) Visitor Badge Process  
(5) Contractor Badge Process  
(6) Sample Letter for Property Pass Books (Example)  
(7) Commercial Vehicle Sponsor Letter (Example)

1. Purpose. To set procedures for providing a visible means of identification for entry, exit, and internal control of personnel authorized access to NB Kitsap and tenant commands.

2. Definitions

a. Permanent Personnel. For the purposes of this instruction, individuals with official business at Naval Base Kitsap, all employees, assigned military personnel, and all members of tenant activities, ashore and afloat, are considered permanent personnel.

b. Contractors. Contractors, vendors, delivery drivers and salespersons will be identified as contractors. A contractor is any industrial, educational, commercial, or any other entity that has entered into a legal agreement with Naval Base Kitsap or tenant activity, afloat or ashore, or an individual residing in housing for the purpose of performing a contract with Naval Base Kitsap, a tenant activity or an individual. Contractor personnel must be a prime contractor of Naval Base Kitsap and tenant commands. The expiration date will be the contract expiration date or an anticipated transfer, resignation, or retirement date; whichever is less, up to seven years.

c. Regional Contractor. This special category of contractor is established primarily because of the unique relationship with the base, tenants and region. A Regional Contractor enters into a long-term agreement with Commander Navy Region Northwest (CNRNW) and becomes a primary agent in execution

of duties in support of base (vice tenant specific) operations. The Base Operating Support Contractor (BOSC) is an example. Most Regional Contractors are required to access more than one base or facility and interface with more than one tenant. The expiration date will be the contract expiration date or seven years; whichever is less.

d. Visitor. A visitor is defined as any person not considered a permanent employee or contractor of CNRNW, NB Kitsap, or tenant commands. For the purposes of this instruction, Official Visitors refer to those individuals not permanently assigned who have official business with the base or tenant command. All other visitors may be referred to at times as "unofficial visitors."

e. Foreign National (FN). Foreign Nationals (FN) are defined as individuals who are not U.S. Citizens or who are representing a foreign government, foreign corporation, other foreign entity, or a foreign national doing business with a Department of Defense (DoD) component or contractor. This includes companies incorporated in the U.S., but under 51% foreign ownership, control, or influence. Such individuals require special approval before accessing Naval Base Kitsap, or restricted areas of the installation. Any person who is not a U.S. Citizen, U.S. National, or registered immigrant alien is considered a Foreign National.

f. Sponsor. An individual or command, with permanent status at NB Kitsap, who acts as the responsible party for a visitor, contractor or other temporary person or entity on base.

g. Escort. A properly credentialed individual familiar with Security Regulations, who meets a visitor at the Pass & I.D. Parking Lot and remains with them at all times throughout a visitors stay at NB Kitsap or tenant commands. Any individual with approved access credentials who accepts responsibility may escort another individual in community areas. Escorts are responsible for the actions of sponsored visitors. NB Kitsap Commanding Officer or higher authority may suspend escorting of visitors during heightened Force Protection Conditions.

h. Restricted Areas. When discussing base access, Restricted Areas are areas with access controlled by NB Kitsap beyond the main gates <sup>1</sup>. These are:

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<sup>1</sup> There are many other Restricted Areas on base such as the Main Limited Area (MLA), the Waterfront Restricted Area (WRA), and individual buildings and fenced lots. For the purposes of this discussion on base access, the term "Restricted Area" is more precisely defined to discuss particular access issues controlled by NB Kitsap; and the term is also used to prevent confusion with the large Common Areas on base where people and vehicles are fairly free to move about.

(1) the Operational Area (OA) in NB Kitsap Bangor;

(2) the Controlled Industrial Area (CIA) at Puget Sound Naval Shipyard (PSNS) at NB Kitsap Bremerton; and

(3) Occupied piers at NB Kitsap Bremerton (all other piers are subsets of the OA or CIA).

(4) the Naval Undersea Warfare Center (NUWC), Keyport Division (Keyport) annex at NB Kitsap Bangor.

i. Unrestricted Area. When discussing base access, these are the areas on-base which are solely controlled at the Entry Control Point (Gates) on base--sometimes referred to as Common or Community Areas. Examples include general administration areas, community support areas, housing, Navy Exchange and Commissary, etc.

j. BAVR. The Badge Authorization and Visit Request (BAVR) system is the web accessible, Regional computer database/software program which is preferentially used to process badge requests. Within the BAVR system, the following additional definitions apply:

(1) Requestor. The individual person or command representative who submits the request for a badge.

(2) Sponsor. A designated command representative with the power to authorize sponsorship for that command. Obtaining sponsor designation is a separate application process from that of obtaining a badge. As a prerequisite, a sponsor must have a CNRNW badge, must be entered into the BAVR system, and must have a valid official command e-mail address.

(3) Signing Authority. The signing authority is a NB Kitsap designated representative who can provide authorization for issuing a badge. Signing authorities are found within NB Kitsap Security Administration.

(4) Security Manager. Command designated authority who maintains personnel security controls for the command. Before a badge can be issued which include authorization for access to particular restricted areas, the respective security manager(s) must provide authorization. The badging process for access to multiple restricted areas takes longer since multiple commands have input.

k. I-9 Form. Department of Homeland Security Employment Eligibility Verification Form. All contractors will be required

to show this form and original supporting documentation before getting a badge from The Pass & ID Office.

### 3. Responsibilities and Actions

a. The CNRNW Public Safety Support Office (PSSO) is responsible for administration and oversight of the Badge System including accountability, issuance, and retrieval for NB Kitsap and tenant commands. Blank badge components will be safeguarded under lock and key. Any discrepancies will be reported immediately to the NB Kitsap Security Officer, who shall investigate the discrepancies. All visitor badges will be returned by the sponsors and all termination of employment of civil service, contractors and Regional contractors will be returned to Pass and ID by sponsoring commands within 15 days of termination.

b. Tenant commands are responsible for developing and performing internal security procedures, including administration of any additional entry requirements, internal systems, and devices used in conjunction with NB Kitsap Personnel Identification System. Tenant commands are also responsible for supporting accountability, issuance, and retrieval procedures for badges.

c. Security with regard to sponsored guests, contractors, visitors and other non-permanent personnel is a serious responsibility and shall not be taken lightly. Sponsors shall maintain a high level of vigilance and ask appropriate questions with regard to security. Sponsors assume responsibility for the trustworthiness of their sponsorees.

d. The CNRNW badges are provided for the designated holder's use only. Use or possession by any other person is unlawful and will make the offender liable to penalty. Individuals shall maintain their badge, pass, or permits and associated paperwork in good condition.

(1) Lost Badges. Immediately report lost badges or credentials to the Pass and ID Office, and or NB Kitsap Security Department. If theft is suspected, the Security Officer will be immediately notified. Negligent loss of badges may result in disciplinary or administrative action. Lost badges should be reported on form NAVREGNW 173/1 (2-07).

(2) Found Badges. Personnel finding a badge or access credentials shall immediately turn it over to NB Kitsap Security Department or the Pass & ID Office.

TAB A (PERSONNEL IDENTIFICATION REQUIREMENTS) TO APPENDIX 1  
(PERSONNEL MOVEMENT CONTROL) ANNEX P (PHYSICAL SECURITY)

1. General Principles and Definitions.

a. Badges. In general, badges are required for:

- (1) Anyone in a Restricted Area.
- (2) Unescorted visitors to gain access to the base.
- (3) Contractors and Vendors to gain access to the base.
- (4) Foreign National visitors whether escorted or unescorted. The base is required to log all Foreign National visitors (in an official or guest status) and the badge process is used to ensure logkeeping compliance.
- (5) As directed by individual commands in controlled buildings, spaces, piers or lots.

b. Although it is implied, access to Common Areas (i.e. base access) is granted to those granted access to base Restricted Areas. Proper credentials apply.

c. Photo Identification is generally required of all persons. Normally accepted forms of photo identification derive from recognized government sources. Examples include military ID cards, driver's licenses, and passports. Maximum ages for exemptions to Photo Identification requirements:

- (1) Unescorted - Under the age of 10.
- (2) Escorted - Under the age of 16.

d. Emergency Response Forces. NB Kitsap Emergency Response Forces (fire, security, medical, casualty response teams, etc.) responding to emergencies shall be granted access to all base areas (Naval Security Forces shall not be granted access to SWFPAC Limited Area unescorted).

(1) When entering NB Kitsap gates, the driver of the responding emergency vehicle shall present their credentials to the gate sentry for validation. NB Kitsap Security Officers, COs/XOs, SWFPAC Security Officer and CDOs at SWFPAC, NAVIMFAC PNW, COMSUBGRU NINE, COMSUBRON SEVENTEEN or NINETEEN, SUBDEVRON FIVE, may request emergency access for persons through the OA gate when time-critical or unusually hazardous operations may be impacted by delays in obtaining authorized credentials.

(2) If all external perimeter gates are closed (other than drill purposes) due to covert/overt threats, natural disasters or accident with disaster potential, emergency response forces personnel will be allowed access via Gate #1 (Marine Gate) on Clear Creek Road. Only those emergency response forces personnel directly involved with the particular incident will be allowed access, all others will be allowed access on a case by case basis.

2. General Identification Requirements for Base Entry. Entry credentials or documentation will be presented to sentries at entry control points (gates) and personnel shall not proceed until directed.

a. Unescorted entry into the base (and therefore access to unrestricted areas of the base without escort). Appropriate photo identification includes:

(1) CNRNW, NAVSEA and Defense Logistics Agency Badges issued by CNRNW Pass and ID offices.

(2) Common Access Cards (CAC) for Active Duty Military and Government Civil Service personnel. Contractor CACs are not authorized to be used as entry credentials.

(3) Dependent Identification Card (NAVPERS 5512/7).

(4) Retired Armed Forces ID Card.

(5) Photo ID of Law Enforcement Personnel (e.g., FBI, CIA, Secret Service, NCIS, USAF OSI, US Army CID, US Navy CID, etc.).

(6) Photo ID issued by the following Federal or Washington State Agencies:

(a) Office of Personnel Management (OPM).

(b) Department of Energy (DoE).

(c) Department of Homeland Security

(d) U.S. Customs Service (Customs Inspectors).

(e) Washington State Wildlife and Fisheries personnel (Game Wardens).

(f) U.S. Postal Service

(7) CNRNW Visitor Badges.

(8) Existing retired ID cards for Civil service will be honored until 30 September 2009. After this date they must be re-badged under the current instructions.

b. Visitors. Personnel without badges or other credentials specified above will be considered visitors and are required to be escorted by a person that has proper credentials. The detailed procedures for obtaining visitor badges are outlined in Tab C of this appendix.

c. Special Events Visitors. Officially sponsored events make it impractical to badge and escort each person individually. Access is limited and the procedures are outlined in Tab C of this Appendix.

d. Foreign Nationals. Official visits by Foreign Nationals require permission by the Installation Commanding Officer. All Official and Non-official visits by Foreign Nationals are required to be logged. Therefore, all visits by Foreign Nationals must be approved via the visitor badge process. No special restrictions are placed upon Foreign Nationals with permanent status and ID.

3. Tenant commands are responsible for the recovery of all badges, passes, and permits issued to persons under their cognizance.

4. Personnel summoned to appear as witnesses in legal matters occurring on the installation will be handled separately. Due to time constraints of legal matters, Navy Regional Legal Services Office (RLSO) will provide a list with name(s), SSN(s), type of vehicle(s), and date of attendance to NB Kitsap Security Admin who will provide the list to the Entry Control Point. RLSO will be responsible for providing the visitor specific directions to the trial's location, parking regulations, and conduct of the visitor while on the installation.

TAB B (NAVY REGION NORTHWEST BADGE SYSTEM) TO APPENDIX 1  
(PERSONNEL MOVEMENT CONTROL) TO ANNEX P (PHYSICAL SECURITY)

1. Badge Format

a. Type Indicators. The following abbreviations identify the type of badge to be issued. It is superimposed behind the expiration date, using gray lettering.

**C** = Contractor (can no longer escort on the base as of 1 January 2008).

**CS** = U.S. Civil Service Employee

**RC** = Regional Contractor

**V** = Visitor

**CC** = no longer used at Naval Base Kitsap and all badge requests will automatically be changed to C=Contractor. Existing badges will remain valid until they expire.

**UVB** = no longer used at Naval Base Kitsap and all badge requests will automatically be changed to V=Visitor. Existing badges will remain valid until they expire.

b. Base Indicator. Displays which base issued the badge. Located on the bottom and to the left of the expiration date. The following base indicators apply:

**B** = NB Kitsap Bangor

**Br** = NB Kitsap Bremerton

**K** = NB Kitsap Keyport

**E** = Naval Station Everett

**H** = Naval Hospital Bremerton

**I** = Naval Magazine Indian Island

**W** = Naval Air Station Whidbey Island

c. Command Indicator. The primary sponsoring command. Located underneath badge photograph, below signature and NB Kitsap Bangor Operational Area color stripe. The following command indicators apply:

**SWFPAC** = Strategic Weapons Facility, Pacific and includes Marine Corps Security Force Company (MCSFCo)

**CSG 9** = Commander, Submarine Group NINE (COMSUBGRU NINE) and all submarine crews

**CSS 17/19** = Commander, Submarine Squadron 17/19 (COMSUBRON SEVENTEEN or NINETEEN)

**NAVIMFAC PACNORWEST** = Puget Sound Naval Shipyard and Intermediate Maintenance Facility (NAVIMFAC PNW)

**TRITRAFAC** = Trident Training Facility

**NAVMAG** = Naval Magazine, Indian Island

**NB Kitsap** = NB Kitsap and other tenant commands.

**Hospital** = Naval Hospital Bremerton.

**Contactors Company Name**

**NRNW = Navy Region Northwest**

d. Operational Area (OA) Stripe. Allows for lower base access at NB Kitsap Bangor. In addition to a number 9 in the "B" matrix, a red stripe overlaying the badge holders printed name is located below the picture and signature on the badge for easy recognition.

e. Command Matrix. The following codes apply as command designation letters. They will be Located to the right of the photo, below CNRNW logo.

**S** = SWFPAC

**W** = Waterfront Restricted Area (WRA)

**G** = COMSUBGRU NINE

**X** = COMSUBRON SEVENTEEN/NINETEEN

**R** = NAVIMFAC PNW

**T** = TRITRAFAC

**K** = NB Kitsap at Keyport

**I** = NAVMAG Indian Island

**H** = Naval Hospital

**B** = NB Kitsap, CNRNW, Naval Computer and Telecommunications Area Master Station, Pacific (NCTAMS PAC), CBMU THREE ZERO THREE, EODMU ELEVEN Det Bangor, PERSUPPACTDET Bangor, SUBDEVRON FIVE, and all other NB Kitsap activities and tenant commands not listed above.

f. Number Matrix. Located to the left of the command matrix, reflecting the access level of badged personnel at each named command.

(1) Sponsoring commands have individual matrixes on badges that indicate the level of access to each command. The matrix is located on the right hand side of the badge. A "0" designator indicates no access authorized. A "9" indicates access to all areas within that command is authorized unless otherwise indicated. Badges issued from other bases in the region will show "0" in all blocks unless specific authorization is obtained. Badges issued to military, civil service, Regional Visitors (Official Visitors), and Regional Contractors may show a B8 (upper base authorization) in the matrix without obtaining permission. The following pertains:

Number Access Matrix for Region old badges (valid until 2013):

<b>S</b>	<b>SWFPAC</b>
0	No Entry
1	ESB, TSB, DHB, LEPB, MSB, CSA
2	EHW
3	Not Used
4	Not Used
5	Not Used
6	Not Used
7	Not Used
8	Not Used
9	ALL AREAS EXCEPT LIMITED AREA
X	Limited Area Access: (Requires SWFPAC assigned 5 digit number)

<b>G</b>	<b>COMSUBGRU-9</b>
0	No Entry
	<b>All numbers below require a Security Clearance</b>
1	BLDG. 2100 (OCAB)
2	BLDG. 2150 (First Deck)
3	INPORT SUBS (No USS Parche)
4	CSG-9 Message Center
5	CSG-9 OPCODE
6	NSSC
7	Not Used
8	Not Used
9	ALL AREAS
	Note: The highest number includes all lower access(s)

<b>X</b>	<b>COMSUBRON 17/19</b>
0	No Entry
1	CSS Spaces
2	Inport Subs (No USS Parche)
3	Not Used
4	Not Used
5	Not Used
6	Not Used
7	Not Used
8	Not Used
9	ALL AREAS

<b>R</b>	<b>NAVIMFAC PNW</b>
0	No Entry
1	IMF NON-PIER AREAS
2	IMF PIER AREAS
3	IMF PIER/NON-PIER
4	Not Used
5	Not Used
6	Not Used
7	Not Used
8	ALL IMF AREAS (IMF Personnel Only)
9	ALL AREAS & USS CARTER (IMF Personnel Only)

<b>T</b>	<b>TRITRAFAC</b>
0	No Entry
1	BLDG 2000/2001
2	ALL AREAS (Excluding (Mechanical Plant)
3	Not Used
4	Not Used
5	Not Used
6	Not Used
7	NON-TTF Personnel (Bldg 2000 Only)
8	Not Used
9	ALL AREAS

<b>K</b>	<b>NBK KEYPORT</b>
0	No Entry
1	ANNEX GROUNDS (No Building Access)
2	Not Used
3	Not Used
4	Not Used
5	Not Used
6	Not Used
7	Not Used
8	ALL AREAS on Subase Complex ( <b>SECRET Clearance Required</b> )
9	Not Used

<b>I</b>	<b>NAVMAG INDIAN IS</b>
0	No Entry
1	Not Used
2	Not Used
3	Not Used
4	Not Used
5	Not Used
6	Not Used
7	Not Used
8	ADMIN AREAS ONLY
9	ALL AREAS (Including Restricted Areas)

<b>B</b>	<b>NBK BANGOR</b>
0	No Entry
1	Not Used
2	Not Used
3	Not Used
4	Not Used
5	Not Used
6	Not Used
7	Not Used
8	NON-RESTRICTED AREAS (No Operational Area)
9	ALL AREAS (Including Operational Area)

Number Access Matrix for Region new badges (valid as of Feb 08):

<b>S SWFPAC</b>
0 No Entry
1 ESB, TSB, DHB, LEPB, MSB, CSA
2 EHW
3 Not Used
4 Not Used
5 Not Used
6 Not Used
7 Not Used
8 Not Used
9 ALL AREAS EXCEPT LIMITED AREA
X Limited Area Access: (Requires SWFPAC assigned 5 digit number)

<b>G COMSUBGRU-9</b>
0 No Entry
<b>All numbers below require a Security Clearance</b>
1 BLDG. 2100 (OCAB)
2 BLDG. 2150 (First Deck)
3 Not Used
4 CSG-9 Message Center
5 CSG-9 OPCON
6 NSSC
7 Not Used
8 Not Used
9 ALL AREAS
Note: The highest number includes all lower access(s)

<b>X COMSUBRON 17/19</b>
0 No Entry
1 Not Used
2 Not Used
3 Not Used
4 Not Used
5 Not Used
6 Not Used
7 Not Used
8 Not Used
9 Not Used

<b>R NAVIMFAC PNW</b>
0 No Entry
1 IMF NON-PIER AREAS
2 Not used
3 IMF PIER/NON-PIER
4 Not Used
5 Not Used
6 Not Used
7 Not Used
8 ALL IMF AREAS (IMF Personnel Only)
9 ALL AREAS & USS CARTER (IMF Personnel Only)

<b>T TRITRAFAC</b>
0 No Entry
1 BLDG 2000/2001
2 ALL AREAS (Excluding (Mechanical Plant)
3 Not Used
4 Navy Campus
5 Not Used
6 Not Used
7 NON-TTF Personnel (Bldg 2000 Only)
8 Not Used
9 ALL AREAS

<b>K NB Kitsap KEYPORT</b>
0 No Entry
1 Not Used
2 Not Used
3 No Clearance No Gate Access
4 No Clearance UWAB Gates
5 Confidential Clearance
6 Secret Clearance
7 Top Secret Clearance
8 Not Used
9 Not Used

<b>I NAVMAG INDIAN IS</b>
0 No Entry
1 Not Used
2 Not Used
3 Not Used
4 Not Used
5 Not Used
6 Not Used
7 Not Used
8 ADMIN AREAS ONLY
9 ALL AREAS (Including Restricted Areas)

<b>W Waterfront restricted area</b>
0 No Entry
1 Escort required
2 Access allowed
3 Access to WRA, subs at Pier (NO USS JIMMY CARTER)
4 Not Used
5 Not Used
6 Not Used
7 Not Used
8 Not used
9 Not used

<b>B NB Kitsap BANGOR</b>
0 No Entry
1 Not Used
2 Not Used
3 Not Used
4 Not Used
5 Not Used
6 Not Used
7 Not Used
8 NON-RESTRICTED AREA (No Operational Area)
9 ALL AREAS (Including Operational Area)

Number Access Matrix for Region new badges (valid as of Feb 08):  
(Continued)

<b>H</b>	<b>NAVAL HOSPITAL</b>
0	No Entry
1	Access Allowed
2	Not Used
3	Not Used
4	Not Used
5	Not Used
6	Not Used
7	Not Used
8	Not Used
9	Not Used

2. Permanent CNRNW Badging Criteria. Personnel working and living aboard NB Kitsap (or CNRNW) may obtain CNRNW badges. The following guidelines pertain:

a. Military personnel's permanently attached to NB Kitsap or tenant commands. The badge expiration date will be the lesser of the Planned Rotation Date (PRD) plus six months or shall not exceed seven years. Military personnel dependents, including dependent children over the age of 10, must have valid military ID.

b. United States Civil Service (Appropriated/Non Appropriated) permanently attached to NB Kitsap or tenant commands.

(1) Permanent Appointment. The maximum badge expiration date shall not exceed seven years. Should an employee anticipate transfer, resignation, or retirement, the estimated date shall be used as the expiration date.

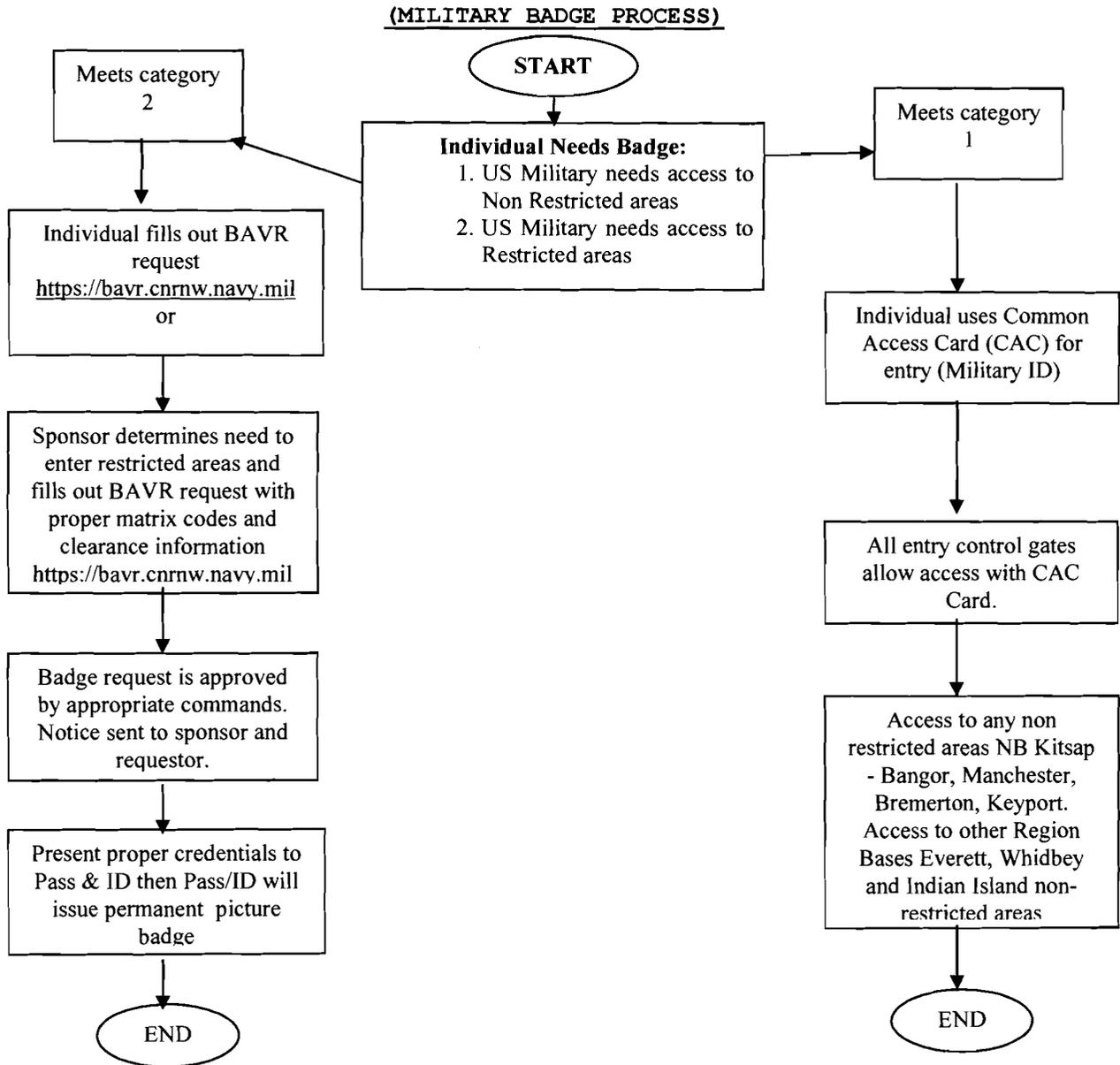
(2) Temporary Appointment. The expiration date shall not exceed the expiration date of the temporary appointment, or an anticipated transfer, resignation, or retirement date; whichever is soonest, not to exceed seven years.

c. Contractor personnel conducting business with NB Kitsap or tenant commands. The expiration date will be the contract expiration date of the temporary appointment, or an anticipated transfer, resignation, or retirement date; whichever is less, not to exceed 7 years.

(1) Vendors or delivery drivers are considered contractors for this instruction. All authorized vendors and delivery drivers will have a badge request submitted to the Pass & ID Office by the sponsoring activity. Once vetted and approved by Security

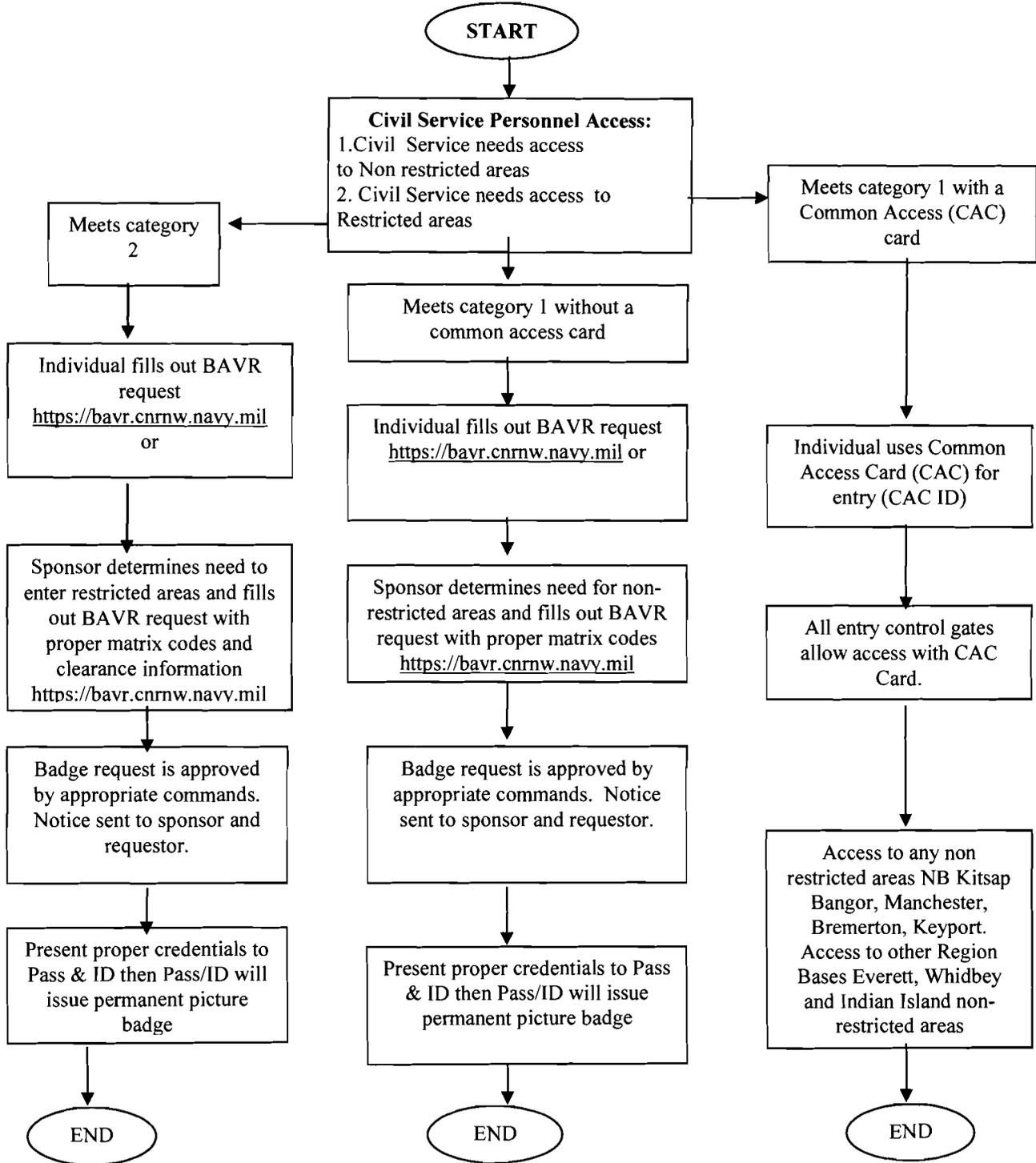
Administration, the individual will report to the respective Pass & ID Office with an authorized photo identification and I-9 form with original supporting documentation in order to receive a badge.

3. Obtaining a Permanent Badge. The Badge Authorization and Visit Request (BAVR) system will be utilized to input data for Military, Civil Service, Regional Contractor, Visitor, and Contractor Badges. Badges will be issued at the respective Pass and ID Office using enclosures (1) through (5).



BAVR – Badge Authorize Visit Request: Web site <https://bavr.cnrnw.navy.mil>

(Civil Service (CS)/Appropriated/NON-Appropriated BADGE PROCESS)

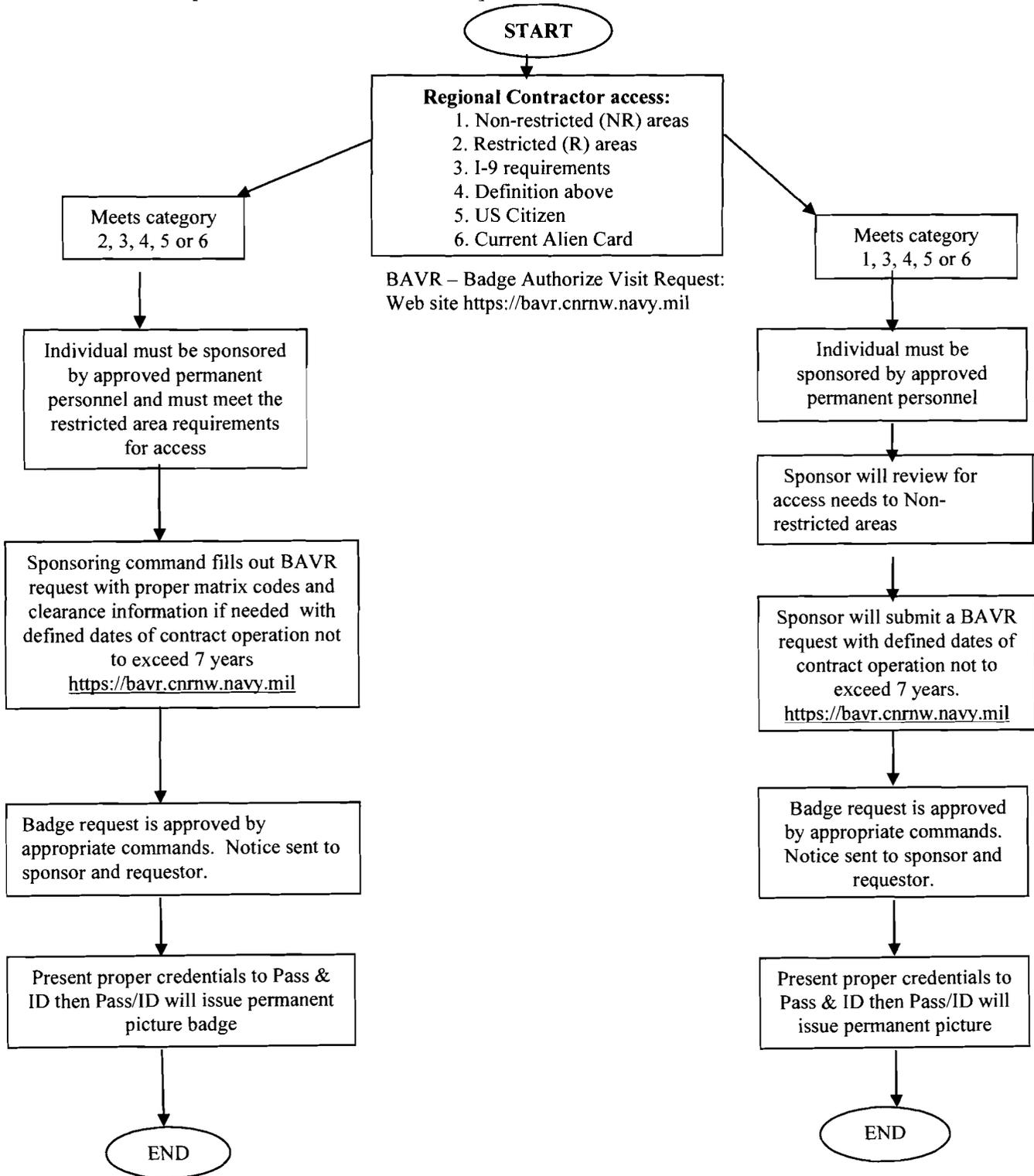


BAVR – Badge Authorize Visit Request: Web site <https://bavr.cnrnw.navy.mil>

Enclosure (2)

**(Regional Contractor (RC) BADGE PROCESS)**

Regional Contractor. Regional Contractor is defined as a Permanent Contractor with a two year or more contract (ex: RBOSC, JOC contract) that has entered into a legal agreement with Navy Region Northwest. The expiration date will be the contract expiration date or seven years; whichever is less.



TAB C (NAVY REGION NORTHWEST (CNRNW) VISITOR BADGE/PERMIT SYSTEM)  
TO APPENDIX 1 (PERSONNEL MOVEMENT CONTROL) TO ANNEX P (PHYSICAL  
SECURITY)

1. Visitor Badge ("V" Badge). Issued to sponsored visitors on NB Kitsap. The visitor badge can be issued for the length of the visit, not to exceed three years for official visitors and 90 days for unofficial visitors. The purpose of the badge is to allow unescorted access on to NB Kitsap (not to include restricted areas). Visitors who require escort will not be badged.

a. "V" badge will also be issued if the visit involves access to multiple CNRNW installations.

b. If the visitor must use a turnstile, the "V" badge can be encoded and entered in the AACS database to work at NB Kitsap perimeter turnstiles for the duration of their visit.

c. Residential contractors (home cleaning, child care, etc.) who enter into long term private contracts with a resident(s) will not be offered contractor badges, but may be afforded badges using the official visitor process.

2. One Trip Pass. A one trip pass is technically not a badge, but is a pass issued at the gate after hours (when the pass and ID office is closed) to an escorted visitor. The purpose is a show of proof that access to the base was granted and is of particular importance for Foreign National visitors. The one trip pass serves as a "receipt" that the Pass and ID office has the appropriate information that is required to be logged for Foreign National visits.

3. Requests for a Visitor Badge. CNRNW Pass & ID offices are the only issuing agencies for Visitor Badges for NB Kitsap.

a. Official Visitors. Requests from tenant commands should be made preferentially via the Badge Authorization and Visit Request (BAVR) system: <https://bavr.cnrnw.navy.mil>; or made in writing to NB Kitsap Security Administration Office. Of note, commands must have a sponsor designated in the BAVR system for a request to be validated.

b. Other Visitors. Requests from residents and other non-official requests shall be made in writing. The written request shall be personally presented to Security Administration to process then shall be personally presented to the Pass and ID office to process.

(1) For residents, the sponsor (i.e. active duty member) for families in Navy Housing (Jackson Park) or Navy Public Private Venture (PPV) Housing (Bremerton, Bangor, or Keyport) must be present. Dependents cannot normally sponsor badged official visitors. Dependents can sponsor unofficial visitors not to exceed 90 days.

(2) Unique challenges exist regarding resident sponsored visitors because of limitations in the vetting process. Stays exceeding two weeks must be approved by either the Navy Housing Office (Jackson Park) or the PPV management partner (PPV areas). Stays exceeding 90 days require Commanding Officer of NB Kitsap approval.

4. Written Application. In lieu of the BAVR system, written requests for visitor badges will be made at least five working days before the visit and will be presented by the sponsor at the Pass & ID office:

- a. Sponsor's name, SSN, command, work phone, and home phone.
- b. The visitors last name, first name, middle initial, address, SSN, and date of birth.
- c. Requested expiration date.
- d. Purpose of access.
- e. A statement that the visitor is a U.S. Citizen and the sponsor is aware they are responsible for the conduct of the visitor while at NB Kitsap.
- f. For all group visits to NB Kitsap, the sponsor shall submit the letter as stated above but with the names in alphabetical order (by last name).

g. Foreign National Visitors. Official visits by Foreign Nationals requires expressed permission of Commanding Officer NB Kitsap. With few exceptions, Foreign National visitors will require escorts and will not be badged.

(1) In the case of group visits, the country of citizenship must be added to the list.

(2) Visits by Foreign Nationals is more fully detailed in tab F, page P-1-F-1.

5. Lost Permanent Badges. NB Kitsap Visitor badges are also used for persons assigned to NB Kitsap who forget or lose their

entry credentials. The badge is issued for up to five days (expiring at midnight) and must be turned in upon final departure from NB Kitsap. When the Pass & ID Office is closed, personnel who lose or forget their access credentials, should contact their respective command duty office for escort.

6. Processing. The processing of a visit request will include:

a. Ensure no barred personnel are included.

b. If the visit is approved, the alphabetical list will be annotated and forwarded by Security Administration to the base entry gates (ECP).

c. Any changes to the list will be made by contacting NB Kitsap Security Administration during normal working hours. If addition of guests' names are necessary after working hours, the visitor will have to use standard escorted visitor entry procedures (Sponsor escorts visitor from the gate onto the base or Sponsor arranges through the CDO to have the visitor added to a list for access at the gates.

d. Failure to provide a list of guests to NB Kitsap Security Administration within the prescribed timeframe will result in disapproval of the guests' access.

e. The sponsor shall be notified if the visit is disapproved.

7. Revocation

a. Writing upon the Permit or Visitor Application Form after it has left the Pass & ID Office is prohibited and will cause the permit to be revoked / confiscated.

b. A copy of the Visitor Permit (Badge) will be carried by the visitor for the duration of the visit. The visitor will be required to provide picture identification upon request.

c. Improper conduct by a visitor shall result in the permit (badge) being confiscated or invalidated and may result in administrative or disciplinary action for the member and sponsor.

8. Obtaining a Visitor Permit for Restricted Areas

a. Operational Area (OA). For OA access, the procedures are similar for an Official "V" badge with additional restrictions. A Blue Visitor Permit (Badge) will be provided

along with the Official Visitor "V" badge. The additional requirements apply:

(1) The sponsor must be a Command and not an individual.

(2) The sponsor will state that OA access is required for official business and that exposure to explosive hazards have been considered. Additionally, the sponsor will provide briefings to the visitors concerning the explosive safety considerations and hazards.

(3) The sponsor will address the specified destination and the time/date of the visit.

b. Visits to the Waterfront Restricted Area (WRA). In addition to meeting the additional requirements of OA access, visitors must also meet Waterfront Restricted Area (WRA) entry requirements for Delta Pier, Marginal Wharf and the Explosive Handling Wharf. WRA access is coordinated with NSSC and the SWFPAC Security Officer.

(1) An access list will be approved by NB Kitsap Security Administration and SWFPAC Security and will be provided at the designated entry control point (ECP) for the pier to be visited. They will be properly badged and in the electronic data base (e.g., Mobilisa). All visitors over the age of 16 will require picture identification.

(2) Any press coverage for WRA events will be coordinated through the CNRNW Public Affairs Office (PAO), NB Kitsap PAO, the PAO of the specific facility/activity within the WRA to be visited, and the SWFPAC PAO. The escorting PAO will provide the camera pass for the approved PAO media. The PAO WRA camera pass will use the verbiage "PAO Official Media" on the camera pass in lieu of the equipment serial numbers and camera identification.

(a) All photographers will be briefed that photos or filming of any security equipment measures, tactics, techniques or procedures is strictly prohibited.

(b) All photographs or video taken during the visit/event are required to be screened by the SWFPAC Security Officer or designee prior to photographs or video leaving the facility.

c. Visits to Service Pier. In addition to meeting the additional requirements of OA access, visits must coordinate with COMSUBDEVRON FIVE.

d. Visits to ships at NB Kitsap Bremerton (except those inside the CIA) will be directly coordinated with the ship involved.

e. Visits inside Puget Sound Naval Shipyard (PSNS) Controlled Industrial Area (CIA) including visits to ships inside the CIA must demonstrate need-to-know. NAVSEA sponsored badges are required for CIA access. NAVSHIPYDPUGETINST 5530.1 outlines procedures for badging personnel that have a need-to-enter the CIA.

f. Visits to submarines or ships at Naval Base Kitsap - Bangor within the OA area must be coordinated through the Chief of Staff, Submarine Group Nine, SWFPAC, and NB Kitsap Security.

9. Public Affairs Office (PAO) Visitors Badge. Officially sanctioned Public Affairs tours are carefully controlled and all visitors are escorted as a group. NB Kitsap is the approval authority for such cases where the PAO Visitor Badge will be used. NB Kitsap PAO shall keep, issue, and recover badges. For PAO tours in Restricted Areas, the following additional requirements apply:

a. COMSUBGRU Nine is the approval authority for visits to SSBNs.

b. SWFPAC will have concurrence for tours in the OA.

c. PSNS is the approval authority for tours in the CIA.

d. CSDS-5 is the approval authority for tours at the Service Pier and USS JIMMY CARTER.

10. Special Events - General. Special Events which will have non-specified invitees on the installation require NB Kitsap Commanding Officer's approval. These events include, but are not limited to: Bathtub Races; Safety Fairs, MWR sponsored events, Pier Fest, holiday celebrations, etc.

a. Required Operational Capability (ROC) vs General public visiting. General Public Visiting will not normally be approved for Required Operational Capability ROC-1 and ROC-2 sections of NB Kitsap (Bangor and Bremerton). For ROC-1 and ROC-2 areas, special events will normally be limited to those with normal access to the base.

b. Special Events shall normally be limited to the community areas. Security aspects of all special events shall be coordinated by NB Kitsap Security Officer. In addition, the following control measures apply:

(1) Advertisement of events shall be coordinated through NB Kitsap PAO and shall address the specific event (i.e., Blue Angels, Evening Parade, etc.). Phrases such as "Open House" and "Open Gate" visiting shall not be used; it may imply abandonment of access control to the installation.

(2) Advertisement shall clearly indicate that all guests are guests of NB Kitsap's Commanding Officer.

(3) Signs, event passes, or official invitations shall be used at NB Kitsap gates to notify public guests of the purpose of the invitation (i.e., Marine Barracks Evening Parade). The signs and event passes shall indicate the specific location, route to the event and specify limited conditions under which the public invitation was extended by the event coordinator.

c. The geographical limitations of the event shall be defined and enforced. All areas not essential to the event shall be blocked or coned off. Control of visitors at the event is the responsibility of NB Kitsap Security.

d. Booths or other activities of service (i.e., clubs, spouse clubs, etc.) may be used if authorized by NB Kitsap Commanding Officer. Absolutely, no political activities (pamphleteering, survey's, debating, etc.) shall occur.

e. The Antiterrorism Officer will promulgate an Antiterrorism/Force Protection Plan for all events.

11. Special Events - Ceremonies. For traditional events such as Change-of-Command ceremonies, Re-enlistments, Retirement ceremonies, Wedding Celebrations, Commanding Officer or Senior Officer receptions, Bremerton ship visits, etc. where a fair number of people without permanent access are expected, special procedures are required since it is impractical to badge and escort each person individually. In such cases, the request for the event must receive approval by NB Kitsap and the access process identified in paragraph 4(f) is required. Once approved, the visitors to the event will be allowed access with the following conditions:

a. The approved access list will be posted at the main gate<sup>2</sup> for the day of the event. Access will be permitted for the event for a limited window based on the event time.

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<sup>2</sup> For Kitsap-Bremerton, the main gate is Naval Gate. Charleston Gate may be used if approved ahead of time.  
For Kitsap-Bangor, the main gate is Trident Gate. Trigger Gate may be used if approved ahead of time.  
For Kitsap-Keyport, Kitsap-Manchester, there is only one gate.

b. All visitors must be on the list, and subject to age limitation, all visitors must have a photo id.

c. Vehicles are not required to have DoD stickers for Special Events, however, a vehicle pass which is part of many invitation packages, should be displayed in the windshield.

d. Special events of this nature will not normally be allowed to occur in Restricted Areas.

12. Special Events - Dignitaries. For events where dignitaries, high ranking Flag Officers or Senior Executive Service (SES) Civilians are expected, special handling is normally required. Each visit will be handled in customized fashion, however the use of Special Events - Ceremonies procedures of paragraph 11 above provides a good start. Note that the previous procedures for standing lists of Command Visitors is no longer authorized.

13. Retired Civil Service employees only will be issued a Visitor Badge for five years with proof of their SF-50 or letter from the command they retired from. They will have access to all non-restricted areas and are allowed use of MWR facilities.

14. CNO Approved Visits. FN visits planned and approved by the Chief of Naval Operations do not require Commanding Officer approval. Local commands having knowledge of such visits will, as much in advance as possible, notify Naval Base Kitsap Commanding Officer and Security Officer for planning purposes.

**VISITOR (V) BADGE PROCESS**

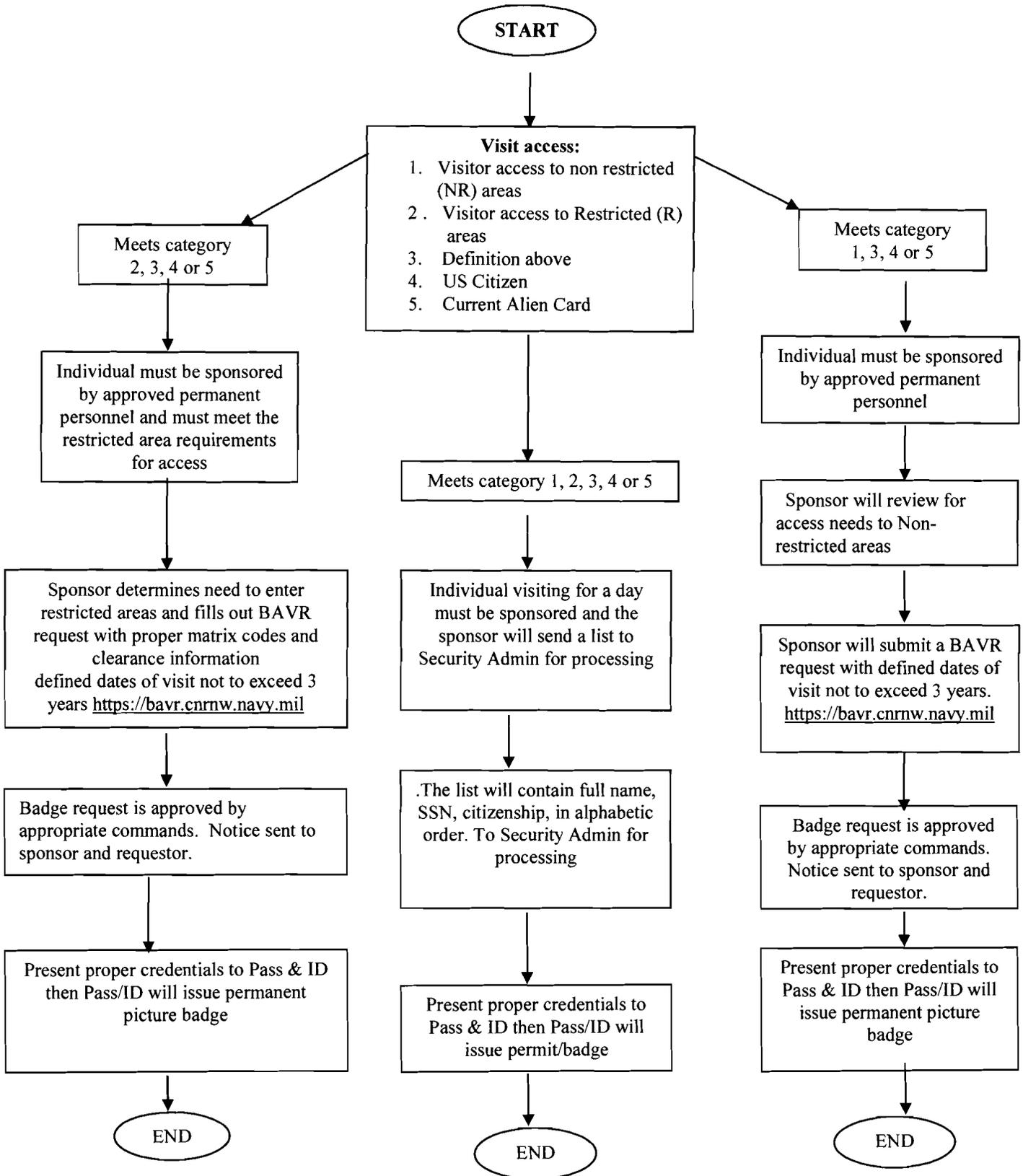
1. Visitor. Visitor is defined as any person not considered a permanent employee or contractor of CNRNW, Naval Base Kitsap or tenant commands. Authorized visitors not in possession of a previously identified authorized access credential will be issued a visitors badge or permit depending on the length of visit and areas visiting.

a. The "V" badge can be issued for the length of the visit, not to exceed three years. Badge may be revoked or not honored during elevated Force Protection Conditions (FPCON).

b. "V" badge will also be issued if the visit involves access to multiple Navy Region Northwest Installations. Visitor badges will be issued to personnel providing services to residents in Housing (i.e., house cleaning, child/medical care).

c. If the visitor must use a turnstile, the "V" badge will be encoded and entered in the Automated Access Control System (AACS) Database to work at Naval Base Kitsap Bremerton perimeter turnstiles for the duration of their visit.

(VISITOR (V) BADGE PROCESS)



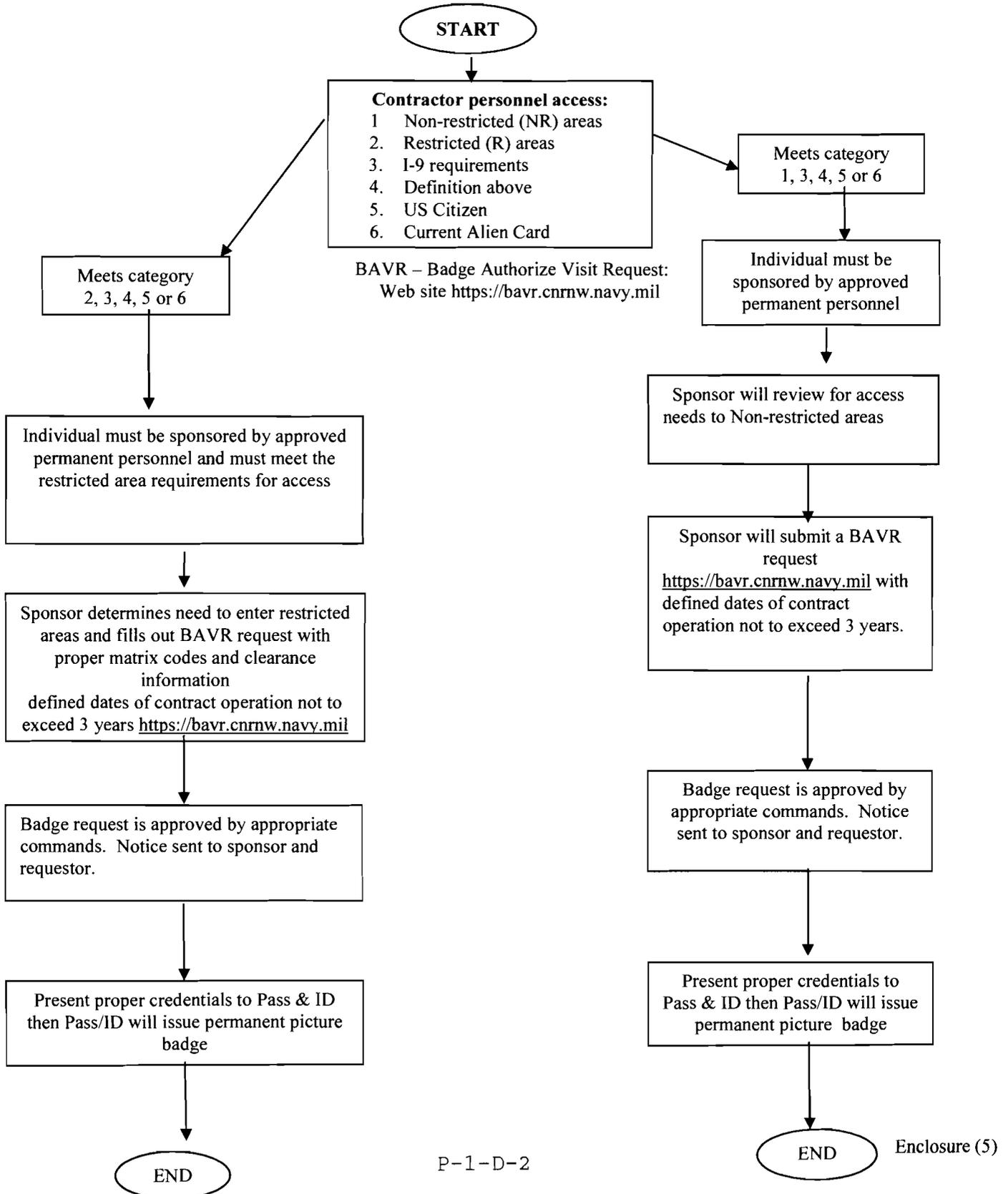
TAB D (CONTRACTOR BADGE SYSTEM) TO APPENDIX 1 (PERSONNEL MOVEMENT  
CONTROL) TO ANNEX P (PHYSICAL SECURITY)

**(Contractor (C) Badge Process)**

Contractors. Contractors, vendors, delivery drivers and salespersons will be identified as contractors. A contractor is any industrial, educational, commercial, or any other entity that has entered into a legal agreement with NB Kitsap or tenant activity, afloat or ashore, or an individual residing in housing for the purpose of performing a contract with NB Kitsap, tenant activity or an individual. Contractor personnel must be a prime contractor of NB Kitsap, tenant commands. The expiration date will be the contract expiration date or an anticipated transfer, resignation, or retirement date; whichever is less up to seven years.

Construction Contractor. A term that is no longer used. Whenever a request for a construction contractor badge is requested, Pass & ID will automatically change this to a Contractor Badge. Existing badges will remain valid until they expire.

### Contractor (C) Badge Process



TAB E (OTHER ENTRY CREDENTIALS AND PROCEDURES) TO APPENDIX 1  
(PERSONNEL MOVEMENT CONTROL) TO ANNEX P (PHYSICAL SECURITY)

1. Transient Vessel Procedures

a. NB Kitsap (excluding WRA and CIA areas)

(1) Blue Visitor Permits shall be used as entry credentials for crewmembers of visiting vessels. The permits shall have the visiting vessel's name, expiration date, and will be laminated.

(2) The host command shall notify NB Kitsap Security Administration when a transient vessel is expected to visit the base. The host command shall request the appropriate number of blue NB Kitsap Visitor Permits marked with expiration date of the vessel's length of stay if unclassified. Visitor permits are provided to the sponsoring command to be issued to the vessel's crew. The Blue Visitor Permits shall authorize crewmembers entry to the base and pier, where the vessel is docked. At the time of the vessel's departure, the permits shall be collected by the sponsoring command and turned over to NB Kitsap Security Administration for destruction within five workdays.

(3) Guests and other one-time visitors to U.S. or foreign transient vessels shall use NB Kitsap Visitor Permit system.

(4) It is the responsibility of the host command of the transient vessel to notify NB Kitsap Security Administration of established procedures for sponsoring or escorting guests and other visitors to transient vessels under their cognizance.

b. Waterfront Restricted Area (WRA)/Mooring at Delta Refit Pier, Marginal Wharf or Explosive Handling Warf (EHW)

(1) Transient vessels visiting within the WRA barriers will be coordinated between Naval Submarine Support Center (NSSC) and SWFPAC Security (SPB 50) to pre-arrange visitor badges for the crew members.

(2) NSSC will forward the sailing roster to SWFPAC Security for approval. SWFPAC Security will forward the ship's roster to NB Kitsap Bangor Pass and ID Office requesting serialized, dated visitor badges.

(3) SWFPAC Security will ensure the ships' roster is entered **into their** electronic database (**Mobilisa**). Crewmembers will go through WRA Entry Control Points displaying their **Blue Visitor Permit/Badge** and picture identification (e.g., military

ID). The Entry Controller will scan the visitor badge to validate authorization for pier entry.

(4) If the electronic scanner (Mobilisa or turnstile) is down, the watchstander at the Entry Control Point will have the ship's roster for name and **Permit/Badge** verification.

## 2. Foreign Transient Vessel Procedures

a. Crews of foreign vessels may use their foreign military identification cards in conjunction with their visitor credentials described in paragraph 1 for entry to NB Kitsap.

(1) The host command is responsible for providing a likeness of the applicable foreign military identification card to NB Kitsap Security Administration Office so Security personnel may be familiar with its appearance.

(2) The host command shall inform the Pass and ID Office of the arrival and departure dates of the foreign vessel and establish procedures in conjunction with The Pass & ID Office and NB Kitsap Security Administration Office for access of guests and visitors.

b. Foreign Transient Vehicles will only be authorized to moor within the WRA by permission of the Director Strategic Systems Programs (DIRSSP). SWFPAC Security Officer will coordinate Foreign Transient visits with DIRSSP.

c. NB Kitsap Port Operations is responsible for all personnel movement onboard vessels for which NB Kitsap is the host command.

## 3. Kitsap Transit/Para Transit/School Buses/Taxi Cabs will be issued a Visitor Badge with appropriate documentation

a. Kitsap Transit Buses making scheduled runs onto NB Kitsap at Bangor shall enter via the Trident Main Gate (Charleston Gate for NB Kitsap at Bremerton), so sentries can board the bus to verify that personnel have proper credentials or are under proper escort. Those that do not meet the above requirements shall be denied entry and directed off the bus. The bus driver will be instructed to pick those persons up when departing.

b. Passengers do not disembark on Access Buses. Kitsap Transit/Access buses are waived from needing a decal on the vehicle. Kitsap Transit Access (Para Transit) Buses are authorized entry on NB Kitsap through the same gates as above. Gate sentries will check buses for suspicious activity and log them in the Commercial Access List (CAL).

c. Kitsap County School Buses making scheduled runs onto NB Kitsap at Bangor and Keyport shall enter via gates as designated by NB Kitsap Security Officer. Gate sentries will check buses for suspicious activity.

d. Taxicabs, limousines and other shuttle busses will follow procedures outlined in NAVBASEKITSAPINST 5530.2, "Taxicab, Limousine and Shuttle Instruction".

#### 4. Commercial Solicitation

a. Licensed solicitors may be escorted onboard NB Kitsap only after they have obtained the permission of NB Kitsap Commanding Officer, and they:

(1) Have an appointment.

(2) Have read and signed the Certification of Knowledge of Solicitation Regulations form provided by NB Kitsap Legal Office (B00J) and have been issued a Letter of Approval to solicit on the installation.

b. Solicitors will maintain a copy of their approval letters on their persons when onboard NB Kitsap and tenant commands.

c. Possession of a solicitor's letter serves only to identify the individual as meeting the requirements to enter NB Kitsap Bangor or tenant commands under the control of the Commanding Officer. It does not in any manner indicate Navy or command endorsement of the solicitor's company or product.

d. Base solicitation privileges can be suspended or withdrawn for cause.

#### 5. Legal Process Servers

a. Permission of NB Kitsap Commanding Officer or designated representative (i.e., NB Kitsap XO, Legal Officer, is required before a service of process is authorized within areas under the administrative control of NB Kitsap Commanding Officer.

b. Service of process may not be permitted when NB Kitsap Commanding Officer concludes that compliance with the mandate of the process would seriously prejudice the public interest. Under no circumstances, unless directed by the Commanding Officer, will any person in the employ of NB Kitsap personally serve process on Naval personnel or civilians on the installation. Service of process shall be in the presence of the Commanding Officer, or an officer designated by him/her. In all cases, the officer

designated will make sure that the nature of the process is explained to the person concerned.

c. Service of process requires that service of process be made during normal work hours (0730-1600) in the Legal Office, Building 433 in Bremerton unless circumstances warrant otherwise and permission is obtained from the Commanding Officer, Executive Officer, or Legal Officer. When it is necessary for service of process to take place after normal working hours, it will be made at NB Kitsap Security.

d. Whenever a government employee is served with federal or state court, civil or criminal process or pleadings (including traffic tickets prepared by other than NB Kitsap agencies) arising from actions performed in the course of their official duties, they shall immediately deliver all process and pleadings served upon them to the Navy Legal Officer for NB Kitsap, who acts as the Commanding Officer's designated representative.

e. Personnel who are served, which are attached to tenant commands or ships at NB Kitsap, the officials designated above shall defer to the wishes of the Commanding Officer of that command when requested in writing by the command.

f. When requested by the appropriate official, civilian and military personnel will report to the Legal Office as soon as possible. When required by circumstances to serve process at locations other than the Legal Office, a representative of the Legal Office will escort process servers to the appropriate area or location.

TAB F (SPECIAL CONSIDERATIONS FOR FOREIGN NATIONALS)) TO APPENDIX  
1 (PERSONNEL MOVEMENT CONTROL) TO ANNEX P (PHYSICAL SECURITY)

1. Foreign National (FN). Foreign Nationals are individuals who are not U.S. citizens. Additionally, U.S. citizens representing foreign governments, foreign private interests, or other foreign nationals are considered to be Foreign Nationals for purposes of this instruction. Foreign interests includes companies incorporated in the U.S., but are subject to >50 percent foreign ownership, control, or influence. Foreign Nationals require special approval before accessing NB Kitsap, or restricted areas of the installation.

Note: Foreign Nationals with permanent access are not handled in this annex. Those personnel are normally residents or U.S. Navy employee who retain foreign citizenship. Those personnel are required to be a registered immigrant alien possessing a valid Alien Registration Receipt Card (INS Forms 551,151 or I-94).

2. General

a. Registering / Logging. NB Kitsap requires logging of all Foreign National Visitors.

(1) Provide the name, residency, passport information, signature, clearing authority (if classified information will be disclosed), date and duration of visit, and sponsor information.

(2) Foreign Nationals are required to appear in person with their sponsor at the Pass & ID offices to register.

(3) For arrivals after-hours, registration may occur at the gate. The sponsor must be present and an escort is required until access to the Pass & ID office occurs. At the gate a one-trip pass is issued after registering. Sponsors should show documentation showing approval for official Foreign National visits.

b. Official Foreign National Visits

(1) Official Foreign National visitors sponsored by U.S. Government agencies require prior approval by NB Kitsap Commanding Officer. Official Foreign Nationals are those on official business who are sponsored for a specific purpose by a NB Kitsap organization or tenant activity. This definition includes Foreign National personnel in the Personnel Exchange Program (PEP), Foreign Military Students, and other foreign national exchange programs. Naval Undersea Warfare Center (NUWC) Keyport Division has numerous Official Foreign National Visitors each month.

(2) Sponsors must provide advance notice of such visits detailing clearance certification to NB Kitsap Security Administration Office at least two working days prior to the visit.

(3) If official Foreign National visitors are berthed aboard NB Kitsap at the Navy Lodge or Bachelor Quarters, but will conduct their official business elsewhere, notification of the visit is still required to NB Kitsap Commanding Officer. An approval letter will be at the perimeter gates and the Foreign National must show his badge for unescorted entry.

(a) International Military Students (IMS) on Invitational Travel Orders supported by International Military Education and Training commands will be issued an Uniformed Services Identification and Privilege Card (DD Form 2765), which authorizes commissary, exchange and other MWR facility access. Dependents are not authorized base access unless specifically stated on the international military students travel orders.

(4) Foreign National visitors to restricted areas will follow similar procedures for any visitor access to restricted areas.

c. Unofficial Foreign National Visits. Unofficial Foreign National visitors do not require prior approval of NB Kitsap Commanding Officer. Unofficial Foreign National visitors are those individuals being sponsored aboard NB Kitsap by personnel with permanent NB Kitsap access. Examples of such visitors might be relatives or guests for a wedding held at one of the Base Chapels, MWR special event participants, or family members.

(1) Foreign National family members and friends of NB Kitsap military personnel and dependents with dependent ID cards, may be granted access to NB Kitsap (excluding restricted areas), provided they are under direct escort of the member/dependent at all times.

(2) Unofficial Foreign Nationals have no sponsor privilege, will be required to be in the immediate area of the sponsor at all times and be in possession of a picture form of identification.

d. Foreign National Sponsors

(1) Service members stationed at NB Kitsap, residents and tenant commands may act as sponsors for Foreign Nationals subsequent to registration at The Pass & ID Office.

(2) Sponsors will personally meet their Foreign National guests at the Pass & ID Office (Main Gates after working hours or on weekends with prior notifications to The Pass & ID Office) in order to officially register their guests for access to NB Kitsap.

(3) Sponsors will be responsible for the conduct of their guest and will accompany their guest at all times while on the installation.

e. Visiting Foreign Nation Vessels. Procedures governing foreign vessels visiting NB Kitsap are detailed in Tab F of this appendix.

f. Foreign Exchange Student. Authorization to have a Foreign Exchange Student reside in NB Kitsap housing requires a letter of request that includes the name and home country of the student to NB Kitsap Commanding Officer via the individuals Commanding Officer, at least one month in advance. Foreign Exchange Students are not required to be escorted once they are badged.

TAB G (PERSONNEL ENTRY/EXIT CONTROL) TO APPENDIX 1 (PERSONNEL MOVEMENT CONTROL) TO ANNEX P (PHYSICAL SECURITY)

1. NB Kitsap at Bangor Valid Base Credentials. Used to access entry to specific control points.

- **Y** = Escort privileges or Operational Area (OA) gate access.
- 
- **Y\*** = Personnel with a red strip and 9 in B matrix on badge.
- 
- **Y\*\*** = Escort privileges with NB Kitsap Security only.

<b>CREDENTIALS</b>	<b>Authorized to Escort</b>	<b>OA access</b>
<b>Issued from NB Kitsap at BANGOR</b>		
Permanent Picture Badge issued before the implementation of the Navy Region Northwest Badge Program	Y	Y*
Visitor Pass, Upper Base	<b>N</b>	<b>N</b>
Visitor Pass, OA (Blue Visitor Permit) with a Visitor Application Form (NB Kitsap 5512/14) and picture identification	<b>N</b>	Y
Transient Vessel Pass (Blue Visitor Permit) with active military identification	<b>N</b>	Y
Transient Vessel Pass issued to Foreign Military when accompanied by Foreign Military Identification	<b>N</b>	Y
(Blue Visitor Permit Badge/Permit) with valid dependent identification with proper approval see Tab C Para's 8-12.	<b>N</b>	Y
<b>Issued from NAVY REGION NORTHWEST</b>		
UVB - Unofficial visitor badge will be replaced with a visitor badge in this instruction; existing badges are honored until they expire	<b>N</b>	<b>N</b>
Blank - Military Badge issued from any base under regional jurisdiction	Y	Y*
CS - Civil Service Badge issued from any base under regional jurisdiction	Y	Y*
RC - Regional Contractor Badge issued from any base under regional jurisdiction	Y	Y*
C - Contractor Badge issued from NB Kitsap Bangor for an NB Kitsap contractor or visitor	<b>N</b>	Y*
V - Official Visitor Badge issued from any base under Regional jurisdiction	<b>N</b>	<b>N</b>
CC - Construction Contractor Badge will be replaced in this instruction with a	<b>N</b>	Y

Contractor badge; existing badges will be honored until they expire		
Dependent Identification Card (NAVPERS 5512/7).	<b>Y</b>	<b>N</b>
Retired Armed Forces ID Card.	<b>Y</b>	<b>N</b>
U.S. Navy CID, Defense Criminal Investigation Service (DCIS).	Y	N
U.S. Army CID, Air Force Office of Special Investigations (OSI).	Y	N
Department of Energy (DoE) Photo ID.	N	N
Department of Homeland Security Photo ID.	N	N
U.S. Customs Service (Customs Inspectors) Photo ID.	N	N
Washington State Wildlife and Fisheries personnel (Game Wardens) Photo ID.	N	N
U.S. Postal Service Photo ID.	N	N
<b>Issued from DEFENSE LOGISTICS AGENCY (DLA)</b>		
Picture Badge (DDPW or DDRW)	Y	<b>N</b>
<b>Issued from OTHER FEDERAL AGENCIES</b>		
American Red Cross Picture ID Card (USCSC-Optional Form 55)	<b>N</b>	<b>N</b>
Armed Forces Exchange Services ID and privilege Card (DD Form 2574) allows NEX dependents and Retired employees access during NEX hours of operations	<b>N</b>	<b>N</b>
CAC - Common Access Card Military Personnel and Civil Service	Y	<b>N</b>
CAC - Common Access Card Foreign National Military with authorization letter from NUWC Keyport	<b>N</b>	<b>N</b>
Office of Personnel Management (OPM)	<b>N</b>	Y
Department of Energy (DoE)	<b>N</b>	Y
Dependent ID Card (DD Form 1173) All branches of service to include NOAA and Public Health Service	Y	<b>N</b>
Federal Bureau of Investigation (FBI)	<b>N</b>	Y
Military ID - Any Valid United States Uniformed Services ID Card (DD Form 2 Active or Retired) All branches of service (NOAA and Public Health Service)	Y	<b>N</b>
Naval Criminal Investigative Service (NCIS)	Y	Y
Navy Deserter Apprehension Program	Y	<b>N</b>
US Government ID Optional Form 55 with or without expiration.	Y	<b>N</b>
US Marshal's Office	<b>N</b>	Y
US Navy Inspector General Credentials (Signed by Secretary of the Navy)	Y	<b>N</b>

<b>Issued from STATE CREDENTIALS</b>		
Washington State Patrol	Y**	Y
Washington State Wildlife And Fisheries	N	N
<b>Issued from COUNTY/CITY CREDENTIALS</b>		
Kitsap County Humane Society	N	N
Kitsap County Law Enforcement Agencies (Kitsap Sheriff has OA access)	Y**	N
Kitsap County Coroner	N	N
<b>Issued from NB Kitsap V.I.P. VISITOR'S LIST</b>		
Personnel approved on Special Access Lists may be granted unescorted access to special functions on upper base, but must carry valid photo identification.	N	N
<b>Issued from SPECIAL ACCESS LISTS</b>		
Personnel approved may be granted unescorted access to special functions on upper base, but must carry valid photo identification.	N	N
<b>Issued from PUGET SOUND NAVSHIPYARD (NB Kitsap AT BREMERTON)</b>		
Non-Pictured Forces Afloat (FA) Badge with active military identification	N	Y
NAVSEA PSNS Picture Badge For Civilian or Military Employees with Red, yellow or green background	Y	Y
Picture Badge with Superimposed "C" designating Contractor or Commercial with Red or Yellow background	N	Y

2. Delayed Entry Program (DEP) Military ID. Card member must request a Visitors Badge with proper documentation outlined in BUPERSINST 1710.11C Section 608 608.

a. Under the Delayed Entry Program, individuals joining the Armed Forces delay the date on which they enter active duty after signing their enlistment contract. This delay is usually only a few months. In the interim, before entry on active duty, they are members of the Ready Reserve and, therefore, are authorized to use MWR activities.

b. To use MWR programs, DEP personnel will present a copy of their enlistment contract (DD 4) together with a picture ID (e.g., driver's license), identifying them as part of the DEP program.

3. Other Than Normal Working Hours. Access procedures are in effect for visitor access control during weekends, holidays, and when the Pass & ID Office is closed.

a. Visitors (civilian, DoD, etc.) may be allowed access via the Trident Main Gate Bangor, Naval Avenue Gate Bremerton, or Keyport Main Gate when the sponsor has made prior arrangements with the Security Admin Office, or if traveling on official orders, a copy, along with proper credentials must be shown to **the Entry Control Point Sentry.**

(1) If the visitor is going to be at NB Kitsap for more than one night, they can get a **Visitor's Badge** from the **Pass & ID Office during normal working hours or after hours the Sponsor arranges through the CDO to have the visitor added to a list for access at the gates.**

(2) Visitors requiring access to other commands on board NB Kitsap will follow the same procedures in Tab C of this appendix. The sponsor will escort the visitor to the Command Security Office. (COMSUBRON SEVENTEEN or NINETEEN will make arrangements with NAVIMFAC PNW or COMSUBGRU NINE for their visitors). The security representative will issue a **Visitor Badge** and ensure a copy of the visitor's application accompanies the badge.

b. Visitors (parents, relatives, guests, etc.) arriving without prior arrangements will be directed to the Pass & ID parking lot where pay phones can be used to contact their sponsor, who will personally escort the visitors in one vehicle to unrestricted base areas.

c. Foreign nationals will follow the same procedures in Tab F and C of this appendix. The sponsor will meet the visitor in the Pass & ID parking lot and personally escort them. A copy of the Visit Authorization Letter and proper credentials will be presented to the gate sentry to log the information prior to base access.

d. Personnel who forget or lose their Universal Picture Badge will contact their respective command duty office using the pay phones located in the parking lot at the Pass & ID Office. The command's CDO will arrange to have the individual escorted by command personnel from the Pass & ID parking lot to their respective command duty office where they can be issued a temporary internal badge or permit.

TAB H (ACCESS TO WATERFRONT RESTRICTED AREA (WRA)) TO APPENDIX 1  
(PERSONNEL MOVEMENT CONTROL) TO ANNEX P (PHYSICAL SECURITY)

- Ref: (a) DOD S5210.41-M NUCLEAR WEAPON SECURITY MANUAL  
(b) SECNAVINST 5510.30 DON PERSONNEL SECURITY PROGRAM  
REGULATION  
(c) DOD DIRECTIVE 5230.20  
(d) OPNAVINST 5530.14 NAVY PHYSICAL SECURITY PLAN  
(e) NAVBASEKITSAPINST 5530.6 NB KITSAP BANGOR FORCE  
PROTECTION PLAN  
(f) SWFPAC SECURITY OPERATIONS MANUAL//

1. Per references (a) through (f), NB Kitsap's Waterfront Restricted Area (WRA) at Bangor is a controlled area based upon security and explosive safety requirements. Visits are severely restricted and limited to official business only. Authorization for Public Affairs events are limited to Commander, Submarine Group Nine (CSG-9), Commander, Navy Region Northwest (CNRNW), Strategic Weapons Facility Pacific (SWFPAC) and Naval Base Kitsap (NB Kitsap). Prior to individuals (e.g., military, civilian service, contractors, etc.) being granted unescorted access to the WRA, they must meet the security requirements set forth in the SWFPAC Security Operations Manual (SSOM) (reference (f)).

APPENDIX 2 (VEHICLE CONTROL) TO ANNEX P (PHYSICAL SECURITY)

1. Purpose. To outline the programs at NB Kitsap for control of vehicle movement from base entry to exit.

2. Responsibilities and Actions. The NB Kitsap Security Officer shall administer and enforce the Vehicle Control System on NB Kitsap.

3. Registration Requirement

a. Military and civilian personnel who are assigned to NB Kitsap or tenant commands, who desire to drive a privately owned vehicle (POV) on the installation, must have the vehicle registered with the NB Kitsap Pass & I.D. Office upon hire or reporting onboard.

b. The following personnel, although not required, may register their vehicles at NB Kitsap:

(1) Retired military personnel authorized use of base facilities.

(2) Reserve personnel authorized use of base facilities.

(3) National Guard members living in the Kitsap County area.

(4) Survivors of deceased active duty and retired military members authorized use of base facilities.

(5) Family members of military sponsors assigned to housing under the administrative control of Naval Base Kitsap.

(6) Former spouses entitled to such benefits under the Uniformed Services Former Spouses Protection Act (Public Law Number 97-252).

(7) Spouses and family members of service members transferred to an overseas area or to sea duty that continue to reside in the geographic area of Naval Base Kitsap. The registration form must be annotated and the dependent advised of pertinent base registration responsibilities.

4. Driver's Licensing Requirements. Civilian personnel (including all contractors) authorized to operate government vehicles on or off base must have in their possession, a valid state driver's license for the vehicle being operated. Military personnel operating government vehicles off-base require a valid

state driver's license for the vehicle being operated; however, for on base vehicle operations only, either a valid state driver's license or a U.S. Government Motor Vehicle Operation Identification Card (OF 346) is required. For vehicles in excess of 10,000 pounds, military and civilian personnel must possess both OF 346 and a valid state driver's license. An OF 346 is not an authorized license for the operation of POVs.

5. Vehicle Registration Renewal

a. The decals affixed to the vehicle's license plate will indicate a specific month and year, but the registration certificate will indicate the month - day - year in which the decal will expire.

b. NB Kitsap Pass & ID will not issue a vehicle decal or pass to any vehicles with an expired registration.

c. Renewal of decals can be done on line at <https://www.pid.cnmc.navy.mil>.

TAB A (DECALS, PASSES AND PERMITS) TO APPENDIX 2 (VEHICLE CONTROL) TO ANNEX P (PHYSICAL SECURITY)

1. Decals, Passes, and Permits Recognized for Entry

a. The following are vehicle credentials recognized for NB Kitsap entry:

(1) Department of Defense decals from all branches of the armed services.

(2) Department of Transportation decals.

(3) Department of Energy decals.

(4) Current temporary vehicle passes from NB Kitsap; NAVHOSP Bremerton; Naval Magazine (NAVMAG) Indian Island; NAS Whidbey Island; Naval Station Everett.

(5) NB Kitsap One-Day Vehicle Passes.

b. Vehicles being towed or hauled onto NB Kitsap must also be registered at NB Kitsap as required in this chapter.

2. Department of Defense (DoD) Decal. The DoD Decal (DD Form 2220 1 Nov 79) is used as the primary vehicle entry credential for NB Kitsap. The NB Kitsap Pass & ID Offices issue the decal based upon the stipulations outlined in this instruction. Components of the decal include:

a. The serialized, plasticized decal.

b. An expiration sticker.

c. Base designator sticker.

d. Grade insignia decal for officers O6 and above and enlisted E7 and above.

3. Obtaining a DoD Decal

a. Persons outlined in paragraph 3 of Appendix 2 of this annex can obtain the DoD decal by registering with the NB Kitsap Pass & I.D. Office, completing the Consolidated Law Enforcement Operations Center (CLEOC) program or as a back up, NB Kitsap Form 5560/3, and certifying:

(1) That the applicant is the registered owner, or one of the registered owners, and has a certificate of state registration as required by the state in which the vehicle is registered, with the applicant's name affixed to the certificate. If the vehicle is registered in a non-affiliated spouse's name only, a marriage certificate must be shown by the affiliated spouse to obtain decal or spouse's name is on the car insurance form.

(2) A Bill of Sale, which the owner may use as a temporary registration. Leased or rental vehicles will show the registrant as the lessee or renter.

(3) They possess a valid state driver's license. (Permanently assigned civilians, contractors, visitors must have a driver's license and a current registration as required by the state in which the vehicle is registered or may have a temporary registration that can be issued decals not to exceed 60 days for permanent military personnel or dependents and civil service.)

(4) That the vehicle(s) has and will continue to carry minimum motor vehicle liability insurance prescribed by the State or as required by the State of Washington. The bond provisions of the State of Washington do NOT apply at NB Kitsap.

(5) All motor vehicles (cars, trucks, motor homes, etc.) must have current registration and vehicle license tabs.

(6) All POVs entering Naval Base Kitsap are subject to random safety and security inspections.

b. Upon meeting the above requirements, a decal shall be issued. The base designation component of the decal will be color coded as follows:

- (1) Officers - Blue background with white legend.
- (2) Enlisted - Red background with white legend.
- (3) Civilians - Green background with white legend.
- (4) Contractors - White background with black legend.

Tab Color	Issued To	Registration Period
Blue	Active duty commissioned or warrant officers and their spouses or other eligible adult family members	7 Years
	Retired commissioned or warrant officers and their spouses or other eligible adult family members	7 Years
	Inactive reserve commissioned or warrant officers	4 Years
Red	Active duty enlisted personnel and their spouses or other eligible adult family members	EAOS
	Retired enlisted personnel and their spouses or other eligible adult family members	7 Years
	Inactive reserve enlisted personnel	EAOS
Green	Civilian employees working on NRNW	7 Years
White	Civilian contractors working on NRNW	length of contract (not to exceed seven years)

4. Flag Officer Placards

a. Active duty and Reserve Flag Officers permanently assigned within Navy Region Northwest will be given an approximately 5" by 7" blue placard with NRNW tab, registration expiration tabs and grade insignia (white star or stars), affixed in the center of the placard. A copy of the vehicle registration shall be affixed to the back of the placard.

b. Placards are for the sole use of that vehicle, and are not to be transferred from one vehicle to another. Place placards on the driver's side dashboard and remove from view when not on a military installation. Render all military courtesies accordingly.

5. Return of Placards, Decals, Permits, or Passes

a. All locally issued POV placards, decals, permits, or passes remain the property of the Department of the Navy. They must be removed or destroyed, and surrendered to the Pass & ID Office when the owner or registrant:

(1) Sells or otherwise disposes of their vehicle(s), is released from active duty, is separated from the service, or terminates civilian employment.

(2) Is other than an active military or civilian employee (e.g., contractors, vendors, etc.) and discontinues regular operation at the installation.

(3) State driver's license has been suspended or revoked, and/or installation-driving privileges have been revoked. Failure to have decals removed when directed will result in further administrative action and/or NB Kitsap Security personnel will locate the POV and void the decal.

(4) Flag Officer transfers, but will be issued a new decal for display on the vehicle window.

(5) Personnel who retire or transfer to the Fleet Reserve must update decals to indicate their status.

b. Unit/activity commanders, including contractors on NB Kitsap, will direct out processing/terminating personnel to the NB Kitsap Pass and ID Office for decal removal.

c. Upon removal of decals from motor vehicles, the Naval Base Kitsap Pass and ID Office may issue a temporary vehicle permit for short periods of time.

6. Temporary Vehicle Pass. Temporary Vehicle Passes are issued for vehicles, which will be operated on NB Kitsap for more than 1 day but less than 121 days, unless excepted as outlined below. Permits will be placed on the inside lower driver's side windshield or as directed by Security. See Enclosure (1) to this Tab for criteria.

a. Individuals possessing a Visitor's Badge will be issued a Temporary Vehicle Pass or decal not to exceed three years or expiration date of their badge, whichever is shorter.

b. Individuals possessing a Construction Contractor Permit will be issued a Temporary Vehicle Pass or decal for the duration of their badge, not to exceed two years.

c. A decal can be issued for up to 60 days for permanently assigned military or civilian personnel while awaiting registration for recently purchased cars. Loaners, and cars awaiting repair of some minor mechanical defect prohibiting registration or similar short-term needs will be issued a temporary pass. Extensions may be granted upon justification submitted to the NB Kitsap Security Admin Office.

d. Applicants authorized to operate another person's vehicle may register that vehicle when a notarized letter granting this permission is presented at registration. A temporary vehicle pass or decal issued to the length of the letter, good for 1 year or expiration of letter, will be issued and may be renewed annually, not to exceed a total of 3 years.

7. Obtaining a Temporary Vehicle Pass. Persons may obtain a pass by applying to the NB Kitsap Pass and ID Office and completing a Visitor Pass Application Form.

8. One-Day Vehicle Pass. The One-Day Vehicle Pass allows an unregistered vehicle to be brought onto the installation. This pass is available from the Pass & ID Office during normal working hours and from the entry control point sentries during evenings, weekends, and holidays. It is intended only to allow persons authorized on NB Kitsap to bring a vehicle onboard for the time period that the pass was issued. This pass expires at midnight on the date of issue.

9. Obtaining a One-Day Vehicle Pass

a. Personnel authorized issuance of One-Day Vehicle Passes are:

(1) Personnel possessing a local DoD activity picture, temporary or visitors badge (official/unofficial).

(2) Personnel possessing an active duty military or military family member ID card (DD Forms 2 and 1173).

(3) Personnel possessing a Naval Base Kitsap Construction Contractor Badge.

(4) Personnel being escorted by authorized persons.

b. One-Day Vehicle Passes will not be issued at entry control point to vehicles driven by guests unless the sponsor is with the guest in the vehicle. Vehicles that are obviously unsafe or a hazard (i.e., no lights, faulty brakes, etc.) will not be issued a One-Day Vehicle Pass. A maximum of five, One-Day Passes may be issued to a vehicle operated by a person otherwise authorized access, such as employees, military dependents, etc. The number of passes for visitors or guests of residents or employees is not limited.

10. Suspended Driving Privileges. If suspended registrant requires the vehicle to remain operable onboard a military CNRNW installation, Pass and ID will issue special colored date indicators in place of the regular color. If suspended

driver/vehicle registrant is female, the indicator will be green. If suspended driver/vehicle registrant is male, the indicator will be orange. Guards will check driving status of female operators driving with green indicators and of male operators driving vehicles with orange indicators.

TAB B (SPECIAL USE VEHICLES) TO APPENDIX 2 (VEHICLE CONTROL) TO  
ANNEX P (PHYSICAL SECURITY)

1. Emergency Vehicles

a. Emergency vehicles with lights and/or sirens energized have the right-of-way over all other vehicles. When entering NB Kitsap controlled entry control point, the responding emergency vehicle will stop at the entry control point and the driver will produce their Navy Region Universal Badge before proceeding.

b. Upon meeting an emergency vehicle with lights or sirens energized, and approaching from any direction, operators of all vehicles shall pull to the side of the road and stop until the emergency vehicle has passed.

c. Vehicle lighting systems for NB Kitsap Bangor are as follows:

Blue	NB Kitsap Security RBOSC Security
Red	Ambulances SWFPAC Security MCSFCo Security Fire Department IMF Bangor RDO Vehicle
Yellow	Public Works Department (NOT EMERGENCY VEHICLES)

2. Ammunition Carriers. Signs, placards, or red flags denoting them as such shall identify ammunition carriers. In addition, flashing yellow lights and/or escort vehicles will normally be used with ammunition carriers. Drivers shall use extreme caution when in the vicinity of these vehicles and will be prepared to stop when the situation warrants. Vehicles following a convoy will remain at least 150 feet behind the convoy and will not attempt to pass. Vehicles meeting an oncoming convoy will pull to the side of the road and stop until the convoy has passed.

3. Commercial Vehicles

a. Commercial vehicles are generally categorized as those belonging to private enterprises, which make deliveries, pick ups, or perform services at NB Kitsap. The methods used to authorize entry, infrequent or routine, onto NB Kitsap

are the Commercial Vehicle Access List (CAL), Government Bills of Lading, and sponsored visit authorization.

(1) The CAL is prepared by NB Kitsap Security with copies provided to RBOSC Security and the NB Kitsap Pass and ID Office. NB Kitsap departments, tenant commands, and permanent contractors may sponsor commercial companies for inclusion on the CAL. The sponsor will provide the following information by memorandum to the NB Kitsap Security Office: company name, type of business, and buildings normally visited. If entry to the OA at NB Kitsap Bangor or PSNS at NB Kitsap Bremerton is needed, that information will be specifically indicated. Additionally, the sponsor will prepare a letter (enclosure (6)) to the company outlining security procedures with a copy to NB Kitsap Security.

(2) Government Bills of Lading are issued to commercial carrier companies to expedite the delivery of orders. Government Bills of Lading, including GSA Form 1103-B, are valid as access authorization.

(3) Telephone Request to Visit (RTV) authorization or personal escorts by predesignated representatives of NB Kitsap or tenant commands is valid access authorization for commercial vehicles not meeting the criteria above.

b. Commercial vehicles will be logged in on the Commercial Vehicle Log. Vehicle operators visiting the OA (Waterfront Restricted Area (WRA), Delta Pier, Marginal Wharf, or EHW will have the word "DELTA", "MARGINAL", or EHW printed on the personnel Visitor Permit) by authorization of a Government Bill of Lading, RTV, or CAL will be issued a Blue Visitor Permit. Drivers at NB Kitsap Bangor whose vehicles are permitted access to Delta Pier or Marginal Wharf will have the word "DELTA" or "MARGINAL" printed on the Visitor Permit. Commercial vehicles will use the Commercial Vehicle Inspection Stations (CVIS) for entry.

(1) Commercial vehicles delivering palletized or packaged shipments will be directed by the NB Kitsap Commercial Vehicle Inspection Station (CVIS) personnel to deliver their shipment to the Fleet Industrial Supply Center, (FISC) warehouse located in Building 6403 (behind the SWFPAC Engineering Services Building 6401) inside the Operational Area (OA).

(2) FISC Transportation personnel will accept the shipments and deliver them to the activity/command within the WRA requesting the delivery.

(3) Commercial vehicles with shipments allowed delivery to the WRA will be issued a one-trip WRA Vehicle Pass at the CVIS.

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(4) Commercial vehicles will use the Commercial Vehicle Inspection Stations (CVIS) for entry.

c. Commercial vehicles are subject to inspection of compartments and containers capable of concealing contraband cargo or personnel as may be directed by the NB Kitsap CDO or Installation Security Officer during heightened Force Protection Conditions.

d. Commercial companies (food deliveries, towing, etc.) that are not on the CAL will be allowed one-trip access, entered in the CAL log, and handed a notice regarding access. If after one week, the company has not taken the proper steps to be added to the CAL, they will be denied access at the gate and referred to the phone at the Pass and ID parking lot to contact the customer, and be met outside the gate.

4. Construction Contractor Vehicles. These vehicles are categorized as registered to, leased or rented by construction companies contracted directly or indirectly through NAVFAC Northwest to perform work at NB Kitsap. The method used to allow the vehicle onto the installation on a frequent basis is the NB Kitsap Temporary Vehicle Permit, which may be issued for the duration of the construction contract. Construction vehicles do not need to enter via the CVIS. Infrequent entry is allowed by using the One Day Vehicle Pass system.

5. Explosive Laden Vehicles. Commercial vehicles carrying explosives shall enter NB Kitsap Bangor through the Trident Gate, NB Kitsap Bremerton through the CVIS Gate, and NB Kitsap Keyport through the Main Gate. CVIS Security personnel will log in all vehicles. NB Kitsap Keyport shipments of Class A, B and C explosives may transit NB Kitsap Bangor through the Trident (Main) Gate. After work hours and weekends, the vehicle will wait directly inside the Trident Gate for a SWFPAC escort. Personnel responsible for receiving/shipping explosive cargo will coordinate their efforts with the gate sentries to ensure all are aware of the evolution and that proper procedures are in place. SWFPAC and other tenant commands receiving or shipping explosive cargo may develop, issue, and coordinate modified or additional entry/exit procedures, that meet or exceed those of NB Kitsap for shipments under their cognizance.

6. Taxicabs, Limousines, Shuttles. Taxicabs, limousines and other shuttle busses will follow procedures outlined in NAVBASEKITSAPINST 5530.2 (Taxicab, Limousine, and Shuttle access on NB Kitsap).

7. Fast Food Deliveries. Drivers must have proper base entry credentials (i.e., NRNW badge, military ID or Common Access Card).

8. Radioactive Materials Movement

a. Due to the sensitivity of hazardous material movements, certain precautions are needed to ensure safe containment and transportation of materials occurs within the boundaries of NB Kitsap. This includes waste materials and sources, excepting RADIACS with check sources and radioactive material used for medical purposes.

b. The NB Kitsap CDO will be notified before any radioactive material is transported on or across NB Kitsap (except movements within the confines of the OA at NB Kitsap Bangor).

c. All commands which transport/receive radioactive shipments will ensure NB Kitsap receives information copies of directives, which govern such shipments.

d. NB Kitsap Responsibilities and Actions. NB Kitsap Duty Office watchstanders will inform the NB Kitsap CDO of all radioactive material movements and report discrepancies or accidents immediately. If an accident involving radioactive material occurs, the NB Kitsap CDO shall:

(1) Keep the NB Kitsap Commanding Officer, COMSUBGRU NINE, COMNAVREG NW, NB Kitsap Executive Officer, NB Kitsap Security Officer, and the Public Affairs Officer apprised of the situation.

(2) Maintain liaison with cognizant tenant command personnel until survey and cleanup efforts are complete.

(3) Carry out appropriate portions of the command's Emergency Management Plan.

COMMERCIAL VEHICLE SPONSOR LETTER (Example)

5530  
Ser 21/

AAA Enterprises  
ATTN: James Doe  
967 NW Calypso Dr.  
Silverdale, WA 98383

Dear Mr. Doe:

1. Your company has been added to the Commercial Access List for Naval Base Kitsap. You will be allowed access to NB Kitsap per the following procedures:

a. Enter through the Commercial Inspection Station, Monday through Friday, excluding holidays.

b. Enter at the Trident Gate (NB Kitsap-Bangor) or Charleston Gate (NB Kitsap-Bremerton) left hand lane after the above mentioned hours and on weekends and holidays.

c. The company, driver's name, vehicle license number, and destination will be logged by the gate sentry.

d. The driver must have a valid driver's license, vehicle registration, and proof of insurance. Seat belts are required on NB Kitsap regardless of the age of the vehicle.

e. The driver will be admitted only to the location provided at the gate. If more than one stop is being made, all locations must be provided.

f. NO SOLICITATION IS ALLOWED WHILE ON NAVAL BASE KITSAP. The driver must promptly depart the base after delivery has been made. Depart NB Kitsap-Bangor using Trident Blvd (Main gate), or NB Kitsap-Bremerton using Charleston Gate.

g. While on base, your driver/company will be subject to all rules and regulations, which could include Random Vehicle Inspections. NO WEAPONS, FIREWORKS, ILLEGAL DRUGS/PARAPHERNALIA are permitted on NB Kitsap.

h. If the driver is not a U.S. citizen, prior arrangements must be made with NB Kitsap Security. Please call (360) 396-4255 Monday-Friday between the hours of 0700-1530 for more information regarding non-citizens.

2. Any violations of these regulations could result in permanently denying entry of your driver/company to NB Kitsap.

3. If you have any questions, please contact NB Kitsap Security Admin at (360) 396-4255/6555.

Sincerely.

Copy to:  
NB Kitsap Security

Enclosure (6)

TAB C (MOTORCYCLES, MOPEDS, AND ALL-TERRAIN VEHICLES) TO APPENDIX  
2 (VEHICLE CONTROL) TO ANNEX P (PHYSICAL SECURITY)

1. Motorcycle and Moped Regulations

a. Definitions

(1) Motorcycle. A motor vehicle having a saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a farm tractor and a moped excluding mini-bikes and off road vehicles (Racing cycles).

(2) Moped. Any two or three-wheeled motorized vehicle, with fully operative pedals for propulsion by human power, and/or a motor having a cylinder displacement not exceeding 50 cubic centimeters, including motorized scooters.

(3) All Terrain Vehicles (ATV). Any two, three, or four wheeled motorized vehicle not licensed for operation on public roads and highways (also known as "Off-road Vehicle") used for recreational travel on trails or any of the following or a combination thereof: land, water, snow, ice, marsh, swampland or other natural terrain.

b. Registration and Licensing

(1) Motorcycles and mopeds are both motor vehicles and will be registered before they are operated on NB Kitsap. ATVs, mini-bikes or off road racing bikes shall not be operated on NB Kitsap. They may, however, be stored at the on-base recreation vehicle storage facility or as provided for in base housing instructions. Registration of ATVs with Pass and ID is not required.

(2) Motorcycle operators must possess a valid state Motor Vehicle Operator's License with a motorcycle endorsement, if required, by the licensing state. Operators of mopeds require a valid operator's license, but do not require a motorcycle endorsement.

(3) In addition to the licensing requirements stated above, motorcycle operators must have the following:

(a) A Navy recognized Motorcycle Safety Certificate. Each operator of a motorcycle shall successfully complete the Motorcycle Safety Foundation's Motorcycle Rider Course - Riding and Street Skills (MRC-RSS). Moped operators are also required to possess a Motorcycle Safety Certificate to operate a moped onboard NB Kitsap.

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(b) Must carry proof of motorcycle liability insurance, or make an official statement regarding the name of the insurance company and expiration date of the policy.

(4) Persons desiring to operate a motorcycle on NB Kitsap shall report to Pass & ID for registration. If already in possession of a valid Motorcycle Safety Certificate, and motorcycle liability insurance, the motorcycle may be registered and issued a DoD Decal. For personnel awaiting motorcycle safety training, a memorandum from the CNRNW Motorcycle Program Manager stating that the member has signed up for the course and when it is scheduled will be forwarded to Pass & ID, then a 90-day decal for the motorcycle may be issued. The NB Kitsap Security Officer on a case-by-case basis, may renew the decal. The safety course must be completed within the 90 days allowed.

(5) Motorcycle operators shall ensure headlights are turned on at all times while the motorcycle is being operated.

c. Motorcycle and Moped Protective Equipment. Motorcycle or moped protective equipment refer to OPNAVINST 5100.12 (Series) for latest motorcycle equipment.

d. ATV Safety Course. Navy military and civilian personnel in a duty status, operating an ATV, shall successfully complete a Naval Safety Center approved ATV Safety Course. The ATV Safety Course, provided by the Washington State Motorcycle Safety Foundation, is the only course currently recognized.

e. There are no natural trails or courses built on NB Kitsap for use by ATVs.

APPENDIX 3 (MATERIAL CONTROL) TO ANNEX P (PHYSICAL SECURITY)

1. Purpose. This chapter assigns responsibilities and sets procedures for possession and removal of government and personal property from NB Kitsap.

2. Definitions

a. Confiscate. To seize for the government with no intent to return (e.g., contraband, as distinguished from prohibited property, is defined by federal statute to include certain weapons, counterfeiting equipment, counterfeit bills and coins, and narcotic drugs in unauthorized possession).

b. Prohibited Property. Property not defined by federal law as contraband, but the possession of which is forbidden to persons aboard NB Kitsap Bangor by regulations or directives; or lawful possession is limited by law, regulation, or directive to specified persons or groups (e.g., knives, pornographic material).

c. Hazardous Material. Radioactive, toxic, caustic, corrosive, explosive and flammable materials.

d. Impound. To take into legal custody with the intent of eventual return to the legal owner.

3. Disposition or Conversion of Government Property or Resources

a. Military or civilian personnel shall not give, sell, loan or barter government property, including condemned or scrapped property, to another except through properly established supply channels. The removal of government tools, material, equipment, scrap, etc., from NB Kitsap is prohibited without proper authorization.

b. The conversion of government property or resources for personal use is prohibited. Conversion includes the repair, manufacture, painting, plating, etc., of personal property or other work of a personal nature using government tools, equipment, and materials unless designated for such use.

4. Material Control Documents

a. A Property Pass (NAVSUP Form 155) is required for removal of government property or personal property that might easily be mistaken for government property. Tab A to this appendix provides NB Kitsap's procedures for issue and control.

b. U.S. Government Bill of Lading (SF 1103) is required when property is being shipped.

c. Requisition and Invoice/Shipping Document (DD Form 1149), is required when property is being shipped or transferred to another command.

d. DoD Single Line Release/Receipt Document (DD Form 1348-1), is required when property is being shipped or transferred.

e. Transportation Control and Movement Document (TCMD) (DD Form 1384), is required to ship property by government vehicle.

f. Motor Equipment Utilization Record (DD Form 1970) is required for removal of government vehicles.

g. See enclosure (10) for a sample request letter for property pass book(s).

#### 5. Removing Property from NB Kitsap

a. Government owned property will only be removed from NB Kitsap with proper documentation.

b. Civilian construction contractor letter authorizing removal. Contractors shall issue a letter authorizing removal of contractor owned equipment and supplies. The authorizing letter must be on contractor letterhead stationary and contain a full description of the material to be removed, the quantity, date of removal and the signature of the authorizing official. The letter must also identify the bearer and show a telephone number where the authorizing official can be reached for verification if considered necessary. The authorizing letter shall be surrendered to the NB Kitsap gate sentry on exit of the material from NB Kitsap. Copies of the original removal letter shall not be recognized. Only a signed, original removal letter shall be recognized. The gate sentry shall annotate the letter with the time and date the material left NB Kitsap.

TAB A (PROPERTY PASSES) TO APPENDIX 3 (MATERIAL CONTROL) TO  
ANNEX P (PHYSICAL SECURITY)

1. Property Passes

a. A Property Pass (NAVSUP Form 155) is required to remove government-owned property, unclassified study or reference material, or personal items that can be easily mistaken for government-owned property, from NB Kitsap. Exceptions to the requirement for property passes are safety helmets or safety glasses worn by employees.

b. The contents of Regional Base Operating Services Contract (RBOSC) service or emergency service vehicles shall be controlled internally by the contractor, who shall make sure such control provides an auditable trail of accountability.

2. Obtaining Property Pass Books

a. NB Kitsap Department Heads and Staff Codes will:

(1) Obtain property pass books for their personnel by submitting a supply request to Commanding Officer, NB Kitsap.

(2) Appoint Property Pass Custodians.

3. Obtaining a Property Pass

a. Persons authorized to remove property from NB Kitsap shall verbally request a property pass from the property pass custodian at their work location. The requester shall provide the needed information to complete the form and shall then carry the property pass with the property as it is removed from and returned to NB Kitsap.

b. The requester shall return the pass upon the return of the material.

c. After normal working hours, the CDO may issue property passes when the removal of property cannot wait until normal procedures can be followed. All property pass books shall be maintained in the CDO safe and verified present during CDO watch turnover. The recipient of the pass and the NB Kitsap CDO shall advise the respective department head that a pass was issued as soon as practical. All qualified NB Kitsap CDO's are authorized to sign property passes in the performance of their duties. A separate authorization letter to hold and issue property passes is not required.

4. Issuing a Property Pass

a. Pass issuing agents will complete all property passes in duplicate and keep the duplicate copy attached to the book. Upon return, the original property pass will be attached to the duplicate copy. If the original pass is not returned, the issuing agent shall determine the reason and make a note on the duplicate copy.

b. Persons who issue passes shall ensure that the bearer understands any restrictions on removing or returning the property and that the original property pass must be returned to the issuing agent.

5. Accountability for Property Pass Books. NB Kitsap Department Heads and staff codes shall account for all passes and retain them on file for two years.

6. Tenant Command Property Passes. Tenant commands are responsible for accountability to preclude misuse and loss of government property. To assist tenants in property control, they may provide authorized property pass signature examples to NB Kitsap Security, who shall place them at the perimeter gates for comparison purposes.

TAB B (PHOTOGRAPHY) TO APPENDIX 3 (MATERIAL CONTROL) TO ANNEX P  
(PHYSICAL SECURITY)

Definition: Photographic equipment includes, but is not limited to cameras. It includes all electronic imaging devices; cell phones, Personal Digital Assistant (PDA), cameras, wrist watches, digital imaging devices and electronic storage devices.

1. Photography on NB Kitsap. The NB Kitsap Commanding Officer and Commanding Officers of tenant commands are responsible for controlling photography within their areas of jurisdiction. Tenant commands may impose stricter requirements than those found in this chapter. This applies to official and unofficial photography, whether or not the photographers are attached to the Department of the Navy or are private citizens.

2. Photography at NB Kitsap (excluding the Operational Area (lower base) at Bangor and Puget Sound Naval Shipyard). Photography is authorized in the above areas controlled by NB Kitsap Commanding Officer without a camera pass. Individuals desiring authorization to photograph in tenant areas should contact the affected command(s) for guidance. Photography of Puget Sound Naval Shipyard, or other areas that are posted as no-photography areas, are prohibited without prior approval.

3. Photography in the Operational Area (OA) (Lower Base) of NB Kitsap at Bangor

a. Photography and videotaping adjacent to the SWFPAC Limited Area is specifically prohibited. It is also prohibited on the roads that approach the SWFPAC Limited Area; i.e., Archerfish, Dorado, and Sturgeon Roads.

b. Guidelines for photography within tenant command areas may be found in the following instructions:

- (1) NAVIMFAC PNW - NAVIMFAC 5510.1 (Series).
- (2) TRITRAFAC - TRITRAFACBANGORINST 5400.1 (Series).
- (3) SWFPAC - SWFPAC SECURITY OPERATIONS MANUAL.
- (4) COMSUBRON SEVENTEEN - COMSUBRON SEVENTEEN CDM ARTICLE 1050.
- (5) COMSUBGRU NINE - COMSUBGRUNINEINST 5532.2 (Series).
- (6) SUBDEVRON FIVE DET Bangor - SUBDEVRON FIVE CDM.

(7) NUWC DIVISION KEYPORT - NUWCINST P5530.14 (Series)

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c. Tenant commands and ships are responsible for issuing camera permits to personnel under their cognizance for photography within their spaces.

d. Tenant commands and ships are responsible for issuing permits to personnel under their cognizance who wish to transport a camera through restricted areas (Delta Pier, Explosive Handling Wharf, Marginal Wharf, etc.).

e. NAVIMFAC PNW, SWFPAC, Naval Submarine Support Center (NSSC) and/or COMSUBRON SEVENTEEN/NINETEEN Security Officers will coordinate requests for waterfront photography by communicating with personnel affected (e.g. NB Kitsap, PAO, etc.) and each other. Coordination for unofficial photography at Service Pier should be through SUBDEVRON FIVE Det Bangor and NB Kitsap Port Operations at Bangor.

f. Each command will be responsible for educating their personnel and publishing photography restrictions and procedures in their own security manuals.

4. Photography Control Procedures. Procedures for authorizing cameras to ceremonies such as Change of Commands, retirements, ship arrivals, etc. are as follows:

a. The sponsor or host command for the event will ensure that dependents and guests are controlled and made aware of camera regulations.

b. Sponsoring activities will print the event invitation pass, which will also serve as the camera pass. This pass will include date; time, location, and what may or may not be photographed.

c. Photography requests for the Waterfront Restricted Area (WRA) will be coordinated with SWFPAC Security and the affected WRA tenant command Security Manager.

(1) PAO will control tour/event photography or video taping. POA will issue "PAO Official Media" WRA Camera Passes and will ensure photography is tightly controlled.

(2) WRA Tenant Command Security Officers will control and issue WRA Camera Passes for official photography. They will also be responsible for viewing photographs or videos before cameras leave the WRA.

(3) SWFPAC Security Officer will view all visitor's photographs or videos taken within the WRA before visitors exit the Operational Area.

(4) Photography at any ceremonies held on/at a submarine or surface ship berthed at NB Kitsap will be coordinated between COMSUBRON SEVENTEEN/NINETEEN or COMSTRIKEGRU and the affected facility. If classified or sensitive material is present, no photography will be allowed.

d. Photography at any ceremonies held on/at a submarine berthed at NB Kitsap at Bangor's Service Pier will be coordinated between SUBDEVRON FIVE DET Bangor and Port Operations.

e. Photography at any ceremonies held on/at a submarine or surface ship berthed at PSNS must be coordinated between PSNS, COMSUBRON/COMSTRIKEGRU and Port Operations.

5. NB Kitsap Contractor Photography. Naval Facilities (NAVFAC) Northwest, or NB Kitsap Public Works Department requiring site photos are not required to obtain camera passes/permits. However, they should coordinate with the facility officer as a matter of courtesy. Contractors wishing to take photos in locations with restrictions (PSNS, SWFPAC, NAVIMFAC PNW, COMSUBRON SEVENTEEN, etc.) must coordinate with the affected facility prior to commencing the work.

6. Commercial Photography. Photography involving news media, industrial and television coverage shall be controlled and escorts provided by the sponsoring department or tenant activity. Under no circumstances shall news media cameras be permitted on board NB Kitsap without authorization from the NB Kitsap Public Affairs Officer (PAO). News media requesting to visit the fleet assets must be approved and escorted by COMSUBRON/COMCARGRU personnel.

7. Violation of this Instruction. Personnel in violation of NB Kitsap's photography policy will have their film and equipment confiscated. Digital images will be destroyed. The Security Officer of the affected facility will review the developed film, and if no security violation exists, the film may be returned to the individual.

TAB C (LOST AND FOUND PROCEDURES) TO APPENDIX 3 (MATERIAL  
CONTROL) TO ANNEX P (PHYSICAL SECURITY)

1. Purpose. To establish policy and procedures for NB Kitsap's Lost and Found Program.
2. Responsibilities. The Lost and Found Program is a function of the NB Kitsap Security Department, who follows a Standard Operating Procedure (SOP) outlining procedures for control and disposition of found property.
3. Refer to NAVBASEKITSAPINST 4160.1.

(SAMPLE REQUEST LETTER FOR PROPERTY PASS BOOK)

Date

From:  
To: N51

Subj: AUTHORIZATION TO HOLD AND ISSUE PROPERTY PASSES

1. Request the individual's listed below be authorized to hold an issue property passes for the \_\_\_\_\_ Department/Staff code.

LIST NAMES ALPHABETICALLY

CODE

SAMPLE  
SIGNATURE

- 1.
- 2.
- 3.
- 4.

-----  
Date

FIRST ENDORSEMENT

From: N51  
To:

Subj: PERMISSION TO HOLD AND ISSUE PROPERTY PASSES

1. The above named individuals are authorized to hold and issue property passes.

Copy to:  
N321

Enclosure (7)

APPENDIX 4 (AIRCRAFT REGULATIONS) TO ANNEX P (PHYSICAL SECURITY)

1. Purpose. To publish procedures for aircraft operations at NB Kitsap.

2. Scope. This chapter applies to all NB Kitsap departments and tenant commands.

3. Aircraft Operations

a. All NB Kitsap departments and tenant commands shall provide the NB Kitsap Executive Officer with the following information on any aircraft scheduled to fly over or land on NB Kitsap:

(1) Time of arrival.

(2) Length of stay.

(3) Purpose of flight.

(4) Identification of aircraft and its personnel.

b. Overnight parking of a helicopter requires approval of the NB Kitsap Executive Officer.

4. Float Plane Operations. All float plane operations shall be arranged through the NB Kitsap Commanding Officer. The NB Kitsap Public Affairs Office normally arranges VIP visit support flights. Once arranged, NB Kitsap Security shall be informed as to the aircraft's time of arrival, mooring location, and time of departure.

5. Helicopter Landing Pads. There are three primary helicopter landing pads throughout NB Kitsap: (1) Bangor - on Trigger Avenue adjacent to the deployed/long-term parking lot, (2) Bremerton - the softball field at Bremerton, and (3) Keyport - the softball field. The NB Kitsap Fire Department is responsible for conducting emergency response actions at the helicopter pads. During flight operations, a NB Kitsap fire truck shall be stationed on the approach road to the helipad parking lot (or adjacent to the softball fields if at Bremerton or Keyport). All other support vehicles shall be staged so as not to hinder the fire department vehicle. Personnel transport vehicles shall be staged behind the ambulance on the entry road, not less than 100 feet from the edge of the helicopter pad. The transport vehicles may approach when indicated by the helicopter

crew chief or are motioned forward by a fire department representative. Helicopter landing at any other location is strictly prohibited without prior approval from the NB Kitsap Commanding Officer.

6. Responsibilities. The NB Kitsap CDO, after receiving information on any aircraft landing/take off, shall immediately notify the NB Kitsap Commanding Officer, Executive Officer and Security Officer.

7. Restricted Area. Under no circumstances shall a non-emergency landing be allowed in the SWFPAC Limited Area unless approval has been obtained by the NB Kitsap Commanding Officer and the SWFPAC Commanding Officer.

8. Flight Restrictions (FR)

a. Prior to any helo being granted permission to land at NB Kitsap, the requesting Command will request approval via the Region Operations Center (ROC) (360) 315-5123 or SWFPAC as appropriate. Reference COMNAVREGNWSTAFFINST 1601.1B, Regional Operation Center Watch Procedures.

b. The requesting command will also inform the Regional Dispatch Center upon receiving approval.

9. Reporting Low-Flying Aircraft

a. Any person may report an aircraft they feel constitutes a safety or security problem due to its low altitude over NB Kitsap. All low-flying aircraft reports should be relayed to the Regional Dispatcher who will coordinate all reports with the Federal Aviation Administration (FAA).

b. In reporting a low-flying aircraft to the Regional Dispatch Center, ensure you have as much information as possible (identification number, time and place, altitude, any photographs, witnesses, flight characteristics, etc.), in order for the FAA to investigate.

10. Personnel Movement Control. Personnel who arrive by aircraft, and do not have appropriate entry credentials as defined in Appendix 1 of this annex, shall be escorted by the sponsoring activity.

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APPENDIX 5 (GOVERNMENT ARMS, AMMUNITION, AND EXPLOSIVES) TO  
ANNEX P (PHYSICAL SECURITY)

Ref: (a) OPNAVINST 5530.13C  
(b) NAVSEAINST 8370.2A

1. With respect to carrying government arms, ammunition, and explosives, comply with references (a) and (b).
2. Under normal circumstances, firearms, weapons and ammunition will be declared to the Entry Control Point Sentry. Normally, firearms entering the base shall not be loaded except those authorized by law enforcement or military commanders.

APPENDIX 6 (PRIVATELY OWNED FIREARMS, OTHER WEAPONS AND  
EXPLOSIVES) TO ANNEX P (PHYSICAL SECURITY)

Ref: (a) NAVBASEKITSAPINST 5530.1

1. Per reference (a), privately owned firearms, weapons and ammunition will be declared to the Entry Control Point Sentry each time they are transported onto Naval Base Kitsap. Regardless of state permit status, firearms entering the base shall not be loaded except those authorized by law enforcement or military commanders.

2. Weapons prohibited by state or federal laws (switchblade and stiletto knives, throwing stars, blackjacks, knuckles, numchukas, and any object which has been altered or modified that may be used as a weapon) shall not be permitted on NB Kitsap property.

a. Possession of Knives

(1) Knives necessary for proper performance of duty are authorized in places and at times where such duties are performed aboard NB Kitsap. The Revised Code of Washington RCW 9.41.270 states, "It shall be unlawful for anyone to carry, exhibit, display or draw any dagger, sword, knife or other cutting or stabbing instrument, or any other weapon capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons." Any person violating these provisions and those of paragraph 4b above shall be guilty of a gross misdemeanor. An appropriate knife may be accepted as recreational equipment while actively engaged in, or while en route to or from, an appropriate activity, (e.g., hunting, fishing, shell fishing or newly purchased from NEX with receipt).

(2) Personnel residing in Bachelor Housing, Visiting Quarters, or MCSFCO Barracks are prohibited from keeping daggers, swords, or other cutting or stabbing instruments, or any other weapon as outlined in paragraph a., that have the main purpose of causing bodily harm. Such items shall be stored in the NB Kitsap Armory. MCSFCO Barracks personnel must turn their weapons over to their armory. Knives used in the proper performance of military duties are authorized in BEQs and BOQs, but shall be kept locked up to prevent theft when not in use.

3. Registration of Firearms or Weapons

a. All firearms or weapons brought on NB Kitsap managed areas shall be registered with Security. This includes personnel staying:

- (1) NB Kitsap family housing and bachelors quarters.
- (2) NB Kitsap MCSFCO Barracks at Bangor.

b. The registrant shall fill out a multi-copy Registration of Privately Owned Firearms form in person. Registrant shall have their weapons with them at time of registration for verification by BOSC Security for NB Kitsap at Bangor and Keyport, and NB Kitsap Security at Bremerton for NB Kitsap Bremerton and Jackson Park Family Housing. NB Kitsap /BOSC Security shall distribute the registration document and ensure the information is recorded in an automated system on-line to the NB Kitsap server.

c. Residents of the BEQ and BOQ, after registering their weapons, shall transport and store them at the NB Kitsap Armory. These personnel shall read, sign, and comply with the armory memo "CHECKING IN/OUT PRIVATELY OWNED WEAPONS." The same will apply for those residing in any NB Kitsap family housing at Bangor who store their weapons in the NB Kitsap Bangor Armory.

4. Transportation of Firearms, Ammunition or Weapons.

Authorized firearms, ammunition or weapons will not be carried on one's person or within the driver and passenger compartments (e.g., glove box or console, etc.) of a vehicle. Firearms or weapons may be carried in the trunk of a car or within the cab of trucks that do not have enclosed beds or carriers provided the weapon is packaged, wrapped or within a case in a manner that prevents ready access by driver or passengers.

a. Ammunition will be in a locked container and firearms will not be loaded or have a magazine in the weapon.

b. Transportation of privately owned firearms or weapons shall be from the residence or armory to the closest perimeter gate with no stops in between. Individuals must have in possession and available a copy of the NB Kitsap registration verification.

c. Concealed weapons permits issued through the State of Washington or any other state does not authorize a person to carry a concealed firearm or weapon on any NB Kitsap managed area.

APPENDIX 7 (PIER SECURITY AND ACCESS CONTROL) TO ANNEX P  
(PHYSICAL SECURITY)

1. Purpose. To outline responsibilities and prescribe procedures for NB Kitsap pier security and access control requirements.
2. Background. NB Kitsap Piers are designated as Level One Restricted Areas when High Value Units (HVU) are moored. Ships will normally be protected by a pier sentry controlling access.
3. Pier Sentry. Pier Sentries are required whenever HVUs are present at Piers Bravo, Charlie and Delta for NB Kitsap Bremerton; and Service Pier and K/B Docks for NB Kitsap Bangor. Piers within the Controlled Industrial Area (CIA) at PSNS have primary access controlled at the CIA perimeter. SWFPAC Security provides pier security for other Bangor piers. Sentries must be able to grant immediate access for emergency vehicles and emergency egress of personnel. NB Kitsap pier sentries should also be familiar with operating associated mechanical barriers that may be installed (e.g., hydraulic bollards).
4. Access Control. The Pier Sentry will allow access to the pier to personnel who present the following types of photo-identification.
  - a. Valid military personnel assigned to the moored HVU and/or applicable services personnel. HVU's should assist pier sentries with their own personnel or quarterdeck landline to facilitate HVU specific visitor control and verification of crewmembers.
  - b. Emergency and Law enforcement personnel with proper credentials.
  - c. Department of Defense identification.
  - d. Commercial contractor. Ensure the contractor is authorized for work at the pier. If necessary, call the quarterdeck of the ship having the work done for verification.
  - e. Commercial vendors/delivery personnel. Ensure they are authorized for deliveries. If necessary, call the quarterdeck of the ship receiving the deliveries.
5. Vehicle Access. Except when directed by higher FPCON, access to piers is authorized for the following vehicles in the performance of work:
  - a. Government vehicles.
  - b. Contractor.

c. Refuse removal vehicles.

d. Vehicles with NB Kitsap pier passes. Each Pier SOPA is responsible for ensuring that only vehicles authorized pier access are allowed on the pier. At no time will vehicles be parked in fire lanes or in areas that will limit emergency vehicle access to the piers.

6. Administrative Inspections. Personnel and vehicles entering and exiting NB Kitsap piers are subject to administrative inspection as outlined in Tab E of Annex C of this instruction.