



DEPARTMENT OF THE NAVY  
U.S. NAVAL BASE GUAM  
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NAVBASEGUAM INSTRUCTION 5530.14H

From: Commanding Officer, U.S. Naval Base Guam

Subj: NAVAL BASE GUAM ACCESS REGULATION

Ref: (See Appendix A)

Encl: (1) Installation Access Control Program Guidance

1. Purpose. This instruction promulgates policies, standards, and procedures for entry to all properties under the jurisdiction of U.S. Naval Base Guam (NBG) for safeguarding personnel, facilities, and property. The NBG Installation Commanding Officer (ICO) is responsible for establishing, implementing, and sustaining scalable base operating support and related access control procedures.

2. Cancellation. NAVBASEGUAMINST 5530.14G.

3. Applicability. This instruction defines the responsibilities of NBG in establishing, implementing, and sustaining access control procedures. These procedures are based on guidance from U.S. Indo-Pacific Command (INDOPACOM), U.S. Pacific Fleet (PACFLT), Commander, Navy Installations Command (CNIC), Required Operational Capability (ROC) levels, Force Protection (FP) Conditions (FPCON) and Commander, Joint Region Marianas (JRM). This instruction is applicable to all Department of Defense (DoD) personnel, including active and reserve components, DoD civilians, DoD families, Navy and non-Navy tenant commands, contractor personnel, visitors, guests and Foreign National personnel requiring access to property under the jurisdiction of the NBG. Strict adherence must be exercised over access to NBG to protect NBG assets from potential threats and prevent interference in the orderly accomplishment of the mission of NBG. Operational, security and safety considerations are vital in establishing procedures to govern entry to the installation. This instruction may be amended by the ICO at any time without written notification.

4. Action. All NBG activities and tenant commands are required to comply with the access requirements established in enclosure (1).

a. Commanding Officers and tenant commands may issue badges, identification (ID) cards or activity passes to enhance internal controls within their respective areas of responsibility; however, these forms of identification will not serve as identification/authorization to access NBG properties through Entry Control Points (ECP).

b. Department Heads, Commanders, Officers-In-Charge, and sponsors will ensure personnel passes, badges and special identification media are returned to the issuing agency upon dismissal, termination, and transfer of an employee or upon expiration of such items.

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c. Access control is a key component of NBG's Force Protection program. NBG access control standards include identity proofing, vetting, and determining the fitness of an individual requesting and/or requiring access to NBG and its properties, and the issuance of local access credentials.

d. Access control is defined as physical security measures that includes physical security equipment, personnel, and the procedures used to protect the installation, critical infrastructure, and DoD assets from potential threats.

5. Policy. Per references (a) through (x), the primary objectives of the NBG installation access control instruction are as follows:

- a. Protect personnel and critical operational assets onboard Naval Base Guam.
- b. Standardize and integrate identification, authorization, authentication, credentialing and access.
- c. Establish minimum access standards for all unescorted persons.
- d. Establish or validate requesting personnel's background utilizing the NCIC and SORNA.
- e. In order to safeguard Personally Identifiable Information (PII), all PII collected and utilized in execution of background checks are protected to prevent any unauthorized use, disclosure, or loss.
- f. Failure to abide by this instruction may result in administrative or disciplinary action under reference Uniform Code of Military Justice or applicable United States Code.

6. Records Management. Records created as a result to this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of September 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Security Officer for NBG will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for ten years, unless revised or canceled in the interim, and will be reissued by the ten-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in SECNAV Manual 5215.1 of May 2016.

  
M. D. LUCKETT

# **INSTALLATION ACCESS CONTROL PROGRAM GUIDANCE**

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**CHAPTER 1**  
**U.S. NBG JURISDICTION AND NAVAL BASE VISITOR CONTROL CENTER (VCC)**  
**OPERATIONS**

0101. NBG Jurisdiction. NBG (including all major and minor commands and tenants) jurisdiction includes any area of land, whether or not fenced or surrounded by water, which is administered by NBG or by any activity thereof. Property under NBG jurisdiction includes:

- a. NBG Main Base (NBG: Main Base).
- b. NBG Apra View Housing.
- c. NBG Apra Palms Housing.
- d. NBG Navy Munitions Command (NMC)/Naval Magazine (NAVMAG).
- e. NBG Polaris Point.
- f. NBG Delta/Echo Pier.
- g. NBG U.S. Naval Hospital (USNH).
- h. NBG Radio Barrigada.
- i. Marine Corps Base Camp Blaz (MCBCB) Main Cantonment.
- j. NBG Sasa Valley/Tenjo Vista.
- k. NBG Joint Region Marianas (JRM) Headquarters.
- l. NBG Flag Circle Housing.
- m. NBG Dan Dan.
- n. NBG Santa Rita Complex.

0102. Visitor Control Center Operations.

a. The VCC is open during normal working hours, Monday through Friday, excluding holidays. Hours are posted on the NBG Facebook page and are subject to change at the discretion of the ICO. The VCC may be reached at the following telephone numbers: (671) 339-6217/ (671) 339-5208/ (671) 339-1280.

b. VCC Services may close for Scheduled or Unscheduled Maintenance and any disruption to the network. A background check must be completed prior to issuance of a base pass. Normal business will resume when systems are operational.

c. The ICO maintains administrative oversight over all VCC operations for base entry and issues guidance, regulations, policies, and procedures for all temporary pass operations. All gate hours of operation are by direction of installation post orders from the NGB ICO or his/her designee. Any permanent changes to gate operating hours will be disseminated.

d. All personnel with expired or missing identification cards, passes or badges will not be permitted entry.

(1) In those situations where the identification card is lost/stolen, the cardholder will fill out a Lost/Stolen Identification Form (figure (3)) stating the reason for the missing identification card (i.e. Lost, Stolen) and will be verified through Defense Biometric Identification System (DBIDS) on the cardholder's status (i.e. Active Duty Military, Reserve, Department of Defense (DoD) Civilian, and Dependents, etc.). This does not apply to DBIDS cardholders, refer to paragraph d.(4) for DBIDS cardholders.

(a) If the ID Card Office is open, the cardholder will be turned around and be directed to obtain a new identification with the presentation of the completed Lost/Stolen Identification Form.

(b) If the ID Card Office is closed, for access the cardholder will be required to be escorted by one of three individuals with valid access credentials after verification of access via DBIDS by Navy Security Forces:

(1) E-7 or above in cardholders chain of command.

(2) DoD civilian supervisor in cardholders chain of command.

(3) Sponsor or dependent.

The cardholder shall immediately replace lost/stolen card the next business day at the ID Card Office.

(2) For all DBIDS scanner rejections, personnel will be directed to the VCC to verify the problem with the Identification Credential.

(3) For all identification cards that are expired, mutilated, reported lost or stolen, or token is expired or terminated the identification card will be confiscated by Navy Security Forces.

(4) All personnel who forgot, lost, or have had their identification card stolen will be required to be verified in DBIDS system prior to being issued another base access credential and allowed unescorted base access. All personnel must present a valid form of REAL ID compliant identification in order to be verified in DBIDS. In those cases where REAL ID compliant identification is not available, VCC personnel are authorized to validate the individual's identity using other means (birth date, social security number, etc.) and cross-checking the provided information with the individual's photo in the DBIDS system.

(5) DBIDS cardholders must report their lost/stolen DBIDS credential to their company

within 72 hours and must obtain a confirmation memo for VCC to replace the lost/stolen credential. No DBIDS card or pass will be issued in this situation without a confirmation memo from the company. Upon receipt of confirmation memo, VCC may re-issue a DBIDS credential to the employee.

(6) For military members and their dependents only, when the VCC is not open, an authorized sponsor who must be a family member (sponsor or dependent 18 years or older) or assigned to the requester's organizational chain of command (E-7 or above) will be authorized to escort the military member or dependent onto the base using escorted visitor pass, IAW 0304 of this instruction. .

(7) DBIDS cardholders with access discrepancies noted via a gate scanner will be redirected to the VCC for administrative verification in DBIDS.

e. A visual aid displaying current identification cards and passes will be maintained at all NBG manned ECPs. The visual aid will be used for guidance when questions regarding the validity of a specific credential/pass arise (figures (1) and (2)).

f. The ICO may deny access to any person or organization that may be considered a security risk or their presence on the base is considered to be prejudicial to good order and discipline based on criminal or other records.

g. Per Title 16 U.S.C., all personnel entering NBG are subject to search and inspection of their persons, vehicles, and property within their immediate control upon entry and for the duration of their stay. Search and inspection actions are required to maintain anti-theft/antiterrorism measures and prevent installation access to intoxicated drivers.

0103. ID Card Lab/Defense Enrollment Eligibility Reporting System.

a. NBG ID Card Lab/DEERS Office hours are posted on the NBG Facebook page and are subject to change at the discretion of the ICO.

b. Dependents with lost or stolen ID card issues, whose sponsor is deployed and unable to obtain a new ID, will be issued a 7-day DBIDS pass once verified by ID Lab. Required documents to obtain a permanent ID must be obtained during this time period.

c. In cases where an active duty service member's or dependent's ID card is expired and the ID Card Lab/ DEERS office is closed or their systems are down and cannot produce an ID card, the service member will be issued an ID card confiscation form. The member may use this form and a REAL ID or passport to obtain an unescorted pass from the VCC effective until the next business day. When the VCC is not open, an authorized sponsor who must be a family member (sponsor or dependent 18 years or older) or assigned to the requester's organizational chain of command (E-7 or above) will be authorized to escort the military member or dependent onto the base using escorted visitor pass, IAW 0304 of this instruction.

d. To ensure base access is granted to newly-issued DoD ID cards, ID Card Lab/DEERS



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personnel will additionally provide the cardholder with a “Temporary New CAC Paper Pass” valid for up to 7 days from date of issue. This pass will ensure the cardholder is granted base access in the event the new DoD ID is not registering as authorized access when scanned at a gate. This pass must be stamped and crimped and must be presented to the Sentry with the new DoD ID card when entering the installation. The Sentry will continue to conduct PET procedures and allow the individual base access each time the scan is unsuccessful. Upon successful scan of the new DoD ID, the Sentry will retain the Temporary Paper Pass for appropriate disposition.

## CHAPTER 2 IDENTIFICATION CREDENTIALS

0201. Identification Credentials. No person may enter or exit through the restricted or controlled areas of NBG confines without proper authorization. An individual must have a valid purpose to be on the installation and be properly sponsored, as applicable. Possession of a valid/authorized credential does not automatically authorize access to every NBG property. The following individuals can be authorized escorted or unescorted access:

a. Escorted Individuals. Personnel who require access, without determination of fitness, must be accompanied by a sponsor with authorization to escort the individual. The sponsor accepts responsibility for the fitness and conduct of the escorted individual and the escort requirement is mandated for the duration of the individual's visit. Individuals who are debarred or denied access cannot be escorted onto the installation. Individuals who attempt to access the installation after debarment could face trespassing charges. Escorts who attempt to allow debarred individuals installation access could lose escort and/or sponsor privileges for up to one year per references (c), (d), and (n).

b. Unescorted Individuals. Personnel who have been identity-proofed and favorably vetted per reference (o) are eligible for unescorted access within the installation but are still subject to any controlled or restricted area limitations, as appropriate per references (c), (d), and (n).

c. All credentials and visitor passes with scan capability must be scanned prior to allowing access to the installation. All DBIDS cards/paper passes will be scanned at all times.

0202. Acceptable Identity Proofing Documents. Personnel requesting temporary visitor access requests will provide all of the required documents of this instruction to authenticate identification. This list is also depicted on the Department of the Navy Local Population ID Card/Base Access Pass Registration (SECNAV 5512/1) of reference (c).

a. Documents that appear to be invalid, worn, or mutilated will not be accepted and may be confiscated.

b. State issued Driver's Licenses and Other Identification cards. When used for identity proofing must be REAL ID Act compliant.

0203. Requirements for Identification Credentials. NBG Naval Security Forces (NSF) will admit only authorized personnel onto the installation in accordance with this instruction.

a. Personnel who possess valid identification or a pass, as described herein, are authorized to enter installation upon presentation of proper identification to NSF.

b. Personnel with an invalid identification credential will be denied access. All vehicles and personnel must enter or exit through designated entry/exit points only.

c. Military uniforms are not an acceptable means of identification to gain access onto NBG

confines and will never take the place of a valid identification card. The DoD Common Access Card (CAC) shall be the principal card enabling access to buildings, facilities, installations, ships and controlled spaces. Cos/OICs shall direct acceptance of the CAC for access where existing access control systems use a picture badge and/or a badge with a magnetic stripe or other integral CAC technology.

d. Restricted area badges for access to controlled and restricted areas, (i.e. NMC and Kilo Wharf "C" Badges) are not authorized credentials for base access.

e. Credentials issued by the VCC must be recovered when an individual's requirement for installation access no longer exists or the identification media has expired. It is the responsibility of the visitor's sponsor to recover the credentials and return them to the VCC for disposition.

0204. Authorized Access Credentials. Identification cards specified below are the only credentials which may qualify for installation perimeter access/entry. Credentials authorizing access to NBG are subject to change upon the ICO approval, without revision to this instruction. Unescorted entry, sponsorship, and escort authority onto NBG is authorized upon presentation of a valid form of any one of the following credentials unless otherwise annotated (references (c) and (e)).

a. The following are categories of credentials that are authorized to permit access to NBG:

(1) Armed Forces of the United States Geneva Conventions Identification Card and Armed Forces Reserve Members are issued CAC and will have a white horizontal stripe below the photo and an encircled "W" under the expiration date. These CACs are considered identity proofed and eligible to escort and sponsor personnel. Guard and Reserve personnel must be on official active orders to escort or sponsor personnel, and escort/sponsorship may not exceed the duration of their orders, per CNIC M-5530.2, 301.a.

(2) Retired Active Duty Members are issued TESLIN Card Series, DD Form 2 (Retired), which are blue in color, and are considered identity proofed and eligible to sponsor personnel. These cards are being replaced with a card that is white in color and similar to a CAC.

(3) Retired Reserve Members are issued TESLIN Card series, DD Form 2 (Reserve Retired) which are red in color and considered identity proofed and eligible to escort and sponsor personnel.

(4) Family members are issued DD Form 1173 which are tan in color and considered identity proofed and eligible to escort and sponsor personnel. Family members must be 18 years of age or older to sponsor or escort personnel. In those cases where a name change has occurred as a result of marriage DBIDS systems can be updated utilizing the DoD ID card as identity proofing (e.g. a marriage certificate is not required).

(5) Guard/Reserve family members are issued DD Form 1173-1 which is red in color. It is issued to dependents of reserve components not on active duty and dependents of retired reserve members entitled to pay because member died before age 60. Family members must be 18 years

of age or older, and the family member's Guard/Reserve sponsor must be on official active orders, to sponsor or escort personnel. Escort/sponsorship may not exceed the duration of the Guard/Reserve sponsor's orders.

(6) Next Generation Uniform Services ID (NextGen USID) Cards are currently being issued to dependents and retirees. The new NextGen Cards are barcode-compatible with the old cards and scan-enabled and are considered identity proofed and eligible to escort and sponsor personnel. Family members must be 18 years of age or older to sponsor or escort personnel.

(7) Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces-DD Form 1934 are considered identity proof and are **not** authorized to sponsor or escort.

(8) The United States DoD/Uniformed Services Civilian Geneva Conventions Identification Card-DD Form 2764 are considered identity proofed and are **not** authorized to sponsor or escort.

(9) Disabled Veterans (DAV)/Medal of Honor Recipients are issued DD Form 2765 which is tan in color and considered identity proofed and are authorized to sponsor or escort.

(10) Civilian Identification Cards have a WHITE horizontal stripe below the holder's photo with an encircled "W" under the expiration date, and are eligible to escort and sponsor personnel.

(11) Non-U.S. Citizen Identification Cards have a BLUE horizontal stripe below the holder's photo with an encircled "B" under the expiration date are **not** authorized to sponsor or escort.

(12) United States Coast Guard and National Oceanic and Atmospheric Administration (NOAA) with a WHITE horizontal stripe below the holder's photo with an encircled "W" under the expiration date are eligible to sponsor or escort.

(13) DoD Contractor Personnel are issued CACs with a GREEN horizontal striped below the holder's photo with an encircled "G" under the expiration date are considered identity proofed. Contractors are **not** authorized to sponsor or escort personnel.

(14) The United States Navy, Army, Air Force, Marine, or Coast Guard Delayed Entry Program ID Cards coupled with photo ID (i.e., state driver's license, state ID, school ID, etc.) and Delayed Entry Program Paperwork. Those branches not issued a Delayed Entry Program ID card, as long as the individual possesses the Military Branch Delayed Entry Program Paperwork and an ID card can get access. These ID cardholders are **not** authorized to sponsor or escort personnel.

(15) Active Duty members of allied nations who possess a valid foreign armed services identification card or Foreign Passport (for ships that do not issue Military ID cards to the crew) and a **NBG Foreign Military Access Card**. These cards will all be serialized and signed by VCC. These ID cardholders are **not** authorized to escort or sponsor personnel.

(16) Veterans Identification Card (VIC) /Veterans Health Identification Card (VHIC) are

authorized access to NBG - Naval Hospital Guam **only** (references (n), (o), and (p)). The authorized veteran may be accompanied to USNH by a person with a valid form of identification (driver's license or US passport).

(a) VHIC with Service Connected Disabilities printed on the card and showing the branch of service will be authorized once registered, to access Main Base, USNH, MCBCB and Apra View. These ID cards **are authorized** to sponsor and escort personnel (references (n), (o), and (p)).

(b) Veterans not authorized a VHIC card, but have a letter from the Veterans Affairs (VA) stating they are authorized privileges will enroll a REAL ID in DBIDS and utilize their REAL ID for access.

(17) DBIDS card or Blue DBIDS Paper Pass (reference (n)).

(a) DBIDS ID cards are the primary access system issued at the VCC, following identity proofing and a favorable vetting. DBIDS holders are **not** authorized to sponsor or escort personnel. DBIDS paper passes will be issued for all contractor/vendor requests 60 days or less. DBIDS ID cards will be issued for all other lengths of time. Contractors/vendors who are verified by VCC as having subsequent contracts/projects on NBG in excess of 60 days throughout the year will be issued a DBIDS Card. DBIDS cards are government property. **Contractors MUST report any terminations or loss of employees possessing a DBIDS card** to the government representative (COR). This notification should take place immediately, and in no case longer than 72 hours after termination.

(b) Individuals authorized DBIDS cards will be provided 24 hours a day, 7-days a week access only to those NBG location(s) indicated on the sponsor/contractor submission form.

(c) Retired DoD and NEX employees will no longer be issued a Common Access Card pursuant to reference (w). Retired DoD and NEX employees may be issued a DBIDS ID Card upon presentation of documentation showing their retired status, identity proofing and favorable vetting.

(d) Individuals in possession of a valid Andersen Air Force Base (AAFB) DBIDS paper pass or card may be granted NBG access with valid purpose for access. NBG VCC may activate the AAFB issued pass upon verification of identity and purpose. The Sentry will scan the pass/card and grant access if the location is authorized. The Sentry at the post without a DBIDS scanner will conduct PET procedures before granting access.

(e) NBG access may be added-on to current DBIDS cards issued from off-island after successful identity proofing and purpose validation at the VCC. The NBG base sponsor must submit and be named on the sponsor/contractor submission form. VCC will identity proof the requestor and verify purpose on the submission form before activating the card. Access will only be activated for the locations required for the DBIDS card holder.

b. The following individuals are authorized DBIDS cards or passes (depending on the duration of the required access):

- (1) Prime and Sub-Contractors.
- (2) Vendors.
- (3) Suppliers.
- (4) Spouses of Navy Exchange (NEX) employees with NEX privileges.
- (5) Spouses of Military Sealift Command (MSC) CAC Holders (MSC Ships homeported at NBG who live on Guam).
- (6) Radio Barrigada Land Owners.
- (7) Non-affiliated college students enrolled in a program through NBG Education Institution.
- (8) All Foreign Consulate Generals, Heads of Mission and their staff posted on Guam, with a valid purpose.
- (9) U.S. Coast Guard (USCG) Auxiliary personnel approved by USCG Forces Marianas Commanding Officer.
- (10) Community Supporters of NBG (e.g. Navy League Members, Guam Chamber of Commerce Armed Force Committee,) as approved by ICO.
- (11) Spouses of NBG DoD Police and Fire & Emergency Services personnel.
- (12) Non-DoD Federal Personal Identity Verification (PIV) Cardholders with students attending Department of Defense Education Activity (DODEA) schools who are approved by the school as a designated driver for student assistance.
- (13) Caregivers of veterans who have an official letter of eligibility from VA.
- (14) Designated Assist Person under the Agent Letter Program.
- (15) Gold Star Family Members (GSFM).
- (16) DBIDS ID cards will be issued to Contracted Service Providers such as telephone, cable and gas company employees. They are required to participate in the DBIDS program or utilize the one day DBIDS pass to access NBG.
- (17) DoD employees requesting a designated driver to and from place of work due to medical issues will be issued a DBIDS credential upon approval from the ICO or the designated representative.

(18) Sponsored visitors IAW chapter 3 of this instruction.

(19) Persons requiring a New CAC Temporary Pass. Effective for 7 days for unescorted access after a New DoD ID card is issued.

c. Non-DoD Federal PIV may be used to access NBG under certain circumstances, as follows:

(1) Non-DoD Federal PIV's include Homeland Security Presidential Directive-12 (HSPD-12) compliant credentials from the Department of State, Department of Treasury, Department of Justice (DOJ), Department of Interior, Department of Agriculture, Department of Commerce, Department of Labor, Department of Health and Human Services, Department of Housing and Urban Development, Department of Transportation, Department of Energy, Department of Education, Department of Veterans Affairs, Department of Homeland Security and the United States Postal Service. These ID cardholders will have unescorted access to the installation **while on official business** and are **not** authorized to sponsor or escort personnel (reference (n)).

(2) If Federal Bureau of Investigation (FBI) and United States Secret Service (USSS) Special Agents present their Federal PIV credential along with special agent credentials will have unescorted access to the installation and escort privileges for personnel and vehicles in all FPCON **while on official business**. The NBG Watch Commander must be immediately notified of entry and destination.

(3) Naval Criminal Investigative Service (NCIS) agents shall be admitted upon presentation of their official agency credentials. NCIS agents upon presentation of their credentials, are exempt from all routine searches of their persons, possessions, and materials including their vehicles and occupants therein, per SECNAVINST 5430.107A.

(4) Office of Program Management (OPM) Special Agents and Contract Investigators who possess National Background Investigations Bureau (NBIB) credentials and acting in their official capacity, upon presentation of credentials, may be authorized installation access. OPM Agents and Contract Investigators also possess a PIV Card (without scan bar) and are **not** authorized to sponsor or escort.

(5) Personnel with Department of Energy Naval Reactors PIV cards will be allowed access. These ID cardholders are **not** authorized to sponsor or escort personnel.

(6) Non DoD Federal PIV Cardholders who are Government Purchase Cardholders for their agency or department will be required to provide an official document to VCC to obtain a DBIDS credential.

(7) DoDEA student ID Cards. DoDEA students over the age of 10 years old, who do not hold a valid military identification card, shall be admitted to the installation for the purpose of attending school and participating in school-sponsored athletic and cultural events using a valid DoDEA student bus pass with a photo ID. These ID cardholders are **not** authorized to sponsor or escort personnel.

(8) General Services Administration (GSA) CAC. GSA R-9 Form 277 does not authorize escort or sponsor privileges.

d. Government of Guam (GovGuam) law enforcement officials, fire department, ambulance, and utilities personnel.

(1) Local law enforcement personnel (GPD, Airport Police, and Port Police) and other federal law enforcement agencies, **upon presentation of their official credentials, and acting in their official capacity of law enforcement**, will be permitted access. They must be in an official vehicle and their purpose and intended location will be immediately called into the Watch Commander/Dispatch.

(2) Local off base ambulances and fire department vehicles **in the performance of their official duties** will be permitted access. Dispatch will notify the Sentry when an emergency vehicle from an outside agency is expected to arrive at their post, which will serve as the authorization to grant access to that vehicle and personnel onboard.

(3) Guam Power Authority (GPA)/Guam Waterworks Authority (GWA). In some cases GPA and GWA personnel may be authorized to access NBG installations in order to conduct emergent repairs to GovGuam-owned power and/or water infrastructure. In such situation, personnel must be in a clearly marked GPA and/or GWA official vehicle, ALL personnel must present appropriate GPA and/or GWA personally identifiable credentials, and their purpose and intended location will be immediately called into the Watch Commander/Dispatch. The Watch Commander shall independently verify this information with GPA/GWA prior to granting access.

(4) Any agency requiring emergency access not covered by this instruction may be granted access only after receiving approval from ISO or ICO.



### **CHAPTER 3**

#### **LOCALLY PRODUCED IDENTIFICATION CARDS AND TEMPORARY PASSES**

0301. Locally Produced Identification Cards and Temporary Passes. Locally produced ID cards and passes are intended for personnel and agencies requiring routine unescorted access to the installation. Locally produced ID cards and passes may be issued following identity proofing, favorable vetting, and debarment and background checks.

a. The screening utilizing SECNAV 5512/1 form will be completed prior to the issuance of the base access pass or identification card. The SECNAV 5512/1 form is the sole means to initiate background checks and authorizes the Navy to obtain Personal Identifiable Information (PII) for vetting purposes prior to authorizing unescorted installation access. Providing registration information is voluntary; however, failure to provide information may result in denial of access to benefits, privileges, DoD installations and facilities (references (c) and (n)).

(1) A new SECNAV 5512/1 form must be submitted each time a background check is to be conducted, and may not be used for multiple background checks. It must be maintained as an original or electronic copy at least three years according to the DOJ requirements.

(2) Individuals under the age of 18 years of age are not required to submit a SECNAV 5512/1 form.

b. Guests entering the installation outside of the approved hours and/or for other than the designated/approved purpose is strictly prohibited. Those found accessing the installation for reasons outside the issuance of the locally produced ID card will be permanently removed from the installation by direction of the ICO or designee.

0302. Defense Biometric Identification Data System (DBIDS) Cards. DBIDS ID cards are the primary access system issued at VCC, following identity proofing and a favorable vetting.

a. Individuals authorized to make submission to VCC for base access are as follows:

(1) NBG Agency/Organization/Sponsor. The sponsor listed on the SECNAV 5512/1 form would be the authorized base sponsor and must make the submission on behalf of the sponsored individual.

(2) Company. Companies must designate a Point of Contact (POC) to act as the liaison between the VCC and the Sponsoring Organization.

b. To obtain a DBIDS ID or Paper Pass, the following information must be submitted:

(1) NBG Agency/Organization must provide a valid purpose/reason for access (i.e. contract information). Contract information will include the following:

(a) Sponsoring Agency/Organization name and mailing address;

- (b) Authorized Base Sponsor name, phone number and approval signature;
- (c) Company name and mailing address;
- (d) Point of Contact name and phone number;
- (e) Access information (dates, time, expiration date and specific NBG locations to be accessed).

(2) Company must submit:

- (a) A validated listing of the employees on company letterhead.
- (b) All SECNAV 5512/1 form for each employee listed.
- (c) The prime contractor will submit base access requests for all their sub-contractors.

c. Sponsor Information must include: Name and Title, Command/Division, Phone Number, and Email Address. Authorized Base Sponsor must provide a “wet” signature or digitally signed.

d. Submission Procedures.

(1) EMAIL (NBGVCC@us.navy.mil) submissions are limited to three SECNAV 5512/1 form and supporting documents per day per company. The base sponsor or the POC may submit separate requests for the Prime and its sub-contractors.

(2) IN-TAKE submissions may be conducted on a walk-in basis (three or fewer submissions) or by appointment (four or more submissions).

e. Review Procedures. VCC staff will review each submission. The average turnaround timeframe for VCC to complete its processing of base access requests received is 5-7 business days; however, longer processing time will be required for companies submitting for a large number of employees. The submitting Base Sponsor or Company POC will be advised of the required processing time, which will determine when appointments to process for base access may be scheduled.

(1) After successful review of supporting documents, the requestor or sponsor may schedule an appointment for new DBIDS processing; Bio-Metric Enrollment or Renewal/Re-print services.

f. Routing Codes. Assigned routing codes will be provided by VCC staff to either the Authorized Base Sponsor or the Company POC submitting the SECNAV Forms for their respective dissemination.

g. Initials and Signature. Page 2 of the SECNAV 5512/1 form requires the individual's

initials on Blocks #29 and #30 and the individual's signature on Block #31. A "wet signature" or "digitally signed" are the only forms of signature accepted for Block #31. Incomplete or improperly signed documents will be returned to the submitting sponsor or POC for correction and resubmission.

h. Contractors will be vetted per Chapter 4, Section 0401.

i. DBIDS Issuance Procedures.

(1) Company employees must personally visit the VCC with their assigned routing code and must present either a U.S. Passport, a Permanent Resident Card, or a REAL ID/Driver's License for identity-proofing.

(2) VCC Staff will extract the completed SECNAV 5512/1 form from their company file to begin inputting personal data into DBIDS. A photo and fingerprints of the company employee must be taken in order to generate a DBIDS ID or Paper Pass.

(3) Any note annotated on the SECNAV 5512/1 form or inputted on the DBIDS must be resolved before the issuance process continues.

(4) Company employees will be personally advised by VCC Staff of the required procedure necessary to clear their profile for base access and to obtain a DBIDS credential.

j. DBIDS Renewals. Companies may submit their DBIDS renewal contract one (1) month prior to the expiration of the current credentials. Companies with a large employee population must make arrangements in advance with the VCC to begin their renewal process in a timely manner.

0303. Trusted Traveler. The Trusted Traveler procedures are suspended until further notice.

0304. NBG Visitor Passes

a. Unescorted Visitor Pass: Service Members, DoD CAC holders (Guard/Reserve CAC holders must present activated orders), or Government Employees with valid CAC Identification, and dependents of at least 18 years of age (with a valid DoD ID credential) may submit a request for an **Unescorted Visitor Pass** for up to 90 days via the Visitor Control Center. Any requests for guest passes for more than 90 days (up to 1 year) must be made in writing to the NBG Security Officer or Deputy Security Officer and must include approval from the NBG Housing Director or Deputy Director.

(1) Sponsors requesting unescorted guest access must have a valid purpose for guest access.

(a) Valid purposes include: temporarily residing with/visiting a sponsor occupying NBG Military Housing (i.e. Apra View, Flag Circle, Harbor View, Lockwood, North Tipalo Housing, Navy Gateway Inns and Suites), utilizing approved Morale, Welfare and Recreation (MWR) facilities with a sponsor, attending special events (promotions, retirement ceremonies, etc),

visiting or staying with a sponsor living aboard a vessel moored in Sumay Cove Marina, or conducting visits to a patient at Naval Hospital Guam.

(b) NEX or Commissary visits are not valid reasons for visitor access.

(2) In order for a guest to receive a pass, the guest(s) must establish identity and fitness IAW Chapter 4 of this instruction.

(3) If the guest(s) has a favorable background check and is enrolled in the DBIDS system, they will be issued a paper DBIDS pass or card (depending on length of access) and will be authorized unescorted access. All unescorted guests remain under their sponsor's responsibility.

(4) Foreign Nationals are not authorized unescorted guest passes and must be processed in accordance with chapter 11 of this instruction.

(5) Each qualified individual may sponsor up to seven active unescorted visitors simultaneously. Requests for exceptions to this limit, with justification, will be routed to the ICO for adjudication.

b. Escorted Visitor Pass: Service Members, DoD CAC holders (Guard/Reserve CAC holders must present activated orders), or Government Employees with valid CAC Identification, and dependents of at least 18 years of age (with a valid DoD ID credential) may request an **Escorted Visitor Pass** for 1 day via the VCC.

(1) Sponsors requesting escorted guest access must have a valid purpose for guest access.

(a) Valid purposes: Emergent circumstances as approved by the Security Officer.

(b) NEX or Commissary visits are not valid reasons for visitor access.

(2) The sponsor may obtain an Escorted Visitor Pass by visiting the VCC during normal working hours, Monday through Friday. After-hours requests for an escorted pass must be made at the main gate of NBG.

(a) Guests must have REAL ID or US Passport and be US citizens.

(b) Sponsors must present a valid identification card at the Access Control Point. Their guests must present a valid Escorted Visitor Pass as well as their REAL ID or U.S. Passport at the Access Control Point (ACP). The ACP Sentry will also log intended destination, sponsor's command and phone number.

(c) Sponsors must maintain reasonable sight of their guests at all times.

(d) Sponsors are responsible for their guest(s) conduct while on NBG property.

(e) Escorted Visitor Passes are not valid for entry onto Naval Magazine or Marine Corps Base Camp Blas.

(3) Each qualified individual may sponsor up to three active escorted visitors simultaneously. Requests for exceptions to this limit, with justification, will be routed to the ICO for adjudication.

## **CHAPTER 4**

### **BACKGROUND CHECKS**

0401. Background Checks. Authenticating an individual's identity and determining their fitness is a core principle of installation access control. Identity proofing is the process of providing sufficient information (e.g. identity history, credentials, and documents) when attempting to establish a person's identity. Individuals must appear at the VCC to be identity proofed (reference (n)).

a. Criminal history checks are required for all unescorted personnel requesting/requiring access to NBG who are 18 years of age and older. This must include a National Crime Information Center (NCIC) check, Interstate Identification Index (III), terrorist screening database check, NCIC National Sex Offender Registry (NSOR), DOJ National Sex Offender Public Website (NSOPW), Criminal Justice Information System, a check on the revocation/debarment roster.

b. Additional background checks will be conducted automatically through the Identity Matching Engine for Security and Analysis (IMESA)-identified Criminal Justice Information (CJI) and Terrorist Screening Information (TSI) during the access control process IAW reference (vCL). If derogatory information is discovered during this process, access may be refused at the installation access point in accordance with figure (5). If installation access is refused, the individual may be directed to the VCC for adjudication.

(1) Access control personnel at the gate and VCC will follow the instructions listed in figure (5) when a person is denied access.

(2) If an access denial is based on the conditions listed in figure (5), the ICO will make the final access determination based on information provided by NCIC or the Terrorist Screening Center (TSC).

(3) After normal working hours, on weekends, or on holidays, the SECO or ASECO will determine if the individual being denied can be granted a temporary access waiver until the ICO can make a final access determination.

(4) If the individual being denied access is a base housing resident, temporary access may be granted upon approval from the ICO.

(5) Debarments and vacate orders may be issued for derogatory information discovered as part of the CJI and TSI database screenings and will be processed in accordance with section 0406.

c. A person's disposition must be clearly articulated (e.g., guilty, dismissed, expunged etc.) in the record. The VCC staff performing the background checks will deny access for any record that contains disqualifying factors or inconclusive disposition. VCC staff will only inform the individual that they are denied base access due to unfavorable information, "DO NOT" give any results of the screening. The requesting sponsor/visitor has the burden of proof and is

responsible for clearing criminal history disparities in an individual's record prior to installation access being granted.

d. Without successful identity proofing, screening of professed identities is ineffective. Any registration information provided by applicants will be done so voluntary with full applicant knowledge regarding the types of information to be collected, understanding of the purpose of collection, how the information may be shared, how the information will be protected, and the complete set of uses for the installation access credential/token (if issued) and its information. Lack of successful identity proofing shall result in denial of access to NBG.

e. Only personnel designated by the ICO shall perform identity proofing. The designation will be in writing and signed by the ICO.

f. The establishment of standards for base access is ultimately the responsibility of the ICO. Any adverse information identified during the vetting process (i.e., criminal history) must be evaluated by a competent individual designated by the ICO (e.g., the Staff Judge Advocate (SJA) or Judge Advocate General (JAG)) who is trained in interpreting criminal record information. Likewise, positive mitigating factors should be considered in the final determination.

0402. Permanently Disqualifying Fitness Determination Standards. Arrests for a disqualifying event without disposition (i.e. conviction, dismissal, not guilty or acquittal) more than 10 years old are not grounds for denying access with supporting documents.

a. Below conditions or offenses are considered prejudicial to good order, discipline and morale of the installation and cannot be waived by the ICO or designated representative:

- (1) Wanted persons (Active wants/warrants).
- (2) Identified in the Foreign Fugitive File.
- (3) Identified in the Immigration Violator File.
- (4) Registered in the National Sex Offender Registry (NSOR) Database.
- (5) Known or Appropriately Suspected Terrorist (KST) File.
- (6) Felony convictions for:
  - (a) Rape.
  - (b) Child Molestation.
  - (c) Trafficking in Humans.
  - (d) Espionage.

(e) Sabotage.

(f) Treason.

(g) Terrorism.

b. Other Disqualifying Factors. NBG ICO maintains the following additional disqualifying factors denying installation access:

(1) The criminal background check reveals any violent felony (including, but not limited to, homicide, assault, battery, sexual violence, offenses with a weapon, or other offense of a violent nature) conviction within the preceding ten (10) years;

(2) The criminal background check reveals any felony conviction within the preceding seven (7) years;

(3) The criminal background check reveals any misdemeanor conviction, excluding misdemeanor convictions for drug and/or traffic-related offenses only, within the preceding three (3) years;

(4) The criminal background check reveals any drug-related and/or traffic-related offenses misdemeanor conviction within the preceding one (1) year;

(5) The criminal background check reveals any arrest for a violent felony (including, but not limited to, homicide, assault, battery, sexual violence, offenses with a weapon, or other offense of a violent nature) within the preceding three (3) years;

(6) Current debarment from entry/access to any military installation or facility;

(7) Wanted by federal or civil law enforcement authorities, regardless of the offense/violation (i.e., an "order of arrest" has been issued by a judge).

0403. Denied Access Appeal Process. If a background check on a guest or contractor reveals any of the above disqualifying factors, the individual will be denied access. The disqualified individual may submit a written appeal with supporting documentation as follows:

a. A letter to the ICO requesting access to the base for employment, family visitation, etc. and explaining any criminal history if applicable.

b. Completed and signed Access Registration form (SECNAV 5512/1).

c. Guam Police Department or Local Police Department Clearance.

d. Superior Court of Guam clearance or City, County, or Federal Court Clearance from the effective state.



- e. Employer's or sponsor's letter on their behalf.

0404. Appeal Process Determination. NBG ICO or his/her designee in his absence will review the appeal and make a determination. If the appeal is granted, the individual will be notified of their installation access privilege. If the NBG ICO denies the appeal, denial of appeal letter will be generated and signed by the NBG ICO communicating the final determination. If the individual is denied for a credential renewal request, the credential must be returned to the issuing authority. The denial waiver process can take 30 days from start to receipt of supporting documentation from the disqualified person. Until a waiver/appeal decision has been made, the person's access to the installation will be denied. DBIDS cards will not be issued until final disposition for installation access is determined by the ICO or delegated authority. If a waiver is approved the sponsor may contact the VCC and present the approved waiver to obtain a DBIDS card.

- a. Approved waivers will remain current; unless a new conviction is revealed after the approved waiver date.

(1) Periodic background screening of personnel. Those who have received an approved waiver or appeal shall only be re-vetted when a renewal request is submitted.

(2) In the event no new disqualifying information is found, a current waiver can be extended one year and no new waiver process is required.

(3) If additional disqualifying offenses are found, the entire record will be reviewed.

- b. A previously denied employee or visitor may reapply for access to the installation only when proof that a disqualifying factor has been removed from criminal history through court-endorsed documentation.

- c. It is the responsibility of the requester to ensure they meet the fitness requirements for access to NBG. It is an individual responsibility to ensure public/criminal records are updated or corrected prior to requesting access to NBG. Failure to do so may affect access to NBG.

0405. Installation Debarment. Debarment letters will be entered into DBIDS and CLEOC or its successor system. ICO will ensure this is accomplished by the appropriate personnel. Copies of NBG debarment orders will be forwarded to the security department, Visitor Control Center Contractor/Guest Services.

## **CHAPTER 5**

### **COMMERCIAL SERVICE PROVIDERS**

0501. Commercial Services. The Single Source Coordinator oversees the registration and clearance for commercial services such as jump houses, lawn care, moving trucks, diving instruction, tow trucks, taxicabs, limousines, stroll, shuttle services, and other commercial ventures allowed to access NBG. Recognized companies must have a locally issued DBIDS ID. DBIDS ID will only be issued to recognized companies sponsored by the Single Source Coordinator. The SJA is the Single Source Coordinator for NBG access (references (c) and (n)).

a. All commercial service employees, sub-contractors and services for a DBIDS cardholder will be identity proofed and vetted through the VCC for access.

(1) Verifies transportation and commercial service vehicle operators have completed appropriate vetting and met fitness standards for installation access.

b. Taxicabs, limousines, and shuttles are only authorized to enter the installation to drop off or pick up legitimate fares. When called, locally credentialed (DBIDS card) taxicabs, limousines and shuttles will be authorized to pick up personnel at a residence, business or place of employment within NBG.

c. All taxicabs, limousines, and shuttles require inspection upon entry; at a minimum, the trunk and passenger compartment will be subject to a visual inspection.

d. Commercial service providers will not have access to restricted areas or any pier areas. Taxicabs are not permitted to roam the base or wait in search of fares unless authorized by the ICO.

e. Commercial service providers and/or transportation drivers are not authorized to sponsor or escort other personnel onto NBG. Expiration dates on DBIDS cards will be determined by SJA review of their documents.

f. Unregistered Transportation Service Companies or rideshare programs, such as "STROLL" requesting access to NBG must have a locally issued DBIDS card. DBIDS cards will only be issued to transportation companies sponsored by the SJA. All vehicles must prominently display the "ride share" company's logo.

g. All active duty/retire military service members in possession of a CAC card working for a commercial service will present their ID card to VCC contractor services to be issued a DBIDS card. While accessing the base for work purposes, active duty/retire military service members will present their DBIDS credential.

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## **CHAPTER 6**

### **COMMAND FUNCTIONS AND SPECIAL EVENTS**

0601. DoD Command Functions and Special Events. IAW NAVBASEGUAMINST 5050.1 all NBG Departments and Tenant Commands hosting a special event/function (i.e. Change of Commands, Ship Homecomings/Ship Farewells, Dedication ceremonies, etc.) on any NBG installations must submit a request for approval to the ISO.

a. In cases where the command function/special event is large or otherwise prevents submitting SECNAV 5512/1 form no later than (7) days in advance, the command hosting the event will develop an "Official Guest List" signed by the hosting command's CO/OIC. Commands will also submit a Schedule of Events (SOE) in a memorandum with the guest list as an attachment. The command hosting the event will serve as the Sponsor of the event and as such will be required to vouch for and positively control all guests on the Official Guest List while on the installation for the command function/special event. Additionally, a Command Representative(s) will be posted at the appropriate NBG gate of entry to verify the identity of all personnel accessing the installation for the event. Each person attending the event will require a form of personal identification with a picture (Passport, Driver's License, etc.) that will be cross-checked with the guest list prior to authorizing base access.

b. Foreign Nationals will not be authorized unescorted access without proper vetting and identity proofing for an "Unescorted Visitor Pass" per section 0304. If a Foreign National is on the Guest List who does not have an Unescorted Visitor Pass, a Command Representative with a valid CAC must provide continuous escorted access to and from the event (same vehicle, constant sight and control, etc.) until the guest has departed the installation.

0602. Non-DoD Sponsored Events. Other entities requesting to utilize NBG installation for Non-DoD events (i.e. Boy Scouts of America, Girl Scouts, Sea Cadets, etc.) must submit a request by memorandum addressed to the ICO via the SJA for review. Once approved by the ICO, sponsors and guests will follow the procedures for unescorted visitor passes in accordance with Chapter 3 of this instruction, using the approval document to validate purpose.

0603. Non-Command Related Sponsored Events

a. Authorized Base Sponsors hosting a family gathering/party on NBG beach areas or any other NBG property must request access for their guests IAW Chapter 3 of this instruction.

0604. Flag Circle and Apra View Residents

a. NBG off-installation housing areas, Apra View and Flag Circle (Nimitz Hill) are required to have the sponsor sign for a pass at the Access Control Point (ACP) of those housing areas for guests not in possession of a Unescorted Guest Pass or other approved access credentials. The sponsor is responsible for the good order and discipline of their guest(s) while on board these housing areas. Only one pass will be issued per vehicle.

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b. Flag Circle and Apra View guests will be required to present a picture ID to the gate Sentry for the special function/event hosted by the respective housing resident.

c. Guests will be required to return the pass upon exiting the respective housing area.

d. The Sentry is responsible for the accountability of all special function guests lists and special event passes issued at these specific housing areas.

0605. McCool School Sporting Events

a. McCool Middle School Athletic Director will submit to the Security Department the sports (i.e. Volleyball, Basketball, etc.) calendar with all of the schools scheduled games on NBG.

b. McCool School Athletic Director will submit to the Security Department, 3-5 business days prior to sporting events the following:

(1) Visiting School information sheet to include the following:

(a) Name of visiting school.

(b) Date and time of the event.

(c) Name and phone of the Athletic Director.

(d) Name and phone number of the school Principal.

(e) Names of student players and coaches.

(2) SECNAV 5512/1 form for all parents and guests requesting base access for the event and a copy of either the U.S. Passport or REAL ID Driver's License/Identification card. SECNAV 5512/1 forms are required for all guests 18 years of age and over.

c. VCC will review all SECNAV 5512/1 forms and the McCool School Athletic Director will be advised if more information is required.

d. VCC will conduct the vetting on all SECNAV 5512/1 forms received as per Chapter 4, Section 0401.

e. Guests with a favorable background check will be provided a "Special Event Pass" to McCool School only.

f. Special Event Passes will be prepared by VCC and released to the visiting School Athletic director or school Principal for dissemination.

0606. Guam High School Sporting Events.

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a. Guam High School Sporting events will be accessed through Gate 7. All sport events being held at Guam High School will be preplanned and NBG Security Forces will man Gate 7.

b. Any other requests for base access to use Guam High School facilities must be approved through the Guam High School Athletic Director and must be approved by the ICO. Once the request has been approved, the authorized Sponsor wishing to utilize the facility will provide the following documentation:

(1) A memorandum from the authorized Sponsor requesting access to USNH to utilize Guam High School facilities.

(2) A memorandum of approval from the Guam High School Athletic Director or Guam High School Principal.

(3) Completed SECNAV 5512/1 form from all Non-DoD ID card holders, 18 years of age or older.

(4) A copy of a REAL ID compliant Driver's License/Identification Card, U.S. Passport or Permanent Residence Card.

(5) A list of all under the age of 18 individuals requesting base access.

(6) Liability form's signed by all guests 18 years of age or older, and a parent or guardian for all children under the age of 18.

#### 0607. Other Sponsored Events

a. Agencies/Organizations (i.e. NEX, MWR, Commissary, etc.) hosting an event will provide the ISO the following documents:

(1) Official travel orders of all guests requiring base access (if applicable).

(2) Sequence of events.

(3) Memorandum of approval from ICO.

(4) Department of the Navy Local Population ID Card/Base Access Pass Registration (SECNAV 5512/1) (if applicable).

(5) Copies of the REAL ID compliant Driver's License/Identification card, U.S. Passport or Permanent Residence Card (if applicable).

b. Once all documents have been turned in and reviewed, the VCC will issue unescorted visitor passes to the event participants.

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## **CHAPTER 7**

### **TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL**

0701. Transportation Worker Identification Credential (TWIC). The VCC will perform NCIC checks on all TWIC cardholders prior to allowing entry. TWIC card holders will report to The VCC to request access during normal operating hours. Requestors must adhere to the same guidance for access in accordance with reference (a). TWIC cardholders must be in possession of a government bill of lading or confirmed load pick up schedule. Once NCIC checks are performed and it is determined the individual meets identity and fitness criteria per Chapter 4, access may be granted, and a temporary unescorted pass issued. TWIC cardholders requiring long-term access can participate in the DBIDS program with a valid NBG sponsor. At no time will TWIC credentials be used at installation ECPs to gain unescorted access to the installation (reference (n)).

a. Per references (a) and (d), Contracted Mariners (CONMARs) will be afforded installation access using the following procedures:

(1) An MSC representative will provide the host installation a “Vessel Shore Party Access List” for distribution to the ICO via the ISO or his designee. Once approved, the access list will be provided to the NBG main gate for entry. That list will be limited to the names of CONMARs who have been cleared per existing MSC policy, to include EPIC and NCIC database checks. Each cleared MSC CONMAR on the access list will possess and present their Merchant Mariner Credential (MMC), including a TWIC credential, and be checked against a properly authenticated Vessel Shore Party Access List for access. MSC CONMAR carrying CACs should be permitted access following SOPs which apply to other TWIC holders. Individuals covered in this category, which desire access, will continue to have NCIC checks conducted on them. For MSC Voyage and Foreign Flagged Vessel Crew installation access is not authorized. Crew emergencies that require departing the vessel and transit through the installation will be coordinated with the ICO and ISO for escort and route procedures.

(2) MSC representative will provide two signed, authenticated, original Vessel Shore Party Access Lists for all visiting personnel for the dates requiring entry. Copies of this list will not be accepted. The list will be provided to the NBG ISO or his/her designee prior to distribution to the gates.

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## **CHAPTER 8**

### **MILITARY AFFILIATED NON-PROFIT ORGANIZATIONS**

0801. Military Affiliated Non-Profit Organizations. Individuals, groups or members of external organizations that support NBG, as identified by ICO or a designated representative, will be issued DBIDS ID for base access (reference (n)).

a. Non-profit organizations (i.e. USCG Auxiliary, Red Cross, etc.) must be vetted by the NBG SJA and approved by ICO to operate on NBG. They may access the installation via DBIDS card or visitor pass. Non-profit organizations may submit a letter of justification for sponsorship authority for up to (3) personnel. This sponsorship authority only authorizes the approved sponsor to submit names via the SECNAV 5512/1 form for official events. The justification letter must contain names of individuals requiring sponsorship authority, the reason for the request (i.e. the name of event), what specific type of sponsorship authority is requested (i.e. guests, special functions, volunteers, etc.) and be submitted to the ICO via the ISO. Additionally, all other requirements for sponsorship authority must be met.

b. Long term volunteers working in conjunction with approved non-profit organizations must be sponsored by the organization for which they have volunteered for access and will receive an NBG DBIDS card. The sponsor must maintain a signed letter on file with the VCC office. The expiration date on NBG DBIDS cards will not exceed one year from date of issuance.

c. Civic Leaders and Installation partnerships (Navy League, Military Affairs Counsel) may apply for access to the installation not to exceed one year through their respective authorized sponsors. Upon approval and fitness determination for access, they may be issued a DBIDS card expiring one year from date of issue.

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## **CHAPTER 9**

### **SOLICITORS AND PROCESS SERVERS**

0901. Solicitors. Door-to-door solicitation of any kind on installation property is strictly prohibited.

0902. Process Servers. Authorized process servers must first contact the installation legal office or SJA and provide documents for SJA to review. SJA will then facilitate a meeting place either on-base, if the process server has base access or off-base, if server does not have access to U.S. Naval Base Guam.



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## **CHAPTER 10**

### **FORCE PROTECTION CONDITION ACCESS RESTRICTIONS**

1001. Force Protection Condition (FPCON) Access Restrictions. Specific visit restrictions apply based on the installation FPCON. Sponsors are responsible for adapting as FPCONs change the conditions of visitation on NBG. Visitor access may be restricted to NBG facilities, without notice, based on world events or increased FPCONs. The NBG ICO or designated representative is the approval authority for exceptions to this policy. Authorization may be granted or restricted as follows (references (c) and (d)):

- a. FPCON NORMAL, ALPHA, and BRAVO: visitors are authorized using the access list or procedures outlined in this instruction.
- b. FPCON CHARLIE: operations will continue at VCC; only those that are providing mission support functions will be serviced at the VCC.
- c. FPCON DELTA: VCC will only conduct mission essential access vetting and processing as directed.
- d. NBG ICO or designated representative will announce a decision to terminate visitor access. When directed, all visitors will be escorted off the installation and visitor access will be denied. All military and civilian personnel are responsible for informing their guests or subordinates of changes in visitor and escort requirements.

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## CHAPTER 11 FOREIGN NATIONAL VISITOR REQUIREMENTS

1101. Foreign National Sponsored Visitors. DoD sponsorship of foreign military members, foreign civilians and in certain accompanying circumstances, their families is accomplished in an official capacity through the DoD Foreign Visitor System (FVS) or other DoD mechanisms. **Foreign Nationals are not permitted to escort or sponsor guests onto the installation for any reason.**

a. Foreign Nationals conducting official business on the installation must have a U.S. State Department approved Foreign Visit Request (FVR), approved Invitational Travel Orders (ITO) or an Official Ship's Manifest prior to being granted access. The sponsoring command must notify the ISO of any Foreign Visit or ITO access requests for NBG at least one week prior to arrival using an official DoD organizational account. The United States sponsor must be present during the initial processing of all foreign nationals. Additionally, access requests should include submission of the FVR a minimum of (7) days prior to requested access dates (reference (n)).

1102. Foreign National Military Personnel Visits. Armed Forces of foreign nations will be processed through the Port Operations Officer when arriving on vessels moored at NBG with an approved Diplomatic Clearance. All other foreign national military personnel on official business with service ID cards will be processed through the NBG Operations Officer. Foreign national military personnel may be permitted unescorted access as long as an FVR, submitted from Foreign Nation's Embassy, has been approved OR a foreign ship's manifest of all personnel onboard has been received by Port Operations.

a. Foreign national military personnel will be required to have a form of foreign military personal identification and a colored numerical foreign military pass to be allowed unescorted base access. The foreign military pass will be issued to the visiting foreign military liaison when the ship is moored or the foreign military pass will be issued to foreign military members if an approved FVR has been verified by the Deputy Security Officer. Such passes shall be individually disseminated to all foreign military personnel visiting NBG. This foreign military pass will allow them access to enter NBG and all NBG quality of life related facilities (i.e. NEX, Commissary, MWR, etc.).

b. Foreign military attaches must use the FVS and coordinate their visit with the ISO and local sponsor. If their visit is short-notice (under 30 days) and the approval of FVR is not available, their installation access will be at the discretion of the ICO.

1103. Foreign National Government Personnel Visits. Foreign government civilians performing official duties or conducting official visits on the installation must request access via FVS. Approved FVRs must be provided to the ISO at least (7) days prior to arrival.

1104. Foreign National Government Consulates and Staff. Foreign government Consular Generals, Heads of Mission, and their staff that reside on Guam, as part of their official duties,

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may occasionally require access to NBG to attend special events and/or visit naval vessels/military units from their respective country. In most cases, these personnel have a Department of State issued Driver's License. In order to provide the appropriate flexibility to support their official duties, these individuals will be issued a DBIDS Card to facilitate installation access. To enable base access the following procedure will be followed:

- a. A SECNAV 5512/1 form will be submitted to VCC.
- b. VCC will issue an inactive DBIDS card to each individual requested by the respective Consulate Office.
- c. Prior to the event occurring, the consulate individuals desiring access will send an email request to VCC representative (cc: to Security Department Representative). The email will list each individual requiring access and will indicate date, time and purpose of the visit.
- d. VCC will activate each individuals DBIDS card for date, time and location of the request.
- e. Once activated, VCC will send an email to the requesting consulate representative reporting that the DBIDS card(s) has been activated.

1105. Foreign National Other/Emergent Access. All foreign nationals requesting access and not covered in sections 1101-1104, must have approval from the ICO for base access. When emergent base access is desired for foreign nationals providing mission essential services and no approved FVR or ITO has been provided, the sponsoring command's CO/OIC shall request access approval from the NBG ICO or designated representative. On a case-by-case basis, the NBG ICO or designated representative may approve the issuance of an ESCORT REQUIRED pass for the foreign national. The sponsoring command will be required to provide a continuous escort who has authorized base access credentials.

1106. Foreign Military CAC and Dependent(s) Card Holders. Per NAVADMIN 041/20 Foreign Nationals in possession of a CAC or their dependents in possession of dependent ID card will be required to be registered for explicit permission in order to access a Navy installation. Foreign National credentials must be provisioned for explicit access to each installation for which they are assigned and/or authorized access.

- a. Navy installations and any applicable installation associated sites will explicitly register foreign nationals, to include International Military students, Foreign Liaison Office (FLO), Personnel Exchange Program (PEP), and their dependents, for access to their assigned duty station and facilitate the process for gaining access to additional Navy installations, as required. This process will be executed by each installation via the DBIDS registration workstation, in coordination with tenant organizations, at each installation or site.

- b. Access Roster. Upon receipt of an access roster from tenant commands hosting foreign nationals currently enrolled in DBIDS, the VCC will explicitly grant access for foreign national personnel and their dependents to their assigned duty station. VCC personnel will notify the

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foreign nationals host command of any foreign nationals who cannot be granted explicit access. This may require the foreign national and/or their dependents, to conduct an in-person DBIDS enrollment at the VCC with supporting documentation, such as invitational orders.

(1) Access lists will be submitted to the ISO for review and processing. The roster will identify:

- (a) The foreign nationals full name.
- (b) Assigned command.
- (c) Start/end dates of issued orders.
- (d) The foreign national's DoD ID number.
- (e) Dependent's name (if above 18 years old-as applicable).
- (f) Dependent's DoD ID number.
- (g) Navy organizational POC name, phone number and DoD ID number
- (h) Location(s) required.

(2) Ensure all foreign nationals possessing a foreign national credential are processed through the VCC for their first visit to the installation or issuance of a new credential. Once purpose is established by completing the visitor control process, they will be enrolled in the installation/site Physical Action Control System (ePACS) for subsequent base entry.

(3) Installation ECP personnel will scan all foreign national credentials when personnel enter the installation/site.

(4) In the event that the installation/site ePACS is inoperable, or an installation/site is not equipped with a ePACS, installations must verify foreign nationals U.S. Government issued invitational travel orders, certificates, other official orders, or other such documentation (e.g. similar to being able to provide vehicle registration and insurance documentation upon request) that establishes their purpose for accessing the intended installation/site.

(a) Foreign Nationals requiring base access for official business to more than one Navy or DoD installation must have a signed letter, or other official documentation, issued by the appropriate U.S. Government Official identifying the purpose for access to the other installation(s); once purpose is established, foreign nationals will only be afforded access during the time periods identified in the members documentation for each individual location, arrange background checks and pass issuance for all personnel requesting access.

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## CHAPTER 12

### GOVERNMENT OF GUAM VISITORS

1201. Government of Guam (GovGuam) Visitors. GovGuam personnel (i.e. Governor, Lieutenant Governor, Senators, Mayors, State Historical Preservation Office, Guam Environmental Protection Agency, etc.) may occasionally require access to NBG to attend special events and/or visit naval vessels/military units. These individuals will be considered appropriately vetted by nature of their job and therefore do not require a background check. In order to provide the appropriate flexibility to support their official duties, these individuals may be issued a DBIDS card to facilitate installation access. **Government of Guam personnel are not permitted to escort or sponsor guests onto the installation for any reason.** To enable base access the following procedures will be followed:

- a. VCC will issue an inactive DBIDS card to each individual requested by the respective GovGuam Office.
- b. The individual(s) desiring access will send an email request to VCC Contractor/Vendor Services representative (cc: Security Department Representative or NBG equivalent representative). The email will list each individual requiring access and will indicate date, time and purpose of the visit.
- c. VCC will activate each individuals DBIDS card for date, time and location of the request.
- d. Once activated, VCC will send an email to the requesting GovGuam representative reporting that the DBIDS card has been activated.

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## CHAPTER 13

### COMMERCIAL VEHICLE INSPECTIONS

1201. Commercial Vehicle Inspections. Commercial vendors or contractor vehicles may enter the installation through the NBG Commercial Vehicle Inspection Station (CVIS) gate (Post 2) during normal gate working hours. Upon verification of authorized credentials (DBIDS card, one-day visitor's pass, and photo I.D., etc.) commercial vendor or contractor vehicles may be granted access. NBG CO may limit and/or assign a specific ECP to be used for access and may modify, restrict or revoke the policy at any time without prior notification per reference (c).

a. Vehicle inspections are not required for commercial vendors or contractor vehicles requiring access. Inspections will be required based on increased Force Protection Condition levels, restricted areas requiring to be accessed, and/or locations of certain priority assets. NBG CO or designee may modify the determination for inspection at any time without prior notification. Inspections, if required, will be conducted at Post 2 or at designated locations determined by the Commanding Officer or designee. If an inspection is required for deliveries to Polaris Point, USNH or NCTS, the driver will be required to obtain a 15, 25 or 45-minute vehicle inspection receipt allowing them to transit within that allotted time. A sample vehicle inspection receipt is shown as enclosure (4). If a mobile vehicle inspection team is assigned to Polaris Point, USNH or NCTS then the commercial vendor or contractor will be directed to be inspected at the respective site.

c. Bus mass transit carriers are authorized access to NBG main gate ECP provided they are transiting a preapproved route while on the installation for foreign and U.S. military and affiliated personnel. Bus mass transit is not required to go through a CVIS to gain access to the installation. Bus mass transit inspections if required will be conducted at designated locations determined by Installation Security Forces.

d. Additional entry requirements for commercial vendors or contractors requiring access to piers/wharves are discussed in Chapter 14 of this instruction.

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## CHAPTER 14

### ADDITIONAL ENTRY REQUIREMENTS AND PASSES

1401. Request for Deviation News Media Access and Tours. Any unique entry requirement not covered in this instruction shall be requested as a deviation to policy via memorandum or letter. The request will be reviewed by the ICO or designated representative for NBG approval.

1402. Wharf/Pier Vehicle Access NBG Community Events. Wharf/pier parking access is as follows:

a. Approved wharf/pier passes are issued by VCC, at the Post 2 CVIS, or Mobile Commercial Vehicle Inspection Site and are required for any Privately Owned Vehicles (POV) and/or rental vehicles to enter through any wharf/pier ECP. There are two types of wharf/pier passes; Loading/Unloading (yellow) Pier Pass and Parking Authorized (pink) Pier Pass (Figure (4))

(1) Yellow loading/unloading pier passes are for POVs (personal and commercial) and rental vehicles that only require access to the wharf/pier for material drop off and pickup. These vehicles are not authorized to park and be left unattended on any NBG wharf/pier.

(a) Any vehicle left unattended and not actively loading/unloading will have pass confiscated, will be escorted off the wharf/pier, pass will be forwarded to VCC, the company will receive a warning and the vehicle will not be re-issued a pass.

(2) Rental vehicles for visiting ship CO/XO or other designated representative will be issued a pink Parking Authorized Wharf/Pier Pass and are authorized to park on a NBG wharf/pier near their vessel/command.

b. Base Operations Support Contract (BOSC) vehicles required to perform work on the wharf/pier may enter through an ECP without an NBG pier pass.

c. Government vehicles (GOV) required to perform work on the wharf/pier may enter through an ECP without an NBG pier pass. GOVs are not authorized to park on the pier, however, they are allowed to drop off and pick up.

d. GOVs operated by waterfront command COs, XOs, CMCs or Duty Officers required to perform duties on the wharf/pier may enter through an ECP without an NBG pier pass. These GOVs are authorized to park on the wharf/pier while conducting official duties. These GOVs shall have a Command Placard plainly displayed and visible to the wharf/pier Sentries.

(1) Commercial vehicles with permanent equipment attached to the vehicle and needing Wharf/pier access for work purposes will be authorized a pink Parking Authorized Pier Pass.

1403. Wharf/Pier Personnel Access.

a. Only authorized DoD CAC and DBIDS card holders shall be authorized access to

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wharf/pier areas.

b. Foreign military possessing a foreign military ID accompanied with a colored, numeric NBG Foreign Military Pass shall be authorized access only to wharf/pier areas where their vessel is moored.

c. Military dependent family members with dependent ID card (exceptions for children under the age of 10 who do not possess a dependent ID) may be authorized wharf/pier access between the hours of 0700 and 2200 when escorted by their sponsor and the sponsor is assigned to a ship or submarine berthed at that wharf/pier.

d. In instances where the sponsor is embarked in a vessel and not authorized/able to provide escort of their dependent family member(s), military dependent family members with dependent ID cards may be authorized wharf/pier access under escort of an alternate crewmember assigned to the ship/submarine at that wharf/pier. The Ship Duty Officer (SDO) or Command Duty Officer (CDO) may authorize an alternate crewmember to serve as an escort by contacting the ECP Sentry and communicating identity of both an alternate crewmember escort and the family member(s) authorized to be accompanied to the ship or submarine.

e. Active duty service members may escort non-dependents, i.e. guests/visitors, when approved by the ship SDO or CDO. In these circumstances, the SDO or CDO shall contact the ECP Sentry and provide advanced notification. Non-dependent guests/visitors shall be U.S. citizens and shall present a photo ID to the ECP Sentry prior to accessing any wharf/pier. Non-U.S. citizens are not authorized wharf/pier access unless part of an official command sponsored tour/event.

f. For ship homecomings, family members and non-dependent guests shall be authorized wharf/pier access when escorted by an active duty service member. The Immediate Superior in Command (ISIC) shall be responsible for ensuring authorized escorts for family members and non-dependent guests in support of homecoming events.

g. In all cases, escorts may accompany/escort a maximum of (5) personnel. Escorts that facilitate access through the ECP are fully responsible and accountable for the conduct of the guests at all times.

#### 1404. Camera Passes.

a. Authorization must be granted prior to using any camera to take photographs on NBG. A camera pass request must be routed through the Public Affairs Office where the request is reviewed and forwarded to the ISO or Deputy ISO for approval. Once the request has been approved, the letter must remain with the person taking the photographs at all times. The letter will be the authorization to take photos on base.

b. A camera pass or special authorization is not required for photography at NBG beaches, housing areas, recreation areas or monument sites unless otherwise posted.



1405. Distinguished Visitor/VIP Tours.

a. Tours for Distinguished Visitors and VIPs will be approved by the ICO and will be escorted at all times. Distinguished Visitors and VIPs will be escorted via bus or van and will have a designated escort at all times to enter NBG.

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## CHAPTER 15

### VETERANS HEALTH IDENTIFICATION CARD (VHIC)

1501. Authority. Pursuant to requirements set forth in Sections 621 and 626 of the National Defense Authorization Act (NDAA) of 2019, the following procedures are established to meet NBG installation access (references (n), (o), and (p)).

a. In-store Commissary, NEX and MWR Category C activity privileges are authorized to the following:

(1) Purple Heart recipients.

(2) Former prisoners of war.

(3) Veterans with service-connected disabilities.

(4) Caregivers or family caregivers enrolled in the VA program of Comprehensive Assistance for Family Caregivers.

(5) Medal of Honor recipients.

1502. DBIDS Enrollment Procedures.

a. Eligible veterans and caregivers are required to complete and submit Form SECNAV 5512/1 form for a background check. The form is available at the VCC and must be submitted to VCC personnel upon registration.

(1) Foreign National Veterans with a VHIC with service connected disabilities on it, will submit a SECNAV 5512/1 form for a background check.

(2) Once favorable background results are received, the member may be enrolled in DBIDS and receive the appropriate credentials.

b. Eligible Veterans with a VHIC with “service connected disabilities” annotated will be enrolled in DBIDS at the VCC. The VHIC will be the authorized ID for base access. Once a VHIC has been enrolled in DBIDS, VCC personnel will place an NBG sticker upon the VHIC showing proof that the card was registered at NBG VCC. NBG stickers provide proof to VCC and gate Sentries that the individual has registered their VHIC through VCC.

c. There are veterans who are not eligible for a VHIC, but have been issued a letter through the VA authorizing them the privileges of the NEX and Commissary use. These veterans must complete a background check and be in possession of a REAL ID. Upon favorable conditions of the background check, VCC can register the veteran utilizing their REAL ID. The veteran will be able to have their ID scanned at the gate.

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d. Caregivers with VA issued “Letter of Eligibility” will also be enrolled in DBIDS and a DBIDS credential will be issued at the VCC for base access. A Caregiver must provide a designation letter from the VA office. In the event the Caregiver status must be verified, VCC staff will call the Caregiver Support Center in Hawaii (808) 566-8385 or 1-877-733-7927.

e. Veterans with a VA issued “Letter of Eligibility” may request access for a designated assist person at the Agent Letter Program Office. Veterans must be currently enrolled in DBIDS, must be in possession of a VHIC or REAL ID credential, and have completed a background check with favorable results.

f. Veterans and caregivers must request renewal from the VCC at least 30 days prior to card expiration.

#### 1503. Background Check Results

a. A person with favorable results will be assigned a routing code by VCC for reference purposes. Caregivers, if applicable, will share the same routing code assigned to the veteran they are assisting.

b. A Person with unfavorable results from their background check will not be allowed installation access therefore will not be allowed to complete the enrollment process.

c. The appeal guidance information is available at the VCC and will be provided to Veterans or caregivers when warranted.

#### 1504. Installation Access

a. Eligible Veterans and caregivers enrolled in DBIDS will be granted access to the following:

(1) Main Base.

(2) MCBCB (Post 8).

(3) USNH.

(4) Apra View Housing.

b. Veterans and caregivers not eligible to enroll in DBIDS are authorized access to USNH only.

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**CHAPTER 16**  
**CRITICAL MISSION SUPPORT AND MISSION ESSENTIAL**  
**PERSONNEL DURING MAJOR EMERGENCIES**

1601. Established Guidance, Policies, and Procedures. In accordance with references (s) and (t), regarding accessing and egressing NBG during major Emergency Management (EM) response and recovery operations.

1602. Background. Immediately following a major emergency on the installation, access will be restricted in order for first responders to gain control of the situation without having to worry about additional personnel putting themselves in danger. The guidance and policies contained in this instruction utilize the information gained from those requirements to help ensure critical fleet operations continue during an actual crisis on NBG.

1603. Definitions. For this instruction, the following definitions apply:

a. Critical Fleet Operations. Analysis of references (u) and (v) have identified five critical Fleet operations listed below that must be performed even during major emergencies and elevated FPCON levels:

(1) Establishment of a heightened installation security and emergency management posture for prioritized protection of operational assets onboard the installation.

(2) Sortieing of submarines/ships to sea or safe haven as directed by Commander, U.S. Pacific Fleet or higher headquarters.

(3) Execution of operational tasking (e.g., Operation NOBLE EAGLE, Take Charge and Move Out, Search and Rescue, other operationally assigned missions), as directed by Commander, Pacific Fleet, Commander, Joint Region Marianas, or higher headquarters.

(4) Completion of maintenance and on-loads necessary to sortie scheduled near-term (inside of 7 days) deployers on time with required capabilities.

(5) Conducting recovery and restoration efforts on attacked Navy installations.

b. Critical Unit/Command Missions. Critical unit/command missions are those that directly provide the required logistics, maintenance, and support necessary to ensure execution of these critical Fleet operations. Examples of critical unit/command missions might include Commander, Navy Munitions Command; Naval Supply Systems Command, Fleet Logistics Center Yokosuka; Commander, Submarine Squadron Fifteen; Defense Logistics Agency, Troop Support Guam; and NBG command, control, and port operations. These functions can be temporarily interrupted during an emergency for safety purposes or in order to relocate to alternate sites.

c. Critical Support Functions. Critical support functions are those that enable the

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execution of critical unit/command missions. Examples are providing NEX, Commissary, some MWR functions, galley, housing, or childcare services to support essential EM, Security, Port Operations, Tenant, and Public Works personnel. These functions can be interrupted during an emergency for safety purposes or in order to relocate to alternate sites.

d. Mission Essential Personnel (MEP). MEP are the personnel required to directly perform the critical operations, missions, or support functions described above and require near immediate access to the base. Personnel assigned MEP status depends greatly on the immediate circumstances on NBG. First Responders and First Receivers (Hospital) are always MEP, but all other personnel should follow their CO's guidance.

e. Non-Mission Essential Personnel (Non-MEP). Those personnel that are not immediately required to perform critical operations, missions or support functions described above.

#### 1604. Responsibilities

a. Tenants and Agencies are required to identify their critical operations, missions, and/or support functions, and the minimum number of MEP required to execute those missions/functions. When identifying the numbers of MEP, Cos/OICs should default to the minimum number of personnel required to perform these missions or functions per work shift.

b. The MEP list will be reviewed by NBG EMO and NBG Security Forces.

1605. Notification. In the event of a catastrophic emergency, immediate notifications and instructions will be provided by the ICO via all available mass warning and notification systems (Giant Voice, AtHoc, C4I Portal, Naval Message, E-mail, etc.). Follow-on information will utilize these notification systems, social networking sites and public broadcast networks, as required by the NBG Emergency Operations Center (EOC).

1606. Base Ingress/Egress. Accessing and exiting NBG will be situation specific based on the major disaster. It is imperative that non-MEP do not attempt to access the base until instructed to do so by their commands. Commands will be notified by the EOC of critical fleet missions that require support.

a. All Non-MEP are to remain at their residence until recalled by a command representative. MEP should make a reasonable determination on when to report for duty; preferably after coordination with their command representative if possible.

b. During a major disaster, immediate family members of these billeted residents in Navy quarters will be granted access.

1607. Action. NBG and all Tenant and Agency activities shall perform the following during any major disaster:

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a. Provide an access roster of MEP as soon as possible with the following information:

(1) Tenant Command, Agency, or NBG Department

(2) Individuals full name and DoD ID number

(3) This information will be entered into DBIDS to verify individual is MEP. If connectivity is lost at any ECP, paper rosters will be available as well.

b. When TC-COR 3 is set, all NBG departments, Tenant Commands and Agencies will provide MEP rosters to the EOC for those requiring access during TC-COR 1R (recovery).

c. If a situation exists where an individual attempts access without being on a MEP roster, the following actions will take place.

(1) The individual's CO or supervisor will call the EOC and explain the reason/purpose for the individual needing to access the base.

(2) The NBG ICO or designated representative in EOC will authorize this via phone/radio.

(3) After approval, the individual will be directed to enter through post 2 during high winds.

(4) If there is no legitimate reason for access, NSF watch-standers will bring the individual to the EOC during severe weather and continue to contact the individual's chain of command to determine the reason for access.

d. If traffic begins to back up at any of the ECPs the EOC will take the following actions:

(1) Coordinate with GPD and/or request additional NSF for traffic control assistance.

(2) Determine if opening an alternate/additional access gate is warranted

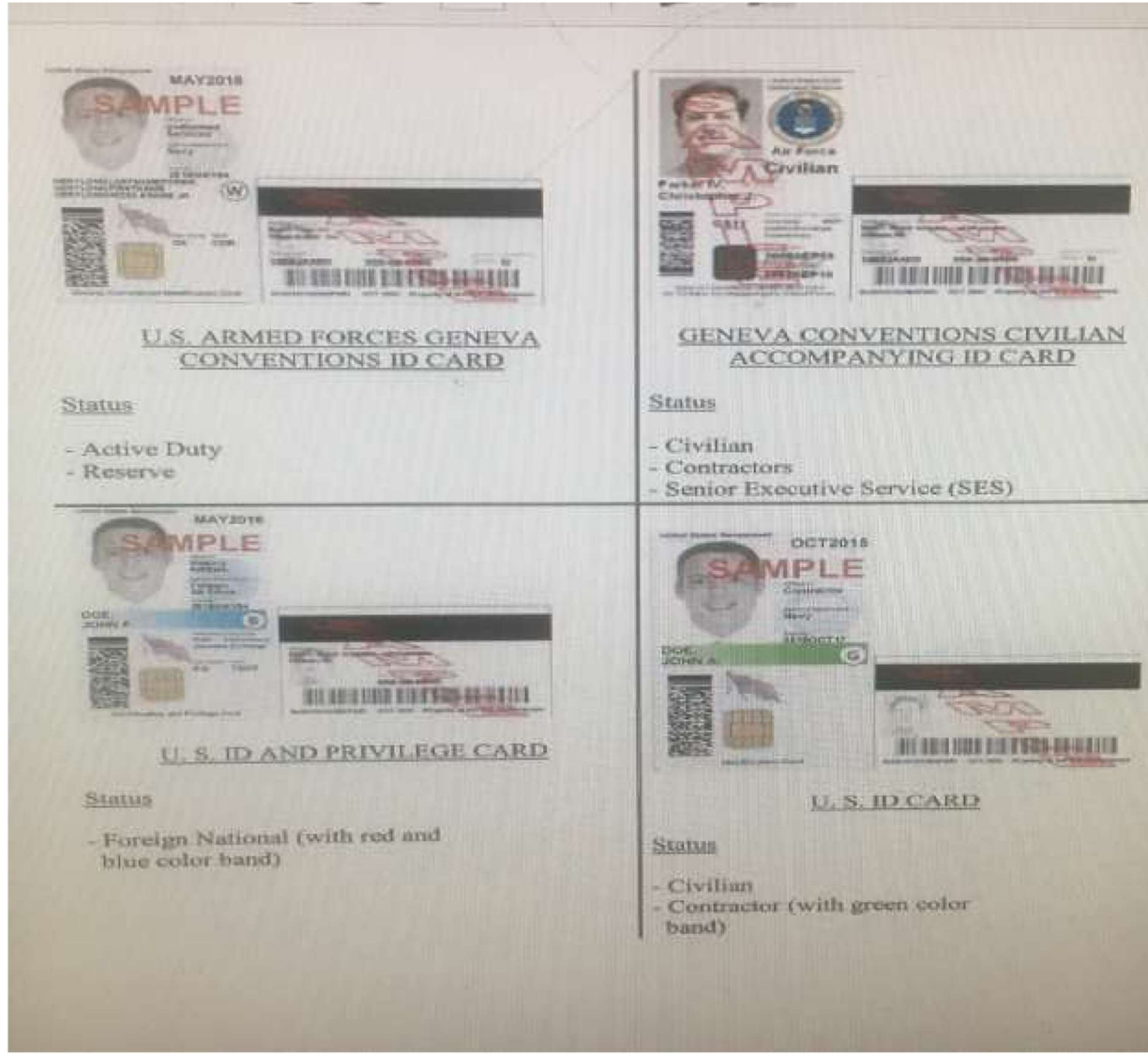
#### 1608. FPCON Changes.

a. During times of heightened FPCON, only essential personnel may be permitted on the installations. Information regarding access limitations may be disseminated via AdHoc messaging, email, phone calls, and/or giant voice.

b. Only those personnel listed as MEP on the access lists maintained with the NBG Emergency Manager will be granted access during mission essential operations or heightened FPCONs, as directed by ICO.

IDENTIFICATION CREDENTIALS

1. Department of Defense (DoD) Common Access Card (CAC).

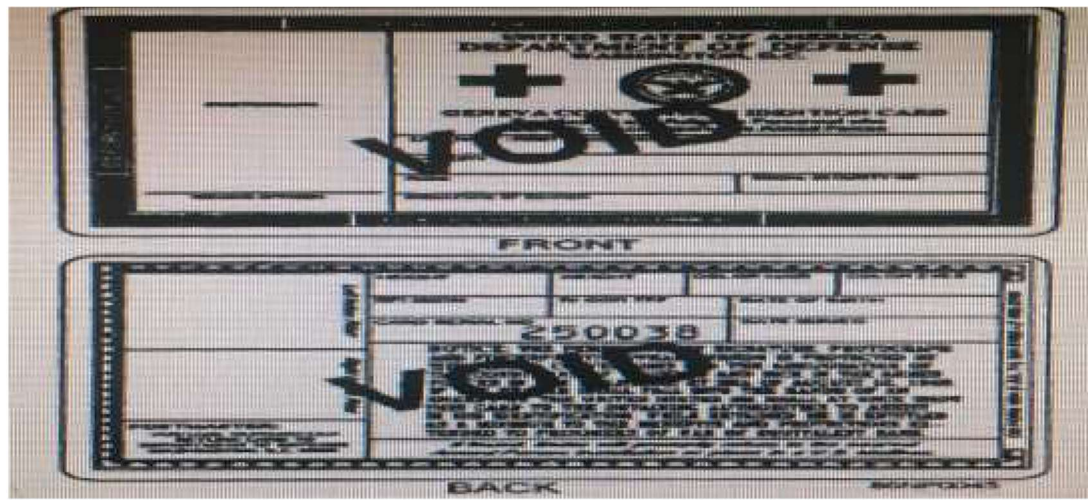




2. DD Form 2 Retired / Reserve (GREEN/BLUE/RED), DD Form 1173/1173-1 Active Duty/ Reserve Family Members (TAN/RED) and DD Form 2765 Disabled Veterans/Medal of Honor Recipients (TAN).



3. Geneva Convention Identity card for Medical and Religious Personnel serving in or accompany the Armed Forces DD Form 1934.





4. Foreign Military Access Card.



5. Veterans Health Identification Card (Service Connected)



6. Defense Biometric Identifications System Card (DBIDS) / DBIDS Blue paper pass.





7. New CAC Temporary Pass.

NAVAL BASE GUAM  
SECURITY DEPARTMENT  
NEW CAC TEMPORARY PASS

NAME: DOE, JOHN  
RANK: E-5 / MA2  
COMMAND: NB6

This pass will be valid only when accompanied with the ID LAB/DEERS. Pass only valid after successful activation of the CAC and scanned by Gate Sentry.

ISSUE DATE: 23 AUG 2019 EXPIRATION DATE: 30 AUG 2019  
ID LAB/DEERS: [Signature]

8. Temporary Pass / Escorted Access Pass

TEMPORARY IDENTIFICATION BADGE  
NAVAL BASE GUAM  
SECURITY DEPARTMENT

ID NO. HP19000001

This Temporary Badge is issued in lieu of badge required by current instructions.

ACCESS AUTHORIZED

- ☒ MAIN BASE
- ☒ NCTS
- ☒ NAVHOSP
- ☒ NEX / COMMISSARY
- ☒ OTHER Lockn'

NAME: DOE, JONATHAN  
HOUSE QUEST PASS: [Signature]  
DATE: 15 SEP 2019

MON-SUN 24 HRS

SPONSOR NAME: DOE, JONATHAN  
RANK: E-4 / PO1  
PHONE #: 671-XXX-XXXX  
COMMAND: NB6

9. NSF Security Escorted Access Pass:

<b>NAVAL BASE GUAM SECURITY DEPARTMENT ESCORTED VISITOR PASS</b>	
<b>VISITOR NAME:</b>	
<b>SPONSOR:</b>	
<b>SPONSORS COMMAND:</b>	
<b>ESCORTED VISITOR PASS RULES:</b> 1. Guests must possess a Real ID and/or valid passport at all times while on the installation. 2. Sponsors must maintain reasonable supervision of their guest at all times. 3. Sponsors are responsible for the conduct of their guest while on NBG property.	
<b>ISSUE DATE:</b>	<b>EXPIRATION DATE:</b>
<b>ISSUING SENTRY RANK &amp; NAME:</b>	
<b>ISSUING SENTRY SIGNATURE:</b>	

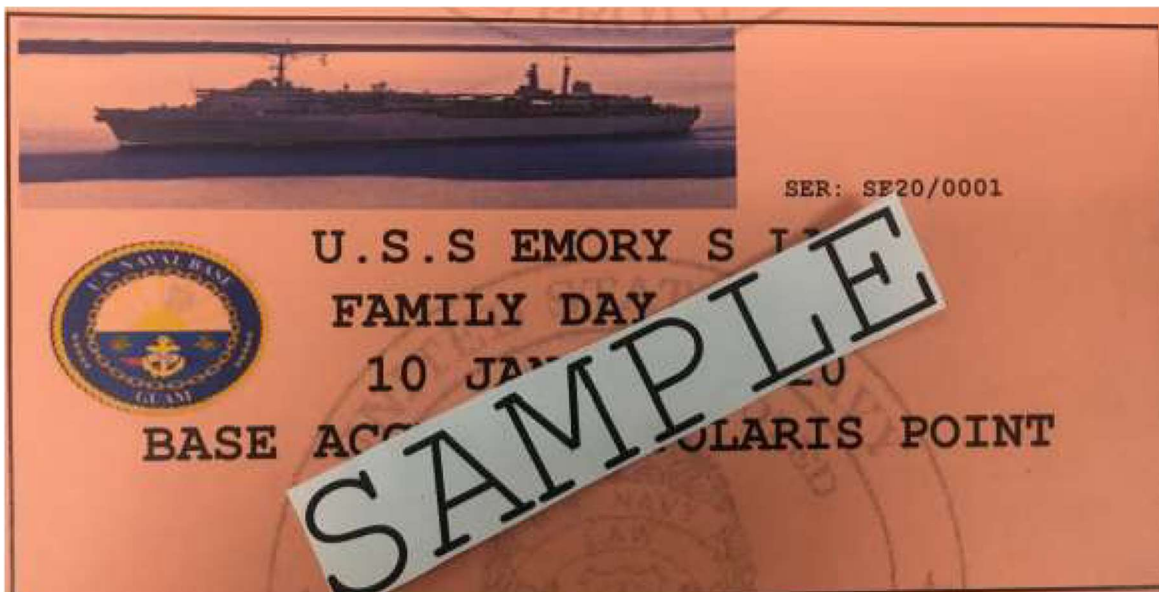
10. Apra View Resident Pass.



11. Special Event Pass/DV & VIP Special Event (Created).

<b>NAVAL BASE GUAM</b> SER: SE19/0047	
<b>SECURITY DEPARTMENT</b>	
<b>UNESCORTED SPECIAL EVENT PASS</b>	
DRIVER: DORIS G. BLAS	SPONSOR: MOND BLAS
EVENT: RETIREMENT CEREMONY	/ CIV
LOCATION: NCTS / BLDG	EVENT: 18 DECEMBER 2019
***This is an example of base access aboard Naval Base Guam for a special event by the above Organization at the above location. Pass holder will remain in the event while onboard. Pass holder along with the sponsor are responsible for your conduct while onboard Naval Base Guam.	
ISSUE DATE/TIME: 18 DEC 2019/ 0900	EXPIRATION DATE/TIME: 18 DEC 19/ 1630
VISITOR CONTROL CENTER: MA1 EVANS	SIGNATURE AND STAMP

12. Family Day Event Pass.



NAVAL BASE GUAM POST 2 VEHICLE INSPECTION RECEIPT

NAVAL BASE GUAM SECURITY DEPARTMENT  
VEHICLE INSPECTION RECEIPT

TODAY'S DATE: \_\_\_\_\_

INSPECTION COMPLETION TIME: \_\_\_\_\_

VEHICLE REGISTRATION: \_\_\_\_\_

OPERATOR'S NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

INSPECTOR'S NAME: \_\_\_\_\_

INSPECTOR'S SIGNATURE: \_\_\_\_\_

RECEIPT EXPIRE'S: \_\_\_\_\_

RAISED SEAL \_\_\_\_\_

REMARK: \_\_\_\_\_

NAVAL BASE GUAM  
INSPECTOR CONTROL CENTER

Figure (2)



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LOST/STOLEN ID FORM

Date: \_\_\_\_\_

From: Guest Services, U.S. Naval Base Guam  
To: ID Card Section, Personnel Support Detachment, Guam

Subj: LOST/STOLEN ID CARD ICO: \_\_\_\_\_

Ref: (a) NAVMILPERSCOMINST 1750.1A  
(b) MILPERSMAN 4620140-4620250  
(c) BUPERSINST 1750.10  
(d) PERSUPPACTFAREASTINST 5400.1A and 1750.1A

1. Per references (a) through (d), a lost/stolen ID Card was reported by:

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Full Name) (Date) (Time)

2. Narrative of how ID Card was lost/stolen (who, what, when, where, why and how):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The following information is provided as per references (a) through (d):

a. \_\_\_\_\_ b. \_\_\_\_\_  
(Sponsor's name/Grade/Branch of Service/Status) (Sponsor's Command)

c. \_\_\_\_\_  
(Card Holder's Name/Relationship to Sponsor)

d. \_\_\_\_\_  
(Cardholder's Height/Weight/Eyes/Hair/Tattoos/Scars/Markings)

4. I certify that my (Armed Forces/Dependent/DOD/NAVBASEGUAM) ID card was lost/stolen and if found, I will return the lost/stolen ID card to the nearest military ID card issuing facility for destruction and I also understand I am only allowed to have ONE Government ID card in my possession.

\_\_\_\_\_  
(Signature of Sponsor) (Date/Time)

\_\_\_\_\_  
(Signature of ID Card Holder)

\_\_\_\_\_  
(Signature of Desk Sergeant) (Date/Time)

\_\_\_\_\_  
(Signature of Active Duty Member's  
Commanding Officer)

Figure (3)

U. S. NAVAL BASE GUAM UNLOADING/LOADING PIER PARKING PASSES



Figure (4)



**Identity Matching Engine for Security and Analysis (IMESA)**  
**Encounter Handling Instructions**

**Deny Access / “TS” Security Alert Encounter Handling**

- When the credential for an individual with a “TS” type security alert is scanned at an installation ECP by an installation ePACS, the ePACS will indicate “Deny Access” to the security force operator.
- The ePACS will not display any indication of association with terrorism or the TSDB.
- The security force operator will **deny the individual access** and will direct the individual to the VCC or other appropriate location for additional processing.
- Security force personnel at the visitor center or other appropriate location will follow the procedures listed in the individual’s National Crime Information Center (NCIC) results.
- Security Force personnel at the VCC will notify NCIS at (671) 787-9465 and advise them that there is a terror security alert on an individual.
- If the individual has no NCIC results or if those NCIC results do not list handling procedures, security force personnel at the visitor center or other appropriate location will contact the TSC Watch at (866) 872-9001 for further guidance.

**Wanted Person File (WPF)**

- When the credential for an individual with a “WA” type security alert is scanned at an installation ECP by an installation ePACS, the ePACS will indicate “Deny Access” to the security force operator. As an officer safety measure, the ePACS may indicate a general “Felony Warrant” message to the security force operator but may not indicate the specific crime or crimes for the matched individual is wanted.
- The matched individual will be directed to the VCC or other appropriate place for additional processing. Appropriate personnel at this location will perform a direct query into NCIC to confirm the IMESA-identified information.
- The ICO may grant access to an individual with a “WA” type security alert through either appeal or redress in accordance with reference (b).
- Only personnel authorized access to CJI may be provided the specific details of the warrant or warrants.

**National Sex Offender Registry (NSOR)**

- When the credential for an individual with an “SO” type security alert is scanned at an installation ECP by an installation ePACS, the ePACS will indicate “Deny Access” to the security force operator. The ePACS may not indicate any association with the NSOR or any conviction information to the security force operator.
- The matched individual will be directed to the VCC or other appropriate place for additional processing. Appropriate personnel at this location will perform a direct query into NCIC to confirm the IMESA-identified information.
- The ICO may grant access to an individual with an “SO” type security alert through either appeal or redress in accordance with reference (b).
- Only personnel authorized access to CJI may be provided the specific details of the conviction and NSOR listing.

**Violent Person File (VPF)**

- When the credential for an individual with a “VP” type security alert is scanned at an installation ECP by an installation ePACS, the ePACS will indicate “Deny Access” to the security force operator. As an officer safety measure, the ePACS may indicate a general “Violent Person” message to the security force operator but may not indicate any specific conviction or wanted crime or crimes.
- The ePACS will send a “VP” type security alert encounter to IMESA.
- The matched individual will be directed to the VCC or other appropriate place for additional processing. Appropriate personnel at this location will perform a direct query into NCIC to confirm the IMESA-identified information.
- The installation commander may grant access to an individual with a “VP” type security alert through either appeal or redress in accordance with reference (b).
- Only personnel authorized access to CJI may be provided the specific details of the VPF listing or any underlying convictions.

18 Dec 2023

## **APPENDIX A REFERENCES**

- (a) OPNAVINST 5530.14E of 28 Jan 09
- (b) DoD Instruction 2000.12 dtd 1 Mar 12
- (c) CNICINST 5530.1 dtd 1 Nov 17
- (d) CNIC M-5530.2 dtd 21 Jul 20
- (e) BUPERSINST 1750.10D Volume 1, Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel of 4 August 2017
- (f) JTREGMARIANAINST 5090.5 dtd 29 Jun 15
- (g) CNIC N3AT 2017-AC01 Advisory, Installation Access for Gold Star Survivors
- (h) DoD Manual 1000.13M Volume 2, DoD Identification (ID) Cards: Benefits for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals of 23 January 2014
- (i) DoD Instruction 2000.16 dtd 8 Dec 06
- (j) USPACOMINST 0536.2 dtd 30 Oct 15
- (k) OPNAVINST 1752.3 dtd 27 May 09
- (l) CNIC N3AT 2017-0-02 Advisory, Transition of Navy Commercial Vehicle access control systems (NCACS) to Defense Biometrics Identification System (DBIDS) of 5 May 2017
- (m) Summary of the 2018 National Defense Strategy of 19 January 2018
- (n) DoD Manual 5200.08 Volume 3, Physical Security Program: Access to DoD Installations of 2 January 2019
- (o) Sections 621 and 626 of the H.R.5515 - John S. McCain National Defense Authorization Act for FY19, Title VII: Compensation and Other Personnel Benefits, Subtitle C: Other Matters of 13 August 2018
- (p) CNO WASHINGTON DC 201342Z Feb 20 (NAVADMIN 041/20)
- (q) SECNAVINST 5430.107A dtd 19 Jun 19
- (r) NBGINST 3440.17D
- (s) CNICINST 3440.17
- (t) OPNAVINST 5450.337B
- (u) COMUSFLTFORCOM P211915Z Nov 11
- (v) Under Secretary of Defense Memorandum dated SEP 09, 2021: Procedures for the Use of Terrorist Screening and Criminal Justice Information Identified by the Identity Matching Engine for Security and Analysis during the Access Control Process.
- (w) Under Secretary of Defense Memorandum dtd 17 Feb 23: Department of Defense Civilian Retiree Identification Card Termination
- (x) CNO WASHINGTON DC 051811Z May 23 (NAVADMIN 105/23)