NAVBASEGUAM INSTRUCTION 5530.14F

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

Subj: NAVAL BASE GUAM ACCESS REGULATION

Ref:  
(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) SUPERSINST 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
(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
(s) NBGINST 3440.17D
(t) CNICINST 3440.17
(u) OPNAVINST 5450.337B
(v) COMUSFLTFORCOM P211915Z Nov 11

Encl: (1) Designated Countries List
(2) Identification Credentials
(3) Naval Base Guam Post 2 Vehicle Inspection Receipt
(4) Lost / Stolen Identification Form
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 5530.14E.

3. Scope. 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. All changes will be updated annually.

4. Action. All NBG activities and tenant commands are required to comply with the access requirements established in this instruction.

   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.

   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 (p), 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.

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

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the CNIC G2 Portal https://g2.cnic.navy.mil/NAVBASEGUAM/Pages/default.aspx.
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CHAPTER 1
U.S. NAVAL BASE GUAM JURISDICTION AND NAVAL BASE VISITOR CONTROL CENTER (VCC) OPERATING HOURS

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 is as follows:

a. NBG Main Base (Naval Base Guam: 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. NBG Naval Computer and Telecommunications Stations (NCTS).
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/Pass and Identification Department

a. Contractor and Guest Services hours of operation are as follows:

(1) VCC Contractor Services and Guest Services by appointment only.
   Monday - Friday: 0700-1600
   Wednesday: 0700-1500
   Closed on Weekends and Federal Holidays
b. VCC Contractor and Guest Services will 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 NBG 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 expired, confiscated, lost, or stolen, the cardholder will fill out a Lost/Stolen Identification Form (Enclosure (4)) stating the reason for the missing identification card (i.e. Lost, Stolen, or Confiscated, etc.) and will be verified through Defense Biometric Identification System (DBIDS) on the cardholder’s status (i.e. Active Duty Military, Reserve, DoD Civilian, and Dependents, etc.).

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

(3) 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.

(4) DBIDS card holders must report their lost/stolen DBIDS credential to their company and must obtain a confirmation memo for VCC to replace the lost/stolen credential. Upon receipt of confirmation memo, the VCC will provide a daily DBIDS pass for 5-days before issuing a renewal credential.

(5) 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 until the VCC is open. A Lost ID Pass one day/weekend pass requiring an escort will be issued in order to permit the individual escorted base access.
(6) Non-military members and non-dependents will not be authorized base access until a valid base access credential is obtained from VCC. DBIDS card holders 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. (Enclosures (2) and (3))

f. The ICO may deny access to any person or organization that may be considered a security risk or whose 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 (DEERS)

a. NBG ID Card Lab/DEERS Office hours are as follows:

   (1) Monday through Friday
       0730 - 1530
       Closed on Weekends and Federal Holidays.

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 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 and will have to be escorted onto Naval Base Guam by an E-7 or above command representative.

d. In cases where the dependent ID card is expired and the ID Card Lab/DEERS office is closed or their systems are down and cannot produce an ID card, an ID card confiscation form will be issued and the sponsor can escort the dependent onto Naval Base Guam.

e. To ensure base access is granted to newly-issued DoD ID cards, ID Card Lab/DEERS 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. Persons 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. (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. (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). (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 Security 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 NBG Security Forces.

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 CAC shall be the principal card enabling access to buildings, facilities, installations, ships and controlled spaces.
CO’s 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. Naval Munitions Command (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. The responsibility to recover the credentials is to the sponsor requesting access to the installation.

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 Common Access Cards (CAC) and will have a white horizontal stripe below the photo and an encircled “W” under the expiration date. These CAC’s are considered identity proofed and eligible to escort and sponsor personnel.

(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 slowly being replaced 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 are considered identity proofed and eligible to escort and sponsor personnel.

(4) Family Members are issued DD Form 1173 which are tan in color and are considered identity proofed and eligible to escort and sponsor 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. It may be used in conjunction with military orders not to exceed 270 days and are considered identity proofed and eligible to escort and sponsor personnel.

(6) Next Generation Uniform Services ID (USID) Cards (NextGen USID) are currently being issued to dependents and retirees. The new NextGen Cards are barcode-compatible with the old cards and scan-enabled.
(7) Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces-DD Form 1934 and 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 and 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, and 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, and are eligible to sponsor or escort.

(13) DoD Civilian Retiree card resembles the CAC are issued to civilians who have retired from any DoD service component or agency. They are considered identity proofed and eligible to sponsor or escort.

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

(15) The United States Navy, Army, Air Force, Marine, or Coast Guard Delayed Entry Program Identification (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 card holders are not authorized to sponsor or escort personnel.

(16) 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 Card holders are not authorized to escort or sponsor personnel.

(17) Veterans Identification Card (VIC) /Veterans Health Identification Card (VHIC) are authorized access to NBG - Naval Hospital Guam. (References (n), (o), and (p))

(a) Veteran Health Identification Cards (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, NCTS 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 VA stating they are authorized privileges will enroll a REAL ID in the Defense Biometrics Identification System (DBIDS) and utilize their REAL ID for access.

(18) DBIDS card or Blue DBIDS Paper Pass. (Reference (n))

(a) Individuals in possession of a valid Anderson Air Force Base (AAF) DBIDS paper pass will be granted NBG access after they have been identity proofed and vetted with favorable results by NBG VCC. The sentry will scan the pass and grant access if the location is authorized. Individuals requesting access to locations WITHOUT a DBIDS scanner must have their AAF pass stamped with a VCC raised seal. The sentry at the post without a DBIDS scanner will conduct PET procedures before granting access.

(b) Individuals authorized DBIDS cards will be provided 24 hours a day, 7-days a week access limited only to NBG location(s) indicated on the sponsor/contractor submission form. Sentries will question all contractors who attempt entry to the installation outside their normal working hours for the service they provide. In addition, contractors accessing locations other than their work related areas may have their credentials confiscated and escorted off the installation.

(c) NBG access may be remotely added-on to current DBIDS cards issued from off-island after successful identity proofing and vetting. The NBG base sponsor must also be named on the sponsor/contractor submission form.

(d) 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 personnel as having subsequent contracts/projects on NBG in excess of 60 days throughout the year will be issued a DBIDS Card.

b. The following individuals are authorized DBIDS passes:

1. Prime and Sub-Contractors.
2. Vendors.
3. Suppliers.
4. Spouses of NEX employees with NEX privileges.
5. Spouses of MSC CAC Holders (MSC Ships homeported at NBG who live on Guam).
6. NBG issued Agent Letter holders.
8. House Guests (on or off base) with approved Housing Review letter.
(9) Designated Drivers for DoDEA students, Child Development Center or for Medical reasons.

(10) Non-affiliated college students enrolled in a program through NBG Education Institution.

(11) Consulate General.

(12) U.S. Coast Guard Auxiliary personnel approved by USCG Sector Guam Commanding Officer.

(13) Community Supporters of Naval Base Guam (e.g. Navy League Members, Guam Chamber of Commerce Armed Force Committee,) as approved by ICO.

(14) Spouses of NBG DoD Police and Fire & Emergency Services personnel.

(15) Non-DoD Federal PIV Cardholders with students attending DODEA schools who are requesting designated driver for student assistance will be issued a DBIDS credential.

(16) Care Givers of veterans who have an official letter of eligibility from VA.

(17) Designated Assist Person under the Agent Letter Program.

(18) Gold Star Family Members (GSFM).

(19) 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 Naval Base Guam.

(20) 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.

(21) NBG One-day / Weekend Visitor.

(22) Lost ID Card Pass. Effective 1-day/weekend for escorted access.

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

(24) Flag Circle/Ahra View Resident Pass.

(25) Special Event Pass/ DV & VIP Special Event Pass (created).

c. Non-DoD Federal PIV 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, 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. Personnel presenting above credentials must be DoD-sponsored and have a valid reason for entry prior to being granted unescorted installation access. The NBG Watch Commander must be immediately notified of entry/destination. These ID card holders 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 force protection conditions while on official business. The NBG Watch Commander must be immediately notified of entry/destination. These ID Card holders are not authorized to sponsor or escort personnel.

(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. (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 Personal Identity Verification (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 card holders 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) Department of Defense Education Activity (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 card holders 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. Local Agencies.

(1) Guam Law Enforcement Officials, fire department and ambulance personnel:
(2) Local law enforcement personnel (GPD, Airport Police, and Port Police) and other federal, upon presentation of their official credentials, and acting in their official capacity of law enforcement, will be permitted access.

(3) Local off base ambulances and fire department vehicles in the performance of their official duties will be permitted access.

(4) Guam Power Authority (GPA)/Guam Waterworks Authority (GWA). In some cases GPA and GWA require access to NBG installations in order to conduct emergent repairs to Government of Guam owned power and/or water infrastructure. When base access is required for these situations, GPA and GWA personnel may be authorized to access NBG installation to conduct emergent repairs as long as the personnel wishing to gain access are in clearly marked GPA and/or GWA official vehicles and ALL personnel present appropriate GPA and/or GWA personally identifiable credentials.
CHAPTER 3
LOCALLY PRODUCED IDENTIFICATION CARDS

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 for periods of less than one year. 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 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 DoN to obtain PII for vetting purposes prior to authorizing unescorted installation access. All forms used to determine fitness will be good for the period requested not to exceed one year. 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 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 Department of Justice 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 the VCC, following identity proofing and a favorable vetting. DBIDS holders are not authorized to sponsor or escort personnel. DBIDS ID/Paper pass will be issued depending on the duration of the contract and other considerations.

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

(1) NBG Agency/Organization. Person listed would be the authorized base sponsor who is normally employed within the Agency/Organization.

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

b. Requirements to obtain a DBIDS ID or Paper Pass will require the following to 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 Form 5512/1 for each employee listed.

(c) The prime company will submit the 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 (nbv.vcc@fe.navy.mil) submissions are limited to 3-SECNAV Form 5512/1 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 are “by appointment” only. Normally these appointments are for four (4) or more requests; however, appointments made for less than three (3) submissions are accepted.

e. Review Procedures. VCC staff will personally assist in reviewing each submission and will recommend or require the best option to expeditiously complete the requests. 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 large submissions. The submitting Base Sponsor or Company Point of Contact will be advised of the required processing time. The required business day timeframe must be factored in before appointments to process for base access is scheduled.

(1) U.S. Citizens or persons with U.S. Permanent Resident Cards, after successful review may schedule appointment for new DBIDS processing; Bio-Metric Enrollment or Renewal/Re-print services.

(2) Foreign Nationals (FN)/Individuals not in possession of a U.S. Passport or a Permanent Resident Card are required to be bio-metrically registered/enrolled in person at the VCC.

f. Bio-Metric Enrollments are “By Appointment Only.” Company point of contacts or the individuals themselves may schedule their bio-metric appointments. VCC staff, after successful
review of the SECNAV form 5512/1 and other required documents, will return all documents for the employee(s) (FN) to bring with them on their scheduled bio-metric appointment date. Upon completion of the bio-metric registration/enrollment, individuals’ data will be uploaded and photo and fingerprint will be profiled onto the DBIDS. No base pass will be will issued until required background checks are completed and a favorable NCIS bio-metric vetting result is received. Turnaround timeframe for these results to be completed/received is approximately 10-business days.

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

h. Initials and Signature. Page 2 of the SECNAV Form 5512/1 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. Typed initials and/or signature will be returned to the submitting sponsor or POC.

i. Contractors will be vetted per Chapter 6, Section 0601, paragraph (a).

j. 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. Individuals not in possession of a U.S. Passport or Permanent Resident Card will be required to schedule an appointment to register on the Ares Javelin for Foreign National Biometrics System. No access will be granted until a favorable background check result is received via NCIS.

(2) VCC Staff will extract the completed SECNAV Form 5512/1 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 Form 5512/1 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.

k. DBIDS Renewals. Companies may submit their DBIDS renewal contract and SECNAV Forms 5512/1 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 Main Base One-day/Weekend Visitor Pass
a. Active Duty Service Members or Government Employees with a Valid CAC Identification, a Dependent of at least 18 years of age (with a valid DoD ID credential), Navy and non-Navy tenant commands that are occupying NBG Military Housing on board main base NBG may submit a request for a Visitor Pass.

b. The sponsor must submit the request via email five days prior to the date of the visit. The request should include the SECNAV 5512 which is required for the background check. Submit all requests to M-GU-NBG-N3AT-VCC.

c. Upon completion of the background check and the results are favorable, you will be notified as to when you can pick up the visitor pass.

0305. Off Island Houseguest Pass

a. House Guest Passes are granted to the following individuals:

(1) Active Duty Service Members or Government Employees with a Valid CAC Identification, a Dependent of at least 18 years of age (with a valid DoD ID credential), Navy and non-Navy tenant commands that are occupying NBG Military Housing (i.e. Apra View, Flag Circle, Harbor View, Lockwood, North Tip Housing).

(2) Active Duty military stationed onboard NBG, Navy and Non-Navy tenant commands attached to NBG living in private housing.

(3) DoD ID card holder living aboard a vessel moored in Sumay Cove Marina.

(4) Active Duty Service member stationed onboard Naval Base Guam and Non-Navy tenant commands attached to NBG who reside in Unaccompanied Housing on Naval Base Guam for the purpose of the guest/visitor staying in Navy Gateway Inn and Suites or a local hotel.

(5) Active Duty Service Members, Retired Active Duty Service Members, DoD CAC holders providing proof of a reservation for Navy Gateway Inn and Suites.

b. Sponsor(s) will be required to request a House Guest Packet from NBG Housing Office, Bldg. 3191. Sponsor(s) will be issued either an On-Base or Off-Base House Guest Packet depending on their residence.

c. Sponsor(s) will return House Guest Packet to Housing Office once completed and have all the required documents. Sponsor will provide a Completed SECNAV 5512/1 (Department of Navy Local Population ID card/Base Access Pass Registration) form with copies of acceptable identity proof documents (i.e. U.S. Passport, REAL ID compliant Driver’s license/Identification card, Permanent Residence Card, Foreign Passport, etc.). Housing Director will sign off on the House Guest Packet and send to VCC Guest Services.

d. VCC will review House Guest Packet and vetting will be conducted IAW Chapter 6, Section 0601, paragraph (a). VCC will issue a temporary identification card for House Guest access upon completion and with favorable vetting results.
e. Sponsors who have house guest(s) arriving on a weekend or holiday will be required to have the House Guest Packet approved by the Housing Office. The sponsor may obtain the temporary House Guest Identification Card prior to the arrival date.

f. House Guest requests of visits up to 90 days will be issued a DBIDS Blue paper pass for intervals of 30 days at time with a new package submission required every 30 days from the sponsor.

g. The House Guest DBIDS Pass is assigned the routing code: HG 668. House Guests are authorized unescorted access and are authorized to accompany the Sponsor to the Commissary and to the Navy Exchange.

h. For House Guest requests of visitors staying more than 90 days, the Sponsor will have to submit the House Guest Packet to Housing with a letter of endorsement and a first endorsement letter from Sponsors command to be reviewed by the Housing Review Board. The request must be endorsed by ICO or designated official and the housing office. Once approved by the Housing review board a DBIDS card may be issued. Additionally, the request must include a copy of the housing authorization letter indicating the length of stay. The expiration date on the DBIDS card will reflect the last day of the house guest's visit, sponsor's rotation date, separation date or 160 days from the date of issuance, whichever comes first.

0306. Agent Letter Program. Sponsors will submit all initial/renewal Agent Privilege Letter applications and documents to the NBG VCC Agent Letter Office. A completed SECNAV Form 5512/1 must also be completed by the Agent with favorable background check results prior to the approval and issuance of an Agent Privilege Letter. Once approved, applicants will be notified via telephone or email. Applicants must submit an application for the issue and/or renewal to the VCC office 30 days prior to the date the agent letter expires or access is needed. The request will be staffed to the ICO or delegated authority. Approval turnaround timeframe is approximately 30-days from date of submission. Agent Letter holders will be issued DBIDS cards for base access. (Reference (e))

a. Conditions for an individual meeting the criteria of an Agent Letter is as follows:

(1) Extreme Hardship.

(2) Members assigned overseas, deployed, or otherwise unable to access the installation for their authorized dependent.

(3) A person is unable to access the installation due to a disability.

(4) Spouse is unable to access the installation due to sickness;

(5) An eligible child is in the household of an ineligible parent or guardian.

(6) Agent letters cover dependents 15 years of age or younger.

b. Agent Privilege Letter Holder Categories:
(1) Full. This category applies to those sponsors who may be bedridden or are suffering from a medical condition where they cannot leave the home and need their agent to shop solely on their behalf.

(2) Accompanied. This category applies to those sponsors who are still able to shop but may need assistance from an agent due to a medical condition which may prevent them from shopping alone or for children of an ineligible parent or guardian without base access.

c. Other requirements:

(1) Only one person per household will be designated as an agent. If the sponsor requests to make a change in the designated agent, the original agent authorization will be terminated.

(2) Full-Agent Letter Holders are issued a DBIDS card authorizing unescorted access to Main Base, NCTS and USNH to exercise sponsor’s shopping privileges and/or to access medical treatment facilities for the sponsor or legal dependent.

(3) Accompanied-Agent Letter Holders are issued a DBIDS card authorizing escorted access to Main Base, NCTS and USNH to assist the sponsor when exercising shopping privileges and/or to access medical treatment facilities when assisting the sponsor or legal dependent.

(4) Agent letters received from one JRM installation may be used for access at other JRM installations provided the letter is stamped by the non-issuing installation (i.e. NBG and AAFB). The raised seal, stamped by the non-issuing installation, on the letter will act as proof that the non-issuing installation has accepted the letter for access to their installation and a completed SECNAV 5512/1 form has been completed and a favorable background check was received and must have a REAL ID or U.S. Passport as identity, and must have been issued a DBIDS ID/Paper Pass.

(5) Agent letters can be issued for frequent Temporary Assigned Duty (TAD) assignments provided that the service member and spouse have TAD orders and a flight itinerary, letters will only cover the specific periods. Requests must be submitted at least ten (10) working days in advance for review and processing.

(6) Medical Care at USNH Guam. The agent letter only authorizes the agent to escort the child and to facilitate the use of the child's benefits. It does not give the agent any authority to make medical decisions for the child unless a Special Power of Attorney (SPOA) is provided.

(7) Dependent children below the age of 10 must have an ID card before the sponsor requests an agent letter. The agent letter may allow the designated person to shop without the dependent child being present; however, the ICO retains authority to require the minor child to accompany the agent for installation access.

(8) Children born out of wedlock to military members or their partners, as well as children of military members whom the member is not paying child support, are generally entitled to base access. Personnel Support Detachment (PSD) or Andersen Military Processing Facility (MPF) will determine the exact status and applicable privileges for the child.

d. Procedures for requesting an agent letter are as follows:

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(1) Individuals requesting an Agent letter shall:

(a) Complete the Agent Letter Request form;

(b) For all military ID card holders, including retirees will submit a DD Form 1172 listing all minor dependents and any other dependent that possesses a military ID card. The DD Form 1172 can be obtained from any PSD or MPF. The DD Form 1172 must have been issued, signed and dated by the issuing PSD or MPF within the past 90 days;

(c) Provide a clear color copy of the sponsor's military ID card and the ID cards for all dependents, front and back;

(d) Provide a color copy of all children’s birth certificates and adoption or ward court documents, when applicable;

(e) Provide a clear copy of the proposed agent's REAL ID driver’s license or U.S. Passport;

(f) Provide a police clearance from the Guam Police department for the proposed agent. Clearance must be dated within the past seven (7) days;

(g) Provide a Medical Evaluation to Obtain Agent Letters Request. Medical Evaluation may be completed at USNH. Medical evaluation must be signed and stamped by medical provider or USNH (when applicable).

(h) Provide a copy of current military orders, if applicable; Retirees residing off-island must provide proof of residency (i.e. electric bill, lease agreement, etc.)

(i) Provide a current SPOA/POA over any children, when applicable;

(j) Once all required documents are obtained, phone the VCC Office at (671) 339-1280 to schedule an appointment to turn in the request package;

(k) Proposed Agent will appear with the sponsor or child on the day of the appointment, unless bedridden but must be stated on medical evaluation.

(l) During the appointment, if any document(s) are missing or incomplete, the entire package will be returned. The individual will be required to reschedule the appointment once they have all their documents in order;

e. Approved Agent Letters procedures:

(1) Once Full/Accompanied Agent letter has been approved and signed by ICO or his designee, Agent Letter manager will contact the agent to have them come in to sign their proposed Agent Letter.

(2) Agents will review the Agent Letter to make sure all information is correct.
(3) Agent Letter Manager will ensure the Statement of Understanding depicted on page 2 of the official Agent Letter is fully understood and acknowledged by the Agent and ensures each paragraphs are duly initialed and signed and dated at the bottom of the letter by the Agent.

(4) Once the Agent Letter is authenticated, a DBIDS card will be processed for installation access.

f. Other helpful information:

(1) Under normal circumstances, if the sponsor is on the island, they are responsible for the care for the dependents; however, if the sponsor is on the island but physically incapacitated, especially long term, and unable to shop for their young dependent children, an agent letter may be authorized.

(2) At the ICO or authorized designee’s discretion, agents are authorized to access the installation without the ID card holder. Agents may only purchase items or pick up medications for the authorized patron. Agents are not authorized to make purchases for themselves or others not covered by the Agent Letter.

0307. Designated Assist Person Program. Eligible sponsors will submit applications and documents to the NBG VCC Agent Letter Office. A SECNAV Form 5512/1 will be provided for the Assist Person to submit for a background check which must be completed with favorable results. Request will be reviewed and approved by the ICO or the designated representative.

This process may take up to 30 days for final approval. Applicant will be notified via telephone or email.

a. Conditions for an individual meeting the criteria of a Designated Assist Person is as follows:

(1) Extreme Hardship.

(2) Due to a disability.

(3) Due to sickness.

b. Only Accompanied Access is granted under this program and a DBIDS credential will be issued for access only.

c. Other requirements:

(1) Only one person per household will be designated as a Designated Assist Person. If the sponsor requests to make a change with the designated person, the DBIDS credential must be surrendered and access will be terminated.

(2) As the Designated Assist Person, a DBIDS credential authorizing escorted access to the installation with the sponsor named on the credential will be issued. The DBIDS credential will
also indicate that purchases at the NEX or Commissary and is not allowed. Access to the installation, to the NEX or to the Commissary is allowed only when accompanying the sponsor named on the credential.

(3) Only individuals eighteen (18) years of age and older are allowed to participate under this Program.
CHAPTER 4
IDENTITY PROOFING AND 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/escorted personnel requesting/requiring access to Naval Base Guam 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. For Foreign National under contracts or guests, an additional check will be conducted through the Foreign National Biometric Database Registry via NCIS.

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 (w). If derogatory information is discovered during this process, access may be refused at the installation access point in accordance with enclosure (6). 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 enclosure (6) when a person is denied access.

2. If an access denial is based on the conditions listed in enclosure (6), 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 databased 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 NBG Visitor Control Center 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 awarded.

d. Without successful identity proofing, screening of professed identities is ineffective. Any registration information provided by applicants will be done so voluntarily 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 delegation 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 enclosed 3-page Access Registration form (SECNAV 5512/1 MAY 2021).

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 your behalf.

f. For individuals denied in accordance with the 2018 U.S. National Defense Strategy, and are requesting access for employment purposes, may submit a written appeal with supporting documentation as follows:

(1) A letter to the Commanding Officer requesting access to base for employment or to be allowed to be sponsored on as a Guest.

(2) Employer's/Sponsor's letter on your behalf.

(3) Employer's/Sponsor's information (Company name, address, phone number, Sponsor's address, phone number).

(4) Copy of the Foreign National Passport/VISA (I-94).

(5) Copy of the REALID Driver's License/Identification Card (if applicable).

(a) The documents will be mailed to the following address:

COMMANDBNG OFFICER
ATTN: STAFF JUDGE ADVOCATE
U.S. NAVAL BASE GUAM
PSC 455 BOX 152
FPO AP 96540-0051
FAX (671) 339-7027

(b) Any questions concerning this matter should be directed to the Office of the Staff Judge Advocate at: (671) 339-3155.

0405. Appeal Process Determination. Naval Base Guam Commanding Officer 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. Sponsors will maintain the denied individual's DBIDS card until final disposition for installation access is determined by the ICO or delegated authority. If a waiver is approved the sponsor may return the individual's 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 a new requirement exists or 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.

0406. 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, taxicab, limousine, 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. This is a collateral duty position designated in writing and may be filled by Security or Non-Appropriated Fund (NAF) personnel. The Staff Judge Advocate (SJA) is the Single Source Coordinator for NBG access. (References (c) and (n))

a. All guests, 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 credentialled (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 STROL 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.
CHAPTER 6
COMMAND FUNCTIONS, SPECIAL EVENTS AND SPONSORED EVENTS.

0601. DoD Command Functions/Special Events. In accordance with 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 NBG installations must submit a request for approval to the ICO. This request will be used to grant access for non-affiliated civilian guests. (Reference (c))

a. For small (less than 10 people requiring a Special Event Pass), scheduled Command Functions/Special Events the preferred method is to have all guests age 18 years of age and older complete and submit a SECNAV 5512/1 to VCC Guest Services Division no later than 7 days in advance for proper vetting and identity proofing, along with a copy of the REALID compliant Driver’s License, REALID Identification card, U.S. Passport or Passport Card. Commands will also be required to submit a Sequence of Events (SOE) in a memorandum. For these events a Special Event Pass will be issued for each person permitting unescorted base access to the event.

b. In cases where the Command Function/Special Event is large or otherwise prevents submitting SECNAV 5512/1 no later than 7 days in advance, the command hosting the event will develop an Official Guest List signed by the CO. Commands will also be required to submit a Sequence of Events (SOE) in a memorandum. 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 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 issue a Special Event Pass for each person permitting unescorted base access 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. The Guest Services Division of the VCC will create the Special Event Pass tailored for the event for all personnel on the approved guest list requiring access to be issued by the Command Representative.

c. Foreign Nationals require 14–30 days for security screening. Foreign Nationals will not be authorized unescorted access without proper vetting and identity proofing. If a Foreign National is on the Guest List who was not properly vetted or identify proofed, a Command Representative with a valid CAC card may be utilized to provide escorted access to the event (same vehicle, constant sight and control, etc.)

0602. NON-DoD Sponsored Events. Other Federal entities requesting to utilize NBG installation for NON-DoD events (i.e. Boy Scouts of America, Girl Scouts, ROTC, Sea Cadets, etc.) must submit a request by memorandum addressed to the ICO via the Office of the Staff Judge Advocate for review. Once approved by the ICO, and all documents (i.e. SECNAV 5512/1, Copy of REAL ID/U.S. Passports, etc.) have been turned into the VCC for review and once all of the background checks have been completed the Visitor Control Center will contact the sponsor advising him that all of the Special Event Pass have been made and ready to issue.

0603. Authorized Personnel Non-Command Related Sponsored Events

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a. Authorized Base Sponsors hosting a Family Gathering/Party on NBG Beach areas or any other NBG property must submit a request on the Naval Base Guam Special Event submission form for approval via the NBG Visitor Control Center Guest Services within 5-7 business days prior to the event to be forwarded to the ICO or designee. Special Event submissions will be for gatherings and for sponsor(s)/Dependent(s) holding a function where numerous people are attending the special event. The request will include the following:

(1) Naval Base Guam Special Event Submission form from the authorized base sponsor of all guests needing base access that includes the date of the event, time, number of guests, and location of the event.

(2) A reservation for recreation site (i.e. Gab Gab, San Luis, Fantasy Island, etc.) from MWR. (if applicable)

(3) Completed SECNAV 5512/1 from all guest’s over the age of 18 years of age that are requesting base access.

(4) Liability forms signed by all guests over the age of 18 years old, and a parent or guardian for all children under the age of 18 years of age.

(5) Special Event Agreement form.

b. An unescorted Special Event Pass will be issued for the duration of the event to the authorized sponsor.

0604. Flag Circle and Apra View Residence

a. Residence of Flag Circle and Apra View will provide a Guest list on the Naval Base Guam Flag Circle/Aprav View Special event submission form to the Sentry at the respective gate for a specific function hosted by the residence. The list will be maintained by the Sentry at the respective gate and upon arrival of the guest at the particular Gate, a Flag Circle/Aprav View special event pass will be issued. Only one pass will be issued per vehicle. Residence will also be required to fill out the Special Event agreement form.

b. Flag circle and Apra View Guest’s will be required to present a picture ID (not required to be REAL ID compliant at this time) 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 VCC 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 VCC, 3-5 business days prior to sporting event 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 Form 5512/1 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 Forms are required for all guests 18 years of age and over.

c. VCC will review all SECNAV Forms and any in-completed the McCool School Athletic Director will be advised if more information is required, or if documents are no completed.

d. VCC will conduct the vetting on all SECNAV 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

a. Guam High School Sporting events will be accessed through Gate 7. All Sports 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 have approval from 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 from all non DoD ID card holders.
(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 years old individuals requesting base access.

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

0607. Other Sponsored Events

a. Agencies/Organizations (i.e. Navy Exchange, Morale, Welfare and Recreation (MWR), DECA, etc.) hosting an event will provide the Installation Security Officer the following documents:

(1) Official Travel Orders of all Guests requiring Base access (if applicable).

(2) Sequence of Events.

(3) Memorandum of approval from Installation Commanding Officer.

(4) SECNAV 5512/1 (Department of the Navy Local Population ID Card/Base Access Pass Registration) (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 VCC Guest Service reviews all documents and issues a Special Event pass to the POC.
CHAPTER 7
TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL (TWIC)

0701. Transportation Worker Identification Credential (TWIC). Effective 15 May 2014, as directed by CNIC, the NBG Visitor Control Center Contractor Services will perform NCIC checks on all TWIC cardholders prior to allowing entry. TWIC card holders will report to NBG 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 does not meet any disqualifying factors, access may be granted, and a visitor 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) Effective 1 May 2014, NCIC checks for CONMARs shall cease. An MSC representative will provide the host installation a Vessel Shore Party Access List for distribution to the ICO via the Security Officer 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 Vessel Shore Party 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 civilian mariners 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.
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 must be vetted by legal and approved by ICO to operate on NBG. They may access the installation via DBIDS card or one-day pass. Non-profit organizations may submit a letter of justification for sponsorship authority for up to three personnel. This sponsorship authority only authorizes the approved sponsor to submit names via the SECNAV 5512/1 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. Examples of these organizations include but are not limited to the U.S. Coast Guard Auxiliary, Red Cross, etc.

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 or obtain a one-day pass based on length of volunteer service. The sponsor must maintain a signed letter on file with the VCC office. The expiration date on NBG DBIDS cards will not exceed 1 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. Spouses of civic leaders and partners may be granted access with sponsorship by the host organization. DBIDS cards for spouses are not authorized unless approved by ICO.
CHAPTER 9
SOLICITORS AND PROCESS SERVERS

0901. Solicitors. Door-to-door solicitation of any kind on installation property is strictly prohibited. Solicitors will not stop at any location on the installation other than the area authorized by the written permission. Individuals conducting commercial business on NBG, to include housing areas, are required to have prior written authorization from NBG ICO or designated representative. All sponsored vendors, contractors, and point of sale persons on NBG property are the sole responsibility of the authorized sponsors. The sponsor is required to remain with their guests throughout the duration of their visit on U.S. Naval Base Guam.

0902. Process Servers. Authorized process servers must first contact the installation legal office or Staff Judge Advocate (SJA) and provide documents for SJA to review. Staff Judge Advocate will then facilitate a meeting place either on-base if the process server has base access or Off-base if personnel doesn't have access to U.S. Naval Base Guam.
CHAPTER 10
FORCE PROTECTION CONDITION ACCESS RESTRICTIONS

1001. **FPCON Access Restrictions.** Specific visit restrictions apply based on the installation Force Protection Condition. Sponsors are responsible for adapting as FPCONs change the conditions of visitation on U.S. Naval Base Guam. Visitor access may be restricted to NBG facilities, without notice, based on world events or increased FPCON conditions. 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 his designated representative will announce a decision to terminate visitor access. When directed, all visitors will be escorted off the installation and visitor access denied. All military and civilian personnel are responsible for informing their guests or subordinates of changes in visitor and escort requirements.
CHAPTER 11
FOREIGN NATIONAL AND GOVERNMENT OF GUAM 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.** Foreign Nationals conducting official business on the installation must have 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 ICO of any Foreign Visitor access requests for Naval Base Guam using an official DoD organizational account of this requirement being completed when the access request is submitted. Additionally, access requests should include submission of the FVR a minimum of 7-10 days prior to request access dates. (Reference n)

1102. Foreign National Military Personnel Visits. Armed Forces of foreign nations will be processed through the Port Operations Officer when moored at Naval Base Guam. All other friendly foreign nationals on official business with Service Identification Cards will be processed through the U.S. Naval Base Guam Operations Officer. Foreign national military personnel may be permitted unescorted access as long as a Foreign Visitor Request (FVR), submitted from Foreign Nations Embassy, has been approved OR a foreign ship’s manifest of all personnel onboard has been received by Port Operations or the NBG Operations Officer. 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 from VCC Guest Services and shall be individually disseminated to all foreign military personnel visiting NBG. This foreign military pass will allow them access to enter Naval Base Guam and all NBG MWR-related facilities (i.e. NEX, Commissary, MWR, etc.)

1103. Foreign National Government Personnel Visits. Foreign government civilians performing official duties or conducting official visits on the installation require escorts at all times.

1104. Foreign National Government Consulates and Staff. Japan and Republic of Korea have Consular Generals, Philippine Consulate and Freely Associated States (FSA), Heads of Mission, and other staff that reside on Guam as part of their official duties. These individuals 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. 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 will be issued a DBIDS Card to facilitate installation access. To enable base access the following procedure will be followed:

a. VCC Contractor/Vendor Service will issue an inactive DBIDS Card to each individual requested by the respective Consulate Office.
b. Prior to the event occurring, the consulate individuals desiring access will send an email request to VCC Contractor/Vendor Services representative (cc: to Security Department Representative). The email will list each individual requiring access and will indicate date, time and purpose of the visit.

c. VCC Contractor/Vendor Service will activate each individual’s DBIDS card for date, time and location of the request.

d. Once activated, VCC Contractor/Vendor Service Representative will send an email to the requesting consulate representative (cc: to NBG CO, NBG XO, NBG Security Department Representative) reporting that the DBIDS card has been activated.

1105. **Foreign National Biometrics.** Foreign National workers and other personnel not identified in paragraph 1101 through 1104 above, must have biometric data collected when accessing Naval Base Guam property. Access will not be granted to these Foreign National until a favorable vetting has occurred. Upon receipt of favorable vetting checks, foreign nationals will be issued unescorted DBIDS credential or guest pass.

a. VCC will provide a Foreign National Tracker by country and sponsor and indicate Guest/visit location or Contractor/job location to the Commanding Officer on a monthly basis.

b. When emergent base access is desired for foreign nationals providing mission essential services and the foreign national will not be on island long enough to wait for completion of required foreign national screening processes, the sponsoring command’s Commanding Officer shall request special consideration 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 DBIDS pass for the foreign national. The sponsoring command will be required to provide an escort who has authorized base access credentials.

c. Foreign nationals who are providing mission essential services for foreign ships, who have been bio-metrically registered with favorable background check results and are again requesting base access after leaving U.S. soil, are exempted from re-registering if the initial registration is within 45-days.

1106. **Foreign Nationals from Designated Countries.** In accordance with the guidance provided by the 2018 National Defense Strategy (reference (o)), the following provisions shall apply to all foreign nationals from the countries enumerated in enclosure (1).

a. Foreign nationals from the countries listed in enclosure (1) will be denied access to the installation regardless of the screening results (D/ND) received. This applies to foreign national guests and contractors from the enumerated countries. The screening profiles of foreign nationals from the enumerated countries will still be submitted for further vetting.

b. Foreign nationals denied access under the provisions of this Section will be given the process to appeal the action to the NBG ICO, via the installation Staff Judge Advocate. Any appeals under this section must be forwarded for screening by the Naval Criminal Investigative Service or other
appropriate U.S. counterintelligence agency. After screening by the appropriate agency, appeals may only be approved by written approval of the NBG ICO.

1107. Government of Guam Visitors. Government of Guam personnel (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 to 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 procedure will be followed:

- a. VCC Contractor/Vendor Service will issue an inactive DBIDS card to each individual requested by the respective Government of Guam Office.

- b. The individual(s) desiring access will send an email request to VCC Contractor/Vendor Services representative (cc: to 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 Contractor/Vendor Service will activate each individual's DBIDS card for date, time and location of the request.

- d. Once activated, VCC Contractor/Vendor Service Representative will send an email to the requesting Government of Guam representative (cc: to NBG CO, NBG XO, NBG Security or NBG equivalent representative) reporting that the DBIDS card has been activated.

1108. Foreign Military CAC and Dependent Card Holders. Per NAVADMIN 041/20 Foreign Nationals in possession of a common access card (CAC) or their dependents in possession of dependent identification 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 Visitor Control Center (VCC) personnel will explicitly grant access for foreign national personnel and their dependents to their assigned duty station. VCC personnel will notify the 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 Installation Security Office 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 point of contact name, phone number and DoD ID number (must be a U.S. Government official/sponsor).
(h) Location(s) required.

(2) Ensure all foreign nationals possessing a foreign national credential are processed through the Visitor Control Process at 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 (PACS) for subsequent base entry.

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

(4) In the event that the installation/site Physical Access Control System is inoperable, or an installation/site is not equipped with a PACS, 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.

c. Official Business. 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.

(1) All foreign nationals on official business will carry their International Travel Orders (ITO), Visitor International Stay Admission (VISA), applicable international agreement, or other official documentation, on their person at all times while on the installation, and will present them to installation/site security forces when requested, for determining the purpose for access. Personnel Exchange Program (PEP) and Foreign Liaison Office (FLO) on official business will carry their certification, issued pursuant to applicable international agreement.
d. Unofficial/Leisure travel. Foreign National students to other Navy installations is approved in writing by the responsible International Military Student Office (IMSO) or Commanding Officer (CO). The foreign national must have a signed letter in their possession and request access at the VCC.

(1) Per applicable international agreement, Foreign Liaison Office (FLO) and Personnel Exchange Program (PEP) may be granted explicit access to Navy installations, which allows them to travel with their host units in performance of their duties, as determined by the responsible contact officer or Commanding Officer (CO). FLO’s and PEP’s visiting installations where not assigned, will be required to report to the installation VCC with a signed letter, or other official documentation, issued by the designated contact officer or host CO identifying their purpose for access.

e. Authority. The installation Commanding Officer is the approval authority for all access requests for that installation. Regional Commanders are encouraged to establish regional processes to facilitate access to other installations throughout their respective area of responsibility.
CHAPTER 12
COMMERCIAL VEHICLE INSPECTIONS

1201. Vehicle Inspections. Commercial vendors or contractor vehicles may enter the installation through the NBG Commercial Vehicle Inspection Station (CVIS) gate during normal gate working hours. Upon verification of authorized credentials (DBIDS card, one-day visitor's pass, and photo I.D., etc.), bill of lading, service call document or other documents, completion of the required inspection, and clearance for entry, the 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. (Reference c)

   a. NBG Mobile Inspection Team. A Mobile Inspection Team, when activated, will be utilized to augment the CVIS daily operation. The team will be situated at NCTS to alleviate the addition travel time required to be inspected at AAFB and back to access NCTS. An additional team when activated will be situated at USNH to assist with the CVIS requirement.

   b. Inspections are conducted at Post 2 and Andersen Airforce Base inspection gate. Deliveries needing access to Polaris Point, USNH or NCTS when NBG Mobile inspections team is not activated will be required to obtain a 15, 25 or 45 minutes inspection pass allowing them to transit within that allotted time to get to the area needing access. Per enclosure (4).

   c. Bus mass transit carriers are authorized to access to NBG main gate ECP provided they are transiting a preapproved route while on the installation. Bus mass transit is not required to go through a CVIS to gain access to the installation. Bus mass transit inspections will be conducted NBG triple pad before allowance is authorized to proceed to asset requesting bus transportation.
CHAPTER 13
PUBLIC AFFAIRS TOURS/NEWS MEDIA ACCESS AND HISTORICAL TOURS AND EVENTS

1301. News Media Access

   a. Press representatives may be granted access after coordination through the NBG Public Affairs Office (PAO) and will be escorted at all times.

   b. News media representatives will always be escorted by the Public Affairs office in a Government vehicle, after working hours, on weekends and holidays, the NBG Command Duty Officer (CDO) and NBG Security Forces will be notified that New Media representatives will be escorted onto Naval Base Guam by the Public Affairs Office. Press representatives will be escorted at all times while on base.

   c. Tours will be pre-arranged through the Public Affairs Office and be approved by the NBG Commanding Officer. Public Affairs Office will submit an access list to the NBG Security Officer or Deputy Security Director with all details of the tour.

1302. NBG Community Events/Tours

   a. Naval Base Guam in conjunction with the mayor’s office will grant access on specific days for Historical Events (All Souls Day, Back to Sumay, Fena Cave, and Sumay Memorial).

       (1) NBG Public Affairs Officer will coordinate with the Mayor’s Office to issue passes that will allow unescorted access to Naval Base Guam for the Historical Event.

1303. Distinguished Visitor/VIP Tours

   a. Tours for Distinguished Visitors and VIP’s will be approved by the Installation Commanding Officer and will be escorted at all time. Distinguished Visitors and VIP’s will be escorted via bus or van and will have a designated escort at all times to enter Naval Base Guam.
CHAPTER 14
ADDITIONAL ENTRY REQUIREMENTS

1401. **Request for Deviation.** Any unique entry requirement not covered in this instruction shall be requested as a deviation to policy the requester via memorandum or letter. The request will be reviewed by the NBG ICO or his designee for Naval Base Guam approval.

1402. **Wharf/Pier Parking Passes.** Pier/wharf parking access is as follows:

   a. Approved wharf/pier passes are issued by VCC, at the Post 2 Commercial Vehicle Inspection Station, 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 Entry Control Point (ECP). There are two types of Wharf/Pier Passes. Loading and Unloading (yellow) Pier Pass and Parking Authorized (pink) Pier Pass. ([Enclosure (5)])

      (1) Yellow Loading and 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 pier/wharf.

         (a) Any vehicle left unattended and not actively loading / unloading will have pass confiscated, will be escorted off the wharf/pier and pass will be forwarded to NBG VCC and 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 person will be issued a Pink Parking Authorized Pier/Wharf Pass and are authorized to park on a NBG Pier/Wharf near their vessel/command.

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

   c. Government vehicles (GOV) required to perform work on the pier/wharf may enter through an ECP without an NBG pier pass. Government Vehicles 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, XO s, CMCs or Duty Officers required to perform duties on the pier/wharf may enter through an ECP without an NBG pier pass. These GOV are authorized to park on the pier/wharf while conducting official duties. These GOV shall have a Command Placard plainly displayed and visible to the Wharf/Pier Sentries.

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

1403. **Pier/Wharf Personnel Access**

   a. Only authorized DoD CAC and DBIDS card holders shall be authorized access to pier/wharf areas.
b. Foreign military possessing a foreign military ID accompanied with a colored, numeric NBG Foreign Military Pass.

c. Military dependent family members with dependent identification (ID) card (exceptions for children under the age of 10 who do not possess a dependent ID) may be authorized pier/wharf 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 pier/wharf.

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 pier/wharf access under escort of an alternate crewmember assigned to the ship/submarine at that pier/wharf. 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 Identification Card to the ECP Sentry prior to accessing any pier/wharf. Non-U.S. citizens are not authorized pier/wharf access unless part of an official command sponsored tour/event.

f. For ship homecomings, family members and non-dependent guests shall be authorized pier/wharf 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 five personnel. Escorts that facilitate access through the ECP are fully responsible and accountable for the conduct of the guests at all times.
CHAPTER 15
VETERANS HEALTH IDENTIFICATION CARD AND LETTER OF ELIGIBILITY AND / CARE GIVER ENROLLMENT

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

a. In-store commissary, service exchange and Morale, Welfare and Recreation 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 through the Veterans in the Department of Veterans Affairs (VA) Program of Comprehensive Assistance for Family Caregivers.

5. Medal of Honor recipients

b. Authorization date will take effect on 1 January 2020.

1502. DBIDS Enrollment Procedures

a. Eligible veterans and caregivers are required to complete and submit Form SECNAV 5512/1 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 Veterans Health Identification Card (VHIC) with service connected disabilities on it, will be required to enroll biometrically via ARES Javelin Collection Station and submit Form SECNAV 5512/1 for a background check.

(2) Once Enrolled Biometrically the Veteran will be instructed that once the Biometric results have been received the Veteran will be called back to the VCC.

b. Eligible Veterans with Veteran Health Identification Card (VHIC) with Service Connected annotated on their VHIC will be enrolled in the Defense Biometric Identification System (DBIDS) at the VCC. The VHIC will be the authorized Identification card for base access. Once a Veterans Health Identification Card has been enrolled in the Defense Biometric Identification System (DBIDS) Visitor Control Center staff will place an NBG sticker upon the VHIC card showing proof that the VHIC was registered at NBG VCC. NBG Stickers provide proof to the VCC and gate sentries that the individual has registered their VHIC card 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.

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 Veterans Affairs 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 the DBIDS system, must be in possession of a VHIC or REAL ID credential, and have completed a background check with favorable results.

f. Veterans and caregivers will only be authorized 1 year from the date of enrollment. Veterans and caregivers will have to resubmit SECNAV 5512/1 for reactivation of VHIC.

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. Person’s 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) Naval Computer and Telecommunications Stations (NCTS)
(3) U. S. Naval Hospital
(4) Apra View Housing

b. Veterans and Caregivers not eligible to enroll in DBIDS are authorized access to USNH only.
CHAPTER 16
CRITICAL MISSION SUPPORT AND MISSION ESSENTIAL
PERSONNEL DURING MAJOR EMERGENCIES

1601. Establish Guidance, Policies, and Procedures. In accordance with references (s) and (t), regarding accessing and egressing Naval Base Guam (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 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 Commander'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, Commanders, Commanding Officers and Officers in Charge should default to the minimum number of personnel required to perform these missions or functions per work shift. (If the supported mission requires eight individuals to execute 8 or 12-hour shifts, the minimum number is 8 and not a total of 24 or 16.).

b. The MEP list will be reviewed by NBG Emergency Management and Navy Security Forces and forwarded for approval to the NBG Commanding Officer (CO).

1605. Notification. In the event of a catastrophic emergency, immediate notifications and instruction will be provided by the NBG CO 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:

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 entry control point, 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 individuals CO or supervisor will call the EOC and explain the reason/purpose for the individual needing access the base.

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

   (3) After NBG CO 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.

   (5) If the individual is to perform work at or near the waterfront or piers, an NSF escort is required.

d. If traffic begins to back up at any of the entry control points the EOC will take the following actions?

   (1) Coordinate with GPD for traffic control assistance. Additional watch-standers may also be requested to help.

   (2) Determine if opening an alternate/additional access gate is warranted
1. **Designated Countries List.** The following countries are designated in accordance with reference (m), the Summary of the 2018 U.S. National Defense Strategy:

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
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<tbody>
<tr>
<td>Afghanistan</td>
<td>South Africa</td>
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<td>Macau</td>
<td>Indonesia</td>
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<td>Algeria</td>
<td>Sudan</td>
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<td>Malaysia</td>
<td>Iran (Islamic Republic Of)</td>
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<td>Bahrain</td>
<td>Syrian Arab Republic</td>
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<td>Myanmar (Burma)</td>
<td>Iraq</td>
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<td>Bangladesh</td>
<td>Taiwan (ROC)</td>
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<td>Nigeria</td>
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<td>Pakistan</td>
<td>Jordan</td>
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<td>Bosnia And Herzegovina</td>
<td>Tunisia</td>
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<td>Palestinian Territory, Occupied</td>
<td>Kazakhstan</td>
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<td>China</td>
<td>Ukraine</td>
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<tr>
<td>Qatar</td>
<td>Korea, Democratic People's Republic Of</td>
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<td>Cuba</td>
<td>United Arab Emirates</td>
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<td>Russian Federation</td>
<td>Kuwait</td>
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<td>Djibouti</td>
<td>Uzbekistan</td>
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<td>Rwanda</td>
<td>Kyrgyzstan</td>
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<td>Georgia</td>
<td>Yemen</td>
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<td>Hong Kong</td>
<td>Libyan Arab Jamahiriya</td>
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<td>Somalia</td>
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Enclosure (1)
IDENTIFICATION CREDENTIALS

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.

5. Veterans Health Identification Card (Service Connected)
7. Naval Base Guam One day/Weekend Pass (blue).


![Temporary Identification Badge Sample](image1)


![Sample Apra View Special Function Pass](image2)
12. Flag Circle Resident Pass.

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

U.S.S EMORY S LEE
FAMILY DAY
10 JAN 01
BASE AGUANTALIS POINT

SAMPLE

Enclosure (2)
NAVAL BASE GUAM POST 2 VEHICLE INSPECTION RECEIPT

TODAY'S DATE: 
INSPECTION COMPLETION TIME: 
VEHICLE REGISTRATION: 
OPERATOR'S NAME: 
COMPANY: 
DESTINATION: 
INSPECTOR'S NAME: 
INSPECTOR'S SIGNATURE: 
RECEIPT EXPIRES: 
RAISED: 
SEAL: 
REMARK: 

SAMPLE

Enclosure (3)
LOST/STOLEN ID FORM

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

Subj: LOST/STOLEN ID CARD I CO:

Ref: (a) NAVMILPERSCOMINST 1750.1A
    (b) MILPERSMAN 4620140-4620250
    (c) SUPERSINST 1750.10
    (d) PERSUPPACT/AREAINST 5400.1A and 1750.1A

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

   (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. (Sponsor’s name/Grade/Branch of Service/Status)  
      (Sponsor’s Command)
   
   b. (Card Holder’s Name/Relationship to Sponsor)
   
   c. (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)

Enclosure (4)
Deny Access / “TS” Security Alert Encounter Handling

- When the credential for an individual with a “TS” type security alert is scanned at an installation access control point 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 visitor control center 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 access control point 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 visitor control center 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 “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 access control point 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 visitor control center 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 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.

Enclosure (6)
Violent Person File (VPF)

- When the credential for an individual with a “VP” type security alert is scanned at an installation access control point 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 visitor control center 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 CJIS may be provided the specific details of the VPF listing or any underlying convictions.