



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
WHITING FIELD
MILTON, FLORIDA 32570-8000

IN REPLY REFER TO

NASWFINST 5512.5B
Code 15

DEC 17 1992

NASWF INSTRUCTION 5512.5B

Subj: CIVILIAN PASSES (IDENTIFICATION)

Ref: (a) OPNAVINST 5530.14B, Chapter 5

1. Purpose. To outline policy and procedures concerning civilian passes for federal civilian employees, appropriated and nonappropriated fund facility employees, Navy Exchange employees, contractors and vendors on Naval Air Station, Whiting Field. This instruction has been completely revised and should be read in its entirety.

2. Cancellation. NASWFINST 5512.5A.

3. Background. Civilian employees are issued passes for identification. The pass will be carried by the employee when on Naval Air Station, Whiting Field, and shown when requested by appropriate authorities.

4. Action

a. Sponsors shall prepare an Employee Check-in Record and Pass Application, CNET-GEN 5512/3, and direct new employees to Security Department, Pass and Decal, building 1400. Security Department will issue an appropriate pass as described below:

(1) U.S. Government ID Card (Optional Form 55). Issued to all federal employees of Naval Air Station, Whiting Field, appropriated and nonappropriated fund facility employees, Navy Exchange and long term contract employees. The date of expiration for contract employees will be the expiration date of the contract or a maximum of six years.

(2) Commercial Pass (CNATRA-GEN 5512/15) (green card). Issued to open-end contractors, short-term subcontractors, vendors, university instructors and students who have a valid reason for conducting business on Naval Air Station, Whiting Field. These passes are issued for the duration of the contract or for a period of one year for vendors. University instructors receive passes for one year; students for one semester.

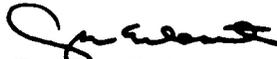


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b. Replacement of Passes. Loss of employee passes could cause a serious breach of security; therefore, personnel are encouraged to keep their pass in a safe place. When a pass is lost or upon its expiration, sponsors shall complete a pass application and direct the employee to Security Department, Pass and Decal, building 1400. Expired passes must be returned to Security.

c. Separation of personnel. Passes of personnel who are terminating employment must be recovered by the sponsor and returned to the Security Department.


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