



DEPARTMENT OF THE NAVY  
NAVAL AIR STATION  
NORTH ISLAND  
BOX 357033  
SAN DIEGO, CALIFORNIA 92135-7033

IN REPLY REFER TO:

NASNIINST 5512.6Q CH-1  
N21C  
FEB 12 2002

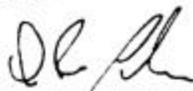
NASNI INSTRUCTION 5512.6Q CHANGE TRANSMITTAL 1

Subj: REGULATIONS GOVERNING ENTRY/EXIT TO NAVAL BASE, CORONADO (NBC)

1. Purpose. Transmit Change 1 to basic instruction.
2. Action. Make the following pen and ink changes:

a. Change Subj to read: REGULATIONS GOVERNING ENTRY/EXIT TO NAVAL BASE, CORONADO (NBC) vice REGULATIONS GOVERNING ENTRY/EXIT TO NAVAL AIR STATION, NORTH ISLAND (NASNI) AND OUTLYING FIELD IMPERIAL BEACH (OLFIB).

- b. Delete paragraph 4d.
- c. Change paragraph 4e to 4d.
- d. Change paragraph 4f to 4e.

  
D. R. LANDON

Distribution:  
NASNIINST 5215.2V  
List A, C, D (Case I)

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DEPARTMENT OF THE NAVY  
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NORTH ISLAND  
BOX 357033  
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1512  
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NASNI INSTRUCTION 5512.6Q

Subj: REGULATIONS GOVERNING ENTRY/EXIT TO NAVAL AIR STATION, NORTH ISLAND (NASNI) AND OUTLYING FIELD, IMPERIAL BEACH (OLFIB)

- Ref: (a) OPNAVINST 5530.14B  
(b) OPNAVINST 5510.1H  
(c) U.S. Codes Annotated, Title 18  
(d) OPNAVINST 5560.10B  
(e) NASNIINST 1741.1K  
(f) NASNIINST 5512.3P  
(g) COMNAVBASESDIEGOINST 5560.14D  
(h) NASNIINST 10710.1F  
(i) NASNIINST 5512.18A  
(j) COMNAVBASESDIEGOINST 1020.8D  
(k) U.S. Codes, Title 10

1. Purpose. To publish minimum criteria for admitting personnel to NASNI and OLFIB (hereafter referred to as NASNI), using guidelines established by references (a) through (k). This instruction is punitive in nature and any violation will subject offender to prosecution or administrative action per UCMJ, Federal law and/or OPM regulations as appropriate. This is a major revision and should be read in its entirety. Margin markings have not been used.

2. Cancellation. NASNIINST 5512.6P

3. General. NASNI is not open to general visiting, except when specifically authorized by the Commanding Officer. Personnel entering or departing the station, either by vehicle or as pedestrians, are subject to the following provisions:

a. All vehicles accessing NASNI must display valid decals issued per reference (f). An authorized identification card/badge must be presented upon request. Authorized identification cards/badges are listed in paragraph 3i.

b. Sentries will enforce orders as issued by guard supervisory personnel, station Commanding Officer, Executive Officer, Command Duty Officer, Officer of the Day or Security Officer.

c. Items of clothing which give appearance of military dress (i.e., camouflage fatigues) will not be worn on NASNI by civilian or off-duty military personnel. Reference (j), paragraph 5 states "only those articles of military uniform that do not present unique markings or a distinct naval appearance, may be worn with civilian attire by military personnel." Reference (k) states "no person except a member of the military may wear a uniform of the Army, Navy, Air Force or Marine Corps except as otherwise provided by law."

d. Access to NASNI will be denied for vehicles bearing what is determined to be an obscene or vulgar bumper sticker or decal/license plate, or have an evident safety discrepancy (i.e., broken windshield, no headlights, etc.).

e. Military personnel disregarding orders issued by gate sentries, or exhibiting disrespectful or insubordinate behavior to a sentry are subject to disciplinary action under the Uniform Code of Military Justice. Civilian personnel are subject to disciplinary or administrative action, as appropriate.

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f. Personnel senior in rate or rank to gate sentries shall not directly reprimand or countermand their orders.

g. Complaints of improper performance by sentries shall be directed to the Commanding Officer, Executive Officer, Command Duty Officer or Security Officer, NASNI.

h. Points of Entry and Departure

(1) Entry and departure from station are permitted at the following points and times only: (Personnel using naval aircraft or watercraft are excepted. In those cases, arrivals and departures must be made at specifically authorized locations where provisions have been made to accommodate the craft concerned.)

(a) Main Gate, Fourth and Alameda Boulevard (Gate #1 - Post 1) 24 hours/day, seven days/week.

(b) First Street Gate (Gate #2 - Post 2): 0515-1800 daily.

(c) Navy Exchange Gate (Gate #3 - Post 3): 0515-2300 daily.

(d) Ocean Boulevard Gate (Gate #5 - Post 5): 0515-0830; 1100-1300; and 1415-2000 daily.

(2) Nonexplosive laden trucks entering station between 0500-1800 Monday through Friday (except holidays) will use First Street and Alameda Boulevard (Gate #2). The Main Gate will be used from 1800-0500.

(3) Explosive laden trucks will use Ocean Boulevard Gate (Gate #5) only. These trucks will be escorted to/from Gate #5 by Weapons Department duty personnel. During THREATCON BRAVO and higher, Weapons Department personnel will man Gate #5 to expedite entry of explosive laden vehicles.

(4) Swing Gate #8, located near the Small Arms Range, is manned by Security Department personnel from 0515-1730, Monday-Friday.

(5) OLFIB 13th Street Gate is open 24 hours, seven days a week.

i. Identification Cards or Badges. Personnel authorized entry may be required to produce a prescribed identification card or badge. Identification requirements are:

(1) Armed Forces Identification Card (DD Form 2N) - Active Duty, Retired and Ready Reserve personnel. (If also employed in a civilian capacity, must have a NASNI Civilian Employee Badge.)

(2) Uniformed Services Identification and Privilege Card (DD Form 1173). (If also employed on station, must have a NASNI Civilian Employee Badge.)

(3) OPNAV Form 5512-3 - Foreign Officer and Enlisted Trainee.

(4) All Law Enforcement Agencies - Agency credentials.

(5) NASNI Visitor Pass.

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- (6) NASNI Civilian Employee/Representative Badge.
- (7) OPTIONAL FORM 55 - U.S. Government Identification Card.
- (8) Official Permanent Change of Station (PCS) or Temporary Additional Duty (TAD) Travel Orders.
- (9) Company Identification passes issued by specific shipbuilding/ship repair companies, as authorized by the Security Officer.
- j. Military and civilian personnel reporting to work without an identification badge/card will be escorted from the Main Gate to their work site by a supervisor or directed to return home to obtain their badge/card. Employees cannot be authorized access via visitor processing outlined in paragraph 4e.
- k. Vehicle Entrance. Private or commercial conveyances must display a valid One-Trip Visitor Pass, Temporary or Permanent Decal plus Identification Card issued per references (f), (g), and (i). Government vehicles are required to have properly authenticated Vehicle and Equipment Request and Record Forms, NAVFAC-9-11230/1.
- l. Searches. All private and commercial vehicles, containers contained there-in whether labeled or not, pedestrians and handcarried baggage, parcels, lunch containers and similar items carried by individuals entering or departing the station are subject to search by law enforcement personnel. Inspections are conducted for the purpose of intercepting firearms and other deadly weapons, narcotics, drugs, explosives, and other prohibited property.
- m. Government Property. All items of government property removed from station must be accompanied by approved property passes, Bills of Lading, shipping invoices, or authorized documentation describing material being removed, per reference (i).
- n. All personnel on board NASNI shall conform to all applicable federal, state and military regulations, including traffic ordinances.

#### 4. Admission of Personnel

- a. Civilian Personnel. Admission of civilian personnel reporting to work in a private vehicle must be identified with a civilian work badge.
- b. Active Duty and Retired. Active duty and retired military personnel in private vehicles will be passed aboard on recognition of valid vehicle decals, temporary vehicle passes, or One-Trip Visitor Passes. Pedestrians shall be passed aboard upon presentation of identification card/badge.
- c. Reserve Military Personnel. Selected Reserve officer and enlisted personnel in private vehicles will be admitted to station on recognition of valid vehicle decal or pass and presentation of their military identification card. Retired Reserves may be admitted to the station to visit recreational areas.
- d. Active Duty, Retired, and Reserve Officers. O-6 and above, will be passed aboard by gate sentry upon recognition of valid identification card only. They will not be required to obtain a decal or a pass from the Access Control Office or the NASNI Officer of the Day (OOD).

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e. Dependents. Dependents in private vehicles shall be passed aboard on recognition of valid decals, One-Trip Visitor Passes or Temporary Decals.

f. Official Guests. All official guests must be cleared by Security Department Visitor Access Control Office, extension 59588. When the Visitor Pass Office is closed, official visitors will be cleared by NASNI OOD, extension 58123. Personnel authorized to clear official guests to their commands must have a letter of authorization from department head or tenant Commanding Officer on file with the Visitor Pass Office. (Note: Letter of authorization must contain DOD/military personnel only, not contractor personnel.)

(1) Guests of active duty and retired military personnel and authorized dependents. Guests shall be admitted when accompanied by sponsor. The sponsor must remain with guests while onboard the station. A passenger who has a valid identification card and presents it at the Security Department, Visitor Pass Office or at the OOD's Office, will be issued a visitor pass. When several guests are expected to attend a special function, such as a wedding, reception, etc., submission of a written guest list to the station Security Officer three working days in advance of date of event is mandatory.

(2) Guests of Personnel Residing in Family Quarters. Quarters guests may be escorted by an occupant or be granted entry by telephone request made by an officer or officer's spouse residing in quarters. All telephone requests should be directed to the Security Department, Visitor Pass Office, extension 59588, during normal working hours or the Officer of the Day, extension 58123 or Main Gate, extension 59544 after normal working hours. Occupants of family housing, including dependents who live in quarters and are passengers in a non-decal vehicle, will be passed through by sentry. ID Cards, affixed with a "Q," will suffice for proof of quarters status. Personnel stating they live in Quarters but without a "Q" may be checked against the Quarters Occupancy List at OOD's office. These personnel should be directed to the Access Control Office to obtain a "Q" on their card. Quarters guests on extended visits may be issued passes and identification cards based on occupant's request to the Access Control Office. Reference (f) contains prerequisites for acquiring passes and decals.

5. Law Enforcement Officials. All law enforcement personnel on official business will be granted access based upon verification of appropriate law enforcement credentials. If their purpose is to serve a warrant, summons or arrest a military or civilian person on board the station, they will be referred to station Legal Office for clearance.

a. Exceptions are made for officers of local police departments when in pursuit of offenders. Sentries shall attempt to stop offenders at the gate and assist civilian authorities. In the event an offender runs the gate, pursuit by local police shall be permitted. In either case, sentry shall immediately notify Station Police.

b. Law enforcement officials shall be permitted to retain firearms when passed aboard the station.

6. Civil Service and Nonappropriated Fund Employees. When in private vehicles, Civil Service and nonappropriated fund employees may be passed aboard on recognition of authorized vehicle decal or pass.

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a. Civilian employee identification shall be used to gain admittance to the station only during regularly scheduled working hours, or to attend authorized sponsored functions.

b. Spouse of a civilian employee may be issued an identification pass for sole purpose of transporting sponsor to and from their place of work in cases of hardship. Application must be made by sponsor via the supervisor with documentation of hardship.

c. Civilian identification badges may be worn on outer garment while aboard NASNI, but must be available when requested for by authorized personnel.

d. Unescorted civilians are not authorized aboard after 1800 unless escorted by a military sponsor. (Exception: Those civilians possessing a valid Host/Hostess Card issued by station clubs may be issued a pass to go to that particular club only.)

e. Non-military members of bowling leagues must be personally escorted by their sponsor who possesses a valid identification card/badge.

f. NASNI Gun Club members must have an identification card for regular access. Guest lists submitted to the Security Department Pass Office will be authorization for civilian guests to attend official command sponsored meets.

g. Guests or visitors to the NASNI Flying Club must be escorted by their sponsor, who must have a valid identification card/badge.

h. College students may be granted station access based on a student identification card and verification with a student listing submitted to the Security Department, Access Control Office by each facility.

i. Civil service and nonappropriated fund employees from other Navy or Marine Corps activities shall be admitted to the station to conduct official business on presentation of their local activity Civil Service identification badge and visitor pass or valid decal with green activity strip.

j. Visiting Navy, Civil Service and nonappropriated fund employees, performing TAD at NASNI from other DOD installations or activities, shall be issued passes on presentation of a copy of their TAD orders or verification of other official duties.

k. Representatives and national officers of employee labor organizations are entitled to be admitted to station per applicable laws, regulations of Department of the Navy, other appropriate authority and applicable provisions contained in labor agreements. When individuals request entry based on the preceding, Employee Relations Superintendent shall be notified. For Navy Resale Activity employees, Navy Resale Activity Executive Assistant shall be called to confirm status.

7. Process Servers and Repossessors. Process servers and reposessors shall be referred to the Security Department, Access Control Office and then to the station Legal Office for approval prior to issuance of a pass.

8. Taxicab/Jitney Drivers

a. Authorized jitney services are permitted aboard station as an

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exception to requirements for formal registration. Jitneys entering the station must be properly licensed by civil authorities and registered at the Access Control office where a safety inspection will be conducted. Jitneys must follow a prescribed route stopping only at authorized points to pick up and discharge passengers.

b. Coronado Yellow Cab has authorization to access NASNI. All other cab companies must use the taxi stands located outside Gate 2. All cabs are subject to search as stated in reference (k).

9. Aliens. Foreign nationals who have been cleared previously (such as dependent spouses, exchange students, trainees, etc.) shall be admitted on presentation of valid authorization; e.g., DD Form 1173 or OPNAV 5511-3. Other aliens shall be admitted aboard on specific authorization only and must be escorted.

10. Bidders and Buyers. Commercial bidders/buyers requesting entry to Building 290, Defense Reutilization and Marketing Office (DRMO), to submit bids or inspect surplus property, must arrange for appointment by calling DRMO. Prior to scheduled date, a list of names or appointments will be submitted to Security Department, Access Control Office.

11. Insurance Agents. Insurance agents shall be passed aboard on a visitor basis by verification of prearranged appointments per reference (e). Insurance agents coming aboard must have in their possession individual authorization cards issued and signed by the station Commercial Solicitation Officer.

12. Applicants for Employment. Applicants for employment may call Civilian Personnel Department or Navy Resale Activity Personnel Office for applications to be mailed to them. Personnel reporting for interview for a position will be directed to the appropriate employment office. New employees reporting for processing will be admitted if cleared by authorized personnel or possessing paperwork issued by Personnel Office directing employee to report on that day.

13. Contractor Employees. Employees of firms engaged in contract functions aboard this station shall be admitted on presentation of a NASNI identification badge.

a. Contractor employees not possessing valid identification cards must be escorted by an activity representative with proper identification criteria.

b. Resident Officer in Charge of Construction (ROICC) Contractors can be cleared for short duration by authorized ROICC personnel. Contractor employees may be escorted from gate to work site by a supervisor with a valid NASNI identification card.

c. Company technical representatives and vendors must be cleared by authorized personnel or be escorted from Main Gate and back to Main Gate upon completion of visit. If cleared unescorted, sponsoring activity must call Security Access Control within ten minutes to confirm visitor's arrival.

d. Shipbuilding or ship repair company employees shall be passed aboard on presentation of a company identification card. Employees shall be restricted to the immediate area of the ship on which they are working. Parking for employees private vehicles and/or company vehicles, shall be limited to the Contractors Parking lot unless otherwise authorized by the

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Waterfront Coordinator or Security Officer. Vehicles parked at other locations will be subject to removal by a private towing firm at owner's expense.

14. General Accounting Office Representatives. General Accounting Office (GAO) representatives shall be admitted to station on presentation of GAO official credentials. Representatives arriving initially at entry/exit points shall be referred to Security Department, Access Control Office, for vehicle passes. Security Department, Access Control Office personnel shall refer GAO representatives to Comptroller, Building 318-2.

15. Tradesmen. Tradesmen are defined as representatives of commercial companies, dry cleaners, laundries, vending machine companies, food wholesalers, service repairmen, newspaper carriers, tow truckers and similar commercial vendors or service representatives. Tradesmen may be admitted on presentation of valid NASNI identification badges or be escorted from Main Gate by sponsor with a valid NASNI identification badge. Employees of Pacific Telephone Company, San Diego Gas and Electric Company and Armored Truck companies shall be admitted to conduct company business when driving vehicles bearing company markings. Presentation of company identification cards with photographs shall be required upon request. Food delivery vehicles (pizzas and fast foods) are not authorized admittance at any time.

16. Salesmen. Salesmen are only authorized access to NASNI through prearranged appointment per reference (e) and must be escorted at all times. Under no circumstances shall salesmen be permitted unescorted access to the station.

17. Commercial Carrier Representatives. Commercial carriers delivering equipment and supplies under government Bills of Lading or shipping invoices shall be admitted at Gate #2 (Post 2) by sentry and shall be directed to report to the appropriate delivery point. Vehicles carrying explosives will use Gate 5 (Ocean Blvd.).

18. U.S. Postal Workers. Drivers and vehicles of U.S. Postal Department shall be admitted without requirement of station vehicle pass. Drivers shall present their official U.S. Government Postal Workers Identification Card on request.

19. Press Representatives. Representatives of press, radio, television, magazine writers and commercial photographers may be admitted with Visitor Passes provided authorized sponsors furnish escorts. Escorts must meet media representatives at Main Gate and remain with them at all times during visit. NASNI Public Affairs Officer (PAO) will make necessary arrangements for press visits.

a. Escorts for press representatives shall ensure compliance with reference (i) concerning photographs.

b. Press representatives possessing valid press credentials may be admitted without escort when advance arrangements have been made with NASNI PAO.

c. In situations involving on-station incidents, such as aircraft or industrial accidents, members of news media shall be referred to NASNI PAO for admittance and escort. In PAO's absence, referral will be made to PAO.

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Commander Naval Air Force, U.S. Pacific Fleet for admittance and escort. During non-duty hours, station Command Duty Officer or Security Officer will take appropriate action.

20. Members of Congress. U.S. Congress members who arrive at entry/exit gates shall be admitted without delay with proper congressional identification. Gate sentries shall immediately notify station OOD of visitors' presence.

21. Procedures for Handling Unauthorized Visitors, Trespassers and other Violators

a. Civilian personnel who trespass (enter limits of station without authorization) are subject to prosecution per reference (c), Title 18.

b. Persons apprehended in violation of these instructions shall be detained and referred to the Security Department.

c. Aliens who do not possess proper identification documents and are suspected of illegal entry into United States, shall be released to the custody of a U.S. Immigration and Naturalization Service representative.

d. Juveniles, whose parents or guardians cannot be reached, may be released to Coronado City Police or referred for disposition as directed by the Security Officer or a designated representative.

22. Civilian Personnel Identification Badges. Semiannually (15 December and 15 June) station departments and tenant commands shall provide the Security Officer with a list of personnel authorized to grant issuance of contractor identification badges and official visitor passes. (Note: This authority should be closely monitored by the command to prevent misuse.) Any changes should be forwarded as they occur. Report Symbol NASNI 5512-3 is assigned. Request for Identification Form (COMNAVBASE-NASNI (15) 5512/49) will be used to request civilian personnel identification badges.

a. All civilian personnel employed at NASNI shall be issued badges as part of their hiring procedure per reference (i).

b. Each person to whom an identification badge has been issued is responsible to renew it prior to its expiration date or if it becomes mutilated or illegible. Reissuance will be by a written request from employee's supervisor or Form 50.

c. Civilian employees who lose their identification badges must report the loss to their immediate supervisor. Supervisor shall request, by memorandum, replacement badges.

d. Each individual to whom NASNI badge and/or decal is issued must ensure badge and/or decal are returned to Security Department on termination of employment, separation, transfer, completion of contract, or for any other reason.

23. Access Criteria. All civilian personnel working aboard station must be United States citizens, or possess valid alien registration cards. Security Officer may revoke any entry authorization for cause when holder no longer meets established criteria. Such criteria includes, but is not limited to: