

DEPARTMENT OF THE NAVY  
NAVAL AIR STATION, WHIDBEY ISLAND  
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 5500.11C  
N2:Tr  
8 Feb 2000

NASWHIDBEY INSTRUCTION 5500.11C

Subj: FORCE PROTECTION AND COMMAND SECURITY PLAN

Ref: (a) OPNAVINST 5530.14C  
(b) OPNAVINST 5530.13B  
(c) NASWHIDBEYINST 11450.1  
(d) NASWHIDBEYINST 11450.2  
(e) NASWHIDBEYINST 1740.5B  
(f) NASWHIDBEYINST 5000.1G  
(g) OPNAVINST 11200.5C  
(h) OPNAVINST 5100.12F  
(i) OPNAVINST 5100.25A  
(j) Manual for Courts-Martial, United States (1998)  
(k) U. S. Navy Regulations, 1990  
(l) NASWHIDBEYINST 5800.1A  
(m) NASWHIDBEYINST 4640.4E  
(n) NASWHIDBEYINST 11310.1C  
(o) SECNAVINST 5510.36  
(p) Naval Air Station (NAS) Whidbey Island Security  
Department Standard Operating Procedures (SOP)  
Manual (NOTAL)  
(q) NASWHIDBEYINST 2220.1Q  
(r) OPNAVINST 5580.1  
(s) NASWHIDBEYINST 8600.1  
(t) SECNAVINST 5500.29B  
(u) SECNAVINST 5510.30A  
(v) NASWHIDBEYINST 3710.1R  
(w) OPNAVINST 5530.15A

Encl: (1) Force Protection and Command Security Plan

1. Purpose. To promulgate guidance and procedures for physical security measures to safeguard Navy personnel, property, and material on board Naval Air Station, Whidbey Island (NASWI). This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. NASWHIDBEYINST 5500.11B

3. Action. Department heads, special assistants, and tenant activities shall promulgate the information contained herein to all members of their departments and shall ensure compliance with its provisions.

4. Discussion. To be effective, a physical security program must receive the attention of all hands, and properly trained and equipped personnel must carry out physical security functions. An ongoing and accurate assessment of the command's security posture is necessary to ensure the proper execution of this plan.

5. Responsibilities. Security is the direct, immediate, and moral responsibility of all persons in the military service, and of civilians employed by the Department of the Navy.

a. The Commanding Officer is responsible for all physical security within the command.

b. The Command Security Manager (NAS N1, building 385) is the principal advisor and manager on classified information and personnel security programs. Information Resource Management Department (NAS N6) administers and coordinates the activity's information resource programs.

c. The Command Security Director (NAS N2, building 220) is the designated representative of the Commanding Officer, responsible for the planning, implementing, enforcement, and supervision of the physical security plan.

d. The Security Director will review Memorandums of Understanding (MOUs) and Intra/Inter-Service Support Agreements (ISSAs) upon establishment and when changes occur to determine the level of security services to be provided to tenant commands.

e. The local Commander Navy Region Northwest (CNRN) Financial Resource Management Analyst maintains MOUs and ISSAs. The Management Analyst should ensure that the Security Director is provided with a listing of all ISSAs and MOUs affecting NASWI.

f. Department heads and special assistants are responsible for the safekeeping of classified information and for physical security within their departments. They are responsible for instructing subordinates, staff, and students in proper security practices and procedures; and for overseeing implementation of this instruction.

g. Each person is responsible for the safekeeping of classified information and material in his/her possession.

h. All tenant commands should ensure that their individual command security plan is updated as required to ensure compliance with reference (a). All tenant commands shall forward a copy of their respective security plan to Security, Whidbey Precinct (PSAT/NAS N22B).

6. Forms. OPNAV forms are available through the supply system. NASWI forms are available from NAS Whidbey Forms Control Office, building 385, extension 7-2637.

/s/  
L. G. SALTER

Distribution:  
NASWHIDBEYINST 5215.2FF  
Lists A, B through E, and  
F1

**FORCE PROTECTION AND COMMAND SECURITY PLAN**

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**CHAPTER 1**  
**CONTROL MEASURES**

**1001. Control Measures (Restricted Areas)**

1. Purpose. To identify all mission essential areas within Naval Air Station, Whidbey Island. NAS Whidbey Island is designated a NON-RESTRICTED area with various critical facilities and buildings designated as RESTRICTED areas. All persons are forbidden to enter established restricted areas, inactive and/or secured buildings, and inactive boats whether in the water or ashore, unless their official duties require such entry.

2. Inspections

a. Personnel and Vehicle Administrative Inspections. Per reference (a) all designated restricted areas shall include procedures for conducting inspections of persons and vehicles entering and leaving such areas. The purpose is to detect and prevent the introduction of prohibited items (firearms, explosives, drugs, etc.) and to detect and prevent the unauthorized removal of government property and material. To be effective, administrative vehicle and personnel inspection operations should be conducted daily on a random basis. As a minimum, the activity's security officer will ensure they are conducted at least weekly. Procedures will be coordinated with the Staff Judge Advocate (SJA) and approved by the activity Commanding Officer or designated representative. Accredited Naval Criminal Investigative Service (NCIS) personnel, upon presentation of badge and/or credentials, are exempt from such inspections.

b. Administrative Vehicle Inspection. A cursory inspection of the contents of a vehicle with full consent of the operator or owner. Administrative inspections are conducted with prior written authorization and direction by the installation or activity Commanding Officer as to the methods and procedures to be employed.

3. Security Areas. Listed below, in descending levels of importance and priority, are the restricted areas at NAS Whidbey Island.

a. Level Three Restricted Areas. Per references (a) and (b), level three restricted areas are the most secured areas. Any unauthorized movement constitutes a breach of security and may subject the violator to penalties as provided by law.

(1) Security Requirements. Entrance requirements for level three security facilities shall include as a minimum:

(a) An access list of personnel authorized to enter the area without an escort. The access list shall include name, rate/rank, social security number, unit assignment, and access badges/identification (ID) number.

(b) All visitors must be logged in and out.

(c) After normal working hours, all personnel entering a level three area will be logged in and out. The sign in and out log shall include the name, rate/rank, and, if escorted, the escort's name.

(d) A personnel ID and control system for entry into the area will be established. The system will provide a readily available means of identification; e.g., military or civilian government pass/ID with photo. The ID will be verified against information contained in the access list for the area prior to allowing entry. Additionally, the ID shall be worn on the outer garment at all times, except for those personnel working with/on dangerous equipment where the ID could cause a safety problem. In those cases, the ID must be available on their persons, e.g., in their pocket, under the outer garment, etc.

(2) Level Three Restricted Areas Include:

(a) Communication Security Material System (CMS) safe, building 410 (hangar 6).

(b) Aircraft Intermediate Maintenance Department (AIMD) Cryptological Equipment Repair, building 2547.

(c) Commander, Electronic Attack Wing, U.S. Pacific Fleet (CVWP), Sensitive Compartmented Information Facility, (SCIF), building 385, basement, rooms 5-7.

(d) Electronic Attack Weapons School (EAWS), hangar 5, room 121, Sensitive Compartmented Information Facility.

(e) Naval Security Group Activity (NSGA), building 2700, basement, rooms A1003A-A1003H & A1003J.

(f) Northwest Regional Naval Intelligence Center (NRNIC), building 2700, basement, rooms B1014-B1017, B1004A-B1004H and B1004J-B1004L.

(g) Northwest Regional Naval Intelligence Center, Technical Control (NRNIC TECH), building 2700, basement, rooms A1013 and A1014.

(h) Reserve Intelligence Area One (RIA-1), building 2739, basement, rooms 14-20 and 24.

(i) Fleet Air Reconnaissance Squadron (VQ-1), hangar 6, second floor, rooms 221A-3, 222-224, 225A-D and 236A-E.

b. Level Two Restricted Areas. Per references (a) and (b), level two restricted areas are the second most secure type of restricted area. They may be inside a level one area, but never inside a level three area as uncontrolled or unescorted movement would permit access to the security interest.

(1) Security Requirements

(a) Personnel ID/badge, e.g., access badge/ID, or military/civilian government ID card, must be displayed at all times on the outer garment except when working on aircraft or dangerous equipment where it could present a safety hazard. In those cases, the ID must be available on a person, e.g., in a pocket, under the outer garment, etc. During normal working hours, use of an access list and entry/departure log is suggested but not required. After normal duty hours, all personnel accessing the area must be logged in and out.

(b) Admit only persons whose duties require access and who have been granted appropriate security authorization. Anyone who has not been cleared for access to the security interest contained within a level two area may be admitted only when accompanied by an escort.

(c) When secured, a check will be made at least once every four hours for signs of unauthorized entry or other activity which threatens to degrade security of the level two area.

(2) Level Two Restricted Areas Include:

(a) All aircraft, aircraft hangars, runways, taxiways, ramps and hardstands.

(b) Aircraft radar and communication modules, building 858.

(c) Weapons Compound, building 423, and all magazines.

(d) Operations, Ground Electronics Division, building 385.

(e) Small Arms Armory, building 34.

- (f) AIMD 600 Division, building 2547.
- (g) Security Manager's Office, building 385, room 202.
- (h) Outlying Landing Field (OLF), Coupeville.
- (i) Telephone Exchange, building 975.

c. Level One Restricted Areas. Level one areas are the least secure type of restricted area. They serve as a buffer zone for levels two and three by providing administrative control.

(1) Security Requirements. Minimum security measures required for restricted areas are contained in reference (a), Appendix VI.

(2) Level One Restricted Areas Include:

- (a) Fuel piers, finger pier.
- (b) Fuel farms, 1 through 4.
- (c) All fuel fill stands, pump stations, and control valves.
- (d) Waterfront.
- (e) JP-5 pipeline manholes.
- (f) Small Arms Armory, building 34 perimeter.
- (g) Aircraft radar and communication modules, building 858 perimeter.
- (h) Liquid Oxygen (LOX) farm (aviation asset).
- (i) Fuel truck staging compound.
- (j) Security, control room/dispatch, building 220.
- (k) IRM spaces in building 113.
- (l) Weapons magazine perimeters.
- (m) AIMD, building 2547.

(n) Supply warehouses, buildings 26, 62, 219, 369,  
and R-53.

(o) Lake Hancock.

(p) Air Traffic Control, building 385, room 229.

(q) Aircraft Control Tower, hangar 5.

(r) Anti-Submarine Communications Detachment (ASCOMM  
DET), building 135.

d. Non-Restricted Areas. A non-restricted area is an area under the jurisdiction of NAS Whidbey Island, where access is either minimally controlled or uncontrolled. Such an area may be fenced, but may be open to the uncontrolled movement of the general public at various times. A non-restricted area can be an area enclosed by a fence or other barrier to which access would be minimally controlled by a checkpoint to ensure the visit or access was for official business or other authorized purpose. In such cases further security authorization would not be required for access, e.g., a security clearance. Non-restricted areas will not be located inside restricted areas. All areas not designated as restricted areas are designated as non-restricted areas aboard NAS Whidbey Island, including all Navy Family Housing.

4. Non-sensitive Areas are any building, space, security cage, and/or office where entry would not give either direct or secluded access to restricted areas, and/or U.S. Government supplies, classified information/material, money, easily pilfered items and/or sensitive property.

5. Posting of Restricted Areas. Restricted areas within NAS Whidbey Island (including buildings) will be posted simply as "Restricted Area" at all external points of ingress. Non-restricted areas will be posted as "Warning U.S. Navy Property Authorized Personnel Only" at all points of ingress. Posting of signs will be per reference (a), Appendix VII.

6. Personnel and Vehicle Inspections. To detect and prevent unauthorized removal of government property and material, administrative inspections will be conducted on a random basis at the discretion of the Commanding Officer.

7. Parking of Privately Owned Vehicles (POVs) in Restricted Areas. POVs will not be parked in restricted areas (no exceptions).

8. Movement Control within Restricted Areas. Personnel working in restricted areas will be instructed at security awareness training to consider each unidentified or improperly identified individual as a trespasser and report him/her to his/her supervisor, NAS Security, or other appropriate authority. Testing of these procedures will be accomplished during physical security and anti-terrorism drills/exercises of the security force and through inspections or other reviews of the physical security function.

9. Personnel ID/Badges and Control Procedures. The requirements for positive identification and control of personnel entering or departing restricted areas are contained in reference (a). Badge standards are contained in reference (a), paragraph 1105.

**1002. Control Measures/Regulations for Entering/Departing NAS Whidbey Island and Movement Thereon**

1. Definition of Terms. For this instruction, pertinent definitions in the Revised Code of Washington (RCW) shall apply, except as specifically modified below:

a. Command. NAS Whidbey Island, Oak Harbor, Washington, and all areas under the jurisdiction of its Commanding Officer including--but not limited to--Ault Field, Seaplane Base, Outlying Landing Field (OLF), Coupeville, Capehart Housing areas, and Naval Weapons Systems Training Facility, Boardman, Oregon.

b. Commanding Officer. The Commanding Officer, NAS Whidbey Island, and in his absence, the Executive Officer, if present; otherwise, the Command Duty Officer (CDO) for urgent matters.

c. Contractor. A commercial firm or agency performing construction, research, maintenance and repair, or providing supplies or a service on base.

d. Emergency Vehicle. Any motor vehicle identified and authorized for use in law enforcement, accident investigation, fire protection, security, crash or rescue work, emergency public works service, and all other station vehicles equipped with and using an authorized red light and/or siren.

e. Load. Any part of anything carried or towed by a motor vehicle.

f. Moped. Any two- or three-wheeled device having fully operative pedals for propulsion by human power, a motor with a cylinder displacement not exceeding 50 cubic centimeters which produces no more than two gross brake horsepower (developed by a prime mover, as measured by a brake applied to the driving shaft)

and is capable of propelling the device at a maximum speed of not more than 30 miles per hour on level ground, the wheels of which are at least 16 inches in diameter.

g. Motor Vehicle Accident. Any incident involving a motor vehicle in motion on a roadway which results in personal injury or property damage, however slight.

h. Registration. Registration refers to NAS Whidbey Island registration of motor vehicles. State registration is a prerequisite for station registration. (See paragraph 24)

i. Roadway. Any road, street, alley, ramp, parking area, building, place, or area used for the movement of motor vehicles.

j. Security Director. The Security Director, NAS Whidbey Island is appointed in writing by the Commanding Officer per reference (a) and is delegated the authority to implement the provisions of this instruction.

k. Station. Synonymous and interchangeable with "Naval Air Station, Whidbey Island," "NAS Whidbey," "NAS," "naval air station," "air station," and "command."

2. Use of Decals and Passes. Decals, temporary vehicle passes, and one-trip passes serve only to identify a vehicle whose registrant has met the requirements for coming aboard.

3. Unauthorized Persons. Any person discovered aboard who is unable to show a valid ID card, pass, or badge authorizing that person to be on the air station shall be detained and NAS Security Police notified immediately at extension 73122.

4. Requirement to Show ID. Every person on board NAS Whidbey shall show his/her ID authorizing him/her to be on board, upon request by competent authority.

5. Failure to Meet Access Requirements. Failing to meet the provisions or requirements of this instruction may result in the denial of privileges to operate a motor vehicle and/or coming aboard the station.

6. Violators Subject to Administrative/Punitive Action. Violators of this instruction are subject to disciplinary action under the UCMJ, administrative action under appropriate civilian personnel instructions and regulations, and/or prosecution in Federal court for violation of the United States Code, as applicable.

7. Trespassing. Persons entering the station, after having been barred therefrom by the Commanding Officer, or entering with the intent to commit an offense, are subject to prosecution in United States District Court for violation of Section 1382, Title 18, United States Code.

8. Fraudulent Use or Possession of Official Pass/Decal or Military ID. Civilian personnel employed on board, employees of authorized commercial firms and businesses, or active duty, Fleet Reserve (Retired), Reservists, and authorized family members of such, are prohibited from using their official military ID media for access to the station in matters pertaining to non-associated civilian employment or commercial pursuits.

9. Denial of Access to Station. Access to the station may be denied to any individual whose presence on board is deemed to be potentially detrimental to good order and discipline.

10. Altered or Defaced ID. Military and civilian personnel who have a duty to verify the identity of persons shall confiscate passes, badges, or cards suspected to be fraudulent by means of altering or defacing of such, and immediately turn the individual, badge, pass, or card over to NAS Security Police.

11. Renewal of Expired or Mutilated Passes, Badges or Cards. Each person to whom a badge, pass, or ID card has been issued shall make application for renewal if such badge or pass becomes mutilated or illegible. Renewal of expired passes, badges, or cards should be made at least 10 days prior to expiration.

12. Return of Passes/Badges. Upon separation, termination, transfer, completion of contract, or other conclusion of purpose for which a badge or pass was issued, such badge or pass shall be returned in person or via REGISTERED guard mail to the Station Decal Office, building 349 (NAS N21A).

13. Lost or Stolen Passes/Badges. When a badge or pass is lost or stolen, the Station Decal Office, building 349, extension 75620/FAX 72192, shall be notified immediately by a written statement from the employee, via the employee's supervisor, and include a new application. Military personnel must report lost or stolen Armed Forces ID Cards through the member's chain of command by using a Special Request/Authorization NAVPERS 1336/3 before acquiring a replacement.

14. Points of Entry/Exit. Entrance to and exit from NAS Whidbey (except by naval aircraft, helicopter, ship or craft, or authorized civilian aircraft, helicopter, ship, or craft) is permitted only through valid gates which are opened to accommodate traffic. Hours are published in appropriate media.

STATION GATES

- |   |   |
|---|---|
| a. Gate 4<br>Maui Blvd.<br>(Seaplane Base)    | Vehicle, pedestrian<br>and bicycle                          |
| b. Gate 32<br>Torpedo Road<br>(Seaplane Base) | Vehicle, pedestrian<br>and bicycle                          |
| c. Gate 50<br>Main Gate (Ault Field)          | Vehicle, pedestrian<br>and bicycle                          |
| d. Gate 69<br>Nortz Gate<br>(Ault Field)      | Vehicle, pedestrian<br>and bicycle                          |
| e. Gate 70<br>Saratoga<br>(Hospital)          | Vehicle and bicycle<br>transit on bike path                 |
| f. Gate 88<br>Charles Porter<br>(Ault Field)  | Vehicle, pedestrian,<br>bicycle, and commercial<br>vehicles |

15. Requests for Access Badge

a. All civilian employees (DoD/DoN, civil/excepted service, student volunteers/co-ops, non-appropriated, or contractor) working on the Naval Air Station, Whidbey Island shall be issued a NASW 5512/2 badge for access. The hiring activity shall initiate the request for the badge as cited below.

b. All requests for NAS Whidbey access badge must be accompanied by a completed Access Badge and/or Vehicle Pass/Decal Request, NASW 5512/71, endorsed by authorized personnel of the hiring activity. The hiring activity will retain the completed NASW 5512/71. Incomplete forms will not be processed.

c. Commanding Officers/Officers in Charge of tenant activities, NAS Whidbey Island department heads, and contractor representatives (via Resident Officer in Charge of Construction) shall submit to the Security Director (NAS N2) a list of names (limit of four) with signature samples of personnel authorized to sign the NASW 5512/71 at least annually on 1 October.

d. Access Badge, NASW 5512/2, brown on white background, are not required for contractor employees if employment is less than

six months (180 days). A valid driver's license and a temporary vehicle pass will permit access onto the base to work.

e. All requests for NAS Whidbey temporary access (less than six months) must be accompanied by a letter from the employing agency/firm endorsed by the sponsoring activity.

16. Pass Procedures for Civilians

a. Job Applicants. Applicants for civil service, non-appropriated fund, or contract hire employees will be issued visitor passes, subject to prior written notification to the station Decal Office, building 349, from the hiring activity.

b. Contractor Personnel. Employees of firms engaged in contract functions aboard the air station are permitted entry/exit at the perimeter gates and access only where the work is to be performed subject to the following conditions and procedures:

(1) All contracting firms or contractor representatives must complete the NASW 5512/71 for employees to be issued a contractor badge and/or a vehicle pass from the Station Decal Office, building 349.

(2) Tenant activities or NAS Whidbey Island departments that award contracts shall initiate the NASW 5512/71.

(3) Supervisors are responsible for ensuring that their personnel remain in the immediate work area and, upon completion of their work period, immediately depart the air station.

(4) Foreign nationals employed by contractor firms must have written permission from the Security Director to be on board the station.

(5) Contractor firms or contractor representatives are responsible for returning all badges/ID documents, in person, to the Photo/ID Branch, building 349, upon termination of an employee or when the contract or service is completed.

(6) Commanding Officers/Officers in Charge of tenant activities and NAS Whidbey Island department heads shall submit a list of current contractors and subcontractors (all types-- construction, repair, maintenance, delivery, janitorial, vendors, service, education, medical, or other). The list should include length of contract, contract number (if applicable), name of company and type. Submit to the Security Director annually on 1 October.

17. Ammunition and Explosive Carriers and Drivers. Drivers of vehicles carrying ammunition and explosives shall enter NAS Whidbey Island through the Charles Porter Gate only. During normal working hours the sentry shall call and notify the watch commander of a need for a security escort from the gate to the appropriate weapons storage area. After normal gate hours the driver of the ammunition and explosive carrier shall call the watch commander from the phone located at Charles Porter Gate and advise him/her of the delivery. At no time will an ammunition/explosive vehicle be left unattended outside of the secured storage area.

18. Weight Handling Equipment (WHE) and Drivers. Drivers of WHE shall enter NAS Whidbey Island through the Charles Porter Gate only. The driver of the WHE shall call the watch commander from the phone located at Charles Porter Gate and advise him/her of the delivery. The watch commanders will notify the Whidbey Onsite Weight Handling Equipment Program Manager (WHEPM) at 257-3705 or 257-3358 per references (c) and (d). At no time will WHE be allowed through the gate without the approval of the WHEPM.

19. Commercial Carrier Drivers and Helpers. Personnel operating or accompanying commercial carriers will only be admitted through the Charles Porter Gate (gate 88) when open upon presentation of valid bills of lading or invoices indicating a requirement for delivery or pickup aboard NAS Whidbey Island. It is not necessary that such carriers stop at the station Decal Office for passes. After hours vehicles will be allowed to transit through the Main Gate (gate 50).

20. Special Access Pass. Special access passes, signed by the Commanding Officer, NAS Whidbey Island, entitle the designee authority to enter the naval air station. These passes are valid during the tour of duty of the Commanding Officer who issues them and are only for the use of the person named on the pass. The Commanding Officer's Executive Assistant will maintain a list of special access passes.

21. Special Tours Sponsored by Public Affairs Officers. Tours by groups sponsored by Public Affairs Officers (PAOs) of the station or units present, or tenant commands, will be referred to the NAS Whidbey PAO, who will provide coordination with the Security Director and other interested parties. Escorts may be required and provided by the sponsoring command.

22. Access Requirements for News Media Representatives. Representatives of the press, radio, television, magazines, and commercial photographers, may be issued visitor's passes provided the sponsoring station department or tenant activity notifies and

receives clearance from the NAS Whidbey PAO. Sponsors are required to provide an escort during the time aboard.

23. Personnel Entrance and Departure Requirements

a. Military Personnel and Family Members

(1) Active and retired military personnel and their bona fide family members, properly identified, will be admitted to the station. Under unusual or emergency conditions, all personnel passing through the gates may be required to present ID. Refusal or inability to present proper ID upon request may be sufficient cause to deny entry or exit.

(2) Personnel in POVs with a valid decal may be required to present valid ID before access will be granted.

(3) Selective Reserve military personnel may be admitted upon presentation of their Armed Forces ID Card (red or green) for the purpose of visiting the Navy Exchange to make authorized purchases and in connection with reserve training activities.

(4) For the purpose of this instruction, family members are classified as adults (16 years of age or older), or spouse of a lesser age, and minors (under 16 years of age). Minors under 12 years of age must be accompanied by an adult authorized entry to the station.

(5) All commands will ensure that their checkout forms require service members to physically report to the Station Decal Office, building 349, when clearing the naval air station or tenant activity.

b. Guests or Visitors

(1) Between the hours of 1800 to 2400, all guests or visitors must be registered at the Main Gate and escorted on base by their sponsor. Individuals under the age of 18 must be escorted by their parent, guardian, or spouse when on Ault Field after 2200, Sunday through Thursday and after 2330, Fridays and Saturdays. The curfew applies regardless of the reason for the individual's presence on Ault Field. Ault Field is defined as the area inside the fence perimeter.

(2) Civilian guests desiring to attend special events (changes of command; squadron reunions; Morale, Welfare and Recreation (MWR); or club events) may be issued the appropriate pass when prior notification of such an event is submitted to the Security Director. The notification should include date, time,

place of the event, sponsoring activity, or name of requesting individual, and guest lists when appropriate.

(3) Civilian guests desiring to visit the Officers' Club or the Nor'Wester Activity Center's Scoreboard Sports Bar will be issued a pass upon presentation of a valid drivers license and proof of insurance. Passes expire one-half hour after the clubs close.

(4) Guests or visitors walking on station will be issued the appropriate pass and are required to keep the pass with them until departure from the station.

(5) Foreign National Guests (non-U.S. citizens) must be sponsored to visit the station. Sponsors are to sign in their foreign national guests at the Main Gate, building 293, or at the Station Decal Office, building 349. Sponsors are to escort their guests onto the station, accompany them at all times, and are responsible for their conduct.

(6) Guests are required to be off station by 2359 or 30 minutes after the closing of the recreation/facility visited or special function has ended, except as stated in paragraph 23b(1).

(7) Guests of retired/fleet reserve members may be admitted when accompanied by their host sponsor.

(8) Civilian employees of any of the various activities aboard the station may sponsor a guest aboard the station providing arrangements are made with the Security Director.

(9) Restricted personnel on board NAS Whidbey may sponsor guests aboard the station as outlined in their restriction notice and this instruction.

(10) Personnel sponsoring guests on board NAS Whidbey Island are responsible for the conduct of such guests at all times and must accompany them, except when admitted per paragraph 23b(2) above. Violation of this requirement constitutes immediate removal of the guest from the air station and the sponsor may receive appropriate discipline under UCMJ or civilian procedures.

c. Salesmen, Solicitors, Tradesmen, and/or Vendors

(1) Solicitation or transaction of any private business on board is a privilege granted by the Commanding Officer. Salesmen and solicitors must get approval through NAS Legal (N01J) per reference (e). Solicitation shall be on an individual

basis, by appointment only. Solicitors are required to obtain visitor passes from the Station Decal Office, building 349.

(2) Permission for solicitors to come aboard shall not be construed in any manner as official government sanction or command endorsement of the solicitors' firms or products.

(3) Military personnel on active duty are prohibited from representing any commercial enterprise for the solicitation (with or without compensation) of life insurance, mutual fund, and/or other investment plans, commodities, and services on NAS Whidbey.

(4) Salesmen are specifically forbidden to solicit or sell to military personnel, civilian employees (civil service, non-appropriated fund, and/or contract hire), transients, students, trainees, or other persons in similar capacities.

(5) Delivery employees of personal service businesses (prepared/fast food restaurants such as pizza, sandwiches, or complete meals; flowers or gifts; taxis and buses) must have previous written authorization from the Commanding Officer to deliver on base (Ault Field and Seaplane Base). The owner or manager of the business must write a letter to the Commanding Officer requesting permission to deliver on base. Upon approval, the owner or manager must comply with the employee access requirements listed below and the following vehicle registration prerequisites:

(a) Delivery in a business-owned vehicle marked so, with proof of commercial insurance and registration of the vehicle to the business; or business has purchased liability coverage for employees delivering on base in POVs.

(b) A copy of the insurance policy must be provided to the Security Administration Division, building 180, before a vehicle pass is issued.

(c) If the business uses POVs, in addition to the liability coverage, the vehicle must be marked when delivering on base; for example, portable signs that strap on the top of the vehicle or magnetic side door signs. The sign/display must be provided by the business. Note: Active duty personnel must remove the sign when not delivering. Reference (e) applies.

(d) Owners or managers must provide to the Security Administration Division, building 180, a written list of authorized delivery drivers' names, license numbers and, if POVs are used, make, year, and license number of the POV. Only written changes will be accepted. If a driver's name is not listed, access may be denied.

(e) Drivers and passengers will be required to show ID and a copy of the letter of authorization upon entering the base.

#### 24. Vehicle Registration and Operating Requirements

##### a. Requirements

(1) Requirement to Maintain Registration. All privately owned and commercial motor vehicles operated on board NAS Whidbey Island must be currently registered with Security, Whidbey Precinct at the Station Decal Office, or with another military activity. Vehicles not displaying evidence of current registration may be denied access to NAS Whidbey.

(2) Requirement to Display Registration. Evidence of current registration will be visibly displayed upon vehicles at all times when on board NAS Whidbey. Such evidence will be one of the following:

(a) A valid military registration decal (including date tabs) issued by NAS Whidbey or another military activity.

(b) A valid temporary registration issued by NAS Whidbey or another military activity.

(c) A valid one-trip pass issued by the naval air station.

(d) Vehicles bearing valid decals from other services and components of the Department of Defense are authorized admittance to the station for a period not to exceed 90 days. Personnel assigned to duty at NAS Whidbey Island must obtain a NAS Whidbey decal upon check in at the Station Decal Office.

(e) Exemption from Registration. Special commercial construction equipment, special mobile equipment, and materials-handling equipment not intended for operation on public highways may be exempted from registration requirements at the discretion of the Security Director. However, owners will be required to meet the requirements for registration (see paragraph 24b below).

(f) Registration Updates. Whenever a change occurs in the ownership status of a motor vehicle that alters the information on the vehicle registration form, the Station Decal Office, building 349, must be notified without delay (normally within 15 days). Failure to do so shall invalidate the registration. This notification may be made either in person or by letter.

b. Requirements

(1) Security, Whidbey Precinct, Station Decal Office, building 349, is responsible for administration and control of the motor vehicle registration program.

(2) Security, Whidbey Precinct, Station Decal Office, building 349, provides base registration services for one-trip vehicle passes, temporary vehicle passes, and permanent registration during hours of operation. The station guard force provides registration service for one-trip vehicle passes only at the Maui Gate, Seaplane Base (when threat conditions require access control), and gate 50, Main Gate, Ault Field, when manned and the Decal Office is closed.

(3) Only motor vehicles that are owned by a person who resides, performs duty, is employed on, or frequently uses the facilities of the military installation may be registered per this regulation. At the time of registration, permanent or temporary, the following must be presented and must be valid during the registration period:

(a) Evidence of ownership is required. Current state registration on which ownership is indicated will satisfy this requirement. When the vehicle is leased, rented, or borrowed, written documentation must be presented. Loan agreements between private individuals shall be specific as to length of lending period and must indicate any other restrictions imposed on the borrower. Borrowed vehicles will be issued a temporary pass for a maximum of 45 days.

(b) Current state registration certificate or copy thereof.

(c) Proof of insurance (card or policy) of liability and property damage insurance in minimum amounts of \$25,000, \$50,000, and \$10,000, or assets for which a surety bond in the amount of \$60,000 can be obtained.

(d) A valid driver's license from the State of Washington or other state which authorizes the registrant to operate the class of vehicle for which a decal is desired.

(e) Evidence of satisfactory completion of Personal Values Education and Training (PREVENT) and/or NAS Whidbey Island two-hour General Military Training (GMT) tape (DWI: A Dead End Road) for all active duty, E-6 and below, younger than 26 years of age, within six months of registering a vehicle to be driven on base. This requirement is waived for those individuals who

have completed PREVENT within the previous 48 months, or Level II or III alcohol/drug treatment during their current enlistment. The Decal Office will issue decals with date tabs valid for six months for those personnel who will be required to complete the above requirement.

1. Upon completion of the above, decal date tabs will be changed upon receipt of a letter from the individual's command certifying satisfactory completion.

2. Commanding Officers/Officers in Charge are responsible for ensuring assigned personnel complete the above requirement and for providing the letter certifying completion.

3. Under unusual circumstances which preclude an individual from completing the above requirement within the six month period (e.g., deployment, detachment, other operations), the decal will be reissued for an additional three months with a memorandum or letter signed by the member's Commanding Officer/Officer in Charge certifying necessity and with scheduled PREVENT or GMT tape dates.

(f) A completed NASW 5512/71 from employing activity/department for civilians employed on NAS Whidbey.

(g) Additional Requirements for Motorcycle Registration. This article includes requirements for motorcycles and mopeds.

1. At the time of registration, owner/operators are required to furnish proof of successful completion of an accredited course in motorcycle safety training approved by the Naval Safety Center.

2. Personnel who do not meet the requirements above may be issued a temporary (6 months) pass to permit completion of a Naval Safety Center approved course in motorcycle safety. Extensions of this pass will not normally be granted.

3. Personnel who require motorcycle safety training may obtain quotas from the NAS Whidbey Occupational Safety and Health Office, building 108, extension 72426.

4. At all times, the registrant must meet the clothing and safety equipment requirements stated in paragraph 30 of this instruction.

5. Commercially-owned and operated motorcycles/mopeds may be admitted aboard on a one-trip pass and may park for

short periods in convenient locations to pick up or discharge cargo.

c. Eligibility for Permanent Registration. Permanent registration is limited to motor vehicles owned (as listed on current registration) by personnel in the following categories:

(1) Active military personnel attached to NAS Whidbey Island, tenant commands, and activities located on board the station.

(2) Other active, inactive reserve (stationed here with orders and/or proof of local address), retired military personnel or their eligible family members with requirement to regularly and frequently visit the station.

(3) Civilian personnel employed on board the station.

(4) Contractors or representatives of civilian commercial firms that provide service to naval activities on board the station on a regular basis (not less than three times weekly). Application must be made on company letterhead paper, signed by an officer of the company, favorably endorsed by a commissioned officer or other responsible member of the serviced or sponsoring activity, and either hand-carried or mailed to the Security Director. Applications must specify the frequency and the requirement to come on board; motor vehicle ID by make, model, state license; motor vehicle insurance by name of carrier, type and amount of policy, policy number, inclusive effective dates; and names of personnel requiring passes. Renewal procedures are the same as for initial application.

d. Eligibility for Temporary Registration Types and Display of Temporary Vehicle Passes

(1) Temporary registration will be issued to motor vehicles owned by personnel in the following categories:

(a) Persons requesting registration of motor vehicles for a period of less than 6 months but otherwise eligible for permanent registration.

(b) Persons requesting registration of newly purchased vehicles pending completion of requirements for permanent registration and who present documented evidence that compliance is in process (bill of sale or purchase contract, temporary state registration, insurance binder, or personal certification in lieu thereof). Registration under this circumstance, normally, shall not be for periods longer than 60 days. A 30-day extension may be granted to compensate for

unforeseen delays. (Permanent date tabs will not be issued until the owner has permanent registration in his/her possession.)

(c) Newly assigned military personnel, upon presentation of official orders to report aboard the station or to a unit at the station, limited to any period during which the station Decal Office is not open for permanent motor vehicle registration purposes.

(d) As listed below, and not mentioned in previous paragraphs, station Decal Office personnel will issue a Temporary Visitor's Vehicle Pass, NASW 5512/35, on a monthly basis valid up to 6 months or as a short-term pass valid for 2 to 90 days to suit the needs of the individual or as directed by the Security Director for:

1. Vehicles owned by naval personnel temporarily stationed aboard the naval air station.

2. Vehicles of temporary civilian employees.

3. Motorcycles while the owner is completing the naval motorcycle safety course.

4. House guests or employees of personnel residing in government quarters.

5. Contractor employees.

6. Rented vehicles will be issued a temporary pass for term of rental agreement.

7. Other appropriate instances when a vehicle pass is needed for a brief period of time.

(e) Authorized patrons of the MWR Automotive Hobby Shop whose vehicles are unable to comply with the safety requirements, but are otherwise eligible for permanent registration, and who wish to use the Hobby Shop facilities for vehicle repair work, must satisfy the conditions contained in paragraph 24.

(2) Temporary registration for automobiles and trucks shall be shown by a temporary vehicle pass displayed prominently in the windshield, normally in the lower left corner.

(3) Motorcycle riders must show evidence of temporary registration.

(4) All passes will be serialized and will require full information on the status of the registrant and vehicle.

e. Eligibility and Issuance of One-Trip Passes

(1) As a general rule, one-trip passes are issued only to those individuals having a valid one-time requirement to enter NAS, or whose requirements for entry are so infrequent that they are not eligible for either permanent decals or temporary vehicle passes. Specifically, one-trip passes may be issued to personnel under the following conditions:

(a) Military or civilian personnel in a motor vehicle which temporarily replaces a registered vehicle.

(b) Tradesmen, solicitors, salesmen, contractor personnel, technical representatives, vendors, and other personnel who have official business and a prearranged appointment. Sponsors must notify the station Decal Office, in writing, prior to the visit with specific information (date, time, place and point of contact of visit).

(c) Guests of military personnel or their family members, including command-sponsored tours under PAO escort, guests/visitors in their own private vehicles with authorized escorts per reference (f).

(d) During normal working hours (0600-1800), civilian personnel may visit the Air Terminal, Chapel, or Naval Hospital as long as a valid reason exists for the visit. After 1800, Security personnel will verify the reason for the visit.

(e) Pedestrians will be issued the appropriate one-trip pass. They shall keep the pass with them until they depart the air station.

(2) One-trip passes will not be issued in lieu of temporary or permanent decals to permanently assigned personnel whose vehicles have been registered in their names for more than three days.

(3) The following categories of personnel will not normally be required to obtain a one-trip vehicle pass for their vehicles:

(a) Drivers of commercial vehicles presenting valid bills of lading, or delivery (does not include personal service delivery businesses referred to in paragraph 23.c) or pickup orders. Vehicles in this category will use the Charles Porter Gate (gate 88) only during normal operating hours. After hours

they may use the Main Gate. Ammunition and Explosive carriers shall only use Charles Porter Gate. After hours they shall utilize the phone provided at Charles Porter Gate to announce their deliveries.

(b) Civil law enforcement personnel in an official vehicle, in uniform or presenting credentials verifying their status.

(4) The requirements of paragraph 24.e (except for the loan agreement in the case of a borrowed vehicle) must be met for issuance of a one-trip pass.

(5) All passes expire at midnight of the day of issue or a specific expiration time is written on them. "MWR Club Pass" expire one-half hour after the club's closing.

f. Registration Decals and Auxiliary Stickers

(1) Placement of Decal on Vehicle. Per OPNAVINST 5560.10B, permanent registration of a motor vehicle shall be shown by the Non-Government Vehicle Registration Decal, DD 2220, affixed to the driver's lower left on the windshield glass, or to the leading edge of the frame or fork of motorcycles and mopeds. Alternate placement in the upper middle section of the windshield glass may be used. If the decal is issued over the counter to the customer it must be affixed within 24 hours of receipt. If not placed appropriately, Security personnel will scrape the decal and an Armed Forces Traffic (AFT) citation may be issued.

(2) Registration Decals, Installation Tabs, and Effective Periods

(a) The DD 2220 has a dark blue border and legend on a white background.

(b) Separate installation tabs will be issued with each DD 2220 to identify the installation at which the vehicle is registered. These installation tabs are color-coded to indicate the category of registrant.

(3) Owner Responsibility for Vehicle Registration Decal

(a) Whenever a vehicle with a current registration decal or temporary vehicle pass is sold, traded, totally wrecked, or otherwise leaves the permanent possession of the registrant (military or civilian), the decal or temporary vehicle pass must be removed completely from the vehicle and turned in to the station Decal Office. Sale or transfer of a motor vehicle without removal or destruction of the registration sticker by the

authorized military or civilian recipient of the sticker is a federal offense in violation of 18 U.S. Code, Section 499. Care should be taken with decals to preserve the serial number. Security Department personnel will assist with the removal when requested. A new registration may not be made until previous ones are cleared.

(b) All registration media or material remains the property of the Department of the Navy. They must be removed, destroyed, or defaced and surrendered, or certification thereof made to the station Decal Office upon the specified expiration date or earlier termination of authorization. Despite any previously authorized expiration date, an authorization automatically expires upon discharge or release from active duty, or 30 days after reporting to a new permanent duty station or area, or upon sale, transfer of title, or other disposal of the vehicle.

(c) Except where a special condition or situation exists, not more than one permanent registration decal may be issued concurrently for any one vehicle.

(4) Expiration Stickers and Renewal by Mail. With each permanent registration decal issued, there shall also be issued appropriate stickers indicating the month and year of expiration. Unless canceled earlier, permanent registration decals expire automatically at midnight on the last day of the month indicated by these stickers. Expiration stickers may be renewed by mail. Vehicle Registration Renewal Form (NASW 5560/6) is available from the station Decal Office, extension 7-5620 or Security Administration, 7-2406/3757.

(5) Commanding Officer and Executive Officer Tabs. COs and XO's of tenant commands at the naval air station will be provided appropriate stickers that authorize parking in designated reserved spaces. These stickers may be obtained from the station Decal Office, building 349.

(6) Insignia Stickers. With each permanent vehicle registration decal issued to officers, grade O6 and senior, an appropriate grade sticker shall also be issued and affixed immediately below the viewer's lower right corner of the registration decal with its installation tab and expiration tabs.

g. Requirements for Driver's License

(1) Government-Owned or Leased Vehicle, Civilian or Military Operator. Civilian employees and military personnel operating government-owned or leased general-purpose motor vehicles under 14,000 pounds gross vehicle weight (GVW) shall

have in their possession either an OF 346 or a valid state operator's license for the class of government vehicle operated.

(2) Exemption from Government License. The requirement for possessing an OF 346 does not apply to personnel who are on temporary duty (TDY) away from their official duty station and whose TDY travel orders authorize the use of a government-owned or leased vehicle in the performance of their official duties, provided they possess a valid state driver's license.

(3) Privately-owned Motor Vehicles

(a) Every person who operates a privately owned motor vehicle on board the station must have in his/her possession a valid state driver's license or an international driver's license issued from other than the United States, if temporarily assigned, issued to him/her for the type of vehicle or combination of types of vehicles he/she is driving.

(b) Driver's licenses issued by other than one of the 50 states, U.S. territories, or Canadian provinces will not be recognized or authorized.

25. Motor Vehicle Operating Rules and Restrictions. In addition to other provisions of this instruction, the following rules, regulations, and restrictions are imposed on owners/operators of vehicles on board the NAS:

a. Radar Detection Devices. Per reference (g) the use of radar devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on DoD installations.

b. Operation of Vehicle by Someone Other Than Registrant. Private individuals and management officials of commercial concerns who register motor vehicles with the Security Department are responsible for the operation of such vehicles by persons they permit to drive the vehicles. Such operation must be per the traffic regulations of this or any other military activity where the vehicle is being operated. With the exception of moving violations/accidents, traffic point assessments may be made against a registrant when a violation is committed by someone else operating a registrant's vehicle. Moving violation/accident point assessments may be made against a registrant if he/she has permitted an unlicensed person to operate his/her vehicle or if violator is the spouse or other adult member of the registrant's family.

c. Driving Under the Influence. It is unlawful for any person who is under the influence of any narcotic drug,

intoxicating liquor, or illegal drug or who is under the combined influence of intoxicating liquor and any drug, to drive a vehicle on the NAS.

d. Implied Consent

(1) Any person granted the privilege of operating a motor vehicle on the station shall be deemed to have given his/her consent to a chemical test of his/her blood, breath, or urine for determining the alcohol or other intoxicant content of his/her blood, breath, or urine. This consent is deemed to be implied if such person is cited or lawfully apprehended or detained for any offense allegedly committed while driving or in actual physical control of a motor vehicle on the NAS.

(2) The test shall be incidental to a lawful apprehension or detention and administered at the direction of the naval air station law enforcement official having reasonable cause to believe such person was driving, or was in actual physical control of, a motor vehicle on the naval air station while under the influence of intoxicating liquor or any drug.

(3) Any person who is dead, unconscious, or otherwise in a condition rendering him/her incapable of refusal shall be deemed not to have withdrawn his/her consent and such tests may be administered.

e. Refusal To Submit a Breath Test. Any person who, when advised of the provisions of implied consent, refuses to submit to a breath test will be cited, and his/her decal will be removed immediately.

f. Alcoholic Beverages-drinking or Open Container in Vehicle. No person shall drink any alcoholic beverage while in a motor vehicle on board the station. It is unlawful for a person to have in his/her possession while in a motor vehicle upon a highway, a bottle, can, or other receptacle containing an alcoholic beverage if the container has been opened or a seal broken or the contents partially removed. The container may not be in an area of the vehicle normally occupied by the driver or passengers if the vehicle does not have a trunk. A utility compartment or glove compartment is deemed to be within the areas occupied by the driver and passengers.

26. Vehicle Searches

a. Privately owned vehicles are subject to search at all times while on board the naval air station, per section 1004 of this instruction.

b. All private and commercial vehicular conveyances and hand-carried baggage, parcels, lunch pails, and similar bulk items of individuals entering or departing the naval air station are subject to search.

27. Speed Laws

a. Safety Considerations. No person shall operate a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the amount of traffic on, and the surface and width of the highway, and in no event at a speed which endangers the safety of persons or property.

b. Maximum Speed Limit. No person shall operate a motor vehicle or other conveyance on board the station in excess of 25 miles per hour unless otherwise posted. Emergency vehicles are exempt from this speed limit while responding to bona fide emergencies. However, this exemption does not relieve the drivers of such vehicles from their duty to drive with due regard for the safety of all persons using the highway/roadway, nor does it protect them from the consequences of arbitrary use of excessive speed.

c. Reduced Speed Limits

(1) 5 MPH. No vehicle shall be operated in any hangar/ building in excess of 5 MPH.

(2) 10 MPH. No vehicle being operated in any parking area shall exceed 10 MPH.

(3) 15 MPH. All Navy Family Housing Areas.

28. Transporting Cargo and Personnel

a. No operator of any motor vehicle shall allow any person to ride upon any exterior portion of any vehicle not specifically designed for such transport.

b. No operator of any empty vehicle designed for the transport of cargo shall allow any person to ride in the bed of such vehicle unless such persons are seated on seats that are secured thereon and properly equipped with seatbelts. No operator of a vehicle carrying cargo will allow any person to ride in the cargo area.

c. All persons operating or riding in, or in any private or government motor vehicle, shall use safety belts in a proper manner. Individuals shall not ride in seating positions where safety belts have not been installed, have been removed or

rendered inoperative. This does not apply to passengers riding in forms of public transportation when safety belts are not available or have been rendered inoperative; nor does it apply to historic/antique vehicle being driven to/from/in parades or displays, etc., reference (h) applies. Further, operators of motor vehicles have a moral obligation to ensure that children and/or infants are securely restrained in an approved restraint system before the ignition is engaged on any motor vehicle on this reservation. Operators of motor vehicles on NAS Whidbey Island are required to use infant or child safety seats, approved by the Department of Transportation, for all children under age four weighing less than 40 pounds.

d. No operator of any motorcycle or moped shall operate such vehicle with a passenger unless such vehicle is equipped with seat and foot rests designed for such purpose.

e. Operators of passenger vehicles shall not allow more than two passengers in the front seats of such vehicles.

f. Operators of cargo-carrying vehicles shall allow no more than one passenger in the cabs of such vehicles unless specifically designed to accommodate more.

g. Transporting cargo. The operator is responsible for the safe loading of his/her vehicle and shall not move his/her vehicle until cargo is secured and/or loaded safely and properly.

h. Pushing other vehicles. No vehicle, except for government vehicles equipped with specially designed bumpers, shall be used to push another vehicle.

## 29. Parking Rules and Regulations

### a. Reserved and Government Vehicle Parking

(1) No privately owned motor vehicle shall be parked at any time in any space marked "Government Vehicle Only," except those leased as government vehicles.

(2) No privately-owned or government vehicle shall be parked at any time in a space marked "Reserved" unless the vehicle operator is, or has the permission of, the person for whom the space is reserved. The written permission must be displayed prominently on the dashboard of the vehicle to avoid citation.

b. Designated Parking Areas. Motor vehicles shall be parked between the painted lines designating authorized parking spaces and no part of the vehicle may extend beyond the painted lines.

Vehicles shall not be backed into such spaces if doing so would require such vehicle to exit against the flow of traffic.

c. Parking Tickets. All parking tickets will be forwarded to the Traffic Court Magistrate, building 349, for processing and point assessment. Those persons assigned to the naval air station and all personnel who are employed by the naval air station having driving privileges aboard Ault Field, Seaplane Base, and all property under the jurisdiction of the Commanding Officer, Naval Air Station, Whidbey Island, will be subject to suspension under this instruction. After having received a parking citation the member will have the option to appear before the Traffic Court Magistrate if he/she wishes to contest the citation. If the member does not appear within the allotted time frame annotated on the citation, it will be assumed there is no contest. Citations will be compiled and tracked by the magistrate's clerk and logged on the computer. Parking citations will be assessed as follows:

1st citation	Warning
2nd citation	Warning
3rd citation (within a six month period)	30-day suspension of base driving privileges
4th citation	30-day suspension of base driving privileges
5th citation	30-day suspension of base driving privileges
6th citation	180-day suspension of base driving privileges

d. Operator Responsibility for Parked Vehicle

(1) No operator of a motor vehicle shall leave a vehicle parked and unattended until such vehicle has its engine secured and parking brake set. Locking the vehicle is recommended.

(2) No child 12 years or younger shall be left unattended in any vehicle.

(3) No pet shall be left unattended in any vehicle where the likelihood exists for such pet to suffer discomfort.

e. Parking/Clearance Requirements

(1) Five Feet. No vehicle shall be parked within five feet of any dumpster.

(2) Fifteen Feet. No vehicle shall be parked within 15 feet of the street side of any fire hydrant, fire hose outlet, driveway, or intersection.

(3) Twenty-five Feet. No vehicle shall be parked within 25 feet of any building unless a marked parking space is provided.

(4) No vehicle shall be parked so as to block any fire lane or in such a manner as to impede or obstruct the normal flow of vehicular or pedestrian traffic.

(5) No vehicle shall be parked so as to block any manhole outlined in red or in any area where parking is temporarily or permanently prohibited as indicated by a barricade or sign.

(6) Parking on the grass is prohibited unless authorized by the Commanding Officer for special events.

f. Restrictions on Pier Parking. No vehicle shall be parked/operated on any pier.

g. Handicapped Parking. Handicapped parking will be designated by appropriate sign or symbol and is reserved for vehicles with special state-issued plates, decals, or placards per Revised Code of Washington.

### 30. Bicycle, Motorcycle, and Moped Regulations

a. Per reference (i), bicyclists are required to wear helmets approved by ANSI or SNELL, while riding on streets and roadways. All bicyclists will wear light colored clothing (during reduced visibility conditions, reflective clothing will be worn).

b. Per Revised Code of Washington it is a traffic offense for a person under the age of 16 to operate or ride a bicycle on a state highway, county road, city street, public trail or pathway, or a public sidewalk adjacent to the forgoing unless wearing a protective helmet of a type certified to meet the standards of ANSI or SNELL.

c. Bicyclists desiring to ride through NAS Whidbey Island gates are encouraged to register with the Station Decal Office, building 349. A DoD decal will be issued and affixed to the forward left-hand side of the safety helmet.

d. No bicycle shall be operated on sidewalks or other areas designed solely for pedestrian traffic.

e. Per reference (h), requirements for operation of privately owned motorcycles and mopeds on and off NAS Whidbey Island for both operators and passengers are as follows (applies to Navy military personnel at all times, and to civilian employees in a duty status, on and off base):

(1) Motorcycles/mopeds shall have headlights turned on at all times.

(2) A properly fastened, under-the-chin protective helmet that meets U.S. Department of Transportation (DOT) standards must be worn. It is highly recommended that four square inches of reflective material or tape be attached to each side and back of the helmet.

(3) Eye protection defined as impact resistant eyeglasses, goggles, or face shield attached to the helmet. A windshield or fairing is not considered to be proper eye protection.

(4) The following clothing shall be worn while operating or riding on a motorcycle/moped:

(a) A long-sleeved shirt or jacket.

(b) Long trousers.

(c) Leather gloves (full finger).

(d) Hard-soled shoes/boots with well-defined heels.  
(Riders are encouraged to wear over-the-ankle protection.)

(e) Properly worn (as an outer garment), a yellow or orange garment (vest, shirt or jacket) with one-half inch to two-inch wide vertical or horizontal retro-reflective strips displayed both front and back. This requirement also includes bicycle riders.

### 31. Accidents

#### a. Reporting of Accidents

(1) No person involved in a motor vehicle accident on station shall move such vehicle until authorized by a designated representative of the Commanding Officer, member of the Security Department, or other competent law enforcement agent.

(2) All persons involved in a motor vehicle accident shall report it to the Security Department as soon as possible and remain at the scene until released by competent authority.

b. Responsibility of Government Vehicle Operator

(1) Under no circumstances may the operator of a government vehicle sign any statement (other than Operator's Report of Motor Vehicle Accident, SF 91), release, or make any admission of liability on the part of the United States Government, unless it be to an authorized representative of the United States Government whose duties are to investigate the accident.

(2) All tickets, citations, summons, claims, correspondence, warrants, etc., relative to the operation of station government vehicles while off station shall be referred to the cognizant Legal Officer as soon as received.

(3) All operators of government vehicles involved in an accident will complete SF 91 at the scene. Operators will answer all questions from local law enforcement officials as it relates to the completion of the SF 91. Operators will answer all questions from security personnel as appropriate.

32. Regulations for Taxicabs

a. Commercially-owned and operated taxicabs (except those of foreign registry or driven by foreign nationals) are permitted aboard the station under conditions set forth below as an exception to the requirements for formal registration. However, basic compliance with the requirements for permanent registration shall be maintained.

b. Taxicabs entering the station will do so only to deliver a passenger or to pick up a prearranged fare.

c. After delivering a fare on board, taxicabs will proceed to the nearest gate and are not permitted to cruise the station soliciting fares.

d. Taxicabs shall travel the most direct route between entry/exit gate and destination point.

33. Restrictions on Operator Conduct

a. No operator or passenger of any motor vehicle shall sleep, or loiter in a vehicle parked on board NAS Whidbey.

b. No operator of any motor vehicle shall wear portable headphones, earphones, or other listening devices.

c. No POV shall be repaired on the station except at the Navy Exchange Garage or the Auto Hobby Shop.

d. No POV shall be washed on the station except in designated areas.

e. No operator or passenger of any motor vehicle shall operate or use any radar detection device to indicate the presence of speed recording devices or transmit simulated erroneous speeds.

34. Restrictions on Jogging, Skateboards, Roller Skates, and Unicycles

a. No skateboards, roller skates, unicycles, or other similar devices may be used on board NAS Whidbey Island except in government housing areas and on Seaview Trail.

b. Jogging is permitted on shoulders and sidewalks on board the air station.

(1) Where no sidewalk is available, joggers shall keep to the outside left shoulder of the roadway.

(2) When jogging on roads and streets, personnel shall jog in patrolled areas and wear light colored clothing. During periods of reduced visibility, i.e., nighttime, fog, rain, etc., personnel shall wear retro-reflective clothing. Personnel shall jog facing traffic and obey traffic rules and regulations per reference (i).

(3) All joggers from dusk to dawn must have reflective devices affixed to their clothing and be visible per reference (h).

(4) Jogging on Nortz Gate Road is authorized during daylight hours only. Joggers must use the dirt footpath west and north of the paved road during the hours the gate is open to vehicle traffic.

d. Wearing portable headphones, earphones, or other listening devices while jogging, walking, or bicycling on roads and streets on NAS Whidbey Island is prohibited.

35. Personal Protective Equipment. Per reference (g) appropriate fluorescent or retro-reflective personal protective equipment shall be provided to and used by all personnel who are

exposed to traffic hazards in their assigned duties, e.g., traffic control personnel and roadway maintenance and construction crews, electricians, or telephone repair personnel working on outside overhead lines.

36. Troop Formations. Troops in formation may use roadways, if necessary, and shall have the right-of-way over all traffic except emergency vehicles with emergency lights/siren activated. Sidewalks will be used whenever practicable. Troops in formation are not authorized on Nortz Road when Nortz Gate is open.

37. Authority and Responsibility for Motor Vehicle Enforcement

a. General

(1) The Traffic Enforcement Program shall be administered by the Security Director through his/her designated representatives. The primary enforcement elements are station security force, naval air station detectives, base traffic court, and gate sentries.

(2) Persons designated by the Security Director are empowered to issue armed forces traffic tickets and, when appropriate, federal citations for violations that occur on station in their presence.

b. Traffic Court Magistrate (TCM)

(1) The Traffic Court Magistrate, building 349, adjudicates Armed Forces Traffic Tickets.

(2) Persons receiving Armed Forces Traffic Tickets shall appear in court per instructions printed on the reverse side of the citation.

(3) Failure of individuals to appear as ordered may result in automatic suspension of driving privileges for a period not to exceed six months. Continued failure to appear within the suspension period will result in permanent revocation of driving privileges and the registration of all motor vehicles owned by the offender will be canceled and future registration denied. Such suspension and revocation applies and is enforced on board all naval activities.

c. Traffic Point System

(1) General

(a) Reference (g) establishes a traffic point system and sets forth penalties for traffic violations, and provides the

military services an impartial and uniform administrative device for evaluating driving performance of personnel under their jurisdiction. The use of this system is not a disciplinary measure or substitute for punitive action. It is not intended to interfere in any way with the reasonable exercise of an installation commander's prerogative to issue, suspend, revoke, or deny installation-driving privileges for cause without regard to point assessment.

(b) The traffic point system will not be used for nonmoving violations.

(c) All persons operating a motor vehicle in accordance with the provisions of this instruction are subject to the point system.

(d) Mandatory revocation of driving privileges for a period of 12 months will be assessed for the accumulation of 12 points within 12 consecutive months, or 18 points within 24 consecutive months. Individuals shall be required to successfully complete a prescribed course in remedial driving before driving privileges are reinstated. To alert security personnel to revocation of an individual's driving privileges, the Traffic Court Magistrate will direct the individual to the station Decal Office, which will:

1. Replace the black and white date tabs from the individual's registered vehicle with colored tabs--green for civilians/family members, orange for military.

2. If the Commanding Officer has authorized the individual to drive to certain places aboard the station, issue a Restricted with Special Privilege(s) sticker (NASW 5512/81), laminate and tape it to the lower left windshield of the individual's vehicle.

(e) Points shall remain in effect for a 24-month period. At expiration of the suspension period, all points assessed will be removed from the record. However, driving record entries for moving violations, chargeable accidents, and/or suspensions or revocations of driving privileges will remain posted in driving records for periods specified in reference (g).

(f) Personnel attached or assigned to NAS Whidbey Island who have been identified with a blood alcohol content of .08 or higher and operating a motor vehicle will be suspended from operating a motor vehicle on property under the cognizance of Commanding Officer, NAS Whidbey Island for a period of 12 months. This suspension will be enforced regardless of the

adjudication or deferment from municipal, district, or federal court. Per reference (g), pleas of nolo contendere are considered equal to a guilty plea.

(2) Appeal of Court Findings. Appeals from penalties and/or points adjudged by traffic court may be submitted within five days of court appearance. Such appeals must be in writing and include basis for contending penalty awarded was unjust, excessive, or otherwise unwarranted. Appeals will be made to the Security Director, Naval Air Station, Whidbey Island, via the appellant's Commanding Officer.

d. Use of Federal Violation Notices

(1) Reference (g) authorizes implementation of the Federal Magistrate Act and provides for a hearing by federal magistrates in U.S. District Courts of certain traffic offenses and other minor (non-felony) offenses committed on federal installations.

(2) This act, except for specified mandatory appearance offenses, provides for the posting of collateral by mail, and subsequently consenting to forfeiture of this collateral in lieu of appearing in court. The act also provides for the arrest of offenders who fail to respond.

(3) Personnel of the Security Department Law Enforcement and Investigative Divisions, empowered by the Commanding Officer with authority to apprehend offenders, are authorized to cite offenders under this program.

(4) The Commanding Officer has also directed that personnel driving on base in excess of the posted speed limit by 21 miles per hour will be issued a Federal Violation Notice for reckless driving with a mandatory appearance requirement before the Federal Court Magistrate. The Traffic Court Magistrate also assesses six points and suspends the driver's base driving privilege for 1 year.

(5) Once a U.S. District Court Violation Notice has been issued, the matter is then entirely the responsibility of the court and the offender.

e. Vehicle Impoundment Policies. Vehicles on board NAS Whidbey Island may be impounded per section 1003.

**1003. Policies Covering Removing, Storing, Towing, and/or Impounding Privately Owned Vehicles**

1. Purpose. To establish procedures for towing, removing, impounding, and/or storing POVs:

a. Which are abandoned, illegally parked (including vehicles marked for sale) or illegally aboard the naval air station, or

b. Whose use in the commission of a crime established the probability that evidence relating to the crime is present within the confines of the vehicle.

2. Policy. Security Whidbey Precinct is designated as the authority, at the discretion of the Commanding Officer, for determining the need to tow, impound, store, or remove a POV from the naval reservation, providing that such action is within the provisions of Revised Code of Washington, Title 46, or meets the criteria established in this instruction.

3. Criteria. Revised Code of Washington, Title 46, sets forth certain conditions which permit police officers to order impounding of vehicles that constitute traffic hazards, create unsafe conditions, or impede the reasonable traffic flow of emergency equipment. Under provisions of 18 USC, Sections 7 and 13, this portion of the RCW has been assimilated for use within this jurisdiction. References (f) and (g) established the requirements that must be met by personnel driving POVs within the naval reservation. POVs may be towed, removed, impounded, or placed into storage under the following circumstances:

a. Abandoned Vehicles. Vehicles observed to have remained in the same location for 24 hours without having been moved are to be declared abandoned. Personnel residing in the BEQ are exempted from this rule provided that they declared their home address to be the BEQ upon registering their vehicle at the Decal Office. After 24 hours, and upon completion of Decal registration check as to the residency of the owner, an Armed Forces Traffic Ticket (DD 1408) and a Declaration of Abandoned Vehicle-Notice of Intent to Tow/Impound Vehicle (NASW 5560/15) will be affixed to the windshield of the vehicle indicating the time and date the vehicle was declared abandoned. If the vehicle is not voluntarily removed from the reservation within the assigned time limit, it will be impounded per paragraph 4b(1). Vehicles located in the designated 30-day parking areas across Princeton Street from barracks 8 are subject to a 30-day parking limit, vice 24 hours. Long-term parking for personnel on detachments or deployments will be permitted in the parking lot south of building 117 and west of Wasp Street.

b. Illegally Parked Vehicles. Normally, illegally parked vehicles are not subject to tow, impound, storage, or removal. The vehicle may be towed at no cost to the government and

impounded without prior warning or further delay if one of the following conditions exists:

(1) It is parked so that it obstructs the normal flow of traffic, creating a hazardous condition.

(2) It is parked so that it obstructs aircraft operations, maintenance, or aircraft operational areas (hangar doors, taxiways, runways, etc.).

(3) It is parked so that it obstructs a fire lane, fire fighting equipment, fire hydrant, sprinkler standpipe, emergency fire exit, or any emergency vehicles (fire truck, ambulance, police vehicles). Violation of this section exists only in those areas where pavement markings, signs, or red zones, etc., are present and readily visible.

(4) When authorized by the Traffic Court Magistrate, provided a warning and notification have been issued through the use of DD 1408 and NASW 5560/15, that the vehicle is in violation of Revised Code of Washington (RCW), Title 46 and/or concerning vehicle registration, licensing, or insurance requirements.

(5) When it is parked on base in direct violation of a revocation of base driving privileges, and it has been confirmed that a family member's restricted pass has not been issued.

(6) When it violates provisions set forth by a threat condition established by reference (a).

(7) When a vehicle marked for sale is in violation of reference (1).

c. Impoundment of Vehicles for Probable Cause and Safety

(1) A vehicle may be impounded for evaluation as evidence if investigative authorities have probable cause to believe that the vehicle in question:

(a) Was used in the commission of a serious crime (a felony under Washington State law or punishable by bad conduct discharge under the Uniform Code of Military Justice (UCMJ)), or a hit-and-run accident involving personal injury or property damage estimated to be in excess of \$1,000, and its retention as evidence is necessary;

(b) The vehicle is stolen or has been reported stolen by the legal or registered owner;

(c) Impoundment of the vehicle is necessary to safeguard the vehicle, and no reasonable alternative to impoundment exists.

(2) The vehicle is being driven on base in direct violation of an order by Commanding Officer, Naval Air Station, Whidbey Island, and there is no other reasonable method to remove the vehicle from the naval reservation.

d. Towing or Removing Vehicles for the Needs of the Government. Any vehicle that has to be moved for the needs of, and at cost to the Government (i.e., construction, access to or from, etc.) must have prior approval from the NAS Vehicle Impound Control Officer (TCM, NAS N21A, extension 7-3063).

#### 4. Responsibilities

##### a. Security Director

(1) Appoint, in writing, the Vehicle Impound Control Officer as a duty of the Traffic Court Magistrate.

(2) Ensure that the towing company used is properly licensed as required by state law, and can provide 24-hour towing and impound service.

##### b. Traffic Court Magistrate

(1) Review DD 1408s with NASW 5560/15s ensuring that a minimum of 24 hours has elapsed prior to approving the impound and provided the discrepancy has not been corrected.

(2) Supervise the record-keeping duties required by this instruction.

(3) Notify the owner, if military and deployed, by message of the action taken; if military or civilian (local), by registered letter.

(4) Provide periodic publication of extracts of this instruction in appropriate on-base media sources; i.e., Plan of the Day, Crosswind, etc.

##### c. Security Whidbey Precinct, Operations Division, Patrol Branch

(1) Issue DD 1408 and NASW 5560/15, and remove the date tabs from the decal on the vehicle in question, if the registration has expired and when the enforcement date has passed.

(2) When impounding or towing is warranted and/or authorized, other than at the request of the owner or operator, use the following methods to safeguard property and document removal:

(a) Ensure that reasonable efforts were made to contact the owner, except in situations where possible injury or property damage may result by further delay, prior to actually towing, removing, or impounding the vehicle.

(b) Take photographs to document the condition of the vehicle, its location, and the specific reason for removal.

c. Watch Commander. Upon notification to impound or tow a POV from the naval reservation:

(1) Ensure a patrol officer has removed the date tabs from the base decal affixed to the vehicle, and that an inventory has been completed.

(2) Notify the civilian towing agency of the requirement to tow the vehicle.

#### 5. Authority

a. The Security Director, and the Security Operations Division Officer, have the authority to order or approve the impound of any vehicle described in paragraph 3 above.

b. The Criminal Investigations Division and Naval Investigative Service have authority to impound as described in paragraph 3c(1).

c. The Traffic Court Magistrate has authority to order or approve impounds described in paragraphs 3a, 3b(4), 3b(5), 3c(2), and 3d.

d. The Watch Commander has authority to order or approve impounds described in paragraphs 3b(1) through 3b(3), 3b(6), and 3c(2).

#### **1004. Searches and Seizures**

1. Purpose. To establish the authority for ordering searches and seizures of persons and property by members of this command and to publish procedures, regulations, and guidelines governing such searches and seizures. This paragraph shall not be construed as limiting or affecting in any way the authority to conduct searches and seizures pursuant to a lawful search warrant

issued by a court of competent jurisdiction, or pursuant to the freely-given consent of the owner or custodian of property, or a search incident to the lawful apprehension of an individual.

2. Objective. To ensure that every search and seizure conducted by members of this command is performed according to the law, so that individual rights will not be violated and so that incriminating matters and materials which are discovered or seized are competent evidence at any judicial or disciplinary proceeding.

### 3. Definition

a. Search. Any quest for information or material with a view to the discovery of contraband or incriminating evidence that may be used at a judicial or disciplinary proceeding.

b. Seizure. Taking custody or possession of property, material, or information from the person possessing it. Seizure of a person is when an individual is deprived of his/her freedom to leave.

c. Probable Cause. A reasonable belief that the person, property, or evidence sought is located in the place or on the person to be searched. Probable cause to seize a person exists when there is a reasonable belief that an offense has been committed and that the person to be seized committed it.

d. Consent. The voluntary permission of a person allowing the search of his/her personal property or property over which that individual is exercising control. The voluntariness of consent will be determined by all the surrounding circumstances of the consent, but mere submission to the authority of personnel conducting the search alone is not voluntary consent.

### 4. Authority

a. Reference (j), Manual for Courts-Martial, United States, (1998), MRE 313-315, authorizes the Commanding Officer to order searches of the following:

Category 1 - Persons subject to the UCMJ and the Commanding Officer's authority.

Category 2 - Privately-owned property, physically located in an area under the Commanding Officer's jurisdiction, if such property is owned, used, or occupied by a person subject to the UCMJ.

Category 3 - U.S. Government-owned or controlled property under the Commanding Officer's jurisdiction, issued to an individual or group of individuals for their private use.

Category 4 - All other U.S. Government-owned or controlled property under the Commanding Officer's jurisdiction.

b. Property described in category 4 above may be searched by any military authority at any time. Evidence or property seized as a result of such search will be handled per applicable evidence-handling procedures.

c. Per reference (j), a search of any person or property falling within categories 1 through 4 above may be conducted without probable cause, in emergency circumstances, to save a life or to effect a related purpose. So long as such search is a good faith effort to render immediate medical aid, to obtain information that will assist in rendering such aid, or to prevent immediate or ongoing personal injury.

d. Absent emergency circumstances as described in paragraph 4c above, items or evidence seized as a result of a search of persons or property in categories 1 through 3 above will only be admissible in a subsequent judicial or courts-martial proceeding if the search was based on probable cause. This means that:

(1) Before the search is ordered, the Commanding Officer is in possession of information and facts supporting a reasonable belief that the person, property, or evidence sought is located in the place or on the person to be searched. The information and facts must first be reviewed by the Staff Judge Advocate.

(2) The Commanding Officer with jurisdictional authority has a reasonable belief that an offense has been committed, and that the search will disclose evidence of the offense or the identity of the offender.

(3) The information and facts supporting the reasonable belief required in subparagraphs (1) and (2) above may be based in whole or in part upon hearsay evidence.

(4) The determination that there is probable cause to order a search will be based upon any or all of the following:

(a) Written statements communicated to the Commanding Officer;

(b) Oral statements communicated to the Commanding Officer in person, via telephone, or by other appropriate means of communication; or

(c) Such information that may be known by the Commanding Officer that would not exclude him from acting in an impartial manner.

e. Pursuant to reference (j), the Commanding Officer is the only person authorized to grant the search authorization described above.

## 5. Criteria

a. The Commanding Officer, when making a determination whether to authorize a search of persons or property described in categories 1 through 3 above, is exercising judicial, vice disciplinary, discretion. Therefore, no search authorization will be issued without a dispassionate and detached review of the available information. In addition to determining whether probable cause to search exists, the Commanding Officer, before issuing a search authorization, will also decide whether the best interests of the naval service will be served by such authorization. The information and facts must first be reviewed by the Staff Judge Advocate.

b. If the Commanding Officer has any doubt as to the existence of probable cause, other methods to prevent tampering or destruction of suspect evidence should be employed until such time as the facts and circumstances upon which the request for a search authorization is made become more fully developed. However, the Commanding Officer must exercise independent judgment in determining whether probable cause to search exists.

c. The following examples are intended to assist the Commanding Officer in determining the proper category, as set forth in paragraph 4a above, under which to consider the persons or property of which a search authorization is requested:

Category 1 - Limited to persons subject to military law or the law of war wherever found or persons situated on or in property under the Commanding Officer's control;

Category 2 - Includes such items as automobiles, luggage, civilian clothing, privately-owned parcels, etc., physically located on NAS Whidbey Island property and owned or used by a member of the Armed Forces;

Category 3 - Includes lockers issued for stowage of personal effects, government quarters, or other spaces and containers issued the individual for private use;

Category 4 - Includes workspaces, government-owned vehicles, restricted-access spaces where no private use has been authorized and where no reasonable expectation of privacy of an individual exists.

d. In the event any question arises as to the proper category under which to consider persons or property, the Staff Judge Advocate shall be contacted for a determination before any search of the questioned property is conducted.

## 6. Exceptions

a. A search authorization is not required before a search is conducted under the following limited circumstances.

(1) Insufficient Time - Where there exists a reasonable belief that the delay necessary to obtain a search authorization would result in the removal, destruction, or concealment of the property or evidence sought.

(2) Lack of Communications - There is a military operational necessity that is reasonably believed to prohibit or prevent communication with a person empowered to grant a search authorization. There is a reasonable belief that the delay necessary to obtain a search authorization would result in the removal, destruction, or concealment of the property or evidence sought.

(3) Operable Vehicle - Where a vehicle is functional for the purposes of transportation, and delay in obtaining a search authorization would result in the removal of the vehicle from military jurisdiction or the concealment or destruction of property of evidence sought.

b. Even though a search authorization is not required for the narrow exceptions under paragraph 6a above, before a search may occur, probable cause is necessary. Therefore, before a search is conducted without a search authorization, the individual empowered to conduct the search must be able to articulate a reasonable belief that the evidence sought is located in the area to be searched and why one of the listed exceptions is applicable.

c. If there exists any question whether the exceptions or probable cause to search exists, contact the Staff Judge Advocate or similar competent authority for a determination.

7. Instruction

a. The Commanding Officer, when authorizing a search under this instruction, shall expressly give permission, either orally or in writing, to search a person or area for specific property, evidence, or person, and to seize such property, evidence, or person. Additionally, the search authorization may contain an order directing subordinate personnel to conduct the search in a specified manner.

b. The Affidavit for Search and Seizure (OPNAV 5527/10) and the Authorization for Search and Seizure (OPNAV 5527/9) shall be prepared in detail by the person(s) requesting authority to search. The affidavit shall explain known facts and information required to establish probable cause and shall be personally presented for review to the Commanding Officer when practical. The actual search will only be conducted after obtaining the Commanding Officer's written authorization. In those instances where the Commanding Officer cannot personally review and sign the documents, he may grant verbal permission to proceed with the search provided he is presented the aforementioned documents for signature as soon as practical.

c. Advance notice of the search authorization need not be given to the person whose property is to be searched. If the person whose property is to be searched is present when the search authorization is executed, that person should be notified, by those executing the search, of the act of authorization and the general substance of the authorization.

d. Any commissioned officer, warrant officer, petty officer, and when in the execution of guard or police duties, any criminal investigator, shore patrol, Security Director, or a person designated to perform guard or police duties may conduct a search authorized by the Commanding Officer.

e. An inventory of property seized during a search under this instruction shall be made at the time the property or evidence is seized or as soon as practicable thereafter. A copy of the inventory so prepared will be given to the person from whose possession or premise the property was taken as soon as practical and possible.

f. Although a suspect may be present during a search under this instruction, the function of interrogation will be kept separate and apart from the function of conducting the search.

g. Personnel conducting a search under this instruction will search only those persons or spaces ordered searched by the authorization. Expansion of the scope of search may only be authorized by the Commanding Officer.

h. Personnel conducting a search pursuant to the instruction shall seize all items that come to their notice in the course of the search, which fall within the following categories, even if their existence was not anticipated at the time the search was authorized:

(1) Fruits of products of any offense under the UCMJ;

(2) Instrumentalities of any such offense, or instrumentalities that may be used to effect the escape of the offender;

(3) Any other evidence of the commission of any such offense or of the identity of the offender;

(4) Any contraband or property, the mere possession of which is prohibited by law or lawful regulations.

i. No person shall be allowed to tamper with items seized in any way, including those conducting the search. As soon as possible after seizure of any items of evidence, such items will be turned over to the designated evidence custodian. All individuals seizing and handling any evidence shall ensure that a proper and legal chain of custody is maintained using Evidence/Property Custody Receipt (OPNAV 5527/22).

**1005. Random Inspections for Classified Papers and Articles of Persons Entering or Exiting Offices and Buildings**

1. Purpose. To establish the procedures for conducting random inspections for classified papers and articles of persons entering or exiting offices and buildings at Naval Air Station, Whidbey Island, which are depositories for classified material.

2. Objective. To ensure that every random inspection of persons for classified papers and articles conducted by members of this command is performed per applicable laws.

3. Authority

a. The Commanding Officer, NAS Whidbey Island, is responsible for the security, readiness, fitness, health, welfare, and safety of the air station, its personnel, and its equipment. Pursuant to this responsibility, reference (j), and

Navy Regulations (reference (k)), the Commanding Officer is authorized to inspect all persons and property entering or exiting offices or buildings aboard Naval Air Station, Whidbey Island.

b. The purpose of the random inspection is strictly administrative. Therefore, random inspections shall not be conducted in order to discover evidence or fruits of a crime, the primary purpose of which is used in a trial by courts-martial or other disciplinary proceedings.

c. Probable cause, as defined in Section 1004, paragraph 3c, is not a requirement for random inspections. Random inspections are not to be used as a pretext to inspect specific persons or property suspected of criminal activity.

4. Procedure. Random inspections of persons entering or exiting offices or buildings are permissible so long as they are conducted without the influence of subjective personal discrimination or unfettered individual discretion which could jeopardize the necessary inherent fairness. To that end, the following procedures shall be followed:

a. Proper notice of random inspections of personnel entering or leaving offices or buildings will be provided to all persons prior to entering Naval Air Station, Whidbey Island. Such notice will be provided by signs conspicuously posted on ways leading to the air station from the civilian sector as well as inside the air station. In addition, such notice must be included in the application for access to controlled areas.

b. The Commanding Officer will authorize the Command Duty Officer and security personnel to conduct random inspections. The letter authorizing the inspection will designate the dates, times, location of the building or office, direction of personnel to be inspected, and the length of time the inspection is to be conducted.

c. Security personnel will inspect persons during the time period designated by the Commanding Officer's letter of authorization for each date and time designated therein. In selecting the persons to be stopped and inspected, the following criteria must be used:

(1) All persons, regardless of any factor such as rank, status, age, sex, and race shall be included in the personnel counts. No person is exempt.

(2) The first person to pass through the door at the time designated by the Commanding Officer's letter of authorization

shall be the initiation person and will not be inspected. The third person following the initiation person seeking entrance to or departure from the office or building through the door, at which the random inspection is being conducted, shall be the first person inspected. Thereafter, every third person shall be inspected. The counting of persons shall commence upon the completion of an inspection, and only persons traveling in the direction designated in the letter of authorization shall be counted.

d. Upon the random selection of a person to be inspected, the inspecting personnel shall follow the procedures stated in reference (j).

e. The procedure for conducting random personnel inspections of persons entering or exiting offices or buildings will differ depending on whether the subject of the inspection is civilian or military.

(1) Civilian personnel seeking entrance to the office or building cannot be inspected without their consent. Upon objection of request to inspect, inspecting personnel shall explain that entrance to the office or building and continued presence on board Naval Air Station, Whidbey Island, is premised on submission to reasonable inspection. Should the civilian persist in refusing to be inspected, such person shall be denied the right to enter the office or building and will be escorted off of Naval Air Station, Whidbey Island. Before future entrance to the air station is permitted, a hearing with the Commanding Officer shall be arranged through the NAS Security Director. No civilian exiting a building or office may refuse reasonable inspection of their person, property, papers, or articles.

(2) Military personnel, both entering and departing the office or building, will be inspected.

f. Security personnel shall ensure that air station passes are removed from incoming vehicles whose occupants have refused to submit to random inspection. Civilian personnel refusing inspection shall, in addition, surrender their activity badge/ID card. If they do not have ID cards, the names of the individuals shall be taken and reported to the station Decal Office, building 349. A letter of exclusion shall be prepared and issued by the SJA.

g. The procedures outlined in this instruction shall not preclude inspections of all incoming and outgoing persons when ordered by the Commanding Officer.

h. If a random inspection under this instruction results in the discovery of contraband, weapons, or other objects that are properly subject to seizure, the objects shall be seized and the individual placed under military apprehension or detention. At this time, the individual will be read his/her Article 31 rights and the appropriate investigating official shall be notified immediately. Once placed under military apprehension, the individual may be searched incident thereto. Objects seized shall be handled as outlined in section 1004.

**1006. Random Gate Inspection of Persons, Property, and Vehicles**

1. Purpose. To establish the procedures for conducting random gate inspections of persons, property, and vehicles at Naval Air Station, Whidbey Island.

2. Objective. To ensure that every random gate inspection conducted by members of this command is performed per applicable laws.

3. Authority

a. The Commanding Officer, Naval Air Station, Whidbey Island, is responsible for the security, readiness, fitness, health, welfare, and safety of the air station, its personnel, and its equipment. Pursuant to this responsibility and references (j) and (k), the Commanding Officer is authorized to inspect all persons, property, and vehicles entering or departing Naval Air Station, Whidbey Island.

b. The purpose of the random gate inspection is strictly administrative. Therefore, random gate inspections shall not be conducted in order to discover evidence or fruits of a crime, the primary purpose of which is use in a trial by courts-martial or other disciplinary proceedings.

c. Probable cause, as defined in section 1004, is not a requirement for random gate inspections. Random gate inspections are not to be used as a pretext to inspect specific persons, property, or vehicles suspected of criminal activity.

4. Procedure. Random gate inspections are permissible so long as they are conducted without the influence of subjective personal discrimination or unfettered individual discretion that could jeopardize the inherent fairness. To that end, the following procedures shall be followed:

a. Proper notice of random gate inspection will be provided to all persons prior to entering Naval Air Station, Whidbey Island. Such notice will be provided by signs conspicuously

posted on ways leading to the air station from the civilian sector as well as inside the air station. In addition, such notice must be included in the application for station entrance permits.

b. The Commanding Officer will authorize Security personnel to conduct random gate inspections. The letter authorizing the inspection will designate the date, time, location of gate, direction of vehicle traffic, and numerical selection instructions; e.g., every third or fifth vehicle.

c. Security personnel will inspect the vehicles and occupants thereof designated by the Commanding Officer's letter of authorization for each date and time designated therein. In selecting the vehicles to be stopped and inspected, the following criteria must be used:

(1) All vehicles, including, but not limited to, automobiles, vans, motorcycles, and trucks, regardless of any factor such as rank, status, age, sex, and race of the occupants therein, shall be included in the vehicle counts. The only vehicles exempt are bona fide security, fire, or medical vehicles on emergency business and those of military personnel being recalled or enroute to emergencies (doctors, nurses, duty officers, etc.).

(2) The first vehicle to pass through the gate at the time designated by the Commanding Officer's letter of authorization shall be the initiation vehicle and will not be inspected. The randomness of vehicles to be inspected thereafter will be designated in the Commanding Officer's letter of authorization. The counting of vehicles shall commence upon the completion of an inspection, and only vehicles traveling in the direction designated in the letter of authorization shall be counted.

d. Upon the random selection of a vehicle to be inspected, Security personnel shall follow the procedures as stated in reference (c).

e. The procedure for conducting random gate inspections will differ depending on whether the subject of the inspection is civilian or military.

(1) Civilian personnel seeking entrance to the air station cannot be inspected without their consent. Upon objection of request to inspect, Security personnel shall explain that entrance to the facility is premised on submission to reasonable inspection. Should the civilian persist in refusing to be inspected, such person shall be denied the right to enter.

Before future entrance to the air station is permitted, a hearing with the Commanding Officer shall be arranged through the NAS Security Director. No civilian departing the air station may refuse reasonable inspection of his or her person, property, or vehicle.

(2) Military personnel, both entering and departing the air station, may be inspected. If, upon entering the air station, military personnel object to vehicle inspection, Security personnel shall explain that they, as individuals, will be inspected and the vehicle in which they are traveling will be denied access to the base if an inspection is not performed. Should the incoming military personnel persist in refusing inspection of the vehicle, the individual military persons will be inspected but the vehicle will not. The vehicle shall not be allowed to enter the installation. No military personnel departing the air station may refuse reasonable inspection of their person, property, or vehicle.

f. Security personnel shall ensure that air station passes are removed from incoming vehicles whose occupants have refused to submit to random inspection. Civilian personnel refusing inspection shall, in addition, surrender their activity badge/ID card. If they do not have an ID card, the names of the individuals shall be taken and reported to the Station Decal Office, building 349. A letter of exclusion shall be prepared and issued by the SJA.

g. The procedure outlined in this instruction shall not preclude inspections of all incoming and outgoing vehicles when ordered by the Commanding Officer.

h. If a random inspection under this instruction results in the discovery of contraband, weapons, or other objects, which are subject to seizure, the objects will be seized and the individual placed under military apprehension or detention. At this time, the individual will be read his/her Article 31 rights and the appropriate investigating official shall be notified immediately. Once apprehended or detained, the individual may be searched incident thereto. Objects seized shall be handled as outlined in section 1004.

**CHAPTER 2**  
**MATERIAL CONTROL**

**2001. Material Control.** Commercial carrier drivers and helpers operating or accompanying commercial carriers will only be admitted through Charles Porter Gate (Ault Field) and Torpedo Gate (Seaplane Base), upon presentation of valid Bills of Lading or invoices indicating a requirement for delivery or pickup aboard NAS Whidbey Island. It is not necessary that such carriers stop at the Station Decal Office for passes.

**2002. Property Pass (NAVSUP 155).** The form that authorizes removal of certain specifically described government or private property from a naval activity through control point and/or access gates. It is the standard form to be used by NAS Whidbey Island when appropriate documentation showing proof of ownership or authorization for possession is not with the government or private property. (Property Pass Book, NAVSUP Form 155 (Rev. 8-71) S/N 0108-LF-500-3901).

**2003. Transportation of Arms, Ammunition, and Explosives.** Drivers of vehicles carrying ammunition and explosive supplies shall comply with the reporting instructions contained within their individual Government Bills of Lading (GBLs).

a. Drivers of vehicles carrying ammunition and explosives shall enter NAS Whidbey through Charles Porter Gate and shall be escorted onto the station by weapons personnel. The gate sentry shall call the Weapons Department Duty Office, extension 72403, to arrange for the escort. In the event that a weapons representative cannot be made available immediately, the vehicle shall be escorted onto the station by security personnel, who will remain with the vehicle until properly relieved by weapons personnel. At no time will any ammunition/explosive vehicle be left unattended outside of a secured storage area.

b. Per reference (m), explosive laden trucks arriving after normal working hours, during periods of civil stress, or during public and/or natural disturbances shall be parked in a "safe haven" parking area until the next working day and/or when the period of stress has been contained.

**CHAPTER 3**  
**PROTECTIVE LIGHTING**

**3001. Security Areas.** Protective lighting is used in the following areas:

- a. Naval Ocean Processing Facility (NOPF), building 2700.
- b. Special Security Office, Northwest Regional Naval Intelligence Center (NRNIC), building 2739.
- c. NAS Whidbey Island, CMS Safe, building 410.
- d. Anti-Submarine Communications Detachment (ASCOMM DET), building 135.
- e. Tactical Support Center, building 2771.
- f. AIMD Cryptological Equipment Repair, building 2547.

**3002. Inspections and Maintenance Responsibilities.** Public Works Department personnel are responsible for the inspection of security lighting with the maintenance under the jurisdiction of the Base Operating Support Contract (BOSC).

**3003 Actions to be Taken in the Event of Power Failure.** In the event of a commercial power failure, Security shall notify the tenant command, who shall provide a watch stander to protect the area until the problem has been rectified. NAS Security Police shall provide increased security until the tenant command's sentry can arrive. In the event that the tenant command declines to post a sentry, NAS Security Police shall make hourly spot checks. NAS Security Police shall also contact the Public Works Trouble Desk, extension 73358, which is responsible for the starting of generators and transferring auxiliary power to the following security areas:

- a. Security, Whidbey Precinct, building 220,
- b. Communications Transmitter, building 135, and
- c. Operations Building, Radar Air Traffic Control Center (RATCC), building 385.

**3004. Auxiliary Generators in Use.** There are other auxiliary generators for lighting and power in use. Locations and use are defined in reference (n).

**CHAPTER 4**  
**INTRUSION DETECTION SYSTEM**

**4001. Intrusion Detection System (IDS).** IDS is designed to detect, not to prevent actual or attempted penetrations. IDS is useless unless it is supported by a prompt security force response when the system is activated. IDS must contribute to the overall physical security posture and the attainment of security objectives. The IDS system used at NAS Whidbey Island is of the proprietary type. The IDS systems will be compatible with all terminals at the NAS Security Police alarm panel. Security, Whidbey Precinct personnel will respond to all IDS alarms activated at the NAS Security Police station.

**4002. Responsibility**

1. Commanding Officer, NAS Whidbey Island is the approval authority for all IDS systems linked to the Central Alarm Console (CAC).
2. Security Director, Whidbey Precinct, shall provide and monitor the CAC located in the Security headquarters. He/she shall be responsible for ensuring that user commands follow established procedures for alarm use.
3. Commanding Officers of User Activities shall be responsible for the proper installation of all alarms in their buildings/spaces. NAS Physical Security Assist Team (PSAT) must approve all systems prior to installation to ensure system compatibility.

**4003. Standards.** The standards for selection concerning installation of IDS alarms as identified by reference (a) shall be followed.

**4004. Maintenance and Testing.** Per reference (a), maintenance technicians shall inspect and test all systems monthly. At a minimum, this will include testing of the backup/emergency power source. The maintenance technicians shall maintain records on all systems to include tests, maintenance, false alarms, etc.

**4005. Alarm Response (Dispatcher).** When directing mobile units in response to alarms, the dispatcher shall use the format as prescribed in reference (p).

**4006. Alarm Response (Patrol Officers).** When responding to an alarm, patrol officers shall comply with the applicable sections of reference (a), (p) and (q).

**CHAPTER 5**  
**PROTECTIVE BARRIERS**

**5001. Physical Barriers.** NAS Whidbey Island includes two separate areas. The Seaplane Base has approximately 7.2 miles of structural perimeter barrier consisting of barbed wire and chain link fencing and 9.8 miles of unfenced shoreline. Ault Field has approximately 13.5 miles of structural perimeter barrier consisting of barbed wire and chain link fencing and 4.5 miles of unfenced shoreline. Additional fencing has been installed along the west side of the flight line and hangar maintenance areas. Military forces compensate for the lack of adequate fencing. In the event of increased security measures such as THREATCON, Ault Field, Seaplane Base, and the flight line area are reinforced with Auxiliary Security Force (ASF) personnel and MWD teams. Other areas include RACON Hill, Lake Hancock, OLF Coupeville, and numerous structures throughout the island.

**5002. Restricted Areas**

1. All restricted areas listed in Chapter 1 of this instruction have clearly defined perimeters. Limitations are covered by waivers or exceptions.
2. Infrequently used gates are secured with high security padlocks, and periodically checked by security personnel.
3. Clear zones are inspected by NAS Whidbey PSAT and maintained by BOSC.
4. The waterfront, and all fencing and gates are posted per references (a) and (b).

**CHAPTER 6**  
**COMMUNICATIONS**

**6001. Security Force Communications**

1. Security Force Communications shall serve as Security Communications Net Control. They shall operate on Primary ECHO NET and Secondary ALPHA NET located in building 220. ECHO NET will be used for routine, initial response, and situation containment. ALPHA NET will be used as a backup and as an administrative net for security units in the field, or as directed by the Security Director or his direct representative. Unless otherwise directed, ECHO and ALPHA NETS shall be referred to as ECHO and ALPHA. Security Net Control will have access to, and use of, the NET and CRASH NET. Net control will monitor the radio nets to ensure that:

- a. Radio discipline is maintained;
- b. Only necessary and authorized transmissions are made and;
- c. Messages are as brief and concise as possible.

**6002. Frequencies**. During emergencies such as power loss, disasters, etc., it may become necessary to activate the Mobile Command Post (MCP). When activated, the MCP will assume duties as Control or On-Scene Commander as the situation dictates or requires.

**6003. Transmission Security**. It must be remembered that radios are subject to monitoring by anyone with a scanner. Therefore, any reference to military titles or names of military establishments shall be avoided. Officers shall be referred to as "Mr." or "Ms." regardless of rank. Enlisted and civilian personnel shall be referred to by name and initials, without reference to rating or title.

**6004. Call Signs**. Reference (q) sets forth all of the radio call signs that shall be used by Security, Whidbey Precinct personnel.

**6005. Testing**. The Security Dispatcher shall test all communication circuits daily. Additionally, emergency situation testing shall be conducted monthly. Test results will be recorded and any discrepancies corrected immediately.

**6006. Response Codes**. The following response codes will be used by security personnel as authorized by the Watch Commander:

1. Code 1: Proceed normally.

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2. Code 2: On base. Urgent response with lights only (no siren; no faster than 10 mph over the posted speed limit).
3. Code 3: Emergency response with lights and siren (Watch Commander must authorize; no faster than 10 mph over the posted speed limit on base only).

**CHAPTER 7**  
**KEY CONTROL**

**7001. Key Security and Lock Control.** Each naval activity must establish a strict key and lock control program per reference (a). Included within this program are all keys, locks, padlocks, and locking devices used to protect or secure restricted areas and activity perimeters, security facilities, critical assets, classified material, and sensitive materials and/or supplies. Also included are keys, locks, and padlocks used for convenience, privacy, administrative, or personal use. Key security and lock control for classified material and equipment will be per reference (o).

a. Key Control Officer. The Security Director is the Key Control Officer for NAS Whidbey Island and is directly responsible for all security-related keys and lock functions.

b. Key Custodian. The head of each major functional area (e.g., department, tenant command, etc.) will designate in writing a key custodian who will be responsible to the Key Control Officer for all keys controlled by that activity.

c. Key Control. Each key custodian must institute a system showing keys on hand, keys issued, to whom, date/time the keys were issued and returned, and the signature of person drawing or returning security keys. Continuous accountability of keys is required at all times.

d. Lockouts. All lockouts involving restricted areas/buildings must be investigated by security force personnel to determine if the failure of the locking device occurred because of a product failure or as a result of attempted or actual illegal penetration.

e. Action. Keys for security locks and padlocks will be issued only to those persons with a need and must be approved by the Security Director. Convenience or status is not sufficient criteria for issue of a security key. The key custodian will ensure an access list, established by the activity Security Director, is posted beside the key control locker in clear view. All sub-custodians will be aware of the list and will issue keys only to authorized personnel.

f. Storage. All keys covered by this instruction will be stored in the controlling activity's key locker when not in use.

g. Check Out. Personnel checking out a key will first sign a key control log held by the Key Custodian or his designated representative.

h. Key Log. A key log will be maintained with each key locker. When not in use it will be kept under constant control of the cognizant custodian. When no personnel are available to oversee the log, it will be secured in an area qualified to hold classified material. The log will contain information to include: keys issued, to whom, date/time issued and returned, and the signature of the person drawing or returning the key. The controlling log will be checked against the key locker at the end of each watch to account for all keys, and an appropriate notation will be made in the Command Duty Log.

i. Central Key Room. Guidelines used for the security and control of keys, locks, and buildings under NAS Whidbey Island BOSC are listed in the contract under Annex 2 Service Plan.

j. Spare Keys. No more than two duplicate/spare keys will be kept on hand. Duplicates will at no time be checked out to personnel for convenience. Before a duplicate key is checked out, the key custodian will establish the need for the duplicate and the disposition of the original. All requests for duplicate keys or locksmith services will be routed through the key custodian, Security Department, for approval/authorization, then to Public Works Department. A record of keys replaced will be kept in the key logbook for future reference and review.

k. Lock Rotation. Security locks, padlocks and/or lock cores used to protect restricted areas will be rotated annually.

l. Open Padlock. When the door, gate, or other equipment that is intended to be secure is open or operable, the padlock will be locked onto the staple, fence fabric, or nearby securing point to preclude the switching of the padlock (by a thief, saboteur, or terrorist) to facilitate surreptitious entry.

m. Gates. Inactive and infrequently used gates are locked. All gates are checked daily by security personnel. Discrepancies are reported to security patrol dispatch.

n. Application. All locks and padlocks used for security applications will meet the minimum military specifications for the appropriate level of security use.

o. Inspections. The Key Control Officer will make quarterly inspections of all activities to ensure the proper operation of the Key Control Program.

p. Tenant Activities. Tenant activity Commanding Officers/Officers-in-Charge, shall enforce internal security in their assigned areas. Security personnel will patrol all common areas

(streets, roads, parking lots, etc.) and inspect external structures and facilities. Violations will be reported accordingly by security personnel. Department heads will provide a statement of corrective action or completion date of proposed action.

(1) All NAS Whidbey Island buildings and spaces will be secured at the close of the normal workday and anytime not occupied by assigned personnel. Unnecessary utilities will be secured and all external doors, windows, and other openings that could provide access will be secured and locked. Inactive or infrequently used areas (gates, doors, storage areas, etc.) should be locked and have seals affixed. Locked control seals (car ball type, MIL-S-23769C) will be accounted for by the key custodian by number and location and frequently checked for indications of tampering. Each check of the seal will be logged.

(2) Individuals assigned to work in buildings or spaces after normal working hours will ensure all means of access to the area not under their immediate observation are closed and locked. The Security Department must be notified of each incident where mission necessity requires a space to be open and unoccupied.

(3) Where there is evidence of possible forced entry into a building or space, Security, Whidbey Precinct will be notified immediately. The immediate area will not be disturbed until released by the Security Director or his designated representative.

**CHAPTER 8**  
**SECURITY STAFFING STANDARDS**

**8001. Discussion.** Security Whidbey Precinct provides the enforcement medium for NAS Whidbey Island law enforcement and physical security programs. This department consists of personnel who are specifically organized, trained, and equipped to protect the physical security interest of the command.

**8002. Staffing.** Reference (a) and (r) set forth the criteria to determine the appropriate staffing standards for Security. Reference (p) details the Whidbey Precinct's force structure.

**8003. Records and Reports.** Records and reports relating to violations and breaches (including indications thereof) of physical security measures and procedures, including corrective action(s) taken, shall be retained until completion of the command inspection cycle or a minimum of 2 years, whichever is greater.

**8004. Normal Watch Stations.** Contained in reference (p).

**8005. Standard Operating Procedures.** Security Whidbey Precinct is comprised of the Security Director, Criminal Investigations Division, Operations Division, Administrative Division, and Training Division. References (a) and (r) set forth the primary duties and responsibilities of the Security Department in general, and reference (p) sets forth the specific duties and responsibilities at NAS Whidbey Island.

**8006. Special Orders.** Special orders for each security post are maintained at each post/site for immediate access and review. Special orders will be reviewed by the Commanding Officer semi-annually.

**CHAPTER 9**  
**ARMING OF SECURITY PERSONNEL**

**9001. Arming Requirements**

1. All personnel in the Security Whidbey Precinct shall, prior to being armed, become familiar with the contents of references (a), (p), (r), (s) and (t).

2. Arming of personnel shall be considered only after compliance with the following:

(a) Completion of an Enlisted Service Record Check for any prior disciplinary action within the previous 2 years of a nature which would reflect upon the candidates suitability to carry a firearm.

(b) Oral board/interview by the Security Director representative and two senior qualified members of the department.

(c) Completion of all applicable requirements as set forth in references (a), (p), (r), (s), and (t).

**9002. Range Qualifications**

1. Qualification shall be per references (a), (p), (r), (s), and (t). Additionally, all security force members shall fire their weapon semi-annually for familiarization, and will fire annually for qualification.

2. Failure to meet annual minimum qualification scores will result in immediate termination of authorization to carry firearms. This failure shall be reported in writing to the Security Director by the Range Master supervising the firing. A copy shall be placed in the individual's departmental files.

3. Once arming authorization has been terminated, the individual shall not carry a firearm until all qualifications are met and rearming is authorized by the Security Director.

**9003. General Requirements**

1. The Authorization to Carry Firearms Card, OPNAV 5512/2, and, when appropriate, the police/guard badge shall be carried at all times when in possession of a weapon. These credentials shall be presented upon request by proper authority. Under no circumstance shall the weapon be surrendered or control relinquished without authorization from the Security Director or higher authority.

2. Firearms may be worn or carried off base while engaged in the performance of official duties and per local and federal regulations. Additional guidelines are contained in references (a), (p), (r), (s), and (t).
4. Alcoholic beverages shall not be consumed while in possession of a firearm or 12 hours prior to assumption of armed duties.
5. All personnel authorized to be armed shall wear the assigned firearm at all times while on duty.
6. Under no circumstance shall security personnel show or handle their weapons other than in an official capacity or as required in the performance of their duties. Use of deadly force will be in strict compliance with references (a), (p), (r), (s) and (t).
7. Whenever the weapon is drawn by personnel in civilian attire, the badge (as appropriate) or other credentials shall be conspicuously displayed to clearly identify the individuals as security personnel.
8. Anytime a firearm is drawn, the Watch Commander shall be notified immediately and a written report of the incident shall be submitted as soon as practicable to the Security Director via the Operations Division Officer/LCPO. The Security Director shall be contacted immediately and advised of the situation.

**9004. Custody of Weapons.** To assure stringent custody of all weapons:

1. For each weapon assigned to NAS Security Police, a sub-custody document shall be on file at the armory, signed by the Security Director.
2. Personnel checking out duty weapons will submit an Ordnance Custody Receipt Card (NAVMC 10520) prior to being issued a weapon. All weapons not in the personal possession of a patrol officer will be stored in the class five weapons container located in the Ready For Issue Room, building 220. Duty weapons will not be stored in the Bachelor Enlisted Quarters (BEQ/BOQ) or any private residence.
3. Temporary Issue of Weapons. Reference (s) details the procedures to be used for temporary issues.
4. Turnover of Weapons. When relieving the watch, or any other time a weapon must be handed from one person to another, the weapon shall be unloaded in the clear barrel, action or cylinder

open, and the weapon shall be handed to the other person butt first, ensuring the muzzle does not point at anyone.

5. Storage of Shotguns in Vehicle

a. The riot shotgun, when carried in a vehicle, will be securely locked in the holder. The unlocking sequence shall not be performed until an actual need exists to remove the shotgun from the vehicle.

b. If it is necessary to leave the shotgun unattended in the vehicle, park the vehicle in a well-lighted area and securely lock all doors and windows.

**9005. Authority to Arm Security Force Personnel.** References (a) and (b) authorize the Commanding Officer to arm the security force and sets forth the criteria to be followed in the arming of personnel.

**9006. Use of Force.** There are varying degrees of force that may be justified in a law enforcement situation depending upon its gravity. The escalation of force by an officer must be consistent with the need for the least amount of force required to effect the apprehension of the suspect and the guidelines promulgated in reference (a), (p), (r), (s), and (t).

**CHAPTER 10**  
**AUXILIARY SECURITY FORCE**

**10001. General.** The Auxiliary Security Force (ASF) shall be used to augment the permanent security force during increased threat conditions or when directed by the Commanding Officer, NAS Whidbey Island.

**10002. Definitions**

1. Auxiliary Security Force. An armed force composed of local, non-deploying military assets, derived from host and tenant commands under operational control of the host command.

2. Armed Sailor. A Sailor trained and assigned as a member of a security force ashore or afloat. He/she is able to work with a team or independently, possessing the shooting and other skills required to prevent, deter, or neutralize a terrorist attack or other unlawful act, and has a sound understanding of deadly force.

3. Threat Conditions (THREATCONS). A series of designations describing levels of terrorist threats to U.S. military facilities and personnel. The primary purpose is to identify the various levels of terrorist threats and improve conditions and mutual support in anti-terrorism activities.

4. Anti-Terrorism. Defensive measures to be used by DOD, its personnel, and their family members to prevent terrorism and unconventional acts.

5. Counter-Terrorism. Offensive/reactive techniques taken to respond to terrorist acts, including the gathering of information and threat analysis in support of these measures.

**10003. Manning Requirements**

1. General. Per paragraph 0412 of reference (a), each naval installation shall organize, equip, and train an ASF to augment the permanent security force in times of increased security requirements.

2. Responsibility. The establishment, training, equipping, and operational control of the ASF shall be the responsibility of the Security Director. The Security Director shall ensure that the ASF is trained in anti-terrorism tactics, general physical security techniques, and weapons proficiency.

3. Training. Reference (a), Appendix V contains the minimum training requirement for the ASF.

4. Organization and Composition

a. Manning of the ASF shall be provided by augmentation of local, non-deploying military assets. ASF composition shall be based on military population using permanently assigned military personnel from the host and tenant commands. Personnel shall serve a minimum of 18 months, after the initial 2-week training phase.

b. Personnel shall be augmented from the following list of host and tenant commands:

<u>Command/Tenant</u>	<u>Personnel Required</u>
NAS Departments	13
AIMD	15
PERSUPPDET	1
NOPF	5
NAMTRADET	4
FASOTRAGRUPACDET	1
VAQ-129	14
CPRW-10	3
CBU-417	1
VAQWING	2
TOTAL	60

5. Assignment. Augmented personnel shall be assigned on an additional duty basis and shall be screened by the parent command prior to assignment to ensure they meet all required prerequisites as set forth in paragraph 6 below.

6. ASF Assignment Prerequisites. Personnel assigned additional duty as NAS Whidbey Island ASF shall be comprised of petty officers, and non-rated personnel possessing a valid state driver's license. Personnel shall meet Navy weight standards and be able to pass the Physical Readiness Test. Further, assigned personnel must have no nonjudicial punishment/courts-martial/civil court convictions or drug/alcohol related dependency within the previous two years. Finally, all personnel assigned to ASF must have a minimum of 18 months remaining on assignment after initial training.

7. Duty Requirements. Assigned personnel shall be required to stand two watches per month and participate in a quarterly exercise for the purpose of continued training. All assigned personnel shall be required to maintain their weapon qualifications. Those personnel that do not comply with these requirements shall be terminated from the ASF and the

individual's parent command will be tasked with providing a replacement within five working days.

**10004. ASF Standard Operating Procedures and Special Orders (SO).** NAS Whidbey Island's ASF SOP and special orders are contained in reference (p). All ASF personnel shall be thoroughly familiar with the applicable sections of references (o) and (u).

**10005. Authority and Jurisdiction.** The overall law enforcement responsibility for on-post terrorist incidents belongs to the Federal Bureau of Investigation (FBI) supported by the Naval Criminal Investigative Service (NCIS) and the Security Director.

**10006. Task Organizations.** The task organization is considered to be that necessary action required to conduct anti-terrorism and to protect NAS Whidbey Island.

1. NAS Whidbey Command Response Team shall be composed of the following members:

- a. Commanding Officer or Executive Officer
- b. Command Duty Officer
- c. Security Director
- d. ASF Coordinator
- e. Public Works Officer
- f. Supply Officer
- g. Administrative Officer
- h. Operations Noncommissioned Officer/Alternate
- i. Liaison Officer
  - (1) FBI
  - (2) NCIS
  - (3) Commander, Navy Region Northwest
- j. Communication Officer/Alternate
- k. Medical Officer
- l. Public Affairs Officer

- m. Staff Judge Advocate (SJA)
- n. Chaplain
- o. Explosive Ordnance Disposal (EOD) Staff Officer

NOTE: The Medical Officer shall remain on call at the medical facility. The Public Affairs Officer, Chaplain, and SJA shall be located in the designated Public Affairs Center (PAC). Explosive Ordnance Disposal and Liaison Officers will report to the designated exterior security force command post. All staff members are on call for briefings and consultation.

2. Security Forces. All security forces are under the direct operational control of the Security Director, and shall consist of the following:

- a. On Site Commander, ASF Officer
- b. One Watch Supervisor, On Scene Team Leader
- c. Five Security Department personnel
- d. One photographer (who shall be on call and shall be located with the PAO)
- e. Negotiations/Intelligence Team, NCIS

3. Medical Team. The medical team shall be composed of a team leader and a medical specialist, who shall remain at the medical facility but will be prepared to respond to and work at the on-site command post as required.

4. Explosive Ordnance Disposal Command. An EOD Team shall be on call and shall be prepared to depart for the on-site command post within 30 minutes of the onset of THREATCON BRAVO and within five minutes of THREATCON CHARLIE.

5. Public Affairs Center. The PAC will be under the operational control of the Public Affairs Officer. The PAC team shall consist of the following members:

- a. Public Affairs Officer
- b. Information Specialist
- c. Two clerk typists
- d. One photographer

(1) Chaplain shall relocate to the PAC in the "waiting area."

(2) Staff Judge Advocate shall relocate to the PAC.

6. Communication Team. Communication Electronic Specialist, as required to establish and maintain a communications system provided by Operations Officer.

7. Engineer Team - Facility Engineer. As determined by the Commanding Officer.

#### **10007. Activation of ASF**

1. ASF Response Time. The ASF will be prepared to respond and operate within two hours after activation of the recall.

a. Response Conditions. The ASF will operate from Naval Security Command Center (NSCC), under the operation and control of the Security Operations Division Officer and/or Security Department Watch Commander.

b. ASF operations are divided into two categories. The category of the incident will be specified by the Commanding Officer when he orders the activation of the NSCC.

(1) Category One. Category one will be initiated when the situation is severe enough that normal functions at NAS Whidbey cannot be conducted safely, or the assigned mission cannot be performed until the problem is neutralized. During category one operations, the installation will be closed to all civilian traffic except those persons deemed essential for ASF or other related emergency operations. All non-essential military/civilian personnel who reside off post will be sent home.

(2) Category Two. Category two will be initiated when the situation is such that danger can be contained in a small or isolated area and the assigned mission can continue without endangering those not involved. During category two operations, installation activity will continue as normal, except in those areas cordoned off by the Security Department.

(3) Courses of Action. Reference (p) contains detailed information relative to the courses of action that are available to the ASF.

#### **10008. Action/Responsibilities**

1. Commanding Officer, Naval Hospital, Oak Harbor

a. Organize, train, and equip a medical team to assume the responsibility for medical treatment and evacuation of casualties.

b. Coordinate with service support to establish a field hospital in case of attack on the medical facility.

c. Provide immediate access to the proper medical psychiatric records of any known or suspected military, civilian, or dependent abductors or hostages, if available.

d. Provide alternate medical facilities to accommodate casualty overflow.

2. NAS Whidbey Island Supply Officer

a. Provide a representative at the NSCC on a 24-hour basis.

b. Direct logistic support for the operation.

3. NAS Whidbey Island Public Works Officer

a. Provide representation on ASF operations staff at the NSCC on a 24-hour basis.

b. Prepare to cut off or reroute utilities to designated facilities.

c. Provide selected maps and utility diagrams to the Security Director including construction diagrams and building floor plans for the facilities or other facilities as directed by the ASF Officer.

d. Provide one 25-passenger bus and driver for use in transporting and controlling media representatives.

4. Administrative Officer

a. Prepare to establish, in coordination with PAO, a "waiting area" for families of hostages or abductors.

b. Provide selected volunteers to assist persons and families in the "waiting area."

c. Obtain information release policy from the Commanding Officer.

d. Provide personnel records to the command center of known or suspected military or civilian employee abductors or hostages when available.

e. Screen personnel records as requested by the ASF Officer.

5. Public Affairs Officer

a. Serve on the ASF operations staff.

b. Provide personnel for the PAO team.

c. Establish a PAC.

d. Coordinate with the Administrative Officer in establishing a "waiting area" for family members of hostages and abductors.

e. Provide photographer(s) to the security force. Photographers will be equipped with a camera with telephoto capabilities.

6. Chaplain. The Chaplain will provide ministerial support to the "waiting area."

7. Staff Judge Advocate (SJA). The SJA is assigned to the ASF operation staff on a 24-hour basis. The SJA shall be present at the PAC and available to the NSCC on call.

**10009. Coordinating Movements**

1. Reference (p) provides comprehensive details as to when and how the ASF shall respond. The Security Director shall ensure that the plan is kept current.

2. The Security Director shall ensure that all members of the ASF are thoroughly familiar with the ASF Plan and their roles, duties, location, and responsibilities as it pertains to the ASF and the NSCC.

**CHAPTER 11**  
**SECURITY FORCE TRAINING**

**11001. Purpose.** This chapter addresses training requirements for basic security training, in-service security training, and firearms training.

**11002. Basic Training Requirements.** All military personnel who perform physical security functions at NAS Whidbey Island shall attend the Navy Security Guard Course located at Naval Technical Training Center (NTTC), Lackland AFB, San Antonio, Texas or the Master-at-Arms Rate Conversion Course at Fort McClellan, Alabama. (Other training may be substituted.) See reference (a).

**11003. In-Service Training Program.** The in-service training program encompasses four areas: In-service, Roll Call, General Military Training, and Field Officer Training. The course of instruction is outlined in reference (a), Appendices VIII and IX.

**11004. Firearms Training.** Firearms training is addressed in chapter 9 of this instruction.

APPENDIX A  
ANTI-TERRORISM/FORCE PROTECTION  
AND  
CRISIS MANAGEMENT ACTIONS  
STANDARD OPERATING PROCEDURES  
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**APPENDIX A**  
**ANTI-TERRORISM/FORCE PROTECTION**  
**AND**  
**CRISIS MANAGEMENT ACTIONS**  
**STANDARD OPERATING PROCEDURES**

**101. Purpose.** To set forth the procedures to be used upon receiving bomb threats, acts of sabotage, hostage or barricaded subject, major accidents/disasters, dissident activity alerts, civil disturbance, sniper situations, and hijacking of aircraft.

**102. Bomb Threats**

1. Background. In the past there have been a number of terrorist bombings and bomb scares originated by dissident groups. Targets have included: civil aircraft, public institutions, and federal activities. This worldwide bomb threat activity could result in an increased propensity for disaffected or malcontent personnel to resort to similar actions. The talk of bomb threats should be minimal, as individuals have been known to use threats to disrupt routine, cause delays, and avoid work. If a bomb threat causes lost work, panic, or interruption of normal work routine each time one is received, more calls of the same nature may be expected. However, each threat must be evaluated and considered as potentially valid and essential measures must be expeditiously taken to ensure the safety of personnel and equipment. Guidance and direction are required to counter the possibility of these actions.

2. Responsibilities. Commanding Officers/Officers in Charge/department heads and special assistants are responsible for the education and training of personnel within their areas who would most likely be recipients of bomb threats. Ensure a Telephonic Threat Complaint, OPNAV 5527/8, is located at each phone extension. The most important decision to be made by the senior officer present of a threatened command, the Command Duty Officer (CDO) is whether or not to evacuate the threatened area.

3. Receiving a Bomb Threat Call. Upon receipt of a bomb threat call, remain calm and:

a. Keep the caller on the phone as long as possible and use the telephone threat complaint form. Ask the caller to repeat the message. Mentally/physically record every word spoken by the person, note the exact time the call was received, on what telephone line, and note any background noises or conversation. Leave the phone off the hook if/when the caller terminates the call.

b. If the caller does not indicate the location of the device or the time of detonation, ask the person the information listed, in order, from the telephone threat complaint form.

c. Inform the caller that the building is occupied and the detonation of a bomb could result in death and/or serious injury to many innocent people.

d. Once the conversation with the caller ends, DO NOT HANG UP THE TELEPHONE. Immediately notify your supervisor and Security Whidbey Precinct, extension 257-3121 or 911 (emergency) using a different telephone line. Remain calm and answer all questions asked by security personnel to the best of your ability. Fill out and present OPNAV 5527/8 to the security investigator.

#### 4. Procedures

a. Evacuation Notification. When the order to evacuate is received from the Commanding Officer, Executive Officer, CDO or senior officer present, use caution in the words used to evacuate the area. NAS Security Police personnel have been trained in evacuation techniques and should be used in evacuating threatened areas.

b. Personnel to be Used for Bomb Searches. Upon notification of a bomb threat, personnel used in searching for bombs will normally be Security Force personnel and shop representatives (preferably shop supervisors) from the threatened activity. Additional personnel from the threatened activity may be used to participate in the general search and to inspect immediate work areas. Random searches of vehicles entering NAS Whidbey Island will be conducted to reduce the opportunity for the introduction of bombs. Searches will increase depending upon the defense condition or current threat analysis.

c. Notification Responsibilities. Upon receipt of a bomb threat:

(1) Fleet or tenant activities notify:

(a) NAS POOW, 257-2631/2. NAS CDO, prepare/release OPREP or unit SITREP message, as appropriate.

(b) Security Whidbey Precinct, 257-3121 (emergency).

(2) NAS POOW notify

(a) Security Whidbey Precinct, 257-3121 (emergency).

(b) CDO

(c) Executive Officer and/or Commanding Officer.

(d) Mobile Unit 11 (EODMU-11) Detachment Whidbey Island, 257-4480/CDO pager 679-7067.

(e) NCIS Resident Agency, 257-3359.

(f) NAS Fire Department, 257-3333.

(g) Naval Hospital, 257-9978/9500. Request two corpsmen and an emergency vehicle to proceed to MCP location.

(h) ODO, 257-2681, if EODMU-11 has been put on alert.

(i) NAS PAO, 257-2286.

(3) Security Whidbey Precinct Watch Commander Notify

(a) NAS POOW, 257-2631/32, to confirm he/she has been notified.

(b) Security Director (SD), 257-2406 or home phone/pager.

(c) NCIS, 257-3359.

(d) Criminal Investigation Division (CID), 257-1821.

(e) Operations Division Officer/Chief Petty Officer, 257-6702/5.

(f) ASF, as directed by higher authority.

(g) NAS PAO, 257-2286.

(h) Local city and county law enforcement, only if threatened area is under civil jurisdiction.

d. NAS Command Duty Officer (CDO) Responsibilities

(1) Notify NAS Commanding Officer/Executive Officer.

(2) Prepare/release operational report (OPREP) or unit situation report (SITREP), if appropriate and relay subordinate unit voice reports.

e. Degree of Evacuation. The degree of evacuation will be determined by the CDO and/or by the senior officer present of a

fleet/tenant activity. The degree of evacuation will be based on an assessment of the nature of the threat. The NAS Commanding Officer or Executive Officer shall be consulted as necessary. Bomb threats against fleet hangars will usually require that the aircraft in the threatened hangars be evacuated. Prior to opening hangar doors or moving aircraft, inspect them for trip wires or devices that could be triggered by movement. Threats against other facilities may or may not result in total evacuation, depending upon existing circumstances. When evacuating a public facility, a cover story such as leaking furnace should be used to avoid panic and to account for opening of doors and windows. Security Police personnel shall be used if at all possible when evacuation of an area is ordered. Personnel shall be instructed not to touch office machines or equipment, lights, or personal property. Personnel will be directed not to touch any suspicious items discovered during this time and to immediately report suspicious items to a Security member at the scene.

f. Method of Response. All emergency units responding must do so in an expeditious manner. Use of sirens and/or flashing lights is not appropriate. Flashing lights (code 2) will be used when absolutely necessary and only as needed. Vehicles shall remain clear of hangar doors so that aircraft may be evacuated if ordered. The On-Scene Commander must retain control of the situation so that vehicle accidents, aircraft ground accidents, or personnel injuries do not occur. Use of portable radios or mobile radios is prohibited within 300 feet of the threatened area.

g. Control Centers. Security personnel will establish a mobile Emergency Operating Center (EOC) or Command Post (CP) in the immediate area of the threat to serve as a rendezvous point between responding units, the CDO, search personnel, and EOD. Other personnel dispatched to assist during the incident will report to the EOC/CP for assignment and instructions. Personnel attempting to gain entry into the threatened area will do so only through the mobile EOC/CP for proper accountability of personnel. The On-Scene Commander will:

(1) Ensure sufficient guards are posted to establish control of the danger area. Guards should be located at a safe distance from the area (300 feet minimum, behind adequate cover). The area shall be roped off and warning signs posted if time permits. No pedestrian or wheeled traffic shall be allowed within the evacuated area.

(2) Establish safe distance perimeters from potential bomb fragments. In an open area, clear 900 feet. Clear buildings by 300 feet.

(3) Issue orders for search and disposal.

(4) Verify CDO and EOD have been notified.

(5) If evacuation is ordered, coordinate the evacuation effort by use of Security Police personnel.

(6) If a search is ordered, coordinate efforts of the search team and brief personnel prior to search on precautions to be taken involving aircraft, hangar doors, light switches, closed doors, and other parts of the area. Verify custody of master keys to all doors in the affected area.

(7) Ensure Security gate guards conduct positive ID checks at all gates of outbound traffic until perimeter is set. Notify gate guards of any suspicious vehicles sighted.

#### h. Search Techniques for Buildings

(1) Check the area around the outside of the building including dumpsters, shrubs, and bushes before entering the building.

(2) Security personnel will be search coordinators with representatives of each shop or workspace from the threatened activity.

(3) Start room to room search from the lowest level. Begin searches in passageways and common areas such as lounges, rest rooms, furnace rooms, and storage rooms; then work into offices. Complete the search in two sweeps.

(4) Select first searching height by looking at the furniture in the room and establishing the average height of the majority of items resting on the floor. In an average room this height usually includes table or desktops, chair backs, etc. The first search height usually covers up to hip height.

(a) First Room Sweep. After the room has been divided and a search height has been selected, both persons go to the end of the room and conduct visual search from the first search height down. This is the starting point, and each successive search will start there. Each person sweeps his/her way around the room checking all items resting on the floor around the wall area of the room. When the two searches meet, they will have completed a "wall sweep" and then should work together and check all items in the middle of the room up to the first search height selected (don't forget areas under rugs). This first search sweep should also include items mounted to the

wall or built into the walls, such as air conditioning ducts, baseboard heaters, built-in cupboards, etc. The first sweep is the most time consuming. Use a stethoscope on walls and furniture, if one is available.

(b) Second Room Sweep. This height is usually from the hips to the ceiling. The two people return to the starting point and repeat the searching technique at the second selected searching height. This sweep usually covers pictures hanging on the wall, built-in bookcases, tall table lamps, etc. Upon completion of the search, a piece of tape will be placed diagonally over the door to show the room has been searched and cleared.

i. Searching Ships. The crew of ships moored at NAS Whidbey Island will conduct their own searches. Security Police personnel will secure the external area around the ship and control traffic in the vicinity of the pier.

j. Searching Aircraft. The Plane Captain/crew of the aircraft will conduct their own search, coordinated with Security Police personnel who will seal off the area around the aircraft at a safe distance.

k. Vehicle Searches. This is normally limited to the area around and under the vehicle. An inspection of the wheel wells and the undercarriage with a flashlight and/or mirrors should be made. If there is a chance that a bomb has been attached to the vehicle, make no attempt to open doors, hood, or trunk, as there may be a triggering device attached.

l. Outside Open Area. Conducting a search of an outside or open area is perhaps the most frustrating of all. You may walk miles looking in street drainage systems, manholes in the street or sidewalk, checking trash receptacles, garbage cans, dumpsters, vehicles, etc. Be prepared for the worst. Dress for the occasion if time permits.

m. Device/Questionable Item Discovered. Personnel involved in the search must be instructed that their mission is only to search for and report suspicious objects. Do not move, jar, or touch the object or anything attached to it. The removal/disarming of a bomb or device must be left to the professionals in the EOD unit. Remember that bombs and explosives are made to explode, and there are absolutely no safe methods of handling them. Take the following action:

(1) Report the exact location and accurate description of the object.

(2) Place sandbags, mattresses, or bomb suppression blanket around the object. Do not attempt to cover the object.

(3) Identify the danger area and block it off with a clear zone of at least 900 feet.

(4) Check to see that all doors and windows are opened to minimize primary damage from the blast and secondary damage from fragmentation.

(5) Evacuate the building, if you have not already done so.

(6) Do not permit entry into the building until the device has been removed/disarmed, and the building declared safe for reentry.

n. Device Explosion/Detonation. If a device explodes or is detonated, the On-Scene Commander shall use the following guidelines:

(1) The Command Post will coordinate the response of all emergency vehicles such as fire trucks, ambulance crews, etc. The primary concern is to prevent further injury to personnel or damage to property.

(2) Tighten perimeter control to keep all personnel not needed for fire fighting efforts or removal of the injured out of the area.

(3) Use Security Police personnel to establish an evacuation route to Naval Hospital, Oak Harbor and civilian hospitals, if required.

(4) Coordinate with civil authorities and hospitals if overflow of injured personnel require treatment at the command post hospital.

(5) Request duty photographer report to the Command Post.

(6) Once fire fighting is under control and the injured have been removed, a personnel search should be conducted. Upon completion of personnel search, secure the area.

(7) Request NCIS debrief emergency crews, EOD, and Security personnel.

(8) Secure the crime scene.

(9) If blast/explosion occurs on the runway or taxiways, coordinate with the On-Scene Commander prior to cleanup to ensure investigators have completed that portion of the investigation. Notify the POOW of the affected area so a cleanup crew can be placed on standby.

o. Dearming and Disposal of Devices. Once a device has been located and the area secured as outlined above, EOD will take charge of the device. Security personnel will keep the area secured until EOD has disarmed and/or removed the device. Security will maintain the perimeter until NCIS completes the investigation.

p. POOW/CDO Caution. Upon completion of the search, be cautious of what is said. If the search team did not find a device, report to the appropriate authorities that no devices were found. Search team members do not have the authority to release information about the activities they were engaged in. Do not state that an area is clear; only the CDO has that authority.

q. Coordination with Civil Authorities. Information and guidance in OPNAVINST 8027.1G does not include the responsibility for disposal of explosive sabotage devices; nonmilitary, commercial-type explosives; or dangerous articles, in areas under jurisdiction of civil authorities. Local civil authorities are responsible for the disposal of all such devices, except on Department of Defense installations.

r. Publicity. Necessary precautions and constrained actions shall be taken to ensure that planning for bomb threats does not spark rumors, undue concern, or unrest that could spread to the community. All bomb incidents shall be handled without publicity whenever possible, so that minimum visibility is afforded. The PAO or On-Scene Commander is the only person authorized by the Commanding Officer to release information.

### 103. Sabotage

1. Definition. Sabotage is an act or acts performed with intent to injure, interfere with, or obstruct the national defense of a country by destroying any national defense or war material, premises or utilities, including human and natural resources.

2. General. Sabotage, if successfully carried out, can create destruction and initiate or increase domestic unrest. Sabotage is a tactic of revolutionaries. It must be assumed that an outbreak of hostilities against this country would probably be preceded by efforts to sabotage the ability of the United States to defend itself.

3. Methods. The tools and methods of the saboteur are limited only by skill and ingenuity. They can include destruction by arson, explosive devices, foreign object damage, or numerous other means.

4. Responsibilities. Security is the direct, immediate and moral responsibility of all persons in the naval service and civilians employed by the Navy. To properly counter saboteurs requires an intense awareness by all personnel while on board the naval air station. Security awareness is the best aid in defending the naval air station from sabotage attempts. The Security Whidbey Precinct is tasked with safeguarding lives and property. The key facilities listed under threat conditions are primary targets for sabotage. Personnel working or patrolling these areas must be conversant with policy or authority to apprehend or detain suspicious person(s) observed in these areas, and their responsibility to protect government property. Access control/visitation privileges must be strictly enforced and further limited, or restricted during increased threat conditions. The Naval Criminal Investigative Service (NCIS) must maintain liaison with local law enforcement agencies to advise them of the current threat analysis. The Commanding Officer, NAS Whidbey Island has the authority to increase the local threat condition based upon information supplied by the NCIS. The Security Whidbey Precinct will respond per this instruction to any increased threat condition, and as directed by the Commanding Officer.

#### **104. Hostage or Barricaded Subject**

1. Background. Hostage situations are delicate and critical because human lives are at stake. The first priority of a hostage situation is the preservation and safe release of the hostage(s). The second priority is to apprehend the hostage taker(s). The following are guidelines that may be executed by command authority during a hostage situation aboard Naval Air Station, Whidbey Island. Where hostage situations exist:

- a. Isolate, evacuate, and negotiate; the preferred solution.
- b. Contain aggressors and demand surrender.
- c. Use chemical agents to force surrender.
- d. Use Washington State Patrol/FBI snipers to neutralize the suspect. This is obviously dangerous to the hostage(s), as there may be more than one individual who is holding hostage(s) or the hostage(s) might be mistaken for the suspect(s).

e. Assault entries will be conducted by the FBI or Washington State Patrol SWAT Team as covered by MOUs. This is the most dangerous method as bodily harm may be inflicted upon the hostage(s).

These alternatives should always progress from one of the earlier responses to one of the later responses. It is virtually impossible to return to negotiations after an assault has taken place.

## 2. Policy

a. Once it has been established that a hostage situation exists, the first Security patrol officer on the scene shall refrain from gunfire and confine the suspect(s) to the smallest area possible consistent with safety. An inner and outer perimeter to control pedestrian and vehicular traffic around the affected area shall be established.

b. Obtain tactical advantage over the suspect(s) holding hostage(s). The Security Director shall coordinate with the Washington State Patrol/Federal Bureau of Investigation (FBI). This will include establishing a mobile emergency operating center/negotiations post.

c. Use designated negotiators to establish communications with the suspect(s). Negotiation may allow a safe conclusion to the situation. Non-negotiable demands include weapons, ammunition, and exchange of hostages.

d. Gather intelligence via the Security forces surrounding the suspect(s), information from personnel records, criminal history, doctors, psychiatrists, chaplains, family, or friends.

e. If unable to establish negotiations, the On-Scene Commander at the field Command Post will continue to contain the situation.

f. The situation is no longer negotiable if the suspect kills a hostage. Upon orders of the Commanding Officer, a coordinated assault may become necessary by the Washington State Patrol/FBI SWAT Teams. Security forces may be used as a last resort.

g. Nothing in this plan shall preclude members of any team from ensuring their own self-protection.

## 3. Action

a. Radio dispatcher/watch commander receives notification that a hostage situation exists:

(1) The policy of refraining from gunfire is emphasized to responding patrol units.

(2) Backup patrol units are dispatched to the scene, and establish inner and outer perimeters.

b. The Dispatcher notifies the Security Director, Duty Security Officer, CDO, and NCIS of the current situation. The Security Director staffs the NAS Whidbey Island Command Center.

c. The POOW notifies the Command Duty Officer, Executive Officer, Commanding Officer, Operations Duty Officer, and Squadron Duty Officer, if applicable.

d. The On-Scene Commander (senior patrol officer) with available units establishes inner perimeter (smallest possible area) to seal off escape routes, contain the situation and evacuates the immediate area if safe to do so, establishes communications with suspect(s) if possible and acts as the On-Scene Commander until relieved by higher authority.

e. Recall Security force personnel, negotiation team, and other Security Police Department personnel required to contain the situation.

f. Watch Commander relieves outer/inner perimeter personnel using Security Department recall personnel and return patrol units to normal patrol. Ensure outer perimeter excludes uninvolved personnel and the press from entering the inner perimeter. Any personnel desiring access shall be referred to the Emergency Management Center, building 2547.

g. All department heads, Public Affairs Officer, Commanding Officers, and Officers in Charge concerned with the incident will report to the Emergency Management Center. The Security Director or designated representative, NCIS, FBI, and local law enforcement personnel will provide experts/assistance in various fields. The PAO will coordinate all press releases through the Emergency Management Center.

h. Establish field command post within the outer perimeter out of sight of the suspect(s) and hostage(s). The On-Scene Commander will be in charge of the field command post. The field command post shall include communications with the Naval Security Forces, negotiations post, watch commander, and the Emergency Management Center.

i. Establish a negotiations post away from the field command post and, ideally, within the inner perimeter. Make contact with the suspect(s) via telephone, loudspeaker, or walkie-talkies. Radios, tape recorders, and logs should be used by the negotiation team. Provide field command post with pertinent information and progress.

j. Cautiously deploy the specially trained Washington State Patrol/FBI SWAT Team and withdraw the initially involved patrol units from the inner perimeter, debrief, and return to normal duty. All units will operate on frequency TAC 4 unless otherwise directed by the field command post.

k. Intelligence gathered shall be relayed to the field command post. Intelligence may be gathered from tactical units, negotiation team, personnel records, criminal history, doctors, psychiatrists, chaplains, family, and friends.

(1) Obtain maps and blueprints of area.

(2) Survey the area.

(3) Obtain names(s) of suspect(s) and hostage(s).

(4) Record(s) checks.

l. Remove heat, lights, and water from area involved.

m. Use services of a psychologist, if available.

n. Field command post ensure unified command if situation becomes mobile and jurisdiction changes.

o. The Security Director shall ensure that a thorough investigation of the situation is conducted, coordinating as necessary with assisting and/or other law enforcement agencies having jurisdiction.

## **105. Major Accidents/Disasters**

### Disasters

1. Civil Disasters. Disasters are civil emergencies, either natural or induced, resulting from fires, floods, tornadoes, earthquakes or explosions which may disrupt normal processes of government or endanger life or property. Security Police personnel are seldom called upon for assistance during civil disasters occurring off naval air station property unless government property or equipment is involved.

2. Aircraft and/or Missile Accident. Security Police personnel are used to secure the areas around the crash site. The procedures for on-base and off-base aircraft and/or missile accidents are as follows:

a. On Base. Security Police personnel secure the scene and protect all government property. One of the most important aspects of this protection is to ensure that all classified material is properly secured. This includes covering any exposed material, and erecting physical barriers, if possible, to ensure those sensitive areas are effectively isolated. This procedure would also apply off base, with follow-on details to be coordinated with local authorities. Security Police personnel also have the obligation to keep spectators at a reasonable distance for their protection and to prevent them from handling wreckage or interfering with rescue operations. Allow only authorized personnel onto the scene. Direct traffic control so emergency vehicles have priority. Prevent smoking to prevent explosion. Carry out any additional instructions given by competent authority.

b. Off Base. Security personnel do not have jurisdiction outside the station, so civilian police normally control spectators and direct traffic control. The Security Whidbey Precinct's role will be restricted to indirect support to the civil authorities upon their request and as approved by the Security Director.

3. Control of Photography. The following information summarizes how photography is controlled at the scene of an aircraft accident. Security's function is to carry out the orders of competent authority.

a. Off Station. If no classified material is exposed, photographs may be taken at the discretion of the PAO. All photography shall be denied until a NAS representative has given permission to allow it. If exposed classified material cannot be removed or covered immediately, the On-Scene Commander shall advise news photographers that he/she cannot give permission to take photographs and ask them to cooperate. He/she shall inform them that taking photographs of classified material is a violation of criminal statutes, Title 18 USC 793(E), 795, and 797. No force is to be used if news photographers refuse to cooperate, but civilian police shall be asked to help prevent photographs and to help recover all photographs, negatives, and sketches presumed to contain classified material or information. The On-Scene Commander shall report to NCIS all infractions or refusals by news media personnel to cooperate.

b. On Station. If no classified material is exposed, photographs may be taken when authorized by the PAO. If classified material is exposed and cannot be removed or covered, only official Navy photographers may be permitted to take photographs. If persons other than official Navy photographers take photographs, the film shall be taken into custody for prompt development and examination by NCIS. Property receipts for all photographs and photographic material taken into custody shall be issued.

c. Releasing Information. The Commanding Officer or the PAO provides all releasable information to newsmen as quickly as possible. If questioned after an accident, refer the questioners to the Commanding Officer or the PAO. If newsmen continue to ask your opinion on the subject, you will reply, "No comment."

4. Nuclear Accidents/Incidents. In the event of a nuclear accident or a nuclear incident, specific duties and responsibilities of the Security Police Department shall be external perimeter control of the area to preclude intrusion by unauthorized persons. The Security Police Department is responsible for coordinating with civil police agencies for such functions as clearing accident/incident locations and control of personnel to include isolating or roping off the scene, guarding the wreckage, protecting classified material, and providing assistance in evacuation of personnel.

5. Fires. In disaster areas ravaged by fire, security personnel may be used to control the flow of traffic in the disaster area, keep spectators at a safe and reasonable distance, keep fire lanes open to avoid hindering the Fire Department, and secure the scene after the fire to prevent pilferage or looting.

6. Severe Weather. The extent to which security personnel are employed during disasters resulting from severe weather conditions depends on climatic conditions. Before the occurrence of severe weather conditions, security personnel may notify personnel living in base housing of the seriousness of the situation. They may assist in the removal of personnel from unsafe quarters to places of safety and remove articles or equipment that might be damaged or destroyed. During or after the occurrence of severe weather, security personnel may assist in caring for the injured, directing traffic, guarding washed-out roads until barricades can be erected, and guarding the scene to prevent pilferage or looting.

7. Assistance to Civil Authorities. Disaster or civil disturbance emergency operations are primary responsibilities of the Army and collateral responsibilities of the Navy and Air Force. If emergency operations are undertaken, commanders of the

appropriate military services may be authorized to provide emergency military support. Security personnel are not to undertake such assistance without prior approval of the Commanding Officer. Relief measures in disaster areas are primarily a civil responsibility aided by the American Red Cross and State National Guard. However, federal agencies are authorized to provide assistance in all major disasters when directed by the President.

**106. Dissident Activity Alert**

1. Background. In the event dissident activity is anticipated, this preliminary plan/checklist and warning contingency will be placed into effect.

2. Planning and Force Coordination Responsibility.

a. With advance planning, a general evaluation of the probable situation can be ascertained. The following personnel will meet at a prearranged time:

- (1) Commanding Officer (257-2345).
- (2) Executive Officer (257-2122).
- (3) Security Director (257-2406).
- (4) Physical Security Specialist (257-1622/3735).
- (5) Security Police Department Operations Officer.
- (6) Chief Criminal Investigator (257-1608).
- (7) Naval Criminal Investigative Service (257-3359).
- (8) NAS Staff Judge Advocate (257-2011).
- (9) NAS Whidbey Public Affairs Officer (257-2286).

b. The Security Police Department Operations Officer shall contact the personnel listed above and the following upon notification of actual dissident activity:

- (1) On duty patrol personnel, Security Whidbey Precinct.
- (2) Normal patrol augment/call in off-duty section.

3. Equipment. Security Whidbey Precinct Operations Officer, (257-6715) shall make available:

- a. Extra radios.
  - b. Riot batons.
  - c. Helmets.
  - d. Face shield for helmet.
  - e. Gas masks/body armor.
  - f. Extra vehicles/motor transport - Security Watch Commander ensure that vehicles are properly fueled, etc.
    - (1) Bus/van for demonstrators.
    - (2) Bus for additional forces.
4. Further logistics. Physical Security Specialist shall provide:
- a. Mobile Command Post for Commanding Officer.
  - b. Portable radio for Commanding Officer.
  - c. Maps of area and building diagrams, Public Works Department, 257-3348.
  - d. Galley notification (meals, coffee, etc.), 257-2441 (Supply Officer/Assistant Supply Officer).
5. Threat. Prepare, ready, and deploy forces to meet the anticipated threat for:
- a. Peaceful demonstrators.
  - b. Militants.
6. Further coordination. Physical Security Specialist.
- a. Resident Officer in Charge of Construction, 257-3085/3348.
  - b. Department heads, as necessary.
  - c. Medical (257-9974/9500) and Dental (257-2106/9341) alerted.
  - d. COMNAVREGNW Seattle - PAO, DSN 941-3432, and the Region Security Director, DSN 315-5370.

- e. Fire trucks, Fire Division, 257-3333.

## 107. Civil Disturbance

1. Purpose. To promulgate policy and basic procedures for dealing with civil disturbances which involve NAS Whidbey Island.

### 2. Discussion

a. There have been cases of civil disturbances directed against public officials, symbols of the United States, and military ship and shore installations. These disturbances have included demonstrations, picketing, sit-ins, passive resistance, civil disobedience, destruction of government property, riots, and vandalism.

b. Civil disturbances present a possibility that unauthorized persons may attempt to interfere with the normal course of activities at this installation and may attempt to gain unauthorized access to the station. Because civilian personnel over whom the Department of the Navy has no jurisdiction are usually involved in this type of action and will attempt to capitalize upon any alleged act of violence, injury, or force exerted upon them by the Department of the Navy or its representatives, certain precautionary measures are necessary.

### 3. Legal Responsibility

a. When the civil disturbance takes place outside the installation, on private property or public thoroughfare as distinguished from shore installations or government reservations, the appropriate local law enforcement authorities have responsibility and jurisdiction. COMNAVREGNW Disaster Preparedness Plan provides instructions regarding action to be taken when local authorities request Navy assistance in connection with a civil disturbance.

b. The right to "peaceful picketing" or "peaceful demonstration" does not include the right to interfere with or impede the normal business activity of a naval installation. When a group creating a civil disturbance gains unauthorized access to a naval installation, the federal law enforcement authorities have jurisdiction. Reference (a), Appendix VI, paragraph 3, states in part, "...that trespassing, photography, and other activities inimical to the security of the Navy installation are prohibited and that violators may be prosecuted provided that pertinent regulations have been posted in the area..." Therefore, although detention of unauthorized civilians gaining access to the installation is a responsibility of naval authority, the actual arrest should be effected by the U.S.

Marshal or other civilian authority. In this connection, the following points should be strictly adhered to:

(1) The period of detention, awaiting the arrival of the U.S. Marshal or other civilian authority, shall be kept to an absolute minimum. Physical force shall be restricted to that necessary to ensure the safekeeping of unauthorized persons.

(2) Control actions shall be accomplished in an orderly and businesslike manner.

(3) Physical handling of women or children shall be avoided if possible. If physical handling is required, it should be accomplished in such a manner as to preserve the personal dignity of the individual concerned, as well as that of the members of the security force.

c. The Commanding Officer will use any means reasonably necessary to enforce law and order on the naval installation, to protect naval personnel and property, or to prevent undue interference with naval missions or functions.

#### 4. Action

a. The Security Director shall ensure placement of "Government Property - No Trespassing" signs per reference (a).

b. Commanding Officers/Officers in Charge/Department Heads shall:

(1) Indoctrinate personnel regarding the continuing need for maximum security and individual responsibilities in this area, as outlined in reference (a) and this instruction.

(2) Ensure that any person having information, from any source, that this or any other military installation may be subject to civil disturbance, shall immediately advise the CDO and Security Director.

(a) The Security Director shall inform local law enforcement officials, as appropriate, and will act as NAS Whidbey Island coordinator for action required on the part of local civil authorities.

(b) The CDO shall make a preliminary evaluation and notify the Commanding Officer, Executive Officer, NCIS, COMNAVREGNW Duty Officer, and Security Director.

c. In the event of a civil disturbance directed against NAS Whidbey Island, every precaution shall be taken to ensure that

the participants do not enter the military reservation through the main gates or by other means. If such a disturbance occurs during duty hours, minimum precautionary measures shall be taken as follows:

(1) The first person becoming aware of the demonstration shall notify the CDO, who shall alert security forces. The Secretary of the Army has been designated as the Executive Agent (deployment and employment) of military resources in the event of civil disturbances. The Army Civil Disturbance Plan has been assigned the code name "GARDEN PLOT." Naval area commanders participate as area coordinators with appropriate Continental Army Commanders in support planning for civil disturbance operations within their area of jurisdiction.

(2) Sentries at the main Ault Field gate (Langley Blvd.) will be augmented by additional Security Whidbey Precinct personnel. All other gates will be secured as directed. Barricades, guarded by Security Whidbey Precinct personnel, will be established at the other ingress points on Coral Sea Avenue, Torpedo Road, and Wake Avenue.

(3) Execute the Security Whidbey Precinct Emergency Recall Bill.

(4) At least one fire truck shall be dispatched to each gate for possible use as an instrument of riot control at the discretion of the Commanding Officer, Executive Officer, Security Director, or senior officer present. No attempt shall be made to forcibly restrain the participants unless they attempt to enter the military reservation by force.

(5) Roving patrols shall be dispatched by the Security Whidbey Precinct Watch Commander to patrol the perimeter of the reservation and report unusual activity.

(6) The Security Director shall make sound equipment available at the scene for use by the trained negotiator present to address the demonstrators and attempt to disperse the gathering.

(7) Station Decal Office shall report to the security headquarters by telephone, for duties as directed by the Security Director.

(8) Armed security force and augmentation personnel shall be dispatched to each of the gasoline storage areas, magazine areas, and antenna farms to protect these areas from attempted sabotage or arson.

d. In the event of a civil disturbance occurring outside of duty hours, the CDO, or senior officer present should immediately execute "GARDEN PLOT."

e. Although the possibility of demonstrations from NAS Whidbey Island's considerable shoreline seems remote it remains a possibility. Assigning watches in that area should be considered. (The control tower offers an excellent vantage point for this purpose.)

f. The Security Director shall submit the reports required by COMNAVREGNW Disaster Preparedness Plan. Requests for assistance for civil authorities shall be forwarded to the Commanding Officer or Executive Officer or, in their absence, to the CDO. They will notify COMNAVREGNW as the area coordinator. COMNAVREGNW will notify the Chief of Naval Operations.

5. Bomb Threats. Special instructions for dealing with bomb threats in connection with civil disturbances are contained in this appendix.

#### 108. Sniper Situation

1. The following is a guide to be used by command authority during a sniper situation aboard NAS Whidbey. A person can resort to this type of action for revenge (disciplinary case, dismissed from job), or because of mental instability (depression, psychotic tendencies). A sniper must be treated as a definite threat to the life of any person approaching within the sniper's range of vision and must be dealt with promptly.

2. Because of the serious and immediate threat to human life, certain specific actions must be taken upon the initial alert that there is a sniper located on the station or in naval housing:

a. Establish a perimeter immediately, isolate the entire area controlled by the sniper, and evacuate personnel if possible and safe to do so.

b. The CDO and Security Director must be notified of the situation and the Security Whidbey Precinct requested to send security forces to the scene. The CDO will ensure that the Commanding Officer and the Executive Officer are notified and kept abreast of the situation.

c. Establish a Mobile Command Post for use by command authority.

d. Break out and issue body armor to personnel in the area of operation.

e. When an adequate number of personnel arrive on scene and the situation permits, rescue and evacuate personnel injured by the sniper. Make use of anything available (vehicles, equipment, etc.) for protection. All actions taken should point toward isolation of the sniper and denial to targets.

3. Should this action take place in naval housing, the Oak Harbor Police Department and Island County Sheriff's Office (ICSO) must be notified immediately. They have concurrent criminal jurisdiction, depending on the area, and may assume command of the situation.

4. Upon completion of the above steps and stabilization of the situation, attempts should be made to establish communications with the sniper and ascertain the reasons, if any, for the sniper's actions.

5. After the above steps have been accomplished, the sniper is to be apprehended in a manner involving least risk to friendly personnel.

#### **109. Hijack of Aircraft**

1. The hijacking of a military aircraft could create a serious international incident and raise concern for the safe return of the aircraft and passengers. Air Terminal personnel shall use established procedures for checking passengers and baggage onto aircraft, and concerted effort shall be made to prevent hijacking by detecting potential hijackers prior to boarding. Anti-hijacking procedures shall be instituted when:

a. A passenger refuses to submit to an inspection under the passenger/baggage provisions.

b. For any reason a passenger becomes a suspected hijacker.

c. A potential hijacker, whose identity is known through intelligence alerts, etc., appears in the Air Terminal or NAS Whidbey.

d. Unauthorized articles or contraband useful to a hijacker are found, or a person appears to be violence prone.

2. The recipient of a hijack notification or alarm will alert the following as necessary:

a. Security Director (Watch Commander), 257-3121.

- b. Operations Duty Officer.
  - c. Command Duty Officer, 257-2631/2
  - d. Squadron Duty Officer, if applicable.
  - e. NCIS Resident Agent in Charge, 257-3359.
  - f. Commanding Officer/Executive Officer.
3. After it is determined not to be a false alarm notify the following:
- a. FBI, Everett, WA, telephone (425) 252-3500 or FBI, Seattle, WA, telephone (206) 622-0560.
  - b. If the aircraft is "in-flight," the FAA Northwest Regional Duty Officer shall be contacted by the FAA AT Rep (NAS N33, 257-1314). An aircraft is considered to be "in-flight" from the moment the external doors are closed following embarkation until the moment when one door is opened for disembarking.
4. Security, Whidbey Precinct
- a. Establish a perimeter around the aircraft or location of suspected hijacker using buildings, vehicles, and ground-handling equipment as cover.
  - b. Make no attempt to board the aircraft (or enter building) to apprehend the suspected hijacker.
  - c. If a hostage has been taken or if the aircraft is being used as a means to extort money or passage to another area, follow the hostage procedures described in hostage or barricaded subjects.
  - d. Ensure that watch personnel are familiar with the Air Terminal facilities, as well as the Operations Department, building 385.
5. As a general rule, an act or statement that would be viewed as hostile by the suspect should be avoided. Any hijacker may be assumed to be either mentally deranged or under unusual mental stress; his/her reactions will be unpredictable and may be violent if triggered by a careless word or action. The primary objective is to take the suspect into custody without harm to other personnel, the aircraft, or the suspect.

6. The Fire Protection Division Officer shall publish an operating procedure for the response of fire crash vehicles upon receipt of a hijack alert notification.

7. Reports. Any operating unit/activity having knowledge of a suspected or actual hijacking will immediately initiate a telephonic OPREP-3, Event and Incident Report, to appropriate higher headquarters center and follow up with a message OPREP-3, Event and Incident Report per appropriate guidelines.

**APPENDIX B**  
**TERRORIST THREAT CONDITIONS (THREATCONS)**  
**FOR COMBATING TERRORISM**

1. Introduction. Information and warnings of terrorist activity against NAS Whidbey Island and attached personnel will normally be received from security authorities or through security agencies. Information may come from local police, be received directly by the command or agency as a threat or warning from a terrorist organization, or be in the form of an attack.

2. Threat Information and Declaration of Terrorist THREATCONS and Measure Implementation. NAS Whidbey Island will make use of threat information provided by the local Naval Criminal Investigative Service. The declaration of THREATCONS and implementation of measures may be decreed by a U.S. command or agency or by the Commanding Officer, NAS Whidbey Island following receipt of intelligence through official sources or an anonymous threat message. Lateral, as well as vertical, reporting will occur to ensure notice of the THREATCON is given to other potentially affected areas.

3. Weapons and Ammunition. Reference (s) sets forth the policy and procedures for the issuance of weapons and live ammunition.

4. Threat Assessment Guidelines

a. General Guidelines. The following general guidelines provide for uniform implementation of security alert conditions. Assessment factors are defined as follows:

(1) Existence. A terrorist group is present, or able to gain access to a given country or locale.

(2) Capability. The acquired, assessed, or demonstrated level of capability to conduct terrorist attacks.

(3) Intentions. Recent demonstrated anti-U.S. terrorist activity, or assessed intent to conduct such activity.

(4) History. Demonstrated terrorist activity over time.

(5) Targeting. Current credible information on activities indicative of preparations for specific terrorist operations.

(6) Security Environment. The internal political and security considerations that impact on the capability of terrorist elements to carry out their intentions.

b. Threat Levels. Threat levels are based on the degree to which combinations of the following factors are present:

(1) Critical. Factors of existence, capability and targeting must be present. History and intentions may or may not be present.

(2) High. Factors of existence, capability, history, and intentions must be present.

(3) Medium. Factors of existence, capability, and history must be present. Intentions may or may not be present.

(4) Low. Existence and capability must be present. History may or may not be present.

(5) Negligible. Existence and/or capability may or may not be present.

c. Environment. Security environment is considered separately as a modifying factor and may influence the assigned threat level.

d. Limitations. These guidelines apply only to the assessment of a terrorist threat against U.S. or DoD interest.

## 5. Intelligence Estimate - Threat Analysis

a. Ideally, an intelligence estimate/threat analysis should be a routine, continuous function performed by the NAS Whidbey Island Commanding Officer.

b. Questions to be considered:

(1) Is the area ripe for terrorism?

(2) Are terrorist groups forming and, if they are, are they becoming violent?

(3) Are acts of terrorism likely to happen here?

(4) What are the likely targets on this installation?

c. U. S. Government agencies that are excellent sources of information include the FBI, which is responsible for dealing with terrorism involving military personnel on NAS Whidbey Island. The Naval Criminal Investigative Service will provide liaison between U.S. Navy assets and other government agencies.

6. THREATCONS. Per reference (a) a description of THREATCONS and determining what should be considered for implementation under each are as follows:

a. THREATCON NORMAL. A general threat of possible terrorist activity exists, but warrants only a routine security posture.

b. THREATCON ALPHA. A general threat of possible terrorist activity, the nature and extent of which are unpredictable, where circumstances do not justify full implementation of the measures contained in THREATCON BRAVO. However, it may be necessary to implement selected measures from higher THREATCONS resulting from intelligence received or as a deterrent. The measures in that threat condition must be capable of being maintained indefinitely.

(1) Measure 1. At regular intervals, remind all personnel, including family members, to be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers. Be alert for unidentified vehicles on or in the vicinity of naval installations, activities, or facilities; and be alert for abandoned parcels or suitcases or any unusual activity.

(2) Measure 2. Keep the Security Director or other appointed personnel who have access to plans for evacuating buildings and areas in use, and for sealing off any areas where an explosion or attack has occurred, available at all times. Keep key personnel who may be needed to implement security plans on call.

(3) Measure 3. Secure buildings, rooms, and storage areas not in regular use.

(4) Measure 4. Increase security spot checks of vehicles and persons entering the installation and non-classified areas under the jurisdiction of the installation or command.

(5) Measure 5. Limit access points for vehicles and personnel commensurate with a reasonable flow of traffic.

(6) Measure 6. As a deterrent, apply one of the following measures from THREATCON BRAVO individually and randomly:

(a) Secure and regularly inspect all buildings, rooms and storage areas not in regular use. (Measure 15)

(b) At the beginning and end of each workday and at other regular and frequent intervals, inspect the interior and

exterior of buildings in regular use for suspicious activity or packages. (Measure 16)

(c) Check all deliveries to messes, clubs, etc. (Advise family members to check all home deliveries.) (Measure 18)

(d) As far as resources allow, increase surveillance of domestic accommodations, schools, messes, clubs, and other soft targets to improve deterrence and defense and build confidence among staff and family members. (Measure 19)

(7) Measure 7. Review all plans, directives, personnel details, and logistic requirements related to the introduction of a higher THREATCON.

(8) Measure 8. As appropriate, review and implement security measures for high-risk personnel; e.g., direct use of inconspicuous body armor.

(9) Measure 9. As appropriate, consult local authorities on the threat and mutual antiterrorism measures.

(10) Measure 10. Spare.

c. THREATCON BRAVO. An increased and more predictable threat of terrorist activity exists. The measures of this threat condition must be capable of being maintained for weeks without causing undue hardship, without affecting operational capability, and without aggravating relations with local authorities.

(1) Measure 11. Repeat Measure 1 and warn personnel of any other form of potential attack to be used by terrorists.

(2) Measure 12. Keep all personnel involved in implementing antiterrorist contingency plans on call.

(3) Measure 13. Check plans for implementation of the measures contained in the next higher THREATCON.

(4) Measure 14. Where possible, cars and objects such as crates, trash containers, etc., are to be moved at least 80 feet (25 meters) from buildings, particularly those buildings of a sensitive or prestigious nature. Consider the application of centralized parking.

(5) Measure 15. Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.

(6) Measure 16. At the beginning and end of each workday and at other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity or packages.

(7) Measure 17. Examine all mail for letter or parcel bombs. (This examination is increased above normal.)

(8) Measure 18. Check all deliveries to messes, clubs, etc. (Advise family members to check all home deliveries.)

(9) Measure 19. As far as resources allow, increase surveillance of domestic accommodations, schools, messes, clubs, and other soft targets to improve deterrence and defense and build confidence among staff and family members.

(10) Measure 20. Make staff and family members aware of the general situation to stop rumors and prevent unnecessary alarm.

(11) Measure 21. At an early stage, inform members of local security committees of any action being taken and why.

(12) Measure 22. Upon entry of visitors to the command, physically inspect them and a percentage of their suitcases, parcels, and other containers.

(13) Measure 23. Wherever possible, operate random patrols to check vehicles, people, and buildings.

(14) Measure 24. Protect off-base military personnel and military transport in accordance with prepared plans. Remind drivers to lock parked vehicles and to institute a positive system of checking before they enter and drive cars.

(15) Measure 25. Implement additional security measures for high-risk personnel, as appropriate.

(16) Measure 26. Brief personnel who may augment guard force on use of deadly force and/or rules of engagement.

(17) Measure 27. As appropriate, consult local authorities on the threat and mutual antiterrorism measures.

(18) Measure 28. Provide increased security surveillance of waterfront areas including wharves, piers, caissons, critical communications facilities/assets, etc.

(19) Measure 29. Recall Auxiliary Security Force.

d. THREATCON CHARLIE. When an incident occurs or when intelligence is received indicating that some form of terrorist action against installations or personnel is imminent. Implementation of this measure for more than short periods will create hardship and will affect the peacetime activities of the installation and its personnel.

(1) Measure 30. Continue all THREATCON BRAVO measures or introduce those outstanding.

(2) Measure 31. Keep all personnel who are responsible for implementing antiterrorist plans available at their places of duty.

(3) Measure 32. Limit access points to absolute minimum.

(4) Measure 33. Strictly enforce control of base entry and search a percentage of vehicles.

(5) Measure 34. Enforce centralized parking of vehicles away from sensitive buildings.

(6) Measure 35. Issue weapons to guards. (Local orders must include specific orders on issue of ammunition.)

(7) Measure 36. Introduce increased patrolling of the installation to include waterfront areas, wharves, piers, caissons, and critical communication facilities/assets, dry-docks, etc.

(8) Measure 37. Protect all designated vulnerable points and give special attention to VPs outside naval installations and activities.

(9) Measure 38. Erect barriers and obstacles to control traffic flow.

(10) Measure 39. Consult local authorities about closing public (and naval) roads and facilities that might make sites more vulnerable to terrorist attacks.

(11) Measure 40. Spare.

e. THREATCON DELTA. Implementation applies in the immediate area where a terrorist attack occurred or when intelligence has been received that terrorist action against a specific location is likely. Normally, this THREATCON is declared as a localized warning.

- (1) Measure 41. Continue or introduce all measures listed for THREATCON BRAVO and CHARLIE.
- (2) Measure 42. Augment guard and/or police forces as necessary.
- (3) Measure 43. Identify all vehicles already on the installation within operational or mission support areas.
- (4) Measure 44. Search all vehicles and contents entering the complex or installation.
- (5) Measure 45. Control all base access points and implement positive ID of all personnel.
- (6) Measure 46. Search all suitcases, briefcases, packages, etc., brought into the installation or command.
- (7) Measure 47. Control access to all areas under the jurisdiction of the naval installation or command concerned.
- (8) Measure 48. Make frequent checks of the exterior of buildings and parking areas.
- (9) Measure 49. Minimize all administrative journeys and visits.
- (10) Measure 50. Consult local authorities about closing public (and naval) roads and facilities that might make sites vulnerable to terrorist attacks.
- (11) Measure 51. Man posts as necessary to prevent attack against vulnerable facilities outside the base boundaries (e.g., emergency power generators close to base boundary, microwave relay towers located off base, etc.)



**APPENDIX C**  
**SAFETY PRECAUTIONS FOR INDIVIDUALS**

1. Information. No one is immune from terrorist threats. A person who maintains a security-conscious attitude, however, can minimize and prevent such acts.

2. Action. The NAS Security Director shall, on an as needed basis, provide training that will provide in-depth information regarding individual safety precautions. All DoD personnel are encouraged to attend such classes as workload permits. Antiterrorism Training will be conducted quarterly/annually to deploying squadrons and to individual personnel in receipt of out of CONUS PCS orders.

**APPENDIX D**  
**EMERGENCY RECALL LIST FOR ESSENTIAL PERSONNEL**

1. Purpose. To prescribe procedures for an Emergency Recall List for essential personnel.
  
2. Action. The NAS Security Director shall ensure that an updated Emergency Recall List is maintained and that all appropriate personnel who may require access have said access. A copy of the list shall be forwarded to the NAS CDO/POOW, building 385.

**APPENDIX E**  
**FLIGHT LINE & SUPPORT FACILITIES ACCESS CONTROL**

1. Purpose. Reference (a) directs the establishment of physical security programs within all naval commands. This appendix publishes regulations governing access to and control of personnel and motor vehicles in and around the flight line and support facilities during periods of increased threat conditions, and to establish individual and organizational security responsibilities pertaining thereto.

2. Responsibilities

a. The Security Director, NAS Whidbey Island is designated as the station's representative for the Flight Line and Support Facilities Physical Security Program. The Security Director is responsible for the creation, implementation, enforcement, and supervision of this program.

b. Commanding Officers, Officers in Charge, department heads, and special assistants, are responsible for complying with the provisions of this instruction.

3. Action

a. Commanding Officers, Officers in Charge, department heads, and special assistants shall designate in writing a Flight Line Access Control Representative (FACR) and an alternate (first class petty officer or above, or GS-4 or above) per paragraph 6 of this appendix. Submit copies of such appointments to NAS Security Police (NAS N21A).

b. Flight line and support facilities are designated as Level II restricted areas per reference (a) and this instruction. Points of ingress and egress shall be kept to a minimum as required for airfield operations. All building and hangar doors with access to the flight line, except for designated access points, shall be secured at all times and operated as emergency exits only. Entry and exit to flight line and support facilities shall be through the designated manned gates listed below. All other gates will be locked. Commands or departments requiring access through gates other than those which are open, shall request assistance from NAS Whidbey Island Operations Department, Facilities Division, 257-6707 and Security Whidbey Precinct, Physical Security Assist Team (PSAT/N22B) extension 257-1622 or 257-3735.

c. Flight line gate watches shall comply with paragraph 7. Entrance to and exit from the flight line and support facilities are permitted only through accesses listed below. These accesses

shall be manned and manpower provided as indicated.

PRIMARY FLIGHT LINE (ACCESS) GATES

Gate 107 Hangar 5, building 386	Vehicle & Pedestrian	24 hours	Squadron personnel
Gate 108 South end Hangar 5, building 386	Vehicle & Pedestrian	24 hours	VAQ-129 personnel
Gate 114 Fire Station, building 2526	Fire Department Vehicles only	Closed	Fire Station personnel
Gate 124 North end Hangar 6, building 410	Vehicle & Pedestrian	24 hours	CPRW 10 personnel
Gate 125 Hangar 6, building 410	Pedestrian	24 hours	Squadron personnel
Gate 109 Hangar 12, building 2737	Pedestrian	24 hours daily	Squadron personnel
Gate 139 Torpedo & Kitty Hawk	Fuel & Weapons Trucks only	Closed	NAS Security, NAS N414, N8 Maytag staff

PRIMARY FLIGHT LINE ACCESS HANGARS AND BUILDINGS

Hangar 7, building 2544	Pedestrian	24 hours	Squadron personnel
Hangar 8, building 2642	Pedestrian	24 hours	Squadron personnel
Hangar 9, building 2681	Pedestrian	24 hours	Squadron personnel
Hangar 10, building 2699	Pedestrian	24 hours	Squadron personnel
Hangar 11, building 2733	Pedestrian	24 hours	Squadron personnel

Building 385 Pedestrian 24 hours NAS POOW  
(front door)

Air Terminal Pedestrian 24 hours Air Terminal  
building 2734 personnel

4. NAS Whidbey Island Points of Contact. Flight Line Physical Security Coordinator(s) (PSAT/NAS N22B) may be reached at 257-1622 or 257-3735. Flight Line Access Control Officer (FLAK) (NAS N21A) may be reached at 257-3063. Flight Line Vehicle Access Program Manager, Operations Department, NAS Whidbey Island may be reached at 257-1624.

5. Flight Line Personnel Control Procedures and Badge Issuance

a. Badges or military identification (Armed Forces Identification Card (DD 2N, OMC, 2A and OAF); Green (active duty personnel only); Green/Red (reserve personnel) DDE Roes must be in the possession of all personnel on the flight line. Badges will be issued and controlled by NAS Whidbey Island Security Police Department via designated Farces.

b. Badges (NASW 5512/2) will be issued to:

(1) Civilian Employees. Civilian employees (GS, GM, WAG, NAIF) requiring access to the flight line and support facilities. The badge will be valid for the period the employee requires flight line access, but no longer than 3 years from date of issue. The hiring activity point of contact shall indicate on the NASWI Access Application (NASW 5512/71) if flight line access is required.

(2) Contractors and Vendors. Contractor badges may be issued for the duration of the contract or 2 years. The contracting office point of contact shall complete the NASW 5512/71 and indicate if flight line access is required. Infrequent contractor flight line access requirements will be processed as unescorted visitors unless otherwise directed by the Security Director, NAS Whidbey Island.

(3) Visitor Control. Visitors to the flight line area must have a specific purpose. General visitation will not be permitted. Visitors going to the flight line to perform maintenance or other official business will check out a visitor's badge at one of the manned primary access gates cited in paragraph 3c. Visitors shall use the nearest access gate for the area, building or hangar to be visited. Each manned primary access gate shall have visitor badges.

(4) Air Terminal Flight Line Access. Air terminal personnel will control flight line access through the air terminal. Air terminal personnel must escort to and from the aircraft all arriving and departing passengers.

(5) Whidbey Island Navy Flying Club (WINFC). WINFC members are required to be on an access list. The WINFC Manager is designated as the FACR and shall comply with this instruction.

(6) Public Affairs Tour. Visits to the flight line and hangars arranged by the PAO (NAS N01P) will be permitted if the group is escorted by a PAO military staff member with an appropriately issued badge or on an access list. The PAO office will provide a list of visitors, if available. One copy will be given to the gate guard upon entry to the flight line.

(7) Lost/Stolen/Damaged Badges. A report of lost/stolen/damaged badges will be made to the appropriate FACR by the person issued the badge. The FACR will submit written notification to the FLACO, NAS Whidbey Island.

6. Access Control. FACRs should be a First Class Petty Officer or above, or a GS-4 or above. Designations will expire at the PRD unless relieved in writing sooner. Commanding Officers, Executive Officers, Officers in Charge (OIC), Assistant Officers in Charge (AOIC), FACRs and/or their alternates are authorized to sign access lists or the NASW 5512/71 request for flight line access or badges. FACRs will determine the absolute minimum number of personnel (military, civilian and contractors) requiring access to the flight line.

a. Access Lists. FACRs shall submit access lists quarterly (January, April, July, October) to the FLACO (NAS N21A) for distribution to the appropriate access gates. The FLACO will maintain copies of the access lists. Access lists shall have name, rate/rank, social security numbers and department/command.

b. Special events. The requirement for badges and access lists may be waived for planned special events, such as, air shows, change of command, or other official event, if a written request is submitted to the Commanding Officer, NAS Whidbey Island (NAS N32), 30 days in advance of the scheduled event.

## 7. Duties of Flight Line Fixed Post Watch

a. Responsibilities. Flight line gate watch and hangar access watch personnel are responsible for granting authorized personnel and vehicles access to the flight line through assigned access points. Additionally, they are tasked with the following responsibilities.

b. Identification Checks. Ensure civilian or contractor personnel entering on foot or in a vehicle are positively identified and display a valid Access Badge (NASW 5512/2). Ensure military personnel display a valid military identification and their names are on a current access list. All hand carried items are subject to inspection.

c. Vehicle Checks. All vehicles shall be positively identified and shall display a Flight Line Vehicle Pass per Chapter 3.20.1 of reference (v). Vehicle passes will be issued per paragraph 8 of this appendix. The only exception will be emergency vehicles (fire, crash/rescue, police, medical) requiring immediate access to flight line during emergency responses.

(1) Vehicles will be subject to random inspection as directed by the Commanding Officer, NAS Whidbey Island.

(2) During THREATCON CHARLIE 25 percent of all (including all marked/unmarked government) vehicles accessing the flight line and support facilities will be inspected.

(3) During THREATCON DELTA 100 percent of all (including all marked/unmarked government) vehicles accessing the flight line and support facilities will be inspected.

(4) Vehicles must exit the flight line through the same gate that they entered. Supply Department vehicles are exempted from this requirement if they have a permanent vehicle pass.

(5) No privately owned vehicle (POV) will be allowed on/in the flight line area, unless special authorization is obtained from the NAS Commanding Officer.

d. Communication. Primary access gates: 107, 114, 124, 125, and 139 shall be equipped with portable hand-held radios and/or telephones. Radios will be kept on ALPHA Channel. This will enable posts to communicate with the roving flight line patrol, fire department and security dispatcher.

e. Flight Line Visitor Badges. Personnel who do not have a badge, or whose names are not on a current access list will be issued a visitor badge. The gate/hangar access watch will log name, rate, social security number (SSN), visitor badge number, destination, signature of visitor, time in and time out. Visitor badges must be returned to the same gate/hangar access where issued from upon departure.

f. Equipment. Flight line gate watch personnel shall have

the following gear: duty belt, baton, whistle, flashlight, radio, and foul weather gear when needed. Hangar entrance watch personnel should be equipped with: duty belt, baton, whistle, and flashlight. Watch personnel shall have ready access to a telephone or radio.

g. Training. Flight line gate/hangar entrance watch standers will receive and successfully complete the Flight Line Watch Standers Course provided by Security Whidbey Precinct. Squadron Duty Officers, Assistant Squadron Duty Officers, and Petty Officers of the Watch will receive training from the Security Whidbey Precinct concerning watch standing requirements and training.

#### 8. Flight Line Vehicle Pass Procedures

a. Flight line access is strictly controlled by Chapter 3.20.1 of reference (v).

b. Responsibilities. Personnel requesting vehicle access to the flight line must obtain a NASWI Flight Line Vehicle Pass, issued by NAS Operations Department (NAS N32). Privately owned vehicles will not be allowed on the flight line, except for pre-approved events. Commercial vehicles that are making deliveries will obtain flight line vehicle passes. All occupants of the vehicle must have appropriate access identification. Each vehicle must display a valid NASWI Flight Line Vehicle Pass on the lower left corner of the windshield. Vehicles will exit through the same gate that they entered. Supply vehicles with permanent passes are exempt from same gate entrance and exit procedures during THREATCON BRAVO and below. The NAS Operations Officer, or his designated representative, will approve, on a case by case basis, those vehicles that will receive permanent passes. Support equipment and fuel trucks are exempt from vehicle pass requirements. Permanent vehicle passes will be pulled and retained by the command to which assigned when a vehicle is undergoing Preventive Maintenance Service (PMS).

9. Special Aircraft Security Standards. The Commanding Officer, NAS Whidbey Island, with transit aircraft aboard requiring additional/special protection (TACAMO, CSA, Special Weapons Transports, AWACS, etc.) is responsible for ensuring compliance with reference (w). Access to these types of aircraft via flight line/support facility ingress/egress control points will be strictly monitored and limited to designated and required (aircrew, maintenance, etc.) personnel only. As a minimum planning, practice and application, Security Whidbey Precinct shall provide for (within resource capability):

a. One entry controller in the aircraft parking area (may be

static or mobile).

b. One roving patrol (in addition to entry controller) when two to six aircraft are parked in the same area.

c. One boundary sentry (flight line/support facility perimeter area surveillance) for two to four aircraft and two boundary sentries for more than four aircraft during darkness or periods of reduced visibility.