DEPARTMENT OF THE NAVY
NAVAL BASE POINT LOMA
140 SYLVESTER ROAD
SAN DIEGO, CA 92106-3521

NBPLINST 1070.1
00
28 October 2004

NAVAL BASE POINT LOMA INSTRUCTION 1070.1

Subj: CHECK-IN/CHECK-OUT ADMINISTRATIVE PROCEDURES OF MILITARY AND CIVILIAN PERSONNEL ON BOARD (NBPL) NAVAL BASE POINT LOMA

Encl: (1) NBPL Check-in/Check-out Sheet
(2) Personnel Profile Form (FOUO)
(3) CO NBPL Command Policy
(4) CO's policy statement on Safety
(5) CO's policy statement on Fraternization
(6) CO's policy statement on Sexual Harassment
(7) CO's policy statement on Tijuana, Mexico liberty
(8) CO's policy statement on Motorcycle Safety
(9) DUI Video (Programmed in Admin Office)

1. Purpose. To establish and promulgate standardized military and civilian personnel check-in and check-out procedures. To streamline departmental responsibilities in assisting military and civilian personnel assigned to Naval Base Point Loma (NBPL) during their transition to and from the command. This instruction should be read in its entirety.

2. Discussion

a. Military personnel. NBPL military personnel strength includes active military personnel with UICs consisting of 63406 (command UIC), 46262 (Regional Security UIC), 00245 (Port Operations), and 00242 (CNRSW). All military personnel reporting for duty to NBPL are under the administrative control (ADCON) of Commanding Officer, Naval Base Point Loma.

b. Civilian personnel who are assigned to NBPL as a result of regionalization are under the administrative control of Commanding Officer, Naval Base Point Loma.

c. Military personnel assigned to Naval Base Point Loma shall complete a command Indoctrination Course within six months of reporting.

3. Procedure

a. Military and civilian personnel reporting or being assigned to Naval Base Point Loma shall:

(1) Utilize enclosure (1) for check-in and check-out.

(2) Complete enclosure (2) for recall purposes and update as required due to change in the information provided.

(3) Receive copies of enclosures (3) through (7) delineating specific command policies.

(4) Review and complete enclosure (8) survey on Motorcycle Operating Policy.

(5) View enclosure (9) regarding DUI/DWI awareness.

Acknowledgement of above command policies and understanding of all items shall be documented in a Page-13 entry.

b. Check-In. UIC 63406 military personnel report to Admin Office in Bldg 140 for administrative purposes. Personnel with UICs 46262, 00242 and 00245 initially report to parent command (UIC) prior to reassignment to Naval Base Point Loma. The official report date for performance evaluation purposes in this case is the actual date of reporting to Naval Base Point Loma.

(1) Civilian (DOD) and contractor personnel report to Administrative Office, Bldg. 140 for administrative purposes.

(2) Military and civilian personnel shall utilize enclosure (1) for check-in process and must be completed within 5 working days and to be returned to Administrative Office.

(3) Military personnel must have original orders along with their Service Record when reporting for duty. Assigned sponsor shall accompany new personnel during the check-in process.

c. Check-Out. Check-out process starts no later than 10 days of scheduled detachment/separation/terminal leave date. Enclosure (1) shall be utilized during checkout process.

(1) Detaching personnel must have completed detachment evaluation process prior to start of checkout process. All personnel and medical screening, obligated service and transfer compliance items requirements must be completed prior to checkout process.

4. Limited Duty Personnel. Personnel assigned to Naval Base Point Loma on limited duty status (LIMDU/ACC: 105) and pregnancy status shall be managed in compliance with BUMEDINST and member's current medical condition.

5. Responsibilities.

a. Department Head/Site Manager shall:

(1) Ensure newly reported personnel have smooth transition to the command, receive quality assistance and initial indoctrination regarding command policies.

(2) Review newly reported personnel's Service Record and establishes departmental Training and Career/Command Tour Notebook.

(3) Ensure all personnel requirements for transfer or separation completed prior to checkout.

(4) Ensure check-in and check-out process is complete using enclosure (1).

a. Administrative Officer shall:

(1) Ensure check-in and check-out process is executed efficiently.

(2) Establish personnel career information and personal profile folder for newly reported personnel.

(3) Update Command Roster, Recall Bill, Good Conduct and Performance Evaluation Tracking System.

b. Assigned Sponsor shall:

(1) Be available to assist newly reported personnel during check-in process.

(2) Ensure check-in process is accomplished completely.

6. Action. All personnel assigned to Naval Base Point Loma are to be familiar with the requirements of this instruction.

A. J. GONZALES

Distribution:
(Per NBPLINST 5214.1)
Lists I and II

NAVAL BASE POINT LOMA CHECK IN / CHECK OUT SHEET	
NAME:	RANK/RATE:
DEPT:	UIC:
RCVD FROM:	TRF TO:
SPONSOR:	

CHECK IN		COMMAND / DEPARTMENT REPRESENTATIVE	CHECK OUT	
INITIALS	DATE		INITIALS	DATE
		MILITARY PERSONNEL		
		COMMANDING OFFICER CAPT M. D. PATTON		
		EXECUTIVE OFFICER CDR S. D. D. SHARER		
		COMMAND MASTER CHIEF CMDCM(SS) CHMIELEWSKI CHECK INS 0900 THURSDAYS		
		DEPARTMENT HEAD		
		ADMINISTRATIVE OFFICER MR. CALMA BLDG 140 RM 204		
		SECURITY MANAGER MR. CALMA BLDG 140 RM 204		
		COMMAND CAREER COUNSELOR NC1(SW) DIONISIO Prior to Checking Out Complete Argus Survey: https://www.bol.navy.mil		
		CMEO OFFICER MACS(SW) TATUM		
		DAPA CSC(SS) TUCKER		
		PRT COORDINATOR MACS(SW) TATUM		
		FORCE PROTECTION PLAN OFFICER- MA1(SW) SAN AGUSTIN BLDG 160		
		URINALYSIS COORDINATOR DCC(SW) MANNING BLDG 140 RM 208B **(You Must Provide Urine Sample Within 48 hours of Reporting)**		
		WATCHBILL COORDINATOR LCDR RAMIREZ (E7 and above) **NC1(SW) DIONISIO** (E6 and below)		
		COMMAND LIMITED DUTY COORDINATOR- MS. BUMATAY BLDG 140 RM 204		
		COMMAND FINANCIAL SPECIALIST CSCS(SW) CLAUDIO ET1(SS) TURNLEY		
		PUBLIC AFFAIRS OFFICER MCC(SW/AW) KENNON BLDG 140 2ND DECK		
		COMMAND CHAPLAIN LT PETE BLDG 140 RM 104		
		POST OFFICE MS. FREY BEHIND BLDG 140		
		NAVY COLLEGE MR. CATAQUIZ BLDG 140 (RM 103)		
		PASS & DECAL STS1(SS) CROSS (FRONT GATE)		
		COMMAND ISSM BLDG 140 RM 202 STS1(SS) JUROSHEK		
		DENTAL BLDG 140 1ST DECK		
		MEDICAL (NBPL/ASW) CHECK IN/OUT BEFORE 1100		
		TRICARE ENROLLMENT (NTC CLINIC)) (Medical)		
		ADMIN/PERSONNEL OFFICE MS. BUMATAY BLDG 140 RM 204		
		TWMS DATABASE MR. PASCUAL BLDG 140 RM 204		
		TRANSPORTATION VOUCHER OFFICER STS1(SS) ROBINSON BLDG 140 RM 208B		
		ENVIRONMENTAL SITE MANAGER MR. DYCK BLDG 140 SECOND DECK		
		SAFETY SITE MANAGER MR. WELCH BLDG 140 FIRST DECK		
		PERSONNEL SUPPORT DETACHMENT POINT LOMA BLDG 400 (CATALINA BLVD)		
		XO SECRETARY (XO Check-in/Check-out Schedule) MR. SEERY BLDG 140 RM 203		
		RECYCLING MR. FRICK BLDG 629		
		FIRST LIEUTENANT **NBPL NAME TAGS** BLDG 140 RM 202		

-CHECK-IN REQUIRED TO BE COMPLETED WITHIN 5 WORKING DAYS-

(Rev. Aug 07)

CIVILIAN PERSONNEL					
		COMMANDING OFFICER	CAPT M.D. PATTON		
		EXECUTIVE OFFICER	CDR J.M. BEATY		
		ADMIN/PERS OFFICE BLDG 140 RM 204	PROFILE / RECALL INFO		
		PASS & DECAL FRONT GATE			
		SAFETY SITE MANAGER BLDG 140 FIRST DECK			
		TRANSPORTATION VOUCHER OFFICER BLDG 140 RM 208B	DCC (SW) ATOOLI		
		NMCI			
		SECURITY MANAGER BLDG 160	LT KIRSCH		

NOTES:
1. CHECK IN'S MUST SEE THEIR DIVISION OFFICER OR DEPARTMENT HEAD PRIOR TO APPTS WITH CO, XO, AND CMC.
2. CHECK IN SHEETS MUST BE COMPLETED AND RETURNED TO ADMIN WITHIN 5 WORKING DAYS.
3. CHECK OUT'S WILL BE SCHEDULED APPTS WITH CO AND XO ONLY AFTER ALL OTHER SIGNATURES ARE COMPLETED.
4. CHECK OUT SHEETS MUST BE RETURNED TO ADMIN ON THE LAST DAY PRIOR TO LEAVING.
5. UNLESS OTHERWISE ANNOTATED, ALL OFFICES ARE LOCATED IN BLDG 140, SUBASE POINT LOMA.

UNDERSTANDING MILITARY FAMILY HOUSING IN PARTNERSHIP WITH THE
PUBLIC PRIVATE VENTURE (PPV)

BACKGROUND: Military Family Housing (MFH) has joined Lincoln Property Company and Clark Construction for a PPV to improve and expand housing to service members and their families.

GOAL: The success of this partnership depends on service members' ability to meet their obligation involving lease payment.

PAYMENT: Monthly payment rate is equivalent to member's monthly Basic Allowance for Housing (BAH) rate. Payment is automatically taken off member's pay account through DFAS external pay transfer. Deduction takes effect on member's occupancy date and stops when member vacates housing.

"I hereby acknowledged and understand above information and related provision regarding Military Family Housing and PPV partnership."

_____

Signature / Date

NAME: _____ RATE: _____
LAST FIRST MIDDLE SUFFIX

OFF. DESIGNATOR: _____ ENL. DESIGNATOR: SS / SW / AW / SCW

SSN: _____ STATUS: PCS / TAD / LIMDU
(CIRCLE ALL THAT APPLY)

DEPT/DIV: _____ SUPERVISIOR: _____

DATE REPORTED: _____ PRD: _____ DOB: _____

NEXT GCA DUE: ____/_____ EAOS: _____ EXT: _____

SEX: M / F MARRIED: Y / N MILITARY SPOUSE: Y / N

SPOUSE'S NAME: _____ DOM: _____
YY/MM/DD

YOUR LOCAL HOME ADDRESS:

STREET ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ CELL PHONE: (____) _____

IF GEOGRAPHICAL BACHELOR, YOUR DEPENDANT'S HOME ADDRESS:

STREET ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ CELL PHONE: (____) _____

YOUR NEXT OF KIN'S ADDRESS:

NAME: _____

STREET ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: (___) _____ CELL PHONE: (___) _____

PRIVACY ACT STATEMENT: AUTHORITY: 5 U.S.C 301 DEPARTMENT REGULATIONS AND EXECUTIVE ORDER (EO) 9397 (SSN)
PRINCIPAL PURPOSE (S): TO ASSIST OFFICIALS AND EMPLOYEES OF THE NAVY IN THE CURRENT MANAGEMENT, SUPERVISION, AND ADMINISTRATION OF NAVY PERSONNEL (OFFICER AND ENLISTED) AND THE OPERATIONS OF RELATED PERSONNEL AFFAIRS AND FUNCTIONS.
ROUTINE USE (S): THE INFDRMATION WILL BE USED TO COMPILE COMPREHENSIVE MILITARY PERSONNEL DATABASES TO EFFICIENTLY MANAGE CURRENT ASSIGNMENT, CAREER PLANNING, FAMILY, AND SURVIVORSHIP BENEFITS ELIGILITY PROGRAMS, AND OTHER PERSONNEL AFFAIRS FUNCTIONS.
DISCLDSURE: MANDATORY REGUARDING ALL DATA CONCERNING SERVICE MAMBERS AND INFORMATION REGUARDING THEIR DEPENDANTS, WHICH AFFECTS THEIR ELIGIBILITY FOR BENEFITS OR IDENTIFIES THEIR LOCATION. INFORMATION NOT PROVIDED MAY BE OBTAINED, IF AVAILABLE, FROM EXISTING PERSONNEL RECORDS

DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL BASE POINT LOMA
140 SYLVESTER ROAD
SAN DIEGO, CALIFORNIA 92106-3521

IN REPLY REFER TO:
NBPLINST 12271.1
00
29 Sep 05

NAVAL BASE POINT LOMA INSTRUCTION 12271.1

Subj: NAVAL BASE POINT LOMA COMMAND POLICY STATEMENT

Ref: (a) U.S. Navy Regulations, 1995

Encl: (1) Mission Statement and Commander's Intent
(2) Naval Base Point Loma Command Policies
(3) Commanding Officer's Policy Statement on Prevention of Sexual Harassment
(4) Commanding Officer's Policy Statement on Fraternization

1. Purpose. To promulgate the command mission statement and specific guidance to maintain the highest standard of conduct on Naval Base Point Loma.

2. Action

a. All Departments and Work Centers shall disseminate contents of enclosures (1) through (4).

b. Enclosures (1) through (4) shall be posted on bulletin boards and incorporated into training programs.

c. Enclosures (1) through (4) will be given to new personnel (military and civilian) reporting on board Naval Base Point Loma as part of their indoctrination process.

3. Changes to enclosures (1) through (4) will be authorized by the Commanding Officer

M. D. PATTON

Distribution:
(Per NBPLINST 5214.1A)
List I

DEPARTMENT OF THE NAVY
NAVAL BASE POINT LOMA
140 SYLVESTER ROAD
SAN DIEGO, CA 92106-3521

2 September 2005

MISSION STATEMENT AND COMMANDER'S INTENT FOR NAVAL BASE POINT LOMA

OUR MISSION:

To provide direct operational support to the Fleet and our Tenant Commands. We are a regional team, dedicated to providing the best possible force protection, security, infrastructure support and quality of life for all operating forces and shore activities on Naval Base Point Loma.

1. **We are a Nation at war**. While the quality of life we enjoy and the seemingly routine nature of our mission may tend to place us at ease, we must never forget we are part of a military complex, dedicated to supporting and protecting the interests of our Nation and her allies and facing a determined enemy that seeks to see us fail.

2. **We are stewards of a National asset**. We will provide the best possible force protection, base security and infrastructure support to Naval Base Point Loma and her Tenants. Where resources are limited in a demanding and changing mission environment, we will use increasing efficiency, innovative approaches and, where necessary, risk tolerance to meet the demands of our mission.

3. **Integrity is demanded of all.** We will not tolerate those who compromise their integrity for personal gain. When mistakes are made, they will be freely admitted. Military or civilian, you are responsible for your actions and, consistent with your authority, the actions of those who work for you.

4. **The fundamentals of Watch Team backup will always apply.** If a sailor sees an unsafe or hazardous condition, it has always been the Naval tradition that he sound the alarm, regardless of consequences. All members of the Naval Base Point Loma team are required to "sound the alarm" if they believe a practice is unsafe or in violation of established rules, regulations, laws or requirements.

5. **We have zero tolerance for the abuse of illegal substances.** Period.

6. **We are proud of our base and our job.** Regardless of your role or position in the command, pride in what you do, every day, is what makes Naval Base Point Loma a safe and rewarding work and living environment for over 22,000 people.

7. **We take care of our "shipmates" and ourselves.** Treat all personnel with respect and dignity. Take advantage of the outstanding fitness opportunities the Navy provides. Manage your time and stress and ask for help if needed. Expand your options through education. Always train and mentor your junior personnel, for they are the single resource that will allow Naval Base Point Loma to continue to support our Nation's defense.

M. D. PATTON
Captain, U. S. Navy

DEPARTMENT OF THE NAVY
NAVAL BASE POINT LOMA
140 SYLVESTER ROAD
SAN DIEGO, CA 92106-3521

2 September 2005

NAVAL BASE POINT LOMA COMMAND POLICIES

1. **REGARDING SAFETY**. The safety, health and well being of all personnel, military and civilian at Naval Base Point Loma is a primary concern of all hands. All personnel assigned will fully support the Department of Defense and Navy policy in providing a safe, healthy and hazard free environment. I require all hands participation in NAVOSH, Traffic, Recreational and Explosive safety programs. We cannot accept losses of any kind due to preventable mishaps.

2. **FORCE PROTECTION.** Be alert to indications of weakened security or unusual events, such as surveillance at the base. Do not become complacent on watch and assist shipmates on remaining focused.

3. **TRAINING**. When our Navy is put to the test in a crisis or casualty situation, each person will react the way he/she has been trained. Supervisors must ensure that training is challenging, timely and effective.

4. **WATCHSTANDING AND QUALIFICATION**. Stand an alert, professional watch. Watch standing at NBPL will be done in the same professional manner as it is done at sea. Watchstanders will be fully qualified, proficient and ensure that other duties or personal activities do not interfere with their watchstanding practices. Personnel will qualify as quickly as possible with a safe level of knowledge and progress to the most senior watch they are eligible to stand.

5. **TEAMWORK**. No one is smart enough to do it by themselves. Work together with everyone to make Naval Base Point Loma the best. Every member is a vital contributor to command excellence. If you have a better idea or do not agree with the commands course of action, you are obligated to identify that fact to your chain of command. For Naval Base Point Loma to be the best, we all have to take the initiative to "find, fix, and improve" on a daily basis.

6. **HAVE PRIDE IN OUR BASE**. Keep our base clean so we can be proud to have family and visitors on board. A clean base is a symbol of our pride and professionalism. I expect each member of the NBPL team to do his or her part, daily, to maintain and improve the appearance of our base.

7. **DRUGS AND ALCOHOL.** If you use illegal drugs, this command will support the maximum possible consequences regardless of rank, rate or position. If you consume alcohol, do so in moderation. Never drink and drive. If you are consuming alcohol, always have an alternate plan or use our command programs for transportation rather than risk your career, your life and the lives of those around you.

8. **PHYSICAL FITNESS.** The Navy's physical fitness standards are clear: Stay In Shape. If you aren't in shape, get in shape. Naval Base Point Loma will provide the time and the facilities to ensure members are physically fit. NBPL personnel will be held to the same standard as the Fleet for physical fitness.

9. **EDUCATION**. Your Navy educational benefits are part of your pay. If you don't take full advantage of the available programs you are cheating yourself. I challenge each of you to be pursuing a level of education that supports your individual advancement or level of certification.

10. **CHAIN OF COMMAND**. Use it. If you feel the chain of command is not working or would rather discuss directly with me, inform the CMC and/or XO you need to speak to me. For maters of safety, harassment or violation of laws or regulations, I have an open door policy for anyone in the command.

11. **PERSONNEL REQUESTS**. Request chits shall be promptly acted on by the chain of command with a goal of 72-hour turn around. Only I disapprove requests.

M. D. PATTON
Captain, U. S. Navy

DEPARTMENT OF THE NAVY
NAVAL BASE POINT LOMA
140 SYLVESTER ROAD
SAN DIEGO, CA 92106-3521

2 September 2005

COMMANDING OFFICER'S POLICY STATEMENT REGARDING PREVENTION OF SEXUAL HARASSMENT

Naval Base Point Loma, San Diego is committed to maintaining a work environment free from discriminating practices and inappropriate behavior.

Sexual harassment is a form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, under the following circumstances:

1. If submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

2. If submission to such conduct by a person is used as a basis for career or employment decisions affecting that person.

3. If such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employees is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

All cases or suspected incidents of sexual harassment should be reported by the victim to his/her immediate supervisor or next senior in the chain of command who is not involved, and/or to an Equal Employment Opportunity (EEO) counselor. It is intended that all reported incidents of sexual harassment be investigated and resolved at the lowest appropriate level. It is the responsibility of every military and civilian supervisor to ensure any instance of sexual harassment is dealt with swiftly, fairly, and effectively. No one shall take reprisal action (the wrongful threatening or taking of unfavorable action, or withholding of favorable action, in respect to a person solely because the person reported sexual harassment or other inappropriate conduct) against a person who provides information on alleged sexual harassment. Military members will use the Navy Grievance Procedures. Civilian employees will use the EEO Discrimination Complaint Process or administrative grievance procedures. Sexual harassment complaints may also be brought to the attention of the Inspector General as a last resort.

Sexual harassment, in any form, must not be tolerated. It is the responsibility of each of us to ensure that our military and civilian men and women are provided a work environment devoid of sexual harassment.

M. D. PATTON
Captain, U. S. Navy

DEPARTMENT OF THE NAVY
NAVAL BASE POINT LOMA
140 SYLVESTER ROAD
SAN DIEGO, CA 92106-3521

2 September 2005

COMMANDING OFFICER'S POLICY STATEMENT REGARDING FRATERNIZATION

The Navy has historically relied upon custom and tradition to define the bounds of acceptable personal relationships among its members. Accordingly, unduly familiar personal relationships between officer and enlisted members are contrary to Naval custom because they undermine the respect for authority, which is essential to the Navy's ability to accomplish its mission. This custom recognizes the need to prevent the use of a senior's grade or position in such a way that it results in, or gives the appearance of favoritism; preferential treatment, personal gain, or that may undermine good order, discipline, or unit morale. In like manner, custom requires that junior personnel recognize and respect the authority inherent in a senior's rank or position.

It is impossible to specify every act that may be prejudicial to good order and discipline or that is service discrediting since the circumstances often determine whether the conduct in question is inappropriate. Officer and enlisted participation on command sports teams and other command-sponsored events intended to build unit morale and camaraderie are healthy and clearly appropriate. Dating, cohabitation, or intimate/sexual relation between officers and enlisted members are unduly familiar and are prohibited, as would be a private business partnership between officers and enlisted members. Likewise, such conduct between junior and senior officer members and enlisted members of different rank would be unduly familiar and constitute fraternization.

I challenge all leaders/managers/supervisors throughout the command to be especially attentive to their personal associations such that their actions and the actions of their subordinates support the military chain of command and foster good order and discipline. Since circumstances are important in determining whether personal relationships constitute fraternization, seniors must provide guidance on appropriate relationships that build unit cohesion and morale. I expect each leader/manager/supervisor to ensure that all members of this command are aware of my policy and all policies and instructions concerning fraternization.

Furthermore, I expect all offending conduct will be addressed by taking appropriate action, to include, but not limited to, counseling, issuing letters of instruction, comments on performance evaluations, and identification of problems to the chain of command.

No individual shall take reprisal action against a person who provides information concerning an incident of alleged fraternization.

These rules are regulatory orders, apply to all DON personnel individually without further implementation, and may be enforced through punitive, disciplinary, or administrative action under military and civilian systems.

M. D. PATTON
Captain, U. S. Navy

DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1500
N05R
9 January 2002

COMNAVREGSW INSTRUCTION 1500

Subj: LEAVE AND LIBERTY RESTRICTIONS FOR THE MEXICO BORDER AREA

Ref: (a) COMNAVREGSWINST 5400.2
(b) COMNAVREGSWINST 5820.2C
(c) SECNAVINST 5820.4G

Encl: (1) Briefing material for personnel visiting Mexico

1. Purpose. To publish requirements for leave and liberty in the Mexican border area for all personnel E-3 and below.

2. Scope. This instruction is applicable to all active duty Navy personnel in paygrades E-3 and below, permanently or temporarily serving, stationed, or assigned within the regional coordination authority (California, Nevada and Arizona) of Commander, Navy Region Southwest (CNRSW), including personnel assigned to transiting units, who travel across the Mexican border into the Mexican "border area." The "border area" is defined as the territory of Mexico within 75 miles of the United States and Mexico border.

3. Background. Liberty within the Mexican border area can be an interesting and broadening experience, but the lower legal drinking age (18) and criminal activity in the area, combined with cultural, language, and other unfamiliarity, create an atmosphere which can put military personnel at risk. The risk level is especially high for junior personnel who travel alone, late at night. Therefore, commanders should educate their personnel about these risks through welcome aboard briefs, quarters, GMT, and other methods. Information about the latest scams and trouble spots is available from the CNRSW Border Shore Patrol, CNRSW "off-limits" notices, Naval Criminal Investigative Service, and other sources. Commanders should also familiarize themselves with references (a), (b) and (c) and be prepared for immediate action to assist their personnel who, despite command educational efforts, nonetheless manage to become involved in liberty incidents in Mexico.

4. Action.

a. As a leadership tool for commands within the CNRSW regional coordination authority, and as recommended by the Armed

Forces Disciplinary Control Board and the CNRSW Customer Advisory Board, liberty request chits and mandatory briefings are hereby required for certain junior Navy personnel entering the Mexican border area.

b. Specifically, all personnel E-3 and below must have an approved Liberty Request chit (use Special Request/Authorization NAVPERS 1336/3(Rev. 5-96) prior to entering the Mexican border area in a leave or liberty status. Requests shall be submitted via the member's regular chain of command to the level of authority designated by the member's commanding officer for granting leave (ordinarily department head or higher). This is not a "liberty risk program," or inappropriate restraint on liberty and under normal circumstances, chits should routinely be approved.

c. In addition to obtaining an approved chit, personnel who are E-3 and below shall use the "buddy system" while in the Mexican border area. A "buddy" is any adult, eighteen or older, military or civilian, whom the service member chooses, and whose identity shall be specified by the request chit.

d. Commands approving chits shall counsel members regarding the risks inherent within the Mexican border area incident to approval of liberty/leave requests. Enclosure (1) is recommended for command use in counseling members and should be attached to approved liberty/leave requests. Use of other more expansive briefing materials is encouraged as commands deem helpful.

e. Exceptions to the foregoing requirements may only be granted by the member's commanding officer. For example, a commanding officer may waive the request chit requirement for personnel who travel to Mexico frequently due to living there or to be with family or relatives. Such a waiver should be in writing and in the possession of the individual involved.

f. Commands within the CNRSW regional coordination authority are encouraged, for purposes of uniformity of application and enforcement, to adopt this instruction in lieu of any local command instruction regarding leave and liberty restrictions in Mexico. In any case, this instruction establishes minimum requirements, which may not be modified or eliminated by local command policies.

5. Punitive effect and authority. Paragraphs 4a, b, and c of this instruction constitute lawful general orders, punitive

in nature. Violations are punishable in accordance with the Uniform Code of Military Justice.

F. R. RUEHE

Distribution:
www.cnrsw.navy.mil/admin/menu.htm

GOING TO MEXICO?
BE SMART - MAKE IT A SAFE AND ENJOYABLE VISIT

1. Automobiles

- Don't drive in Mexico unless absolutely necessary.

- Don't take a rented car into Mexico.

- Do buy Mexican insurance if you must drive in Mexico; a U.S. policy, almost without exception, is not good in Mexico.

- Do remember that even a minor auto accident can result in your being imprisoned in a Mexican jail until disposition of money damages occur.

2. Personal Conduct

- Don't go to Mexico in uniform.

- Don't buy, sell, or possess marijuana or other controlled substances.

- In Mexico, many drugs may be purchased over the counter that are controlled substances in the US. This includes sedatives, steroids and other such drugs that are illegal to possess in the US without a valid doctor's prescription.

- Don't become intoxicated; and if you drink DO NOT drive.

- Don't argue with shopkeepers, bartenders, and taxi drivers.

- Don't carry firearms or any other weapons into or within Mexico.

- Do avoid confrontations such as fights and arguments; and do serve as a proper representative of the United States armed forces.

3. Personal Safety

- Do not put yourself in a situation with a stranger where you may be victimized.

- Don't interfere with Mexican police in the performance of their duties.

- Don't wander around back streets.

- Don't use public ATMs late at night.

- Don't be on the streets late at night.

- Don't drink water from a tap or public supply.

- Don't purchase food from street vendors.

- Do take the least money and personal property (watches, jewelry, etc.) necessary.

4. Remember.

- When in a foreign country the rights you enjoy as a U.S. citizen are not assured. You are subject to the laws and rules of that country.

- Mexican jails and prisons are definitely not pleasant places to be.

- If you park your car on the U.S. side and walk into Mexico, and if you drink while there, DO NOT walk back across the border, get into your car and drive. California police frequently patrol these parking areas.

5. Help.

- IF YOU DO GET INTO TROUBLE in San Ysidro, call U.S. Navy Shore Patrol Liaison, (619) 428-2427 or the U.S. Consulate, Tijuana: 66-81-7400 or (619) 692-2154 (Consulate duty officer pager).

- In the vicinity of Naval Air Facility, El Centro, call (760) 339-2524.

- In the vicinity of MCAS Yuma, call (928) 269-2226.

LEAVE AND LIBERTY RESTRICTIONS FOR THE MEXICO BORDER AREA

GOING TO MEXICO?
BE SMART - MAKE IT A SAFE AND ENJOYABLE VISIT

NAME: _____ RANK/RATE: _____ DATE OF VISIT: _____

I have read and understand the following:

1. Action.

- COMNAVREGSWINST 1500, Leave and Liberty Restrictions for the Mexico Border Area.

- I must carry this Counseling Sheet and my approved Liberty Request Chit (NAVPERS 1336/3 Rev. 5-96) with me at all times while enroute to/in Mexico Border Area.

- I will use the "buddy system" while in the Mexican Border Area.

- Failure to comply with this instruction/counseling are punishable under the Uniform Code of Military Justice.

2. Automobiles.

- Don't drive in Mexico unless absolutely necessary.

- Don't take a rented car into Mexico.

- Do buy Mexican insurance if you must drive in Mexico; a U.S. policy, almost without exception, is not good in Mexico.

- Do remember that even a minor auto accident can result in your being imprisoned in a Mexican jail until disposition of money damages occur.

3. Personal Conduct.

- Don't go to Mexico in uniform.

- Don't buy, sell, or possess marijuana or other controlled substances.

- In Mexico, many drugs may be purchased over the counter that are controlled substances in the U.S. This includes sedatives, steroids and other such drugs that are illegal to possess in the U.S. without a valid doctor's prescription.

- Don't become intoxicated; and if you drink DO NOT drive.

- Don't argue with shopkeepers, bartenders, and taxi drivers.

- Don't carry firearms or any other weapons into or within Mexico.

- Do avoid confrontations such as fights and arguments; and do serve as a proper representative of the United States armed forces.

4. Personal Safety.

- Do not put yourself in a situation with a stranger where you may be victimized.

- Don't interfere with Mexican police in the performance of their duties.

- Don't wander around back streets.

- Don't use public ATMs late at night.

- Don't be on the streets late at night.

- Don't drink water from a tap or public supply.

- Don't purchase food from street vendors.

- Do take the least money and personal property (watches, jewelry, etc.) necessary.

5. Remember.

- When in a foreign country the rights you enjoy as a U.S. citizen are not assured. You are subject to the laws and rules of that country.

- Mexican jails and prisons are definitely not pleasant places to be.

- If you park your car on the U.S. side and walk into Mexico, and if you drink while there, DO NOT walk back across the border, get into your car and drive. California police frequently patrol these parking areas.

6. Help - IF YOU GET INTO TROUBLE.

- Naval Base Point Loma Command Duty Officer Pager, (619) 982-5931.

- In the vicinity of San Ysidro, call U.S. Navy Shore Patrol Liaison, (619) 428-2427 or the U.S. Consulate, Tijuana; 66-81-7400 or (619) 692-2154 (Consulate duty officer pager).

- In the vicinity of Naval Air Facility, El Centro, call (760) 339-2524.

- In the vicinity of Marine Corps Air Station Yuma, call (928) 269-2226.

_____
Member's Signature

Witnessed:

_____

(This form will be attached to Liberty Request Chit (NAVPERS 1336/3 Rev. 5-96))

LEAVE REQUEST/AUTHORIZATION

NAVCOMPT FORM 3065 (3PT) (REV. 2-83)

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE REVERSE OF PART 3.

SEE REVERSE FOR PRIVACY ACT STATEMENT

1. DATE OF REQUEST

2. FOR **ADMIN. USE ONLY** APPROVAL OF THIS LEAVE IS **NOT VALID** WITHOUT CONTROL NO.

LEAVE CONTROL NO.

3. SSN

4. NAME *(Last, First, MI)*

5. PAYGRADE

6. SHIP/STATION

7. DEPT/DIV

8. DUTY SECTION

9. DUTY PHONE

10. TYPE LEAVE

☐ REGULAR ☐ SICK ☐ EMERGENCY

☐ SEPARATION ☐ RETIREMENT ☐ OTHER _____

FOR USE OUTUS ONLY

11a. Leaving Area of PERMDUTYSTA ☐ YES ☐ NO

11b. Taking Leave INCONUS ☐ YES ☐ NO

12. MODE OF TRAVEL

☐ AIR ☐ BUS

☐ CAR ☐ TRAIN

13. DAYS REQUESTED

14. FROM *(Hour, Date)* (YYMMDD)

15. TO *(Hour, Date)* (YYMMDD)

16. NORMAL WORKING HOURS

DAY OF DEPARTURE:

FROM: TO:

DAY OF RETURN:

FROM: TO:

17. LEAVE BALANCE

DAYS AS OF

18. LEAVE USED THIS FY

19. LEAVE PHONE

( )

20. LEAVE ADDRESS

21. RATION STATUS *(Enlisted)*

☐ COMMUTED RATIONS (COMRATS)

☐ Meal Pass No. _____ Entitled to EDF meals except during periods of leave

I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULT IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE.

22. SIGNATURE OF APPLICANT

RECOMMENDED			
☐ YES	☐ NO		DATE
☐ YES	☐ NO		DATE
☐ YES	☐ NO		DATE
☐ YES	☐ NO		DATE
23. APPROVED ☐	DISAPPROVED ☐	REVIEWING OFFICER'S NAME AND SIGNATURE	DATE

24. COMMENTS/REMARKS

25. SHIP OR STATION *(Including telegraphic address)*

26. REPORT ON EXPIRATION OF LEAVE TO *(If other than block 25)*

DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR	27b. DATE (YYMMDD)	28a. HOUR	28b. DATE (YYMMDD)	29a. HOUR	29b. DATE (YYMMDD)
27c. OOD'S SIGNATURE		28c. OOD'S SIGNATURE		29c. AUTHORIZING OFFICER'S SIGNATURE	

IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE.

30. INCLUSIVE LEAVE PERIOD TO BE CHARGED

FIRST: (YY)	(MM)	(DD)	LAST: (YY)	(MM)	(DD)	31. NO. OF DAYS

I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE.

32. CERTIFYING OFFICER'S TYPED NAME/RANK/TITLE

33. CERTIFYING OFFICER'S SIGNATURE

FORWARD THIS COPY TO PERSONNEL OFFICE VIA COMMAND ONLY ON COMPLETION OF LEAVE.

S/N 0104-LF-703-0656

PART 1

SPECIAL REQUEST/AUTHORIZATION

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, and from E.O. 9397 Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

NAME	RATE	SSN
*	*	*

SHIP OR STATION	DATE OF REQUEST
NAVAL BASE POINT LOMA	*

DEPARTMENT /DIVISION	DUTY SECTION/GROUP
*	*

NATURE OF REQUEST

☐ LEAVE ☐ SPECIAL LIBERTY ☐ SPECIAL PAY ☐ COMMUTED RATIONS ☑ OTHER *Below*

NO. OF DAYS REQUESTED	FROM) *(Date & time)*	TO *(Date & time)*
*	YYMMMDD HHHH	YYMMMDD HHHH

DISTANCE - *(Miles)*	MODE OF TRAVEL
*	☐ AIR ☐ TRAIN ☐ BUS ☐ CAR

LEAVE ADDRESS *(Street, box or route no., City, State, Zip Code)*	Telephone Number
(U.S. Residence)	(U.S. Home Phone Number)

REASON FOR REQUEST

Per COMNAVREGSWINST 1500 request liberty (or leave) in the Mexican Border Area during the date/time specified above.

My buddy is:_____

SIGNATURE OF APPLICANT

I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -

SIGNATURE OF STANDBY	DUTY STATION

RECOMMEND APPROVAL	SIGNATURE AND RANK/RATE/TITLE/DATE
☐ YES ☐ NO	LPO
☐ YES ☐ NO	
☐ YES ☐ NO	LCPO
☐ YES ☐ NO	DO
☐ YES ☐ NO	DH
☐ YES ☐ NO	CMC
☐ APPROVED ☐ DISAPPRDVED	XO

REASON FOR DISAPPROVAL

* Complete as appropriate

ADMINISTRATIVE REMARKS
NAVPERS 1070/613

SHIP OR STATION
COMMANDER, NAVY REGION SOUTHWEST, SAN DIEGO, CALFORNIA

MOTORCYCLE OPERATOR POLICY

Ref: (a) OPNAV INST 5100.12G
(b) CNRSW 162230ZJUL04
(c) CNRSW 242351ZAUG04

Encl: (1) Motorcycle Operator Survey

1. Motorcycle Safety has always required special attention. It is accepted as a fact that a motorcycle rider is 25 times more likely to die in an accident than if they were driving a car. Recent analysis of FY02-FY04 motorcycle fatality and injury data reveals that all mishaps involved either speeding, a lack of Personal Protective Equipment (PPE), alcohol consumption, or the lack of motorcycle safety foundation training (60% found without training).

2. All military members assigned to installations within Navy Region Southwest are required to complete enclosure (1) and sign this page 13. This page 13 is primarily focused towards members that operate or intend to operate a motorcycle, on or off base. Although a member may not have any present intentions of operating a motorcycle, this order directly applies. Page 13's for enlisted members will be placed in the member's service record and page 13's for officers will be held by the officer's servicing Administrative Office.

3. _____(initial): I have read and will comply with the policy and requirements of references (a) through (c). Additionally, if I operate or intend to operate a motorcycle, on or off base, I acknowledge that I understand the policy and will adhere to the requirements of reference (a) as stated below.

a. _____(initial) I understand if I operate a motorcycle, on or off base, I must complete a Naval Safety Center approved motorcycle training course. I will provide proof of completion of this course to my command for entry into my service record.

b. _____(initial) I understand if I operate a motorcycle, on or off base, I will wear mandatory Personal Protective Equipment (PPE) at all times as prescribed below:

(1) A properly fastened (under the chin) protective helmet to meet U.S. Dept. of Transportation standards.

(2) Eye protective devices, properly worn (impact or shatter-proof goggles or full-face shield properly attached to the helmet).

(3) Properly worn long-sleeved shirt or jacket, long legged trousers and fully fingered gloves or mittens designed for use on a motorcycle.

(4) Sturdy footwear is mandatory. Leather boots or over the ankle shoes are strongly encouraged.

(5) A brightly colored outer upper garment during the day and reflective upper garment during the night. (outer upper garment must be clearly visible).

c. _____(initial) I understand motorcycles shall be equipped with a rear view mirror mounted on each side of the handlebars or left and right side of the fairing. I understand that headlights are turned on at all times while the motorcycle is being operated on base except where prohibited by military mission.

4. _____(initial): I acknowledge that if at ANY time I decide to operate a motorcycle, on or off base, I am subject to the provisions as stated above. I acknowledge that these are lawful orders and if I violate these orders I am subject to potential disciplinary action. I also acknowledge any violations of reference (a) may be considered in making line of duty/misconduct determinations for injuries received on or off base.

5. _____(initial): I acknowledge that I have provided the correct information to the survey attached as enclosure (1) to my command.

_____ _____
Member's signature Witnessed By/Date

NAME SSN BR&CLASS

MOTORCYCLE RIDER SURVEY

All military personnel within Navy Region Southwest are required to answer the following questions **(If you answer No to question 1 you may stop there and turn in your form)**:

1. Do you operate/ride a motorcycle?
   _____YES _____NO

2. If you ride a motorcycle, do you have a valid motorcycle operator license or state endorsement authorizing operation of a motorcycle?
   _____YES _____NO

3. If you operate/ride a motorcycle, have you had the Naval Safety Center approved training?
   _____YES _____NO

4. Do you have a base decal allowing base access for your motorcycle?
   _____YES _____NO

5. If you operate/ride a motorcycle and have not had the Naval Safety Center approved training, state why you have not had training.

_____

Enclosure (1)