DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

IN REPLY REFER TO:
NAVBASESANDIEGOINST 5450.8Q
N32
APR 27 2012

NAVAL BASE SAN DIEGO INSTRUCTION 5450.8Q

Subj: NAVAL BASE SAN DIEGO (NBSD) INFORMATION HANDBOOK

Ref:
(a) NSTM CHAPTER 583
(b) NAVBASESANDIEGOINST 8023.1Y
(c) Afloat Environmental Quick Response Guide, Appendix B
(d) NAVBASESANDIEGOINST 5090.1B
(e) COMNAVREGSWINST 6210.1
(f) MILPERSMAN 1236-010
(g) NAVBASESANDIEGOINST 10470.1
(h) COMNAVREGSWINST 1020.1A
(i) DoDI 1010.15
(j) OPNAVINST 5530.14E
(k) CFFCINST 3300.2A
(l) OPNAVINST 5100.23G
(m) OPNAVINST 6100.2A
(n) SECNAVINST 5100.13E
(o) COMNAVREGSWINST 5530.1
(p) SOPACOMNAVREGSWINGST 5400.2
(q) California Motor Vehicle Code
(r) OPNAVINST 1200.5C
(s) COMNAVREGINST 11320.1D
(t) SHAW SOP IWOW-003
(u) CNRSW Hazardous Waste Management Plan, San Diego Metro Area
(v) Storm Water Best Management Practices (BMP) Guidance for Contractors Working on Navy Piers
(w) COMNAVREGSWINST 11000.2A
(x) COMNAVREGSWINST 11003.13
(y) COMNAVREGSWINST 5090.2
(z) U.S. Navy Regulations, 1990
(aa) U.S.C., Title 18
(bb) OPNAVINST 5100.12H
(cc) SECNAVINST 5822.1B
(dd) OPNAVINST 5560.10B
(ee) Naval Civilian Personnel Management Instructions
(ff) OPNAVINST 11200.5D
(gg) COMNAVREGSWINST 5100.12

Encl:
(1) Daily HAZMAT pick-up schedule
(2) Flight Operations SOP (SOP-008)

1. Purpose. To provide a single source document regarding services and facilities available to ships and tenant commands and outline the responsibilities of Naval Base San Diego (NBSD).

2. Cancellation. NAVBASEDIEGOINST 5450.8O. This instruction is a complete revision and should be read in its entirety.

3. Scope. Per references (a) through (gg), the provisions of this manual shall apply to all ships berthed at piers and all tenant commands under the cognizance of the Commanding Officer, NBSD. This manual does not supersede or cancel referenced NBSD directives and shall not be construed as replacing or conflicting with any other publication or directive issued by higher authority.

4. Action. A copy of this manual is distributed for use by each ship home ported and all tenant commands at NBSD. Upon arrival of newly assigned/visiting ships, a copy will be delivered by a representative of the NBSD Fleet Support Office. The ship will retain this manual in its permanent file for reference and guidance purposes.

5. Recommended changes. Submit all recommendations to NBSD's Command and Staff (C&S).

F. W. SMITH, JR.

Distribution:
Electronic only, via CNIC web-site
https://cnicgateway.cnic.navy.mil/sites/SWNBSD/N00/
https://g2.cnic.navy.mil/TSCNRSW/NAVBASESANDIEGOCA/N00/N00-L4/LISTS/AT/ALLITEMS.ASPX

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CHAPTER 1 - ORGANIZATION

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CHAPTER 1 - ORGANIZATION

101. Naval Base San Diego (NBSD) is an Echelon IV shore activity in an active, fully operational status headed by an Installation Commanding Officer (ICO) under the administration and operational control of Commander, Naval Installation Command (CNIC). The ICO is subject to the regional coordination authority of Commander, Navy Region Southwest (CNRSW). The mission of NBSD is to provide the highest quality logistical support and quality of life services for the operating forces of the U.S. Navy and for assigned activities and other commands as needed.

102. Transient Personnel Unit (TPU). The Commanding Officer (CO) of TPU serves as convening authority for transient populations and assigned staff. TPU includes Transient and Discipline Barracks. Missions include providing berthing and task assignments for transient personnel and ensuring availability of disciplinary transient personnel for administrative separation, Non-judicial Punishment (NJP), court-martials, administrative discharge boards or execution of sentence.

102a. Personnel Support Activity Detachment (PSD) Ashore. PSD is located on the first deck of building 56. The ID Lab is located inside the Pass and Decal office in building 3436. PSD's mission is to provide accurate, timely, and courteous service in areas of pay, personnel, and transportation support to more than 87 commands. PSD NBSD services include:

- Pay and Personnel Services
- ID Card Support
- Navy Passenger Transportation Services
- Educational Services Support
- Command PASS Coordinator Support (CPC)

102b. Personnel Support Detachment (PSD) Afloat. PSD is a shore-based command, located in building 119. Their mission is to provide administrative, personnel, pay, and transportation support to Naval ships and associated deployable units within the Personnel Support Activity (PSA) West area of responsibility. PSD Afloat West is a Navy initiative to provide specified Fleet units shore-based support and Personnel Specialist (PS) services at a Regional level.

PSD Afloat West currently supports numerous ships home ported within the Southwest Region. PSD Afloat West services include:

- Travel Claims Processing and Official Travel Services

- Personnel Customer Services

- Military Pay Support

103. Command and Staff. The Administrative Officer is responsible for the following functions: Administrative Services, Chief Master-at-Arms, Command Career Counselor, Equal Opportunity (EO) and Drug and Alcohol Preventive Advisor (DAPA).

103a. Chaplain. Provides facilities and logistic support for divine worship and religious instruction; professional direction in personal crisis, family, religious, moral and pastoral counseling; and, advisory assistance in matters pertaining to religion, morale, and the well-being of military personnel. Conducts divine services to visiting fleet units when requested.

103b. Public Affairs Officer. Provides public affairs advice and representation for media relations, community relations and public information. Provides internal information products and programs, and public affairs support to tenant commands, as appropriate.

103c. Inspector General. Provides an opportunity to report significant cases of fraud, waste and mismanagement either in person (building 72, room 103, NBSD) or via the Base Hotline: (619) 556-3526, or (619) 556-0010. Recommend reviewing http://www.ig.navy.mil prior to filing any hotline complaint.

103d. Counseling and Assistance Center (CAAC)/Navy Alcohol and Drug Safety Action Program (NADSAP). Provides education, counseling and assistance services to NBSD and military personnel for matters concerning drug and alcohol abuse. Director can be reached at (619) 556-7633.

104. Force Protection. NBSD is in a steady State of Force Protection awareness with appropriate security measures implemented. To alleviate manpower constraints for shipboard Force Protection watches and to enable consistent application of pier security guidelines base-wide, NBSD Force Protection provides pier security and COG responsibilities at all piers. One NBSD COG is assigned 24 hours, seven days a week. The COG patrols and supervises the pier areas, and will immediately

respond to security incidents. In the event of a force protection/security-related incident, the Chief of the Guard(COG) will carry out initial on scene commander response notification and conduct incident response coordination with pier Senior Officer Present Afloat (SOPA), CO and Command Duty Officer (CDO).

104a. Port Operations. The CNRSW Port Operations Regional Program Director (RPD) coordinates harbor operations and berthing to provide tug, oiler, barge, oil spill control, and Pollution Control (POLCON) services. The RPD also maintains Service Craft and coordinates Customs and Agricultural Inspections for ships returning to NBSD.

104b. Federal Fire Department. Provides firefighting support to NBSD, tenant commands and ships berthed at NBSD. Fire Department can be reached for all non-emergencies at (619) 524-2030/2036. For all emergencies on base dial 9-911.

104c. Safety. Provides and administers an occupational safety and health program for NBSD appropriated, non-appropriated activities, MWR recreation activities and tenant activities not having a professional safety engineer or safety program administrator. The Safety Department also provides motorcycle and vehicle safety programs for ships homeported at NBSD and tenant commands as well as a Driver Improvement School for all military personnel under 26 years of age.

105. Public Works. Coordinates, arranges, and administers maintenance and repair of buildings and structures on NBSD, including piers, or as specified in Inter Service Support Agreements. Coordinates dredging projects at NBSD, administers maintenance of common roads, grounds and utility operation services.

105a. Environmental. Ensures all facets of environmental compliance are maintained on NBSD in accordance with current regulations. The Environmental Department coordinates actions with Naval Facilities (NAVFAC) command, regulators, contractors, and others to ensure adherence to environmental requirements.

106. Morale, Welfare and Recreation (MWR). The MWR Director is responsible for the management, administration, and efficient operation of all recreational, athletic activities and facilities Fleet and Family Service, Child and Youth programs, Navy Gateway Inns and Suites, Combined Bachelor Housing (CBH), Galley, and for developing and conducting programs and services designed to improve the morale and welfare of all military personnel and their dependents assigned to NBSD.

106a. Fleet and Family Support Center (FFSC). FFSC Site Manager coordinates and directs the function of the FFSC whose mission is to provide assistance and services that support and enrich the lives of single and married active duty, retired personnel, reservists, and dependents. FFSC provides information and referral, workshops, support groups and consultations in the following areas: short-term individual, marriage, family, and child counseling; support groups; assistance to the military retired community; spouse and veterans job search assistance; relocation support for those transitioning in or out of San Diego; support for families with special needs and information on the Exceptional Family Member Program; deployment support; personal financial readiness support; transition assistance programs; resource training for command leadership; life skills workshops; Sexual Assault Prevention & Recovery Program; Family Advocacy Program; suicide prevention GMTs; effective parenting classes; mass care and disaster response information for family preparedness; and Ombudsman support. Non-clinical FFSC services are located in Buildings 259 and 263. The Centralized Counseling Center is in Building 261, for both family advocacy and clinical counseling services. Centralized scheduling can assist in making appointments for all FFSC services at every FFSC location throughout Navy Region Southwest, at (866) 923-6478. The FFSC calendar is published on the website at www.cnrsw.navy.mil/fsc. The main desks for FFSC Naval Base San Diego are (619) 556-7404 (Non-Clinical) and (619) 556-8809 (Family Advocacy/Clinical Services). In addition, FFSC supports the School Liaison Officer roles as advocates for families with children in school. As part of Fleet, Family, and Child Programs; FFSC works closely with the Navy Region Southwest Child & Youth Programs (CYP), which includes home-based and Child Development Center-based childcare, youth centers, school-aged care, and other programs for military children. More information on CYP can be found at www.mwr.navy.mil.

107. Defense Commissary Store. The Commissary Store is located in building 3629, telephone number: (619) 556-8657. Hours of operation are from 0730-2000, Monday through Sunday. Only authorized patrons with valid ID cards are allowed entry. All personnel are cautioned that items purchased must be for the personal use of the purchaser or his dependents and must not be resold, exchanged in barter, or given away.

107a. Judge Advocate General. Provides legal support to CO, NBSD. Areas include, but are not limited to: military justice, investigations, Non-Judicial Punishment (NJP), administrative separations, post-trial processing (PTP), naturalization, environmental law, and relations with civil authorities.

107b. Naval Base San Diego Dental Clinic. A comprehensive dentistry program is provided to all military personnel. This service, which includes record screening and scheduling for examinations and fillings, can be obtained by contacting the Fleet Liaison Office at (619) 556-8233.

107c. Naval Base San Diego Medical Clinic. A comprehensive medical program is provided to all military personnel. Phone: (619) 556-8101.

107d. Navy College Office (NCO). The NCO is located in building 3280, and can be reached at (619) 556-4922. Questions or concerns can be e-mailed to the NCO at NCO.sandiego@navy.mil. Their website is: https://www.Navycollege.navy.mil.

107e. Navy Exchange (NEX). The NEX mission is to provide authorized retail items to authorized customers; to enhance quality of life in responding to the needs of customers by providing goods and services at a savings and/or convenience in modern and well maintained facilities; to generate sufficient profit to maintain the financial soundness of the NEX and Navy Lodge programs, to provide a reliable source of funds for MWR activities; and promote morale for the host command through well managed resale operations and perform such other functions and tasks as may be directed by higher authority.

107f. Region Legal Service Office Southwest (RLSO SW). RLSO SW provides legal support to CO, NBSD. These areas include, but are not limited to: military justice, investigations, Non-Judicial Punishment (NJP), administrative separations, post-trial processing (PTP), naturalization, environmental law, and relations with civil authorities.

107g. Naval Legal Service Office (NLSO). NLSO SW provides legal assistance services to sailors and other eligible personnel dealing with personal legal issues. The Legal Assistance Department offers services in estate planning, consumer law, landlord/tenant law, family law, powers of attorney, notaries, and other areas of law. In addition to legal assistance, the Defense Department assists active duty service members facing adverse actions including NJP, administrative separation, courts-martial, and other personnel issues. Phone: (619) 556-1663.

108. Training Support Center (TSC). TSC is a training liaison support to Type Commanders and their operational units in the San Diego Fleet Concentration Area. TSC provides mission ready students in response to fleet requirements. TSC also ensures students and pre-commissioning personnel are fully trained, and fully functional upon graduation or successful completion.

108a. Southwest Regional Maintenance Center (SWRMC), San Diego. SWRMC's mission is to provide superior ship maintenance, modernization and technical support to ships in the Pacific Fleet.

a. Headquartered at NBSD, SWRMC is the Navy's largest and most diverse intermediate maintenance activity. The command provides intermediate level maintenance support and selective maintenance training to over 100 surface ships, submarines, shore activities and commands of the U.S. Pacific Fleet and the U.S. Coast Guard. Intermediate level maintenance complements and bridges a gap between two other types of repairs; the routine shipboard repairs which are performed by ship's crews, and "depot" level repairs, which are extensive industrial repairs performed during periodic ship overhauls and dedicated repair availability's by Navy and commercial shipyards.

b. Quarterdeck. SWRMC Quarterdeck is located in building 36 on NBSD, telephone number (619) 556-1501. The Administrative Services Division phone number is (619) 556-2467. Other pertinent phone numbers:

Command Master Chief	556-2133
Night/Weekends Repair Officer	556-3040
Repair Officer	556-4868
Work Acceptance Officer	556-1425
Engineering and Technical Services	556-3777
Planning Division	556-3554
Production Department	556-1409

108b. Expeditionary Strike Group (ESG) Three. ESG is an operational command, certifying expeditionary strike group forces for deployment and maintaining proficiencies as a staff to provide fleet commanders with "fly-away" units that are extremely flexible. Partners with Type Commander (TYCOM) staffs and Immediate Superiors in Command (ISIC) in the San Diego Metro area to meet their subordinate unit's individual training requirements.

108c. Afloat Training Group (ATG) Pacific. Provides dynamic, quality, afloat training to Navy and Coast Guard Sailors to ensure a combat ready force capable of performing a broad spectrum of maritime missions. Special emphasis is placed on training ship's training teams, special evolution teams, and watch teams to institutionalize the onboard capability to sustain and improve combat readiness throughout an employment cycle.

Contact information:

ATG Pacific
455 Sturtevant St, Ste 1
San Diego, CA 92136
DSN: 526

Admin Officer	556-1222
Current Operations	556-0900
3M	556-1792
Top Side Warfare	556-0891
Combat Systems	556-3743
Engineering	556-0940
Aviation	556-0843
Supply/Logistics/SMC/PATT	556-5798

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CHAPTER 2 - PORT OPERATIONS

201. Port Operations Installation Program Director (IPD). The NBSD Port Operations IPD is located in building 150, (619) 556-8304 or 619 572-7526.

202. Ships Berthing Services Office (BSO) Assignment. Located in building 150, (619) 556-3147/3148, and manned from 0600 - 1500, Monday through Friday. For other times, call (619) 556-1433 for service.

203. Berthing Assignments. Berths within the confines of NBSD are assigned by the BSO on first come/first serve, and operational/maintenance/fleet training requirements.

204. Service Craft and Pilot Services

a. Tug and pilot services are assigned by the Port Control Officer (PCO), NRSW, telephone (619) 556-1433/34, per reference (a).

b. Tug and pilot assignments will be made on a first come, first serve basis taking into consideration operational, maintenance and fleet requirements. The NRSW Harbor Master will de-conflict all tug & pilot requests when necessary.

c. Non-self propelled craft, YC's and YON's are the responsibility of:

(1) The command to which permanently assigned or re-assigned for temporary use.

(2) Navy Region Southwest (NRSW) Program Director, when being moved in the San Diego Harbor area by tugs under the operational control of NRSW Program Director.

(3) Scheduling of the YC's shall be done via email to the NRSW Harbor Master at cnrsw_port_ops@navy.mil Requests for YON's shall be done via the NBSD IPD or NBSD Liquid Cargo.

205. Line Handling. Line handling parties for arriving ships will be arranged by the BSO. Ships departing NBSD or shifting berths within the harbor will make their own arrangements for line handling parties. Line handling parties are normally assigned by pier SOPA. Composition of the mooring party will include a minimum of two personnel per mooring line and a supervisor, both fore and aft. Liaison with the BSO and the ship scheduled to get underway is highly encouraged when unfamiliar with the arriving/departing ship's mooring line configuration.

206. Camels and Fenders. Camels and fenders, as available, may be obtained by calling the BSO at (619) 556-3148.

207. Paint floats. Paint floats are available from the BSO on a first come, first serve basis. Paint floats must be kept alongside the ship at all times and cannot be moored to the pier. Upon completion, contact BSO for removal. Units using paint floats must ensure that a tarp is placed on the lowest level and that open containers of paint are kept to a minimum.

208. Utilities.

a. Services. Utility connection services to U.S. Navy, U.S. Coast Guard, Military Sealift Command (MSC), and USNS ships such as steam, potable water, sewage and shore power are furnished by NBSD, upon Logistics Request, email or phone call to the BSO at (619) 556-3147/48. Foreign ships will receive utility services from NAVFAC, Code 623, upon request to the Fleet Support Office (FSO) at (619) 556-1442 during working hours. Emergencies will be reported to the NAVFAC Utility Duty Desk at (619) 556-7349.

(1) Fresh water in San Diego is limited and expensive. Water conservation must be practiced at all times. The use of fresh water for wash down of ships or piers requires approval from NBSD CO.

(2) Do not use utility mounds or risers as bollards, storage, or for tie downs. A 10 foot clearance must be maintained around all transformers, risers, and valves. Overtime for non-emergency services must be authorized by NRSW Program Director or the NRSW Harbor Master.

b. Electrical Services. Electricity at NBSD is limited and expensive. Conservation must be practiced at all times.

(1) Connection Service. Units being connected will be responsible for all shipboard splices. The ship's Electrical Officer or senior electrician will be present during all ships force activity and will sign the Ship to Shore Power System Checklist signifying that all shipboard shore power preparations are completed and the shore power cables are ready to be energized. After the cables are energized and successfully tested for phase rotation and orientation, the ships Electrical Officer or Senior Electrician will notify NAVFAC electrician that phase testing is complete and the ship will be shifting the electrical load from ship to shore power.

(2) Disconnects. Electrical power will be secured not less than one hour prior to a scheduled departure. Shore disconnects will **only be made by NAVFAC electricians.** NAVFAC electricians must obtain permission from the Ship's Electrical Officer or senior electrician prior to securing power to the ship. Once shore power is de-energized and the shore power cables are disconnected from the power source, ship's personnel will break the appropriate cable splices and return all NAVFAC cables to the pier. Damaged cables will be red-taped by ship's force who must notify NAVFAC, who will repair or remove the damaged cables from the pier.

(3) De-energizing/Re-energizing. Except for emergency situations, ships are NOT allowed to de-energize the circuits from the shore transformers. Ships who de-energize the circuits for non-emergencies risk not only damaging the transformer but also causing harm to the individuals. Ships who require to be de-energized may contact NAVFAC Duty Desk at (619) 556-7349. If de-energizing is required after normal hours, ships must contact Port Operations at (619) 556-1433/34 and request permission from the NRSW Harbor Master.

(4) Switchboard Maintenance. Switchboard maintenance must be accomplished during normal working hours between 0600 and 2000. Any switchboard maintenance required after hours must be funded by the ship or maintenance activity as Port Ops will not authorize overtime for maintenance requirements. Ships who fail to re-energize during normal working hours will be required to stay on ships power until the following working day.

c. Steam Services. Steam hoses to all ships will be provided and connected by NAVFAC. NAVFAC is responsible for the connection and disconnection at the pier riser. Shipboard personnel are responsible for connection and disconnection at the shipboard riser. Because of the excessive costs of new steam hoses, ships are encouraged to pass steam through their systems for nested ships moored outboard. Steam leaks will be reported to the NAVFAC duty desk at (619) 556-7349.

d. Compressed Holding Tank (CHT) Services. Sewage hoses will be provided by NAVFAC and connected by personnel in accordance with the Engineering Operational Sequencing System (EOSS). NAVFAC personnel will connect and disconnect CHT hoses from pier risers. Ship's personnel will connect/disconnect at the shipboard riser. Prior to disconnecting CHT hoses, the ship will flush all CHT hoses for a minimum of 10 minutes. The shipboard end shall be capped prior to lowering hoses to pier. Two and one half inch sewage hose

will be used when possible due to the cost and weight of 4" hoses. NAVFAC personnel will retrieve the CHT hoses from the pier.

e. Potable Water. All ships are required to maintain their own potable water hoses. Hoses are readily available in the stock system, and if necessary, new fire hoses can be hypoclorinated and painted with blue stripes as delineated in references (a) and (b). Ship’s personnel will connect and disconnect potable water hoses to the pier risers in accordance with their EOSS and ensure hoses are in good repair with no leaks. Ship’s personnel will screw on potable water riser caps after riser hoses are disconnected. NAVFAC will provide potable water services to all non-U.S. flagged ships berthed at NBSD.

209. Crane and Rigging. Crane and rigging services are provided by NAVFAC. NRSW Port Operations is responsible for funding operational crane services except in connection with supply functions and restricted and technical availabilities. Crane services can be arranged by calling (619) 556-7622 during normal working hours 0615-1600. For crane services not funded by Port Operations, ship or TYCOM as the responsible funding authority shall submit a NAVCOMPT 2275, DD 1149, or other authorized funding document to cover cost of labor, overhead, and material to the NAVFAC Comptroller Department. Their offices are located in building 127 at 1220 Pacific Coast Highway, San Diego CA, 93132; the phone number is (619) 532-1294. Arrangements for crane services not chargeable to Port Operations funds can be made by calling (619) 556-7622 or submitting a signed memorandum to activate the funding document for crane services during normal working hours. Crane services after normal working hours must have prior approval of the appropriate TYCOM. Crane services will be limited to lifts beyond the capabilities of normal manpower and not associated with overhauls, restricted or technical availabilities that are funded otherwise. Lifts and other crane and rigging services should be requested as far in advance as possible. The following information is required when requesting service:

a. Name of person making request; time and date needed

b. Ship's name, telephone extension, and berth location

c. Type of equipment to be lifted (boat, antenna, pump, etc.)

d. Number of lifts to be made

e. Location of item(s) on ship or pier

f. Location of where item(s) is/are to be placed

g. Slings, skids, dollies, etc., that are available or required

h. Weight of item(s) to be lifted

i. Ship's Job Order Number (JON) with Supply Officer signature

j. NRSW Port Operations funds crane services for lifting single items in excess of 200 pounds and/or over 10 pallets during the hours of 0615-1700. Commander, Naval Surface Forces (CNSF) provides for crane services on a reimbursable basis for opportune lift (OPLIFT) of Private Owned Vehicles (POV). Coordination of services is handled by CNSF and Port Operations. NBSD point of contact (POC) for OPLIFT crane service can be reached at (619) 556-1433.

210. Brow and Platform. Brow and platform service is provided by Port Operations BSO. Arrangements can be made by calling (619) 556-3147/48 during normal working hours and the Port Operations Duty Desk, (619) 556-1433, at other times. Overtime requires final authorization by NRSW Harbor Master or NRSW Program Director. Do not tie off to life ring stations or protective barriers. The following information is required when requesting services:

a. Name of person making request; time and date needed

b. Ship's name and berth location

c. Number and length of brows required

d. Number and height of platforms required

e. Location of where item is to be placed

211. Forklifts. Ships requiring forklift services must submit a request to NAVFAC Crane & Rigging at (619) 556-7622. Ships are responsible for providing funding for the forklift services. The following information is required when requesting forklifts:

a. Name of person making request; time/date needed

b. Command name and telephone extension

c. Work to be accomplished

d. Location of where item(s) is/are to be placed

212. Colors. All ships berthed at the NBSD shall follow the motions of the Guardship designated by SOPA Sub Area East in the execution of morning and evening colors. That ship will follow the lead of NBSD. The Guardship will synchronize its clock with the NBSD EOC, building 150, (619) 556- 3155/ 7615 for this purpose.

213. Topside Speakers. Ships berthed at NBSD are requested to secure topside speakers, when possible between 1800 and 0700. Word may be passed topside for emergencies, colors, and honors and ceremonies, but not for general administration or drills (unless drills are preceded by a drill/fast cruise notification message). Speakers will not be used on Pier 2 except during an actual emergency.

214. Fire Drills. The NBSD Fire Department (619) 556-3654, will be notified of fire drills as outlined in Chapter 4. Ships are also highly encouraged to notify and coordinate with their Pier SOPA and other ships present on the pier prior to commencing fire drills.

215. Sonar Testing. Sonar testing is authorized from 1800 - 2359 daily. Testing outside of designated times requires coordination with other ships in vicinity and only when no diving/swimmer operations are in progress. Ships desiring to test sonar equipment regardless of time will notify SOPA and all ships in vicinity by message specified in reference (c) prior to commencing transmission.

216. Diving Operations. Prior to conducting diving operations, ships are required to send a message or email per reference (a) at least 48 hours in advance. Prior to entering and after exiting the water, the diving supervisor must contact Port Control (619) 556-1433/34. While diving operations are in progress, ships will ensure appropriate signals are hoisted.

217. Welding or similar “hot” work. Before conducting any welding or similar “hot” work, ship’s will ensure there are no fueling operations or ordnance transfers being conducted at the same pier. Ships scheduled to conduct fueling operations or ordnance transfers will notify all ships at the pier prior to the scheduled operation.

218. Ammunition Handling. CO, NBSD is the approving authority for all ordnance transfers that are conducted at NBSD. An Explosives Safety Officer (ESO) must be present for all ammunition and explosives operations that take place outside the skin of the ship. Reference (b), provides detailed information for the storage, handling and transporting of ammunition and explosives onboard NBSD. Contact the ESO at (619) 556-5700 for further guidance.

219. Petroleum, Oil and Lubricants (POL) Handling. On or off-loading of gasoline, JP fuel, or other POL products will not be conducted outside of normal working hours (0700-1600). The BSO, (619) 556-3148, will be notified of all transfers. Electromagnetic transmitting antennas (i.e., radio, radar) will be de-energized within 750 feet of the transfer area. POL products and explosives handling operations will not be conducted at the same time at the same pier. For additional information, call Port Control, (619) 556-1433/34 and the ESO (619) 556-5107/1266.

220. Painting. When over-the-side painting is scheduled using floating platforms, or equivalent equipment (such as a "paint punt" or man-lift), drop cloths are to be placed on the deck of the equipment to capture paint droplets or spills. In addition, when practical, a covered float should be placed under the vertical surfaces where over-the-side work is being conducted. Shrouding shall also be wrapped around the exterior of the man lift bucket to a minimum height of three feet. Un-sheltered painting shall be discontinued during high wind or rain.

221. Blowing Boiler Tubes. Ships must complete blowing of tubes before entering port. Only minimum, essential blowing of tubes can be authorized in port; authority must be obtained from SOPA. During engine or boiler light-off, a column of black or white smoke may not be discharged that limits visibility by more than 40 percent for more than three minutes in any consecutive 60 minute period.

222. Pier, Quay Wall, Assigned Parking, Smoke Break Areas and NBSD Cleanliness

a. The NBSD Pier Supervisor is the POC for pier and quay wall cleanliness, and can be reached at (619) 556-0791 during working hours. Adequate numbers of trash receptacles have been conveniently located throughout NBSD. Consult reference (cc) for specific Pier SOPA responsibilities and NBSD cleanliness guidelines.

b. The Port Operations IPD and Pier's Division personnel inspect piers on Tuesday and Thursday. The inspection results are forwarded to all ships and NBSD Executive Officer (XO) via message traffic. Additionally, the Pier's Supervisor and CO, NBSD will conduct informal inspections of the piers Bi-weekly. The results of these inspections are e-mailed to all pertinent parties. The purpose of these informal inspections is to keep everyone informed of the various discrepancies on the piers.

223. Refuse and Recyclable Disposal

a. All refuse will be disposed of into the appropriate containers on the pier. There are specially marked containers for all categories of refuse on all NBSD piers, as follows:

"Regular Trash"/"Wet garbage (from galley)"...Green Dumpster

"Cardboard Only".....Blue Roll-Off Container

"Wood Only".....Brown Demsey Dumpster

"Scrap Metal".....Black Half Demsey Dumpster

b. Boxes, crates and cartons should be broken down and crushed flat before being deposited in the dumpsters. Cans of five gallon capacity and larger, shall be considered scrap metal and deposited in the scrap metal containers. Dunnage, crating, framing materials, and any wood objects too large to lay flat in the containers will be disposed of by stacking neatly on the pier for pickup. Dumping at other areas is not permitted. Under no circumstances will hazardous waste cans or materials be placed in dumpsters or scrap metal bins.

c. Ships returning from foreign ports (including Hawaii) will place wet garbage only in the approved foreign garbage receptacle, per reference (f).

224. Obstructions. Access to electric mounds, utility risers, and valve openings on the pier and quay wall decks will not be obstructed.

225. Harbor Cleanliness. Trash, debris, or any other material will not be disposed of in harbor waters. For specific issues such as fresh water wash down see reference (g).

226. Oil Spill Removal. Oil spill removal in the San Diego Bay area is accomplished by Central Oil Recovery (COR) (619) 556-8006.

When oil spills occur, the responsible party or ship which discovers the sheen will use reporting procedures outlined in references (c) and (p).

227. Oily Waste (OW). Schedule bilge and OW disposal through NAVFAC Southwest contractor by calling the Treatment Facility at (619) 556-9688 or the scheduler at (619)545-7537 or (619) 954-5396. OW hoses will be provided by NAVFAC and connected by personnel in accordance with EOSS. All pier OW risers are padlocked to serve as control points. Only NAVFAC, Ship-to-Shore, is authorized to lock/unlock the risers. NAVFAC personnel will connect and disconnect the OW hoses from the pier riser. Ship's personnel will connect/disconnect at the shipboard riser. Prior to disconnecting OW hoses, the ship will flush all OW hoses for a minimum of 10 minutes. The shipboard end shall be capped prior to lowering hoses to pier. Two and a half inch sewage hose will be used when possible due to the cost and weight of 4" hoses. NAVFAC personnel will retrieve the OW hoses from the pier. Vessel Person in Charge (VPIC) shall access NAVFAC services by phoning request via the Duty Desk at (619) 556-7349. VPIC shall provide the following information for the pier OW riser access: the base, the pier, the side of the pier (i.e., north or south) and the pier number or general location where to meet for the connection. If the VPIC does not have an established utility hook-up JON, the VPIC shall establish this in advance with NAVFAC Southwest Comptroller's Office. The office is located in building 127 at 1220 Pacific Coast Highway, San Diego CA, 93132, the phone number is (619) 532-1521 or (619) 571-4175. Hoses shall be suitable for OW service and shall be marked with the year of manufacture, ML-H-20176F, maximum allowable working pressure, and the words "oily waste." Routine use of shipboard oily water separator is not authorized within the Region. Prior to pumping, personnel must be trained, and have completed required training in accordance with reference (t), and contact must be made with the receiving facility, radio issued, and appropriate paperwork must be filed. As needed, training will be provided by the receiving facility. For more detailed information, refer to reference (t).

228. Contaminated Fuel or Sludge Removal. Ships requiring contaminated fuel or sludge removal should contact the Port Services Office at (619) 532-2777/1542. The Oily Waste Treatment Facility (619) 556-9688, can also receive some contaminated fuel. Care must be taken that no chemical or mixture which could cause emulsification of oil and water be pumped into barges; this includes bilge cleaners, detergents, chlorines, etc.

229. Hazardous Waste (HW) Used or excess Hazardous Material (HAZMAT). Disposal per reference (e), used HAZMAT is material that has been used in a shipboard process, thus is considered HW for the purpose of this instruction. Excess HAZMAT is unused HAZMAT that is in full, properly sealed containers. NAVFAC contracted services collects used HAZMAT from ships on the piers daily (Monday - Friday) as follows:

0800-0830 - Piers 1, 3, 5
0850-0920 - Piers 2, 4, 6
1000-1030 - Piers 7, 9, 13
1050-1120 - Piers 8, 10, 12

Use of the daily pier service listed above is highly encouraged as it affords a regular, orderly, process to remove HW from ships and avoids unnecessary accumulation. NAVFAC can accommodate special pickup requests to allow ships to meet "immediate" or "emergency" operational requirements.

a. To arrange for a special pickup, call (619) 556-9600 between 0730-1600, Monday through Friday, and provide the following information:

(1) Activity name and location

(2) Point of contact and telephone number

(3) Used HW name and quantity

(4) Number of pallets

(5) Need for replacement containers

b. NAVFAC will issue a control number and a pickup/inspection date to the activity for the request. If the total number of pallets is more than 10, NAVFAC must inspect the load prior to pickup.

c. The activity must call again between 1200-1600 the day before the pickup/inspection date to receive the exact time of pickup or inspection. Pickup/inspection will be cancelled if activity fails to call back.

d. Activities who are turning in used HAZMAT to NAVFAC for disposal are requested to do the following:

(1) Prepare HW for transport (i.e., properly identify, package and label).

NOTE: Commonly used containers for the packaging of used HAZMAT are available, at no additional cost, for shipboard personnel. Personnel may obtain containers, at the NBSD HW facility, building 3458 during normal operation.

(2) Prepare turn-in documents (DD Form 1348-1 or local Waste Turn-In form). Labels and turn-in forms are available from the HW pickup driver, available upon request through NAVFAC, (619) 556-9600, or 9601. Ensure control number provided by NAVFAC is typed on the turn-in document in the "project box." Ensure control number noted above is typed on the turn-in document in the "project box."

(3) Have activity representative and turn-in documents available at pickup/inspection location.

(4) Load the NAVFAC truck upon arrival. Ensure forklift or working crew is available if necessary. Forklift is available on first come, first serve basis through the Pier Supervisor, (619) 556-8006.

e. For bulk pumping, the following additional information is requested:

(1) Location and number of decks down

(2) Length of hose required

(3) Pump or vacuum truck

(4) Desired date and time. Bulk pumping must be requested at least 24 hours in advance Monday through Friday, 0730 - 1600 at (619) 534-1923 or (619) 954-5396.

(5) Description of the material/waste to be pumped.

f. For both containerized and bulk HW, only the HW listed or stated in the request reported will be picked up. Additional HW must be handled as a separate request. However, NAVFAC will attempt to remove additional containerized HW at pickup time if it is properly packaged/documented, truck space is available, and their next scheduled pickup time can be met.

g. NAVFAC will not accept radioactive material, explosives, ammunition, pyrotechnics, medical waste, controlled drugs, sharps, sharps containers, blood contaminated materials, bio-infectious waste, OTTO fuel (torpedo propellant), gasoline,

classified material, compressed medical supplies, gas cylinders (empty or full), leaking or open containers, sewage or mixtures containing sewage (feces, urine), wet garbage, trash, non-hazardous waste, or unknowns.

h. Due to the volume of HW being turned in, all the above procedures must be followed. Failure to comply may result in pick up cancellation. NAVFAC reserves the right to cancel any pick up in the event of, but not limited to, a hazardous substance (HS) spill clean-up response, or equipment failure. If this occurs, the activity will be notified and all efforts will be made to pick up HW expeditiously.

i. NAVFAC's Hazardous Waste Services contractor provides HS spill cleanup services to shore activities during normal working hours (0730 - 1600) Monday through Friday. In the event of a HS spill, the activity should notify a primary responder (i.e., NBSD FED Fire (9-911, NBSD Command Duty Officer(CDO)(619)247-8897, or NBSD Environmental(619) 556-1537) for initial evaluation and containment). After initial evaluation and containment, the appropriate authority will notify NAVFAC's Hazardous Waste Services contractor cleanup team at (619) 556-9600/545-6520. NAVFAC's Hazardous Waste Services contractor will need the following information:

(1) Activity, point of contact and telephone number.

(2) Type of HS spilled and quantity.

(3) Location and site description.

(4) Status of HS spill (i.e., tank overflow, water contamination, contained, etc.).

(5) Name and POC of primary responder. If the required clean-up is beyond the capabilities of NAVFAC's Hazardous Waste Services contractor during normal working hours, or beyond Port Ops capabilities after hours, NBSD CDO / Environmental Duty Officer will make arrangements for additional clean-up support.

j. Request to off-load excess HM must be made by calling the Logistic Support Center at (619) 556-0420, 556-9722, or 556-6210.

230. Fuel, Garbage/Trash Pick-up. Ships requesting delivery of fuel should contact Liquid Cargo at (619) 556-8006. For the pick-up of garbage and trash, contact Waste Management at (619) 556-9331.

231. Supply Delivery. Arrangements for the delivery of supply material to ships berthed at NBSD can be made by calling the Customer Services Department, Fleet Logistics Center (FLC) San Diego, telephone number (619) 556-8321. Deliveries will normally be made via truck.

232. Test Equipment Maintenance. A wide variety of services relating to fleet held test equipment is available:

a. The Naval Electronic Systems Engineering Center, San Diego, maintains a calibration facility. Complete repair and calibration of general purpose electronic test equipment and Naval Electronic Systems Command (NAVELEX) Cog special purpose electronic test equipment is offered.

b. Questions or problems regarding NAVELEX Cog test equipment maintenance scheduling, allowances, or related matters may be referred to NAVELEX Field Calibration Technical Representative (FCTR) which may be reached at (619) 556-1887. The FCTR also responds to matters concerning the operation of Fleet Electronic Calibration Laboratories and Field Calibration Activities.

c. Scheduling for maintenance of non-electronic test equipment should be referred to the Metrology and Calibration Group, Pacific, which may be reached at (619) 556-4019.

233. Electronic Systems Support. Material support of electronic systems is the responsibility of the Naval Electronic Systems Engineering Center, San Diego. Support of all NAVELEX Cog electronic systems may be obtained by contacting the liaison office at (619) 556-1887.

234. Tool Loans. The "Ships Issue Tool Room" located across from Pier 4 maintains certain hand tools such as scaling chippers, wire brushes, and abrasive grinders. Phone: (619) 556-0992.

235. Locksmith. During normal working hours, lock and key service is available from the NAVFAC Maintenance Shop Emergency service which may be reached at (619) 556-1310. Responsible funding authorities are required to prepare a DD Form 1149 to cover cost of service.

236. Automotive Transportation. Automotive transportation is under the cognizance of the NAVFAC Transportation Department at (619) 532-1032.

237. Host/Sister Ship. Prior to the arrival of newly reporting ships or ships returning from extended cruises, a host ship is normally designated by the TYCOM to ensure adequate support. The following minimum services are provided by the host ship:

a. Arrange for escorts for civilian news media personnel and photographers while they are onboard NBSD.

b. Arrange with NBSD Security to facilitate non-DOD guests entry through gate.

c. Provide refreshments for dependents and guests as practicable.

d. Coordinate parking arrangements for dependents with NBSD Parking Coordinator at (619) 556-9259, and provide additional sentries as required by NBSD Security.

e. Make arrangements so that last minute information on delays/changes can be relayed from a central point to dependents and news media.

f. Provide line handlers.

238. Dependents' Cruise, Open House and Official Visitors. Ships planning special events such as a dependents' cruise, Christmas party, or an "open house" for visiting by the general public should notify the NBSD Security Officer and 1st Lieutenant at least two weeks prior to the scheduled date in order to facilitate traffic at NBSD gates and to make arrangements for parking of POVs. It is incumbent upon the ship to provide additional sentries to ensure the safety of all visitors on the pier or in the waterfront areas.

239. Tows Entering and Leaving San Diego Harbor. Damage to the range coil is possible from slack tow lines of towing vessels crossing the Degaussing Range. The City of San Diego adopted ordnance establishing a regulation of tows and towing vessels entering or departing the harbor, and it is quoted herein for compliance: Sec. 63.15.16 Harbor of San Diego, Regulations of Tows and Towing Vessels "All tows entering San Diego Bay shall be shortened to the seaward of channel buoy No. 10. All tows departing San Diego shall be streamed to the seaward of channel buoy No. 10. Cantenary of tows, towing appendages or any other submerged appurtenances, shall not be allowed to extend beyond 35 feet below the surface while proceeding through the channel." It is realized that vessels towing multiple tows have the additional problem of preventing the pendants between tows from dragging the

bottom of the channel; therefore, ships entering or leaving San Diego with tows in tandem shall request a harbor tug from the Port Services Office, San Diego, to secure the last tow, and act as a drag while crossing over the Degaussing Range.

240. NAVFAC Graving Dock Facility. The graving dock and immediate surrounding area are the property of NAVFAC for use by private shipyards. NAVFAC (619) 556-4971 has total responsibility for the area and for cleanliness, removal of trash and garbage, and security within the area. NBSD has authority to periodically inspect the area to ensure that unsafe practices that would endanger NBSD personnel or property surrounding the area are not taking place; i.e., unsafe stowage or movement of ammunition, or POL products, etc. Services provided by NBSD to a Navy ship in the graving dock are the same as provided to a Navy ship at buoy or in a civilian shipyard. All persons, other than those attached to ships in graving dock and civilian shipyard work force assigned, shall remain clear of the area.

241. Fleet Support Officer. The Fleet Support Officer of NBSD is located in building 150, (619) 556-1442, and is manned during normal working hours.

242. Pier Supervisor. The Pier Supervisor of NBSD located in building 3321, (619) 556-8566, and is manned from 0730 - 1630, Monday through Friday.

243. Pier Security and Cleanliness. The specific guidance for the maintenance of security and cleanliness at NBSD piers is provided in appendix (VII). Guidance specifically for Piers 9-13 is contained in references (k) and (p).

244. Policy Governing Lay down Areas in the Vicinity of Piers. To establish policy governing contractor/ships force staging areas on and in the vicinity of the piers at Naval Base San Diego.

a. Contractors, shore activities, and ships' forces often require pier space to stage equipment and other materials required to perform work specified in a contract or mission tasking. Such evolutions must be coordinated and supervised to prevent pilferage, damage, environmental incidents, or obstruction to other operations. Piers can easily become a dumping ground for an assortment of discarded items such as trash, gas cylinders, pallets, hazardous material (HAZMAT), cardboard boxes, shipping containers, CONNEX boxes, HAZMAT/hazardous waste (HAZWASTE) lockers, and a variety of shipboard maintenance related hardware, which can endanger

personnel and hinder work. Additionally, leaving equipment/material behind when a ship gets underway potentially fouls that berth for the next arriving ship.

b. Commanding Officer (CO) NBSD is the final approval authority for lay down requests. The Port Operations Installation Program Director (IPD) has been delegated the authority to approve and enforce all lay down requests. Port Operations Piers Division will conduct frequent inspections of all piers to ensure compliance of this instruction. Violations will terminate the lay down request and all equipment shall be removed from NBSD.

c. Requests for staging and lay down areas on piers and quay walls shall be submitted to CO NBSD, attention Port Operations Installation Program Director. Requests shall be made prior to staging equipment and are required a minimum of five working days prior to commencement of work.

d. Contractor’s and Ship Force shall request separate lay down areas request. Contractor and Ship’s Maintenance Officer submit request via fax or e-mail to NBSD Port Operations, attention Port Operations Installation Program Director (fax number is 556-9306; for e-mail, contact the Installation Program Director at 556-0634 for the address). Requests shall clearly indicate the project title, name of contractor/ship, start date required, completion date, pier and berth of lay down area requested (if pier/berth is unknown, leave blank), and impacts to parking (number of parking spaces impacted) and traffic patterns if located on a quay wall. See Appendix (IV) for sample request letter format and appendix (V) for specific details on required sketch of lay down areas.

e. Sponsors of ship work being performed shall be responsible for submitting the lay down request. Ship Repair Project Managers or Ordering Officers from Southwest Regional Maintenance Center (SWRMC) will submit lay down requests for all contractors working under SWRMC contracts. Any Navy, Coast Guard, or Military Sealift Command vessel performing work, which requires laydown areas on NBSD piers, is responsible for submitting laydown requests, regardless of whether work is being performed by the involved command or a contractor working for the involved command through the Fleet Industrial Supply Center, General Services Administration, or other contract vehicle.

f. NBSD Pier 2 is considered a ceremonial pier and lay down is not authorized.

g. Contractors, shore activities and ships will be authorized to stage equipment along the pier within the ship's assigned berthing area. A ship's fair share of pier/quay wall laydown area is their respective side of the pier, from bow to stern. In accordance with reference (u) fire plugs and pier firefighting outlets will be kept clear for a distance of 20 feet at all times. Contractors are not allowed to connect to fire plugs and pier firefighting outlets without prior approval from Naval Facilities Engineering Command Southwest (NAVFAC SW) Coastal IPT. For more information, call the NAVFAC SW Coastal IPT Utilities Department at 556-7972. No person shall tamper with portable or installed firefighting equipment, or create conditions that adversely affect the operation or efficiency of such equipment. This also includes access to electrical load centers or emergency pull boxes.

h. All laydown equipment, pallets, gear or miscellaneous items shall be labeled using Appendix (VI), identifying the contractor (organization) or ship's department, a point of contact (POC) name, date and a phone number. Prime contractors are responsible for ensuring all their subcontractors have their items labeled. Ship's Maintenance Officer is responsible for ensuring ship's force items labeled. Additional information can be placed on labels, but at a minimum the contractor name, POC, POIC, date item placed on the pier and phone number are required. Phone numbers shall not be assigned to an administrative assistant or answering service that does not have knowledge of ongoing work.

(1) To reduce pier congestion and keep fire lanes clear all contractor gang boxes, tool boxes, lockers, tool trailers, port-a-potties, hand wash stations, office trailers,…etc shall be located on the ship. No chairs or tables are authorized in the laydown area. Office trailers will be requested separately and authorized on a case by case basis for pier placement, but in all cases; shall strictly comply with laydown parameters, and removed promptly upon completion of ship's maintenance period. CONEX boxes labeled for tool or equipment storage, but used as office spaces are prohibited. When discovered, these unauthorized spaces shall be removed immediately.

(2) An on time delivery and pick up schedule shall be instituted to reduce equipment, gear and miscellaneous items on the pier. No item shall remain on the pier for more 24 hours without Port Operations IDP authorization. After 24 hours all items will be returned back onboard the ship, contractors' yard or shop.

(3) Ship's force and contractors lay down areas shall remain separate to assist with accountability and responsibility for items in the lay down area.

(4) Lay down area may require rearranging to prevent blockage of the fire lane during crane operations.

(5) Potable water system, oily waste system, pipes, brackets or other pier fixtures shall not be used to secure hose, ladders, small boats or stack material on.

i. Equipment shall not be staged on the pier prior to a ship's arrival, or remain on the pier following the ship's departure without prior coordination/approval from the NBSD Port Operations Installation Program Director. This request will normally be disapproved, but will be processed on a case-by-case basis.

j. Contractors and ships are required to ensure their assigned area is neat and orderly, and free of trash and debris.

k. Ships are required to monitor the lay down of contractor equipment used to support work conducted on their ship. At a minimum, discrepancies shall be addressed daily between the ship and contractor at daily production meetings.

l. Smoking is prohibited on the piers. Personnel caught smoking will have their names turned over to their command, contractor, or organization for appropriate action.

m. Per reference (j), pier vehicle access is limited to vehicles essential to ongoing ship maintenance, repairs or emergency. For this purpose, essential is defined as vehicles that may be physically attached to ships via hoses or cables (e.g., tank trunks, compressors, and generators). These vehicles are authorized to park on the pier for the duration of their use, as long as they are identified in the lay down request.

n. Other vehicles will be authorized access to the pier to deliver parts, equipment, or supplies that cannot be carried by hand. These vehicles must exit the pier as soon as the delivery is complete.

o. Large vehicles shall back down the pier. Vehicles shall be clear of fire lanes and parallel to the edge of the pier facing the foot of the pier to allow for emergency evacuation if necessary. No vehicle shall be left unattended at any time. If a driver must leave a vehicle unattended, the keys must be readily available.

p. Pier 12 weight restrictions limit vehicle size as well as the amount of equipment that can be staged. Contractors must check with the Port Operations IPD or Pier Supervisor prior to accessing pier 12.

q. Per reference (k), supplies will be stacked clear of fire lanes within the ship's berth when delivered and unpacked by the applicable contractor and ship. Supplies are not authorized to remain on the pier overnight and must be removed from the pier within two hours of delivery.

r. Compressed gas bottles shall be located in suitable racks or other locations where they can be properly secured. Compressed gas bottles shall not be tied off or secured to pier bollards, cleats, riser bumpers or ship's brow platforms. Compressed gas bottles shall not be tied off the brow or protective barriers. Empty compressed gas cylinders shall not be left on the piers. Contractors, shore activities and ships are responsible for ensuring their removal. Private vendors are an option for removal of empty cylinders. Ships may contact the Waterfront Environmental Coordinator at 556-6232 for additional guidance.

s. Getting underway and/or shifting berths does not relieve a ship or contractor's responsibility to promptly remove items left behind. The berth needs to be made available immediately for other vessels as soon as the vessel occupying the berth gets underway.

t. Connections to the pier collection, holding and transfer (CHT) risers shall not be made without prior approval from NAVFAC (ship to shore) at 556-1881. Any liquid/hazmat transfer between a vessel and tanker vehicle shall not be conducted without prior notification and approval from the NBSD Environmental Department, Water Quality Program at 556-0794 or 524-1537.

u. If approved, tanker vehicle and vessel both must have complied with an inspection of all hoses/fittings to ensure structural integrity.

v. Insure that a primary containment area is set where transfer operations will be taking place.

w. Have all deck/pier-drains plugged/covered; spill response equipment shall be readily available (refer to section 6.b. for additional information).

x. All pre-transfer safety inspections/briefs shall be given prior to commencing pumping/transfer; a minimum of two watch standers must be on scene near connections for the duration of the transfer.

y. Once transfer is completed, remove drain plugs/covers, tape, etc. and restore all gear.

z. Per reference (v), connections to the pier oily waste (OW) risers shall not be made without prior approval from NAVFAC SW. Normal bilge pumping by contractors to a pier OW riser using the ship's bilge pumps or a contractor supplied pump requires 30-minute notification. For more information, call the Oily Waste Treatment Plant at 556-9688.

245. Termination of Lay down and Removal Agreement. At the completion of the availability or contract, all material and equipment will be removed from the lay down area prior to the ship's departure or within 24 hours of a ship's restricted availability completion. Normally, departure of a ship in an assigned availability from an assigned berth for more than one day will be considered termination of that availability. Contractors shall not move equipment from an authorized lay down area to another location on NBSD unless in possession of an approved laydown request. Each contractor is responsible for the security of their equipment and the cleanup of their area. Staging areas arranged by tenant commands for contractor equipment are neither authorized nor recognized for the purposes of this instruction. Contractor equipment and gear found to be in violation of this instruction will be removed/towed by a private towing and hauling company at the contractor's expense. Exceptions to the 24-hour policy will normally not be granted, but communications between NBSD Installation Program Director, Piers Supervisor and those requiring lay down extension for exceptional circumstances will be considered.

246. Environmental Compliance Requirements. Per reference (u) all ship force personnel and contractors conducting work on NBSD piers shall comply with the following requirements:

a. Sweep designated lay down areas daily for the duration of the project.

b. Maintain a spill kit on site. Absorbent/containment must be used on any small oil leaks, spills, etc. Spills and leaks must be contained and cleaned up immediately. Spills must be reported immediately to 911. In addition, any spill that enters the drainage system or the bay must be reported to NBSD Port Operations immediately at 556-8006 and NBSD Environmental Department at 556-1537.

c. Ensure all vehicles and operating equipment are checked daily for leaks. Any equipment or vehicle found leaking shall have a drip pan placed under the leak immediately. The following equipment requires a drip pan, regardless of whether or not they are in operation: forklifts, cranes, tanker trucks, and flat bed trucks. For this equipment, drip pans are to be placed where potential hydraulic and engine fluid leaks are likely.

d. All contractors are required to have a current Hazard Communication Plan, including an accurate inventory of stored material and all associated Material Safety Data Sheets (MSDSs). Contractor personnel shall be current on all HAZMAT training and have access to MSDS. Additionally, all HAZWASTE and HAZMAT must be labeled and stored properly. At a minimum, labels must include: owner's name, telephone #, contents (e.g. paints, acids) and hazardous properties (e.g. flammable, reactive, etc). HAZWASTE labels shall include the accumulation start date, the composition and physical state of the waste, and be labeled "Hazardous Waste." HAZWASTES must be stored in an approved satellite or 90 day accumulation area. Containers shall be kept closed when not in use to prevent storm water intrusion and reduce the potential for spills. Containers shall be kept clean to prevent storm water contamination. For additional guidance on managing HAZWASTES, refer to reference (w).

e. Liquid HAZWASTE and HAZMAT including portable tanks, must have adequate secondary containment. Per reference (x), secondary containment areas must be kept dry at all times. After rain events, secondary containment must have the rainwater removed and properly disposed of within 24 hours. Storm water from secondary containment areas shall not be discharged onto the pier, into a pier drain, or into the bay.

f. Paint mixing or paint application operations within the lay down area must be conducted in a plastic (or equivalent material with a minimum thickness of six mm) containment area. This area shall be established to prevent storm water from contacting the contents within the lay down area run-on and runoff leaving the area. No paint will be applied to any surface

directly on or above a drain, or come in contact with the water or an unprotected pier surface. At no time will painting or preservation of contractor's leased or operated equipment be permitted on NBSD.

g. Contractors will not have access or use of the base dumpsters while working on NBSD piers and will provide their own dumpsters during the time of the stated contract. Use of NBSD dumpsters can and will violate lay down request.

h. Permits and appropriate record keeping is the responsibility of the contractor. This includes, but is not limited to, permits covering HAZMAT, HAZWASTE, air and weight handling equipment.

i. All permits and records are required to be on site and readily available for all environmental compliance personnel to inspect and review. Environmental Site Personnel representing NBSD will be granted access at any time to conduct periodic compliance spot checks.

j. Do not store used parts or containers directly on the ground. Pallets or CONNEX boxes can be used to store parts and equipment up off the pier surface.

k. For all pier activities, measures must be implemented to prevent the exposure of wastes and pollutants to storm water run-on and runoff. Wastes and pollutants include abrasive blast grit material, bird droppings, primer, paint, paint chips, solvents, oils, fuels, sludges, detergents, cleaners, hazardous substances, toxic pollutants, non-conventional pollutants, materials of petroleum origin, or other substances of water quality significance. Preventative measures can include berming and process equipment encapsulation.

l. All storm drains in close vicinity to the designated lay down area must be covered prior to beginning work.

m. If ship's work requires the use of JLG equipment and the work will be located over open water or the pier, the following procedures shall be implemented: the JLG basket bottom must have a drop cloth secured in a manner that covers the entire basket bottom. The basket needs to be wrapped to a height of three feet above the basket bottom and fastened securely to the railing. This is to prevent spillage. A drop cloth-like extension must extend from the basket to the ship (magnets to secure the drop cloth to the ship have been used in the past). If the resources

are not available to design and/or attach a drop cloth directly to the ship, another option is to have the JLG basket positioned flush with the side of the ship so there is no opening to the water.

n. All scrap metal bins shall be covered, and kept covered at all times, except when adding scrap metal.

247. Pier inspections. Daily pier inspections are conducted by NBSD Port Operations Site Manager. Results are forwarded via e-mail to Executive Officers, SWRMC, and various contractor supervisors. Also, a weekly pier inspection is conducted by NAVBASE Environmental representation in conjunction with a SWRMC Safety/Environmental representative, and supervisors from all shipyards.

248. Pier Points of contact

a.	NBSD, Port Operations IPD	556- 5601
b.	SWRMC Safety and Environmental	556-2864
c.	NBSD Environmental Department	556-1537
d.	NBSD Safety Department	556-0620

249. The First Lieutenant Division. The Naval Base San Diego 1st Lieutenant is responsible for parking and general base cleanliness and upkeep. Base cleanliness is the responsibility of every tenant command, both ashore and afloat. The appearance of Naval Base San Diego is a direct reflection on the United States Navy and its sailors and civilians. Act accordingly. If you see trash, pick it up…just as you would in your office or on your ship. Parking rules for NBSD are covered earlier in this chapter.

250. Base Cleanliness and Appearance Responsibilities. To establish a Cleanliness and Appearance Program that provides for and facilitates a sustainable high standard of cleanliness aboard Naval Base San Diego (NBSD). This instruction outlines policy and assigns responsibilities for the appearance and cleanliness of all buildings, parking lots, streets, piers, quay walls and grounds within NBSD per references (y) through (ff).

a. Navy leadership has mandated a reassessment of the appearance standards of our installations, directing our focus towards improvement of overall appearance, cleanliness and repair. Special attention will be given to common spaces and

tenant command spaces including NEX/commissary complexes, fleet parking areas, logistic and engineering facilities and roadways.

b. Maintaining high standards of cleanliness and appearance aboard U.S. Navy installations demonstrates accountability and pride of ownership. By working together and employing close collaboration among host and tenant commands we can accomplish a mutual goal of improved appearance while reaping attendant benefits in terms of the positive impacts on morale, productivity, retention and the professionalism our Navy represents. Accordingly, in support of this goal, all aboard NBSD shall comply with the responsibilities as set forth below.

c. The NBSD 1st LT is responsible for implementing and coordinating the Cleanliness and Appearance Program and for monitoring and facilitating base cleanliness on a daily basis. The 1st LT reports to CO, NBSD and is the direct representative in matters concerning base cleanliness and appearance.

d. All personnel, military and civilian, when aboard NBSD, are responsible for the proper disposal of their litter in refuse containers. If a member in a leadership position witnesses improper litter disposal, that member is expected to take the initiative, remind the offender regarding proper disposal and correct the deficiency on the spot. In some cases, it may be necessary to notify the offender's Command Master Chief or other command leadership as appropriate. Tenant commands are encouraged to take action as necessary in such events. The NBSD 1st LT is available for providing extra instruction in proper litter removal with the NBSD Duty Section.

251. NBSD, Tenant commands and ships will conduct a DAILY (0800 preferred, but at command discretion) litter pickup and policing of their assigned areas (Pier SOPAs will comply with references (y) and (z) and paragraph c.2. of this instruction.) No area should escape close attention. While conducting daily litter pickup and area policing, all personnel are encouraged to wear reflective safety vests. Areas of responsibility are depicted at appendix (VII). Each command is responsible to the CO, NBSD for maintaining its assigned spaces, buildings, parking lots and grounds. As addressed in reference (aa), Building Monitors (BMs) are key in identifying, reporting and monitoring facility discrepancies and should play a vital role in the NBSD Cleanliness and Appearance Program and in achieving base appearance and cleanliness goals. If assigned spaces and areas fall under a maintenance contract, the BM should report discrepancies to their PWO Tenant Liaison.

When improvements to an area are needed, self-help projects may be appropriate, but must be approved by the PWO to assure compliance with the NBSD Exterior Architecture Plan.

252. Tenant (ashore) commands are responsible for pavements, parking lots and areas adjacent to assigned buildings (in general, adjacent areas are defined as those areas extending outward from any assigned building or facility to a distance of 200' or to curb's edge when a single building is involved). Tenants are encouraged to water, care for and maintain the planters and planter contents within their area of assigned responsibility such that they present an image consistent with the intent of this instruction.

253. Afloat commands and pier SOPAs are responsible for pavements, parking lots and piers as delineated in references (y), (z), (bb), (cc) and appendix (VII). Also, per reference (y), all piers are to be swept/policed twice daily and a concerted field day must be conducted at least once per week. If no ships are assigned to a pier, NBSD 1st LT will be responsible for pavement and parking lots assigned to that pier.

254. Combined Bachelor Housing (CBH). Per reference (dd), tenant Commanding Officers and Officers-In-Charge are responsible for exercising disciplinary control over their personnel residing in CBH and shall participate in periodic CBH inspections of non PPV-owned housing, ensuring prompt correction of discrepancies and administering disciplinary action when appropriate. Combined Bachelor Housing room residents are individually responsible for the cleanliness of their assigned room per reference (dd).

255. NBSD Public Works Officer (PWO) is responsible for inspection and enforcement of contract provisions of the refuse removal and ground maintenance service contracts, as well as coordination of the BM program as delineated in reference (aa).

256. Transient Personnel Unit will provide additional manpower to the base 1st LT for any special cleaning projects as deemed necessary, when Transient manpower is available.

257. Morale, Welfare and Recreation (MWR) Department is responsible for policing litter and emptying trash cans from all grounds adjacent, or incidental to MWR operations. This responsibility includes the golf facility, ball fields, picnic areas, car wash, bowling alley, gyms, auto hobby shop and all MWR sponsored facilities.

258. Blue Trash Cans: NBSD 1st LT is responsible for emptying the blue trash cans located along streets and in parking lots throughout NBSD and policing litter at all gates, main thoroughfares and along the perimeter fence. Blue trash cans located in smoking areas are the responsibility of the assigned command, whether afloat (near piers) or ashore (next to buildings). Trash left unattended in smoking areas will result in that area being secured by CO, NBSD.

259. NBSD Command Duty Officer (CDO). Per reference (bb), the NBSD CDO is the direct representative of CO, NBSD and is tasked with daily inspection and good order of the base. In performing this task, the NBSD CDO will enforce appearance standards by identifying situations that require corrective action to the appropriate tenant, Pier SOPA or NBSD 1st LT. For tenant commands and SOPAs, the tenant command/SOPA CDO (or Building Monitor if no CDO) will be notified. Failure to act upon notification of the NBSD CDO may result in loss of parking privileges or command smoking areas.

260. Dumpsters are provided throughout NBSD for the proper disposal of refuse and recyclable material. At no time will dumpsters be emptied by private individuals for personal benefit.

(1) Green dumpsters are for both wet and dry garbage.

(2) Blue dumpsters are for flattened cardboard.

(3) Brown dumpsters are for wood (including broken and unusable pallets).

(4) Black half-dumpsters are for scrap metal.

(5) Flammables, heavy metal and hazardous waste shall not be placed in dumpsters. Contact CNRSW Environmental Services at (619)556-1537 for procedures on how to dispose of hazardous waste.

(6) Dumpsters will not be removed from designated areas and will not be filled to overflowing. Dumpsters will not be emptied on weekends or holidays, except on a case-by-case basis when absolutely necessary (full dumpster and dumpster space needed for immediate disposition of additional material). Dumpsters may be emptied on weekends, holidays or in emergencies by contacting the NBSD CDO who will arrange for pick up by Waste Management.

(7) All salvageable Hazardous Material (HAZMAT) will be turned into Fleet Industrial Supply Center or Defense Reutilization Marketing Office. Large "drag-on" dumpsters (20 to 40 cu. yd. containers), other than those already on the pier, are not authorized without prior permission of NAVFAC SW or Port Ops. Please see enclosure (1) for daily HAZMAT pick-up schedule.

(8) Users are reminded that all dumpster lids must remain closed in order to comply with environmental requirements.

261. Recycling. Per reference (ee), the Regional Qualified Recycling Program (QRP) has been established to divert solid waste from landfills, thereby extending landfill life and reducing solid waste disposal costs to the Navy. Additional benefits are reduced pollution and conservation of resources. In support of the QRP, NBSD and tenant commands must practice and promote recycling whenever possible. All recyclable products should be collected, separated and placed in the appropriate containers. For more information, contact NBSD Recycling Center at 556-9799/556-9331.

a. To avoid pollution and contamination of the bay, maximum care will be taken to prevent entry of debris into manholes and storm drains.

b. Trash and garbage cans will not be flushed out with steam or water on the piers and quaywalls.

c. Trash, debris, or any other material will not be disposed of in harbor waters.

d. HAZMAT will not be left unattended on piers. If being picked up by the Hazardous Material Information Center, a representative from the ship will stand watch on the HAZMAT until removed.

262. Smoking. Reference (ff) provides policy and guidance for the control and reduction of tobacco use within the Department of the Navy (DON). Reference (ff) further establishes smoke-free DON facilities and seeks to reduce tobacco use while protecting people from inadvertent exposure to environmental tobacco smoke (ETS). While smoking is permitted in selected areas aboard NBSD, it is strongly discouraged as is the use of smokeless tobacco. Smoking is a significant health risk as is second-hand smoke or ETS. Additionally, improper disposal of cigarette and cigar butts, matches and other smoking paraphernalia is the number one litter problem on NBSD.

a. Smoking or the use of any tobacco product is not permitted in any building aboard NBSD.

b. Smoking is not authorized anywhere on NBSD except in designated areas. Designated smoking areas are clearly marked with signs indicating where smoking is permitted. Each tenant command and/or ship is responsible for the designated smoking areas within their area of responsibility, to include trash removal. Smoking while walking aboard NBSD is strictly prohibited (this includes personnel in civilian clothes).

c. Individuals smoking while driving must dispose of cigarettes and/or cigar butts in receptacles in their personally owned vehicle. Any other disposal method constitutes intentional littering and will be dealt with by NBSD Security.

d. Smoking is not authorized in government-owned or controlled vehicles.

263. Naval Base San Diego "Clean Sweep". Semi-annual event, generally occurring in November and May of each year. During Clean Sweep, each NBSD department and tenant command will be encouraged to pitch in and pick up accumulated litter and debris base-wide, and conduct "Spring/Fall cleaning" of their spaces to eliminate no longer needed items, further enhancing NBSD's appearance.

a. All COs, Officers-In-Charge and NBSD Department Heads shall take appropriate action to implement and ensure compliance with the Base Cleanliness and Appearance Program and maintain their areas of responsibility as outlined in this instruction.

264. Vehicle Parking Policy. Motor vehicles shall park between painted lines of authorized parking spaces with no part of the vehicle extending beyond the painted lines. Vehicles shall not be backed/driven into spaces if doing so would require the vehicle to exit against the flow of traffic. Motorcycles may only park in designated motorcycle parking.

265. Operator Responsibility for a Parked Vehicle. No operator shall leave their vehicle parked and unattended until the vehicle's engine has been secured, transmission placed in park, and/or parking brake set. All parked vehicles onboard NBSD shall be locked.

a. Ignition keys shall not be left inside unattended vehicles, with the exception of gas tankers and explosive carriers to allow for their prompt movement in case of fire or other hazards.

b. Per reference (r), no child, 12 years old or under, shall be left inside any unattended vehicle.

c. Per reference (r), no pet shall be left inside an unattended vehicle where the likelihood exists for them to suffer discomfort or harm.

266. Physical Clearance Requirements for Parking. No vehicle shall park within 10 feet of any dumpster, operable crane or railroad track unless in an authorized parking spot, or park as to interfere with parking egress or with door operation/clearance.

a. No vehicle shall park within 20 feet of the street side of any fire hydrant, fire hose outlet, driveway or intersection.

b. No vehicle shall park within 15 feet of any building unless the NBSD Parking Coordinator provides an authorized marked parking space.

c. No vehicle shall park 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.

d. No vehicle shall park so as to block any area outlined in red or in any area where parking is temporarily or permanently prohibited as indicated by barricades, delineators, traffic cones, caution tape or signs.

e. No vehicle shall park where it is necessary to drive over curbing, landscape, or grass to park.

f. Sidewalks and access areas shall not be utilized except by security or emergency vehicles, and only then in response to an emergency.

g. During heightened Force Protection Condition (FPCON), parking and building standoffs onboard NBSD shall be IAW reference (ll).

267. Pier Parking Restrictions. No vehicle shall park/operate on any pier unless actively providing support to forces afloat (i.e., loading/unloading personnel, equipment, tools and supplies). Vehicles providing special support and training (Dental van, bloodmobile, etc.)will have parking at the foot of the pier (i.e. Quay-wall, parking lot). Coordinated through 1st LT parking coordinator.

a. Where pier width permits, to ensure clearance next to ship hulls for cranes, man-lifts (JLG), etc., to perform maintenance and repairs, no vehicles, structures (i.e. maintenance trailers), or equipment will be placed within 10 feet of the pier's edge.

b. Fire lanes on all piers will remain clear to ensure emergency access to ships.

c. All contractor vehicles and privately owned vehicles (POVs) providing support as delineated in paragraph 267a. above, shall not operate on any pier without having a pier pass prominently displayed in the windshield. Passes shall be issued for brief periods of time, normally less than one hour, for loading and unloading only. Pier passes are controlled and managed by individual pier sentries on behalf of CO, NBSD.

d. Per reference (q), at no time will there be more than 10 vehicles and five golf carts on any pier. Excluded from this number are emergency, safety, and pier service vehicles. Privately owned vehicles are not allowed on the pier at any time without proper authority. During FPCON CHARLIE or above, vehicles will not be permitted to park on any pier per reference (c).

e. Command official vehicles are authorized to park within designated spaces on piers 1, 2, 7, 10 and 13 as assigned by pier SOPA. Such vehicles shall be clearly marked to indicate command assigned.

f. Buses and similar vehicles are not permitted to park on any pier unless authorized by CO, NBSD in support of tour groups, VIP visits, etc.

268. Guidelines for Afloat Command Parking. Parking spaces on quay walls adjoining each pier entrance may be used for "Command Parking." For squadrons, they are authorized quay wall parking only if currently embarked, and only for one ship in their squadron. If embarked in a building (i.e. Building 55), their "Command Parking" will be placed nearest to the building at the discretion of the building's senior officer. Pre-commissioning units or detachments are considered afloat commands for parking purposes.

a. Command parking is reserved for the POVs of ship or staff leadership per the following allocation:

Commands	Authorized Total Parking Spaces

LHA/LHD	authorized 14 spaces
PHIBRON/DESRON Staff	authorized 8 spaces
USNS/MSC	authorized 7 spaces
CG/DDG/FFG/LCS/LSD/LPD/USCGC	authorized 5 spaces
MCM/PC	authorized 3 spaces

b. Portable, well-constructed signs must be used to identify afloat unit command parking. Signs will be official in appearance and a positive reflection on the command they represent. Afloat commands will remove their parking signs prior to getting underway, unless the ship is planning to return to the same pier in less than six days. If the ship will be underway for greater than six days or plans to return to a different pier, the signs must be removed prior to departure. Exceptions to this rule must be approved by the NBSD Parking Coordinator.

c. If additional spaces are needed to support official command visits or inspections, contact the NBSD Parking Coordinator for approval. Include event dates, pier, and number of visitor spots needed. Ships should use their own stanchions or portable signs to accommodate VIP visitors. If affixing a paper sign to a stanchion, the paper will be neatly typed and covered in plastic.

d. Afloat commands are responsible for monitoring their command parking. If violations occur, contact NBSD Security for ticketing or towing.

e. Pier SOPAs are responsible for the cleanliness of parking areas adjacent to their pier. Parking areas assigned to each pier are:

(1) Pier 1: Lot 1C (north of Pier 1), north half of lot 1D (south of pier 1).

(2) Pier 2: South half of lot 1D (North of Pier 2), parking area directly east of Pier 2 gate.

(3) Pier 3: All quay walls parking from Brinser St. to the water (North of Pier 3).

(4) Pier 4: All quay walls parking from Brinser St. to the water (North of Pier 4).

(5) Pier 5: All quay walls parking from Brinser St. to the water (North of pier 5 and Lot 1W east of Pier 5).

(6) Pier 6: All quay walls parking from Brinser St. to the water from the drydock (North of pier 6), all quay walls parking from Pier 6 south to the midway point between Vesta and Wooden streets, Lot 4A behind the Post Office, western half of lot 4E in the vicinity of Pier Side Cafe.

(7) Pier 7: All quay walls parking from Brinser St. to the water, from Pier 7 north to the midway point between Vesta and Wooden streets, Lot 4F (fenced lot east of Pier 7) and the south half Lot 4E.

(8) Pier 8: All quay wall parking from Brinser St. to the water and from Pier 7 south to Southall St., Lot 4P (East of Pier 8).

(9) Mole Pier: Lot 4I (East of Mole Pier), lot 4X (North of SWRMC Consolidated Divers building 3601).

(10) Pier 10: All quay wall parking from Pier 10 north to Mole Rd., all quay wall parking from Pier 10 south to Pier 12, Lot 4J (north and east of Oily Waste Treatment facility), Lot 4K (Southeast of Pier 10) and Lot 4L (East of Pier 12).

(11) Pier 13: All quay wall parking from Pier 13 north to Pier 12, all quay wall parking from Pier 13 south, lot 4N (east of pier 13), lot 4O (fenced lot southeast of Pier 13), lot 4Z (south of CNRSW K-9 Kennels, bldg. 3335).

269. Guidelines for Ashore Command Parking. . Large ashore commands are eligible for assigned parking if manning on NBSD is greater than fifty permanently assigned personnel (military and civilian). Determination for assigned parking will be done at the command level. Individual building (in the case that a command occupies multiple buildings) requests for assigned parking are not authorized. Small commands or detachments with less than fifty permanently assigned personnel are only authorized signage under subparagraph (d) below.

a. Assigned parking for eligible ashore commands is determined by the NBSD Parking Coordinator on an assigned quota, based on not more than 80 percent of the total number of permanently assigned E-7 and above (military) or GS-11 and above (civilian). This quota does not include additional spaces for government vehicles or visitors. Individual space assignment of an ashore command’s assigned parking (once painted and stenciled) is up to the unit’s Commanding Officer or a designated

representative. The NBSD Parking Coordinator can be contacted at (619) 556-9259/0425, or by distribution list CNIC(underscore)NBSD(underscore)parking@navy.mil.

b. Ashore commands desiring assigned parking will paint and stencil spaces under the direct supervision of the NBSD Parking Coordinator. Prior to painting and stenciling, ashore commands must contact the NBSD Parking Coordinator to determine their quota, based on official manning documentation. The NBSD Parking Coordinator will provide training, supervision, and the exact dimensions for painting and stenciling of assigned parking spaces. Ashore commands will provide all paint, materials, and a working party. Final authority on placement of assigned parking spaces rests with the NBSD Parking Coordinator.

c. Assigned ashore command spaces shall be painted using the command/activity and a number, with black lettering in a white background to maintain uniformity of appearance. Stenciling of individual billets is not authorized. For example:

(1) RESERVED

(2) NBSD STAFF

(3) NUMBER (EX. 1, 2, 3)

d. Parking signage for ashore commands is authorized only for the CO/OIC, XO/Deputy, Chief of Staff (if assigned), CMC/SEA, and a Command Visitor. No other signage is permitted.

e. Ashore commands are responsible for cleanliness of their assigned parking spaces and all parking areas adjacent to buildings they occupy. Failure to keep assigned parking clean will result in loss of assigned parking spaces and/or signage.

f. Large ashore commands will be responsible for enforcement of their assigned parking. Parking ticket training will be conducted by NBSD Security, and ticket writing authority will be granted by the NBSD Security Officer. Once training and designation are complete, ticketing will be authorized only within the ashore command’s assigned parking area. Under no circumstance shall a tenant or parking coordinator scrape any portion of base decals from a violator’s windshield. Ticketing outside of assigned parking or scraping of decals will result in loss of ticketing authority and assigned parking spaces. Small ashore commands or detachments should contact NBSD Security for enforcement of assigned parking.

g. A routine audit of command records and official manning documentation by the NBSD Parking Coordinator will ensure compliance with the assigned quota policy.

270. Contractor Parking. There are a limited number of parking spaces in the vicinity of each pier entrance that are designated for contractor parking by a six inch green stripe with four inch lettering "Contractor Parking Only". If contractor parking is not available in the vicinity of the piers, contractors must park in the general parking areas available for E-6 and below. Contractors found parking in E7-Above parking will be ticketed and/or towed.

a. Shore maintenance personnel, contractors and service providers shall use available shop vehicles, vanpools, bicycles, etc., and encourage ridesharing in government operated vehicles (GOVs) to alleviate parking congestion in the vicinity of the piers.

b. POVs with red or blue activity strips and government vehicles are not authorized to park in spaces designated for contractor parking. If found in contractor parking, vehicles will be ticketed and/or towed.

c. Afloat commands are not authorized to use contractor parking spaces for command parking, even for official visits or inspections.

d. Contractor parking is limited to 24 hours max, and is only to be used by contractors currently working aboard ships.

271. Government Vehicle Parking. There are a limited number of parking spaces throughout NBSD designated for government vehicle parking by a six inch white stripe with four inch lettering "Government Vehicles Only". If designated spaces are unavailable, government vehicles must be parked in the general parking areas available for E-6 and below.

a. POVs and contractor vehicles are not authorized to park in spaces designated for government vehicle parking.

b. Afloat commands are not authorized to use government vehicle parking spaces for command parking, even for official visits or inspections.

272. E-1 through E-6 Parking Regulations

a. E-6 and below are authorized to park in any parking area designated "general parking."

b. When E-6 and below are authorized to park in command parking (i.e. "Sailor of the Year"), the vehicle will display a command placard noting authorization.

273. E-7 through E-9 Parking Regulations. All Chief Petty Officers shall display an "anchor" sticker (with stars as applicable), issued by Pass and Decal, on the driver's side windshield (left corner).

274. Eligibility for Handicapped Parking. Handicapped parking is reserved for vehicles issued special plates or placards per Section 22511.5 of reference (c). Handicapped parking may be limited to staff and patrons of a particular business or organization by clearly marked "Customer Parking Only" signage.

275. Parking Restriction Color Coding. Parking limitations are indicated by the color painted on curb or pavement. Color-coding is as follows:

a. Red: No parking

b. Yellow: Vehicle loading zone only

c. Green stripe with white letters: Open/general parking

d. Green stripe with black letters: Contractor parking

e. Yellow stripe with black letters: Officer and CPO parking

f. White stripe with black letters: E-4 and above parking only

g. White 24" by 36" square with black letters: reserved (assigned) parking

h. Handicapped parking shall be designated by appropriate sign or symbol.

276. Parking Lot Location and Designation

a. As per appendix (II), all hands or general parking areas are:

(1) Parking area directly behind and north of Fleet Industrial Service Center/COMPHIBGRU THREE, building 116 (Lot 1U).

(2) Parking area behind NBSD Chapel, building 277 (Lot 1T).

(3) Parking area between buildings 291 and 119 Naval Facilities Engineering Command (NAVFAC) across from the chapel (Lot 1M).

(4) Parking area around the Fleet Exchange, building 3301 (Lots 4B, 4C), with the exception of spaces reserved for AFBCA employees, building 3301 employees and Navy Exchange customers.

(5) Parking area north of gate 9 and south of NAVFAC Transportation, building 3509 (Lot 4G).

(6) Parking area north of NAVFAC Electrical Utilities, building 3579 (Lot 4Q).

(7) Eastern half of parking area behind the Oily Waste Treatment Facility, building 3529 (Lot 4J).

(8) Parking lot north of Training Support Center, building 3290 and east of the Bowling Alley lot (lot 3G).

(9) Parking area at the corner of Mole Road and Womble Street (Lot 4X).

(10) Eastern half of the parking area at Mole pier (lot 4I).

(11) Parking area west of McCandless St., extending south from the cross-over bridge to Craven St. (lot 3K).

(12) Parking area south of Commander, Navy Region Southwest K-9 Kennels, building 3335 (lot 4Z).

(13) Parking area north of pier 1 (lot 1C).

(14) Northeastern half of parking area north of pier 2 (lot 1D).

(15) Parking area east and south of Water Front Recreation Center, building 45 (lot 1S).

(16) Parking area behind NBSD Post Office, building 3410 (lot 4A).

(17) Eastern half of parking area west of Rice King, Sbarro’s, building 3421 (lot 4E).

(18) Fenced parking area east of pier 7 (lot 4F).

(19) Parking area east of pier 8 (lot 4P).

(20) Parking area north of the Oily Waste Treatment Facility, building 3529 (lot 4J).

(21) Parking area southeast of pier 10 (lot 4K).

(22) Eastern half of parking area northeast of pier 12 (lot 4L).

(23) Parking area east of pier 13 (lot 4N).

(24) Fenced parking area southeast of pier 13 (lot 4O).

b. E-7 and above parking areas are:

(1) All quay wall parking.

(2) Western half of parking area between pier 1 and pier 2 (lot 1D).

(3) Parking area north of Dry Dock #1 (lot 1W).

(4) Western half of parking area west of Rice King, Sbarro's building 3421 (lot 4E).

(5) Western half of parking area northeast of pier 12 (lot 4L).

277. Time Limitations on Parking. Parking on the wet side shall not exceed 6 days, while parking on the dry side shall not exceed 15 days. If longterm parking is required, ……

278. Bicycle Parking Policy

a. When not in use, bicycles must be securely locked to a bicycle rack or secured in a bicycle storage unit provided by MWR.

b. Bicycles shall not be secured to any fence, light pole, telephone pole, or building.

c. Bicycles shall be kept in good working order at all times.

d. Bicycles not complying with the above will be tagged as abandoned and removed after 30 days and placed in storage. Following another 30 days, and not claimed, bikes will be considered abandoned and donated to charitable organizations.

279. Motorcycle Parking Policy

a. Motorcycles brought on base must be registered with the State of California and Pass and Decal, per references (c) and (e).

b. Motorcycles shall be kept in good working order at all times.

c. All motorcycle riders shall wear proper protective clothing and reflective vests.

d. Motorcycles shall be parked in designated motorcycle parking spaces only.

280. Reserved Parking. CO, NBSD, via the NBSD Parking Coordinator, sets specific policy and procedures for all commands and activities onboard NBSD regarding reserved parking and parking for special events.

a. Special events include ship homecomings, family cruises, changes of command, retirement ceremonies, conferences or any other event, which create a special need for reserved parking.

b. Special event parking should not be used to provide reserved space for sailors or civilians that normally work onboard NBSD. Estimates for required spaces should only take in to account the number of visitors expected.

(1) Requests for reserved parking shall be sent via official naval message (UNCLAS), using Appendix (III) as an example. Requests must be submitted at least 14 days in advance of the event to allow processing, coordination, and placement of signs and cones. If the request is received inside of 14 days, there is no guarantee that the parking area will be sufficiently cleared in time for the event. Requests for reserved parking shall include the type of event, date and time of the event, location of the event, anticipated number of guests, telephone number and email address of the activity’s point of contact. Drivers disobeying marked and coned off areas reserved for events will be towed at owner’s expense.

(2) E-mail is available as a back-up only (CNIC(underscore)NBSD(underscore)parking@navy.mil) for requesting reserved parking. Confirmation, changes, or cancellations to reservations can be done via email or telephone (556-9259).

c. Requesting Activity Responsibilities

(1) Special Events with Outside Visitors. All base access requests for special events with multiple visitors (Homecomings, Retirements, Change of Command ceremonies, etc) that do not already have access to enter base, shall provide a list to NBSD Security. This request can be made via e-mail through a global account (navy.mil, med.mil, ship's email, etc) tonbsdaccess@navy.mil., Requests sent from unofficial email addresses will not be accepted. The sponsor may also hand deliver the typed document to Building 74(Force Protection Building at Naval Base San Diego) with a CAC card or dependent ID. Requests via fax at not authorized. Requests must be received no later than 72 working hours prior to the event for gate access so that Base Access personnel can begin processing and routing the request. Incomplete information on forms will delay the approval process. Naval Base San Diego Commanding Officer or designated representative is the final approval for all base access requests. For any requests that involve contractors, vendors, etc should contact Pass and Decal office for access at nbsd(underscore)pass(underscore)decal@navy.mil.

(2) Parking Lot Sentries. The requesting activity is responsible for providing sentries or a watchstander in parking area(s) reserved for special events no later than 0500 on the day of the event.

(3) Parking Lot Cleanliness. The requesting activity is responsible for the cleanliness of the area(s) reserved for special events during and immediately after the event.

d. NBSD Parking Coordinator Responsibilities for Reserved Event Parking

(1) Provide notice of approval/disapproval/modification of special event parking requests to requesting activities via email.

(2) Provide notice of special event reserved parking to all activities/commands in the vicinity of the reserved spaces at least six days prior to the event. Notice will be given by naval message.

In the event of an emergent requirement (utilities maintenance, last minute notification of VIP visit, etc.), the notice will be hand delivered to all activities/commands in the vicinity of the reserved spaces.

(3) Post signs describing the type of event and the dates the area will be reserved at least six days prior to the event. For example:

(a) **PARKING RESERVED**

(b) 1 JAN 06 - 2 JAN 06

(c) NBSD SPECIAL EVENT

(4) Close off reserved areas by use of barricades, delineators, caution tape and signs at least 24 hours but no more than 96 hours prior to beginning of event.

(5) The NBSD Parking Coordinator will determine if vehicles not associated with the special event that are remaining in the reserved area will be towed at the owner's expense. If five or more vehicles require towing, XO, NBSD will be the determining authority.

281. Special Events at Broadway Complex/Building 1. Requests for reserved parking or logistical support for special events at Building 1/Broadway Complex shall be sent to CNRSW and Region Legal for disposition.

282. Flight Operations. Naval Base San Diego's Standard Operating Procedure (SOP-008) for pier-side and land-side flight operations is listed in enclosure (2). Commands are required to comply with this SOP and the checklist contained within enclosure (2).

283. Fueling and defueling procedures. Protection of the environment and compliance with federal and state environmental regulations is essential. This mandates that ORM be used to prevent spills during all fuel transfer operations. The only acceptable goal is zero spills within Navy Region Southwest. .

a. The preferred means of refueling is underway replenishment prior to returning to port. When inport fueling is required, the Defense Fuel Support Point (DFSP) Point Loma should be used. DFM transfers by YON barge will be conducted for the following:

(1) Defueling prior to major maintenance availability.

(2) Refueling prior to completion of major maintenance availability.

(3) For emergency situations, when scheduling of the fuel pier is not possible.

b. To minimize the risk of inport spills, when refueling by YON, ships will receive no more than 50 percent of maximum capacity to support initial light-off, testing of main propulsion equipment, and will utilize initial underway to refuel to capacity at sea. For defueling, ships shall make every effort to reduce their onboard fuel quantity to less than **300**K, as more than **300**K requires multiple barge operations, complicating scheduling and significantly impacting support to other ships and waterfront requirements. YON will not remain alongside overnight during refueling or defueling operations.

c. Requesting services

(1) NBSD Fuel Service Officer is responsible for scheduling fuel barge services in the metro San Diego area. Requests for fueling are scheduled on a first-come, first-served basis.

(2) Requirements will be submitted by naval message to requesting unit's ISIC, info CNRSW and NBSD. A sample request is provided below. Requesting ISIC shall evaluate the request and transmit an endorsement to CNRSW info NBSD, supporting the requested transfer and dates. In turn, NRSW Port Operations will reply with an approval message confirming the product and requested dates.

(3) Requests are due to NRSW Port Operations a minimum of 10 working days prior to the requested start date to facilitate YON barge, tug and DFSP Point Loma availability/coordination. Scheduling flexibility is reduced significantly if requests are received less than 10 working days out. Coordination by phone is highly encouraged to schedule tentative dates before actually transmitting message request.

(4) Ships are required to arrange their berthing so that fuel receiving stations are outboard. Port Operations will not route hoses up and over or through interior spaces, to reach inboard fueling stations.

(5) For ships requesting JP-5, no JP-5 barges are available. JP-5 requests should be coordinated with DFSP Point Loma (553-1314/553-1317). Requests for less than 20K JP-5 and/or DFM fuel will be provided by tanker truck.

(6) Although fuel is not chargeable to ship's OPTAR, replenishment must be accounted for by ship's requisition (DD Form 1149).

(a) When fueling, a DD Form 1149 requisition should be faxed to NBSD Port Operations, Liquid Cargo division (556-9306) or **scanned to Port Operations IPD** a minimum of 10 working days prior to fueling start date. Receipt of the DD Form 1149 is required before Liquid Cargo can schedule an onload date with DFSP Point Loma.

(b) When defueling, a DD Form 1149 requisition should be ready before the barge arrives alongside. The DD Form 1149 **should be sent via fax or scanned five working days prior to the scheduled defuel or refuel.**

(7) Sample fuel/defuel request message.

***** (ENSURE MESSAGE IS SENT UNCLASSIFIED)*****

FM REQUESTING UNIT
TO REQUESTING UNIT'S ISIC
INFO COMNAVREG SW SAN DIEGO CA/N32MP/N32MS/N32M8B/
NAVBASE SAN DIEGO CA/NOOM/
BT
UNCLAS
MSGID/GENADMIN/REQUESTING UNIT/-/MONTH/
SUBJ/FUELING OR REFUELING REQUEST/
REF/A/EMAIL-PHONECON IF APPLICABLE/CNRSW/DATE/ AMPN/EMAIL-PHONECON (IF APPLICABLE) BETWEEN
NAME (PORT OPERATIONS) AND REQUESTING UNIT'S NAME./
POC/NAME/RANK/TITLE/EMAIL /TEL:619-556-XXXX/
RMKS/1. WRT REF A, REQUEST TO OFFLOAD/DEFUEL OR ONLOAD/FUEL APPROX 300K F-76 IN PREPARATION FOR DPMA. SHIP WILL BE MOORED AT PIER X, NAVAL BASE SAN DIEGO, CA /SHIPYARD NAME.
FOL DATES ARE PROVIDED: PRI: FROM – TO SEC: FROM – TO/

d. Operations

(1) Liquid Cargo personnel will conduct an onboard ship check one working day prior to commencement of fuel transfer. A safety check-off sheet will be delivered to ship's engineering personnel. The ship check-off list will consist of the minimum:

(a) Delivery of the safety check-off sheet which must be completed, signed, and delivered to the YON barge master upon arrival, prior to commencing fuel transfer.

(b) Alignment for barge placement alongside the ship with Chief Engineer's initial.

(c) Determine, if applicable, what overboard discharges and vents will need inflatable plugs (DDG/CG only) for compensating water collection.

(d) Any interference that may prevent the barge from mooring alongside (scaffolding, APL barges, paint floats, floating cranes, boats, etc.).

(2) Fuel transfers are restricted to weekdays, normal working hours (0800-1600).

(3) Ships must be ready to begin fueling/defueling operations within 30 minutes of YON mooring alongside. Any further delay may result in rescheduling of operations.

(4) Ships are required to have line handlers standing by to secure the YON barge alongside.

e. Equipment.

(1) Port Operations deploys the following four barges, with product and capacity as noted:

(a) YON 280, (COMP WATER), 350K max capacity 95%

(b) YON 332, DFM (F-76), 275K max capacity 95%

(c) YON 333, DFM (F-76), 275K max capacity 95%

(d) YON 327, DFM (F-76), **570**K max capacity 95%

(2) YON barges use 50ft soft lengths of 6-inch hose with 6-inch, eight-bolt flanges, providing a pumping rate of 2000 GPM. Ships are responsible for providing any necessary flanges and/or reducer fittings.

f. Safety.

(1) The simultaneous loading or discharge of fuel, oil, ammunition, or explosives is prohibited. Ships must comply with all applicable safety regulations concerning fuel oil and ammunition handling.

(2) Smoking during fueling/defueling evolution is strictly prohibited.

(3) All cutting and welding equipment must be secured while conducting fueling/defueling evolutions.

(4) Evolutions are to be conducted only by well trained fueling details under qualified supervision.

(5) Ships shall station a topside watch with communications between transfer stations.

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CHAPTER 3 - COMMUNICATIONS

301. Naval Telecommunications Center (NTCC). NTCC services are available 24 hours a day. Ships desiring information on the services available should contact the NTCC Officer-in-Charge at (619) 545-6983. The NTCC is not a commercial refill point for class "E" messages.

302. Telephone Service. Telephone service is under the cognizance of the Naval Computers and Telecommunications Service San Diego (NCTS SD) (619) 545-8100, and is available for ships and unit commanders. Telephones are installed after normal working hours, on weekends, or on holidays. Navy telephones are to be used for official and emergency purposes only. Lines will be disconnected one hour prior to departure. NBSD is tasked with funding responsibilities in providing administrative and Defense Switch Network (DSN) telephone services to Pacific Fleet ships and staffs afloat moored at NBSD, FISC Pier, and Broadway Pier. Toll charges are funded by ships and staffs.

a. Administrative Telephone Services. Pacific Fleet ships and staffs afloat are authorized to receive up to the number of lines and DSN access indicated in paragraph 303e without prior approval of NBSD. NBSD requests for additional lines and equipment must be approved prior to installation. Ship’s departing from NBSD with contractor installed equipment will bear the cost of rental or procurement. Notification of expected disconnect dates must allow sufficient time to allow removal of telephones and equipment prior to departure. Ships berthed at NBSD can obtain telephone services by calling the Telephone Office (619) 545-8100 indicating their requirements. Telephone malfunctions should be reported to NCTS San Diego Telephone Ship Duty Line (619) 545-8100

b. Ships Moored at Buoys. Telephone service is not available at this time.

c. Ships Moored at Broadway and FISC Piers. Telephone service will be provided to ships moored at the Broadway and FISC Piers by the Boarding Officer. Due to the limited number of lines available, one telephone will be issued to each ship. Additional telephone requirements will be handled on an individual basis by contacting the Fleet Support Office at (619) 556-1484. Timely notification of planned underway time must be

provided to the Fleet Support Office to allow removal of equipment prior to departure. Pay telephones are installed for public use at the Broadway Piers.

d. Relocation of Telephone Lines/Equipment. Relocation of telephones and equipment onboard or in assigned spaces due to reorganization or convenience will be borne by the requesting ship or staff unit.

e. Authorized Telephone Lines/Equipment. CO, NBSD within funding constraints, has authorized up to the following number of telephone lines and equipment for Pacific Fleet ships and staffs afloat without prior approval. NBSD will fund administrative telephone services to Pacific Fleet ships and staffs afloat less toll charges. The below listed guidelines are subject to restrictions imposed by the limited number of telephone lines installed at piers and pier loading conditions. NBSD is charged message unit costs for Forces Afloat and Staff telephone usage in increments of five minutes or any portion thereof in the San Diego area. It is therefore necessary to limit the length of telephone calls to the minimum time required for efficient operations.

(1) Telephone Authorization

Ship/Units	
CG	5
DDG	4
FFG	4
LHA/LHD	7
LPD	5
LSD	4
LCS	4
MCM	2

(2) Afloat Staffs (in addition to ship telephones):

DESRON	4
PHIBRON	4

When afloat staffs are moved ashore and require telephone service ashore or additional services, contact NBSD NAVFAC (619) 556-1310, for approval and funding.

(3) Class of Service

COS-6 Base
COS-5 Base and Local
COS-4 Base, Local, and Long Distance
COS-3 Base, Local, DSN
COS-2 Base, Local, Long Distance, and DSN

f. Toll Calls. Toll calls may be dialed direct and will be charged to the ship or command from which the calls originate, including official, emergency, and/or unofficial calls. All ships and commands must furnish the Comptroller Department, NAVFAC, with an appropriate funding document for payment of toll calls. This requirement includes ships moored at Broadway and FISC Piers. To place a toll call, dial 9, 1, area code, and the seven-digit number.

g. DSN. DSN calls may be placed by authorized users by dialing 80 and the DSN number of the activity being called. All calls must be official, authorized, and kept as brief as possible. Calls of excessive length may be interrupted or the connection broken by NBSD operator. If the DSN number of the activity is not known, dial 0 and request the information from the base operator. All ships and commands are requested to compile DSN numbers of commonly called DSN subscribers. When giving out your direct in-dial DSN number, precede the last four digits by your Consolidated Area Telephone System (CATS) extension number with 526.

h. Public Telephones. Public telephones are available at the head of each pier and at various locations throughout NBSD.

303. Destruction of Classified Material. A large shredder unit for the destruction of classified material is available to ships and is located in building 3590 adjacent to building 3141 on the Mole Pier: Use of the shredder is by appointment only. Arrangements can be made by calling, (619) 556-8554. Hours of operation are: 0600-1200 and 1300-1500, Monday through Friday, excluding holidays.

304. Mail Service

a. Dockside mail delivery (DMD)/pickup service is provided by FISC SD under the direction of the Command Fleet Industrial Supply Center (COMFISC)/NAVSUP. The DMD is supervised by a senior Postal Clerk and operates from building 3410. The DMD

Office (telephone (619) 556-5557/5032) operates from 0800 - 1600, Monday through Friday, and by request only on Saturday. The Duty Postal Clerk can be contacted via the LPO at (619) 556-5032.

b. Dockside mail pick-up and delivery is made to ships berthed at NBSD. The Dockside Mail Program precludes the requirement for each ship to send a postal clerk to pick up mail. Manpower constraints preclude mail delivery to ships berthed at Broadway piers, Submarine Support Facilities, Anti-Submarine Warfare (ASW) Training Center, Naval Base Coronado (NBC) or Commercial Ship Yards. Mail service for these locations is provided by the U.S. Postal Service per applicable directives.

c. Mail pick-up and delivery will be made pier side following the schedule listed.

(1) Dockside Delivery/Pickup Schedule:

(a) Mail is delivered Monday through Friday as follows. (Mail is not delivered on Saturday unless requested and not after 1600.)

(b) Location: Piers 1-13 (Mail delivery starts at 0800. An exact time is not available.)

(c) Routine delivery of mail will not be accomplished on Sundays and holidays. Ships arriving from WESTPAC, NORPAC or extended deployment may have mail delivered upon arrival.

d. The following are locations of U.S. Postal Service Depositories, and related mail pick up schedule:

(1) Estimated Times:

(a) Monday - Saturday

1. Fleet Exchange: 0900 and 1230

2. Snyder Hall: 0910 and 1240

3. Vesta Street and Norman Scott Road (Corner) 0915 and 1250

4. Donnelly Hall: 0925 and 1250

5. McCandles Boulevard (Galley): 0940 and 1255

6. Main Exchange: 0945 and 1315

7. Sturtevant Street and Senn Road (Security building 74) 0955 and 1315

8. Post Office building 3410: 1325

305. Postal Advisors/Postal Finance Officer. Located at building 3410 and may be reached at (619) 556-8950/8951. Postal Advisors will answer individual queries, provide PC training, command assistance in investigations/audits and postal assist visits on the West Coast which are scheduled through Commander, Pacific Fleet (COMPACFLT). The Postal Finance Officer is also available for training purposes as well as providing postage and money orders.

306. Cryptographic Repair. Cryptographic repair services are available to all ships from the Space and Naval Warfare Systems Command (SPAWAR) System Center, San Diego. A 24-hour phone service is available at the Crypto Repair Facility by dialing (619) 556-6179/1886. The Facility is located in building 92. Business hours are 0600-1530, Monday through Friday.

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CHAPTER 4 - FEDERAL FIRE DEPARTMENT

401. General Information. San Diego Metro Navy Fire & Emergency Services is a consolidated fire department providing services for all three Navy Bases in the San Diego Metro area. The Metro Fire Chief is located on NBSD in building 3359. Fire Stations 16 and 17 are located on NBSD, in buildings 52 and 3359. Fire Station 18 is located on Navy Medical Center, San Diego in building 10. The Fire Prevention Office is located in building 317 at Navy Base Coronado. For all emergencies on base dial 9-911; please inform the dispatcher what base and building you are calling from. Included in its responsibilities are the execution of a comprehensive fire prevention and public education program, delivery of Emergency Medical Services, and Hazardous Materials response. For fire department related matters other than reporting emergencies, call the Regional Dispatch Center non-emergency line at (619) 524-6999.

402. Fire Onboard Ship. In addition to the ship's alarm, the fire alarm shall be sounded by calling 9-911 and/or by pulling the nearest fire alarm or auxiliary fire alarm box. If a fire alarm has been pulled, an individual shall be based at the box to direct the fire department to the fire.

Vessels responsibilities:

Ship should immediately call the Regional Dispatch Center when fire is detected. Ships will start combating the fire. CDO or other ship crewmember meets the first arriving Federal Fire Department personnel to provide the following information:

a. Location of fire, compartment(s), deck(s), uses.

b. What class(es) of fire are present?

c. What measures have been taken to combat the fire, including all systems activated?

d. How many personnel are available on the vessel to assist with the incident?

e. Have non-essential personnel been evacuated from vessel?

f. Damage Control (Firefighting Plans) Charts from USN. A crewmember will remain available to escort fire department personnel to the fire. The ships Damage Control Officer (DCO) or representative will coordinate unified attack of incident with the fire department's Incident Commander.

Fire Department Responsibilities:

a. First Engine will respond to the vessels quarterdeck access.

b. Remaining apparatus will stage at the pier access gate or on the quay wall awaiting assignment.

c. First fire department Officer will meet the ship's CDO or DCO at the quarterdeck to determine the vessels assistance needed and acquire the information needed to provide that assistance.

d. First fire department Officer will establish an Incident Command Structure and appoint command positions for fire department members as needed, and manpower will allow, until relieved by the first Battalion Chief.

e. The Fire Department first alarm response for a shipboard fire is a minimum of two engines, one truck, and a Battalion Chief.

403. Fire on or near waterfront. The Port Control Officer will dispatch tugs and personnel to the fire to move ships and assist in fighting the fire.

404. Fire Tugs. Fire tugs will respond to all waterfront alarms on order of the Port Services Officer.

405. Fire Alarms. Fire alarms are located at the head of each pier with auxiliary alarms on piers.

406. Connections to Fire Outlets. Hose lines shall not be connected to a fire hydrant or high pressure pier riser.

407. Emergency Access Lanes

a. The vicinity of fire hydrants and pier fire fighting outlets will be kept clear for a distance of 15 feet.

b. Access lanes of sufficient width to permit free travel of emergency vehicles shall be maintained at all times.

408. Fire Mains or Pumps Out of Service. Firefighting water must be maintained at all times during fire system repairs. Auxiliary fire hose tree assemblies are a means of a temporary fire protection system for ships company personnel. Hose tree assemblies can be checked out from SWRMC Tool Room, building 86.

409. Fire Watches. Fire watches are to be furnished by the ship for all welding and open burning onboard. The Fire Prevention Chief, (619) 767-7276 or (619) 988-0202, is available to instruct personnel standing fire watches. The Fire Prevention Division is located in building 317 at Naval Base Coronado.

410. Firefighting Craft, Control and Equipment available in San Diego Harbor

a. Operational control of all Naval firefighting tugs in San Diego Harbor is vested in the CO, NBSD and exercised through the Port Operations Program Director. All possible assistance shall be provided in combating fires aboard ships and on the waterfront. Fire department liaisons should be considered for onboard communications and operations.

b. The following list indicates craft with firefighting capabilities currently available in San Diego Harbor:

U.S. Navy	PUMPING CAPACITY
Tractor 7	One 3,000 GPM pump
Tractor 8	" " " "
Tractor 9	" " " "
Tractor 10	" " " "
Tractor 14	" " " "
YTB 808	" " " "
YTB 823	" " " "

San Diego Port Authority

Fire Boat - Shelter Island	- One 2,000 GPM Pump
Fire Boat - Shelter Island	- One 1,000 GPM Pump
Fire Boat - Point Loma	- One 1,200 GPM Pump
Fire Boat - Harbor Island	- One 5,000 GPM Pump

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Chapter 5 - SECURITY, TRAFFIC, VISITORS

501. Definition of Terminology. For the purpose of this instruction, pertinent definitions set forth in the State of California Vehicle Code (CVC) shall apply, except as specifically modified below:

a. Command. NBSD and all areas under the jurisdiction of its CO, including Admiral Baker Recreational Area in Mission Gorge, California.

b. CO. The CO, NBSD and in his absence, the Executive Officer (XO). For urgent matters, during the absence of the CO and the XO, the Command Duty Officer (CDO).

c. Conviction. A final conviction, vacated forfeiture of bail or collateral deposited for the purpose of securing a defendant's appearance in court, a plea of "Nolo Contendere" accepted by the court, payment of a fine, or a plea/finding of guilty on a traffic violation regardless of whether the penalty is rebated, suspended or probated. This includes judicial and non-judicial actions under the UCMJ.

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

e. Load. Anything carried, towed or pushed by a motor vehicle.

f. Motorized Bicycle. A two or three-wheeled device having fully operative pedals for propulsion by human power; or having no pedals if powered solely by electrical energy, an automatic transmission, a motor which produces less than two gross brake horsepower and is capable of propelling the device at a maximum speed of not more than 30 miles per hour on level ground. (Note: A "Moped" is a type of motorized bicycle with an engine of no more than 50cc displacement. This type of motorized bicycle may be pedaled to get the engine started at which time the automatic transmission handles the shifting).

g. Motor Vehicle Accident. Any incident, no matter how slight, involving a motor vehicle in motion on a roadway that results in personal injury or property damage.

h. NBSD Occupational Safety and Health Program Manager. The designated traffic safety program manager.

i. Registration. For NBSD registration of motor vehicles, see section 5002.

j. Roadway. Any road, street, alley, pier, building, place or area onboard NBSD used for the movement of motor vehicles.

k. Revocation. The termination of access or driving and registration privileges onboard government installations. Reinstatement and new registration may be obtained by application of the individual, in writing, to the CO, NBSD via his/her CO.

l. Force Protection Installation Program Director (FP IPD). The FP IPD, NBSD is tasked with the responsibility of implementing the provisions of this instruction. The FP IPD is the only person authorized to post a traffic control person, except in the case of an accident, fire, disaster or other emergency.

m. Public Works Officer (PWO). The Public Works Officer is the person tasked by the CO, NBSD to provide the PWO services to cause to be installed, relocated or removed, any sign, pavement marking or other device used in the control of traffic or parking, except in the case of an accident, fire, disaster or other emergency.

n. Naval Base San Diego. Synonymous and interchangeable with "NBSD" and "command."

o. Security Officer. Synonymous and interchangeable with “Force Protection Installation Program Director.”

p. Suspension. The temporary withdrawal of an individual's access or driving privileges on government installations. Suspension will normally be imposed for periods of one year or less. The individual will receive the necessary activity strip and date tabs to validate the DoD registration upon completion of the suspension period.

502. Restricted areas. All restricted areas shall be simply posted as "restricted area" so as not to single out or draw attention to the criticality of an area. Access to these areas will only be allowed with prior authorization from proper authority. All other areas under the jurisdiction of CO, NBSD are designated non-restricted areas and access shall be per this instruction.

503. Use of Decals and Passes. Decals, temporary vehicle passes, and one-day passes serve only to identify a vehicle whose registrant has met the requirements for entrance onto NBSD. The driver and other adult occupants of the vehicle shall be identified by means of personnel ID cards, passes, or badges per section 511 of this instruction.

504. Denial of Access to NBSD. Any person failing to meet the requirements of this instruction shall be denied the privilege of driving and/or coming onto NBSD. Personnel who are already on board and fail to meet these requirements may be removed from the base. Access to NBSD shall be denied to any individual whose presence is deemed to be potentially detrimental to good order and discipline.

505. Administrative/Punitive Actions. Violators of this instruction are subject to administrative action under reference (jj), disciplinary action under the provisions of the UCMJ, or prosecution in a federal court for violation of the United States Code (U.S.C.) as applicable.

506. Maximum Driving on Duty Time. During peacetime conditions, full-time motor vehicle operators, such as over the road truck and bus drivers, explosive and hazardous material (HAZMAT) transporters, and security vehicle operators, shall have a minimum of eight hours off-duty prior to any duty period. In addition, they may not drive, or require another to drive, a motor vehicle for more than 10 hours, or after having been on duty for 15 hours, if the vehicle is carrying explosives or HAZMAT.

507. Foreign Military. The provisions of this instruction are applicable to personnel of foreign naval ships berthed at NBSD.

508. Visitor Control Center. NBSD Vehicle Control Center Office, located in building 3436, is a branch of the Force Protection Department and has the responsibility for administration and control of the motor vehicle registration program at NBSD, issuing of temporary base access identification and issuing of camera passes.

a. The Vehicle Control Center Office is open from 0530 to 1630, Monday through Friday and from 0800 to 1200 on the first Saturday of every month, to provide permanent decals and temporary vehicle registration services.

509. Hours of Operation for Recreation Areas. All recreation hours of operation are posted at each site i.e., Admiral Baker Golf Course, Admiral Robinson Bowling Alley, Admiral Prout Gym, Olde Gym, etc.

510. Gates and Hours of Operation. Vehicular or pedestrian entrance to, and departure from, NBSD is permitted only through the gates listed below. Normal hours of operation are as indicated:

GATE	TYPE	HOURS OF OPERATION
Gate 2	Vehicle	0530 - 1700 Mon-Fri (except holidays)
Gate 5A (Main Gate)	Pedestrian Only	24 hours daily
Gate 6 (Main Gate)	Vehicle Only	24 hours daily
Gate 6A	Commercial Delivery Vehicles	0530-1430 Mon-Fri (except holidays)
Gate 7	Vehicle	0500 – 1700 Mon-Fri
Gate 9 (8th St)	Vehicle/Pedestrian	0530 - 2000 Mon-Fri
Gate 13 (South Gate)	Vehicle/Pedestrian	0530-0800 Mon-Fri (except holidays)
Gate 14 (Walk over bridge Autoport)	Pedestrian Only	0630-0830, 1100-1300, 1600-2115 Mon-Fri 0900-2115 Sat-Sun (except holidays)
Gate 15 (28th St)	Vehicle/Pedestrian	Open 24 hours daily
Gate 23 (32nd St NEX/DECA)	Vehicle/Pedestrian	0530-2200 Mon-Sat and 0530-2115 Sun
Gate 29 (Vesta and Main St)	Vehicle/Pedestrian	24 hours daily
Gate 32 (Yama St)	Vehicle/Pedestrian	0500-1900 Mon-Fri
Gate 40 (Bldg 279/280)	Vehicle/Pedestrian	0530-2000 Mon-Fri
Gate 43 (Norman Scott Rd)	Pedestrian	24 hours daily

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Main Gate (Bob Wilson Drive)	24 Hours daily
ER Gate (Ambulance Way and Wieber Avenue)	24 Hours daily
"O" LOT GATE (McIntire Drive)	0530-1730 Mon - Fri (except holidays)

511. Recognized Identification (ID) Media. The ID media listed below are recognized for the purpose of permitting personnel to enter/exit onboard NBSD. These may not be used as authority to bring privately owned or commercial vehicles onboard NBSD.

a. Armed Forces Identification Card, DD Form 2, 2N, 2MC, and 2AF), Common Access Card (Uniformed Military Service members, DOD Federal Civilian employees hired under appropriated and non appropriated funds under permanent or temporary appointment), pink (reserve personnel), blue or grey (retired and fleet reserve personnel).

b. Uniformed Services Identification and Privilege Card (DD Form 1173), for family members defined as dependents.

c. NRSW Access Card. Issued to personnel who's duties and responsibilities require regular access over an extended period (30 or more days) of time to NRSW installations, but who do not require access to the Navy's computer system.

c. DoD Geneva Conventions ID Card (DD Form 489 card) (issued to civilians who accompany the armed forces).

d. Navy Exchange Employee Identification and Privilege Card (SS/161). Navy exchange employees current and retired are granted access to the Navy Exchange for shopping purposes. These identification cards may not be used for access during non-business hours or to any location or installation where there is no exchange. This identification does not grant the holder full access to the installation, the bearer may only proceed directly to and from the installation exchange.

e. Naval Criminal Investigative Service (NCIS) credentials. Identification Credentials issued to special agents of the Naval Criminal Investigations Service. Other non-special agents may have identification but will not be accompanied by a badge. Non-agents do NOT receive the same privileges in access pursuant to OPNAVINST 5530-14E as agents.

f. Federal, state, county and local law enforcement credentials. On-Duty uniformed law enforcement officials may utilize base commercial dining facilities. On-Duty Law Enforcement must contact base legal and the Security Officer

prior to conducting any official business on-board the installation.

g. Government Accounting Office (GAO) credentials. This is the investigative arm of Congress. The GAO supports congress in meeting its constitutional responsibilities and helps improve the performance of the federal government. These personnel will be required to check in with the Installation Security Officer prior to conducting any official business.

h. Other Federal Agency credentials. Identification credentials issued to Representatives/employees of other federal agencies conducting official business on NRSW installations such as the United States Secret Service, Department of Transportation (DOT), Department of Homeland Security (DHS), etc.

i. Retired Civil Service identification card. These Identification cards are issued by the local Personnel Services Division. All retired civil servants are authorized access to NRSW installations to utilize MWR facilities. These identification cards may not be used for general access after normal working hours, unless there is a valid MWR facility open for business (i.e., base theater, bowling alley etc.).

j. U.S. Coast Guard clearance card. The U.S. Coast Guard issued clearance card which identifies crew members of merchant ships.

k. Visitor badge. Visitor badges are issued for those personnel requiring temporary access to the installation.

l. Caregivers/providers letter. Caregivers/providers will be provided with an agent letter per reference (h). This letter must be accompanied by a valid photographic state or federal identification card and will only allow access to the specified location on the form. (i.e., bearer will have access to the installation pharmacy and exchange).

m. Navy Commercial Access Control Systems (NCACS). NCACS is a computer-based, personnel identification/verification system that has been developed to enhance security at NRSW installations. It is designed to improve on-site access for vendor companies and their employees.

n. Prearranged guest lists. These lists are simply Entry Access Lists (EAL) that have been vetted through the installation security office and signed by the installation security officer. These lists will at a minimum, include the visitors name, sponsors name and location of visit.

o. Other cards badges as authorized by the CO, which include but are not limited to, but may include:

(1) Cards or badges that are required/authorized by the CO for access requirements to installation/area perimeters that have been identified as restricted areas (i.e., SSC topside & OTC).

(2) Foreign military personnel will be granted access to NRSW installation where they are assigned utilizing their FRN military identification cards.

(3) Cards or badges may be issued to Foreign National Badge (FRN) for installation access based on CO approval. Foreign nationals are defined as individuals who are not U.S. citizens or, regardless of citizenship, are representing a foreign government, foreign corporation, other foreign entity, or a foreign national doing business with a Department of Defense component or contractor. This includes companies incorporated in the U.S., which are under foreign ownership, control, or influence.

(a) Such individuals require special approval before accessing Regional facilities. Although, legal permanent residents with a lawful permanent resident card are FRNs, they may be granted access to unrestricted Regional areas, as would any U.S. citizen.

(b) FRN badges are only valid for use during normal working hours unless denoted on the badge with "AFTER HOURS".

(c) FRN badges must state the foreign nation in which the badge holder is affiliated.

512. Armed Forces ID Card. Active duty personnel requesting access to the base shall be required to have in their possession a valid CAC card.

513. Uniformed Services ID and privileges card. Retired military and dependents of military personnel (active, fleet reserve, retired and deceased) requesting access to the base shall be required to have in their possession a valid Uniform Services ID and privileges card.

514. Civilian Personnel ID. All civilian personnel requesting access to the base shall be required to have ID in their possession as set forth in this section. The following civilian badges and passes are issued to civilians employed by any of the various activities onboard NBSD through the Force Protection Department and Vehicle Control Center Office:

a. Common Access Card. Issued to Uniformed Military Service members, DOD Federal Civilian employees hired under appropriated and non appropriated funds under permanent or temporary appointment.

b. Local Passes. Vendor/contractor employees not participating in NCACS may apply for local passes subject to Federal, DoD, DON and CNIC policy and procedures for minimum screening, and local installation access rules and procedures. The local passes will be limited in duration to one (1) day.

c. Other Federal Credentials. Validated Transportation Worker Identification Credential (TWIC) issued by the Department of Transportation is an approved DOD access card and can be used to gain access if a specific requirement to access the installation and be verified through documentation. Under most circumstances, the TWIC must be accompanied by a Government or Commercial Bill of Lading.

515. Fraudulent Possession and/or Use of an Official Pass/Decal. Section 499 of reference (hh) is quoted for the information of all concerned:

"Whoever falsely makes, forges, counterfeits, alters, or tampers with any naval, military, or official pass or permit, issued by, or under the authority of the United States, or with the intent to defraud uses or possesses any such pass or permit, or impersonates or falsely represents himself to be, or not to be, a person to whom such pass or permit has been duly issued, or willfully allows any other person to have, or use, any such pass or permit, issued for his use alone, shall be fined under this title or imprisoned not more than five years, or both."

a. Permanent Revocation Policy. The CO has the authority to permanently revoke installation driving privileges for offenses listed in this section.

516. Altered, Defaced or Mutilated Identification. Military and civilian personnel, such as gate sentries, guards at the Navy Exchange and Commissary store, and Force Protection personnel who have the duty to verify identity of personnel by checking badges, cards and passes, shall confiscate the same if altered, defaced or otherwise mutilated. The holder shall be turned over to NBSD Force Protection Personnel with the ID, or the confiscated item will be transferred to the Force Protection Department as appropriate.

a. Active duty or retired military members with excessively worn Armed Forces ID Cards shall be instructed to contact their personnel/ID issuing office to obtain a new card. These cards

will not normally be confiscated unless such action is directed by competent authority in connection with an official investigation. If the ID card shows evidence of tampering or forgery, the individual shall be turned over to NBSD Force Protection Personnel.

517. Renewal of Mutilated Passes/Badges. Each person to whom a badge or pass has been issued shall submit an application for renewal of same if such pass/badge becomes mutilated or illegible. Renewal of expiring passes/badges shall be initiated at least 10 working days prior to the expiration date.

518. Return of Passes/Badges. Upon separation, transfer, completion of contract, or other termination of purpose for which a badge or pass was issued, badges or passes shall be returned to the VCC, building 3436.

519. Lost or Stolen Identification

a. Every incident of a lost or stolen ID shall be reported to the issuing office immediately.

b. Any individual whose ID has been lost or stolen, and requires access to NBSD, shall report to the VCC, building 3234. VCC personnel shall verify the individual's status prior to issuing any temporary or replacement ID.

520. Refusal of Access to NBSD

a. Access to NBSD may be denied to any individual whose presence is deemed to be potentially detrimental to good order and discipline.

b. All personnel, both pedestrian and vehicular, passing through the egress/ingress points on base, regardless of uniform or grade, shall be required to present ID, except as noted below. The inability, or refusal, of any person to present proper ID, as set forth in Section 511 of this instruction, is sufficient cause to deny that individual access to NBSD.

(1) During a non-threat condition environment, passengers on motorcycles or riding inside vehicles shall normally not be required to present IDs, except as noted below:

(a) Random ID card checks will be conducted at the discretion of the CO in the same manner as the vehicle inspection procedures discussed in Section 557 of this instruction.

(b) Access to NBSD, and requirements to gain same, will become more stringent as Force Protection Condition (FPCON)

increase. A 100 percent ID card check shall be instituted at the direction of the CO, or when the determination of an increased threat level is present.

(c) During FPCON ALPHA and BRAVO, all personnel entering the base will be required to present proper ID, all authorized commercial vehicle traffic requiring access to the wetside shall access NBSD via Gate 6A to facilitate increased inspection and search requirements.

521. Unauthorized Personnel. It is the duty of every person on NBSD to be alert for persons not authorized to be on the installation or for any other violation of this instruction. Any person discovered onboard who is unable to show a valid badge, ID card or pass authorizing that person to be on NBSD, shall be detained and Regional Dispatch notified at 524-6999 without delay.

522. Trespassing. Unauthorized personnel (trespassers) entering NBSD are subject to prosecution in federal court for violation of Section 1382, per reference (d).

523. Possession of Dangerous and Deadly Weapons. Per Article 1159 of reference (kk), it is recognized that certain personnel, military and civilian, onboard NBSD have a requirement inherent with their duties and/or employment to possess items hereafter described as dangerous or deadly. In order to prevent the misuse of dangerous weapons, protect public and private property, and to protect the lives and wellbeing of all persons, the following restrictions apply to the possession or use of such items:

a. Prohibited Articles. No person shall possess, conceal about his/her person, in a private vehicle or government vehicle, use or have under his/her control, except when authorized by proper authority in connection with the required duties of that individual, and then only for the period necessary for the performance of those duties, any of the following:

(1) Any highly explosive substance, including, but not limited to:

(a) Ammunition

(b) Fireworks

(c) Molotov cocktails

(d) Pipe bombs

(2) Any dangerous or deadly weapons, to wit, any

instrument or weapon of the kind commonly known as a:

(a) Black jack

(b) Sling shot

(c) Billy/sand club

(d) Nunchakus

(e) Sand bag

(f) Metal knuckles

(g) Dirk or dagger

(h) Switchblade or butterfly knife

(i) Knife with a blade 2 1/2" or longer

(j) Razor with an unguarded blade

(k) Pipe, bar, or mallet to be used as a club

(l) Compressed air or spring fired pellet gun

(m) Tear gas/pepper spray weapon

(n) Pistol, revolver, rifle, shotgun or any other firearm

(o) Bows, arrows or crossbows

(p) Bowie or hunting knife

(q) Any weapon prohibited by state law

(r) Any object similar to the aforementioned items

(s) Any offensive or defensive weapon not described herein with a high probability of injury to self or others.

(Note: Pepper Spray weapons are legal in California. Special permission can be granted by the CO, NBSD to carry but not use a pepper spray weapon onboard the NBSD.)

(3) Any abrasive, caustic, acid, chemical agent or similar substance with which to inflict property damage or personal injury.

(4) Any person onboard NBSD in unauthorized possession of a firearm may be apprehended and have his/her driving privileges permanently suspended. If the firearm is being transported in a vehicle, the vehicle decal shall be removed and the vehicle, regardless of ownership, shall be escorted or impounded as circumstances warrant off base at the motorist's expense. All requests for reinstatement of driving privileges for firearm violations shall include a favorable endorsement from the individual's CO. Off-base violations shall also result in the permanent barring of the service member's vehicle from the installation.

(5) Personnel who violate section 555 while driving a vehicle within the installation's jurisdiction, risk having their on base driving privileges suspended for a period of one year.

b. Personal Weapons. The use of privately-owned weapons and ammunition by military and civilian personnel in the performance of assigned duties or for military function recreational purposes is strictly prohibited.

524. Challenges and Requirement to Show Identification. It shall be the duty of every person onboard NBSD to show ID used for authorized access upon being challenged by any other person acting in an official role, who is first identified to the challenged person. Sponsored guests shall remain in the company of their sponsor at all times while onboard NBSD.

525. Military Personnel and Family Members

a. Active duty and retired military personnel providing a valid Armed Forces ID Card shall be admitted to NBSD.

b. Dependents of military personnel (active, fleet reserve, retired and deceased) entitled to privileges:

(1) Dependents of active duty, fleet reserve, and retired military personnel may be admitted upon presentation of their uniformed services ID card.

(2) Family members (minors) shall be accompanied by an adult to be authorized entry to the base, except in the case of children 8 to 15 who have been issued a MWR "Qualified Swim Alone" card. These children may be permitted to enter the base unescorted for the sole purpose of visiting the swimming pools, buildings 153 and 3279. For the purpose of this instruction, dependents are classified as adults if they are 16 years of age or older.

c. Active reserve military personnel may be admitted upon presentation of their Armed Forces ID Card (pink) and written orders.

526. Civilian employees of NBSD

a. Contract hire employees shall be admitted upon presentation of a valid form of recognized identification media from section 511 of this instruction during normal working hours at the activity in which they are employed. They may be admitted at other times as a bona fide guest of a military or dependent sponsor or when they hold a dual status of fleet reserve, retired or reserve military personnel, at which time they are subject to the conditions which govern that personnel category.

b. NAF and Civil Service employees of NBSD and its tenant commands shall be admitted upon presentation of a valid form of recognized identification media from section 511 of this instruction.

c. NAF and Civil Service employees from other military activities having official business onboard NBSD shall be admitted upon presentation of their photographic ID badge or card issued by their parent activity.

527. Use of Armed Forces and Dependent ID Cards in Commercial Pursuits. Members of active duty, fleet reserve, retired or reserve military establishments, and their dependents employed onboard NBSD as a civilian employee, or as an employee of a commercial firm authorized to conduct business, are prohibited from using their official military ID card in lieu of a civilian badge, card or pass in matters pertaining to their civilian employment or commercial pursuit. Similarly, vehicle registration decals issued to such personnel reflecting their military status shall not be used in conjunction with their commercial activities onboard NBSD.

528. Personal Guests of Military and Civilian Personnel

a. Guests of active duty, fleet reserve and retired members and their adult dependents may be admitted when accompanied by their host. Guests must be physically met at the base entrance and escorted. Guests are not required to obtain a visitor's pass unless they intend to drive their own vehicle onboard NBSD. Temporary visitor’s passes are available at VCC during normal working hours.

b. Except as noted in paragraph 514, guests in this category are required to show ID.

c. Transient Personnel Unit discipline barracks, restricted barracks and NBSD restricted personnel visitors:

(1) Guests are not allowed in the barracks, but may otherwise be sponsored as set forth in this instruction.

(2) NBSD restricted personnel may sponsor guests as outlined in their restriction notice and this instruction.

d. Civilian employees of any of the various activities onboard NBSD in receipt of a form of recognized identification media from section 511 of this instruction may sponsor a guest onboard NBSD. This guest must always be accompanied by the civilian employee acting as host/sponsor. Guests in this category are required to show ID.

e. Guests are permitted to be on NBSD when accompanied by their sponsor. When the sponsor leaves NBSD, he/she must escort their guests off NBSD.

f. Sponsors shall show a valid ID, as set forth in this instruction, at NBSD entrance when escorting a guest onboard.

g. Personnel sponsoring guests onboard NBSD shall be responsible for the conduct of such guests at all times.

529. Special Events with Outside Visitors. All base access requests for special events with multiple visitors (Homecomings, Retirements, Change of Command ceremonies, etc) that do not already have access to enter base, shall provide a list to NBSD Security. This request can be made via e-mail through a global account (navy.mil, med.navy.mil, or ship's e-mail, etc) to nbsdaccess@navy.mil. Request sent from unofficial email addresses will not be accepted. The sponsor may also hand deliver the typed request document to Building 74 (Force Protection Building at Naval Base San Diego) with a CAC card or dependent ID. Requests via fax are not authorized. Requests must be received no later than 72 working hours prior to the event for gate access so that the Base Access personnel can begin processing and routing your request. Incomplete information on forms will delay the approval process. Naval Base San Diego Commanding Officer or designated representative is the final approval for all base access requests. For any requests that involve contractors, vendors, etc should contact Pass and Decal office for access at nbsd(underscore)pass(underscore)decal@navy.mil.

530. Job Applicants

a. Applicants for NAF or civil service employment shall be issued visitor pass as long as a written request from Public Work Center personnel department building 118, is received by the VCC.

b. Applicants for contract hire employment shall be issued visitor passes subject to the VCC receiving written request from the sponsor.

c. Parking for job applicants is available in the PWC visitor's lot. Entrance to this lot is made from Harbor Drive at Gate 6 (Main Gate). Escorts are responsible for the applicants.

531. Contractor Personnel. Contractors, sub-contractors, vendors and other commercial service providers, such as commercial cargo/parcel carriers are granted installation access via the Navy Commercial Access Control System (NCACS

532. Law Enforcement Officers

a. Federal, state, county and city Law Enforcement Officers on official business shall be admitted upon presentation of their official agency credentials and shall not be required to obtain a pass for their vehicle.

b. Law enforcement officials with business concerning NBSD shall be referred to the Security Officer or Force Protection Operations Officer. Those desiring to serve a warrant, subpoena, summons or other legal document on military personnel or civil service employees onboard NBSD shall be referred to NBSD Staff Judge Advocate (SJA).

c. Law enforcement officials desiring to visit a tenant activity or ship berthed onboard NBSD shall be referred to the activity or ship concerned. Law enforcement officials unfamiliar with the base shall be escorted to their destination.

d. Armed law enforcement officers acting in an official capacity shall be permitted to retain their weapons while onboard NBSD.

e. Police officials in "hot pursuit" (vehicles with red/blue lights flashing) shall be admitted without delay. The gate sentry shall immediately notify the region dispatch and give the direction of travel.

533. Federal and State Government Officials. Cabinet members, members of Congress and city and state officials, when properly identified by the gate sentries, shall be permitted entry/exit without being required to obtain either a temporary visitor or vehicle pass. Such persons do not require a special escort.

534. Merchant Ship Crewmembers. Crewmembers of merchant ships berthed onboard NBSD without a CAC shall be allowed access upon presenting a valid TWIC and being listed on a base access list or NBSD visitor badge. General public visiting onboard merchant ships berthed at NBSD is not authorized. Unusual circumstances shall be referred to the Force Protection Director.

535. Special tours sponsored by the Public Affairs Officer (PAO). Tours by groups sponsored by a ship or units present will be referred to CNSF PAO at (619) 437-2735. Tenant commands will be referred to the NBSD PAO who will in turn assist in the coordination with the Force Protection Director and other interested parties. Escorts shall be required and provided by the sponsoring command.

536. News media representatives, access requirements. Representatives of the press, radio and/or television, magazine writers and commercial photographers may be issued visitor passes and/or base access privileges provided the sponsoring department, ship, or tenant command notifies and receives clearance from the NBSD PAO and Force Protection Director. Requests must be in

writing, and shall be made at least three working days prior to arrival of the news media.

537. Sponsors are required to maintain an escort at all times and are responsible for the actions of the media during the entire time they are on NBSD. Media personnel who have no sponsor (i.e., have arrived to cover a Courts-Martial) will be directed to the NBSD PAO. The PAO shall either escort the media personnel or deny them access to the installation with approval from CO, NBSD.

538. Salesmen, solicitors, tradesmen and/or vendors

a. Solicitation or transaction of any private business onboard NBSD is a privilege granted by the CO, NBSD. If granted authorization by the CO, solicitors, tradesmen, and vendors are required to obtain a visitor's pass from VCC, building 3436. VCC personnel must have a prior appointment verification in writing from the cognizant command before issuing a pass.

b. Permission for solicitors to come onboard NBSD shall not be construed in any manner as official government sanction or command endorsement of the products of the solicitors' firm.

c. Civilian employees (civil service, NAF and/or contract hire) may not solicit onboard NBSD.

d. Military personnel on active duty are prohibited from representing any commercial enterprise for solicitation, with or without compensation, of life insurance, mutual fund and/or other investment plans, commodities, and services onboard NBSD.

e. Solicitation shall be on an individual basis, by appointment only, as coordinated in this section.

539. Registration and identification requirements

a. Requirements to maintain registration. All privately-owned and commercial motor vehicles including leased, rented or borrowed vehicles operated onboard NBSD must have a current registration with NBSD Force Protection Department or with another Department of Defense (DoD) activity. Vehicles not displaying evidence of current registration shall be denied access to NBSD. Re-registration for DoD vehicles can be obtained at https://www.pid.cnic.navy.mil/.

(1) Personnel reporting for permanent duty, aboard NBSD to a tenant command or to a ship home ported onboard NBSD are required to register their vehicle with the VCC, as soon as possible within 30 days of reporting onboard for duty. A 60-day temporary pass will be issued to individuals to allow them time to complete this requirement. Previous DoD registrations from other facilities are required to be registered onboard NBSD.

(2) Personnel reporting for temporary duty are not required to register their vehicles onboard NBSD unless the registration will expire during the period of temporary duty, or their vehicle has not been previously registered with a military installation.

(3) Procedures for taxi’s are contained in reference (o).

b. Requirements to Display Registration. Evidence of current registration will be visibly displayed upon vehicles at all times when onboard NBSD. Such evidence will be one of the following:

(1) A valid DoD registration decal, including the activity strip and date tabs issued by NBSD or another authorized DoD activity. Decals must be affixed to the vehicle as specified in section 546 below.

(a) The requirement to affix the registration decal (DD Form 2220) to the front windshield or bumper of registered vehicles IS WAIVED for general officers and flag officers of all Armed Services, Armed Service Secretaries, political appointees, members of Congress, and the diplomatic corps.

1. Grade insignia will be affixed on a placard approximately 5" by 8" in size, and placed on the driver's side dashboard and will be removed when off installation.

(2) A valid temporary registration issued by NBSD or another military activity.

(3) A valid one-day pass issued by NBSD.

c. Exemption from Displaying Registration. Special commercial construction equipment, special mobile equipment, and material handling equipment not intended for operation on public highways may be exempted from obtaining and displaying registration decals/passes at the discretion of the Force Protection Director. However, owners shall be required to meet the requirements for registration as specified in section 5002 below.

d. Registration Update. Whenever a change occurs in the status of a motor vehicle or its registrant which alters the information on the vehicle registration form, the registering agency must be notified within five working days. Failure to do so shall invalidate the registration. When the registering agency is the Force Protection Department, this notification must be made in person to the Vehicle Control Center Office, building 3436. For guidance on standard procedures for registration and marking of non-government vehicles refer to reference b.

e. Government-owned or leased vehicles. Government-owned or leased vehicles must be registered with a government agency outside NBSD or with NBSD Vehicle Control Center Office. This includes all motorized vehicles, whether powered by liquid fuel or batteries. Government-owned vehicles must be safety inspected per paragraph 1019.

540. Prerequisites for Vehicle Registration. At the time of registration, permanent or temporary, the following original documentation must be presented by the registrant, (such documentation must current and be valid and must be maintained during the registration period). Vehicle Control Center will not accept copies of registration or issuance documentation.

a. Documentary Evidence of Ownership. Current state registration indicating ownership will satisfy this requirement. When the vehicle is leased, rented, or borrowed, written documentation must be presented; lease or rental agreements will satisfy this requirement. Loan agreements between private individuals shall be specific as to length of lending period and must indicate any other restrictions imposed on the borrower. A “Permission to Drive” form may be obtained from the Vehicle

Control Center Office, building 3436. A signed letter from the registered owner of the car authorizing an individual to drive his/her car will suffice for one day passes only.

b. State Vehicle Registration Certificate. Motorized bicycles are exempt from this requirement.

c. Proof of Financial Responsibility. All on-base drivers must have proof of insurance or bond of vehicle liability/ financial responsibility against loss from the liability for damages, in their possession. With respect to each motor vehicle, coverage is required as follows: $15,000 for bodily injury or death liability per person as a result of one accident; $30,000 for bodily injury or death liability to all persons as a result of one accident; $5,000 for damage to property as the result of one accident. For specific code, see, Division 7, Chapter 3, Article 1, paragraph 16430 of reference (jj).

(1) Insurance coverage of the registered owner is considered proof of liability for members of the same family, unless otherwise stated on insurance agreement.

(2) Electronic versions of proof of financial liability/insurance will be accepted anytime proof is so required, such as when obtaining decals/temporary passes, vehicle inspections, traffic stops, etc…

1. Electronic versions can be either via documentary means (printout or an email or web page) or direct viewing of an email or web page either via laptop, tablet, smart phone, or other device capable of displaying such.

(3) Proof of liability insurance with a vehicle rental agreement is no longer required. However, the bearer’s name must appear on the rental agreement. If a rental agreement contains information which reveals no insurance was obtained from the rental company, it will be the responsibility of the renter of the vehicle to show proof of insurance if they become involved in an on base accident.

d. Driver's License. A current driver's license, valid in one of the 50 states, which authorizes the registrant to operate the class of vehicle for which a decal is desired, is required. (Motorcycle driver’s license is mandatory to operate a motorcycle in the state of California.)

e. Smog Certification. As of 1 January 1996 in California, all vehicles must pass a state of California smog check; vehicles registered out-of-state must produce the smog certificate, when attempting to obtain a DoD decal in California.

This is an additional requirement to the standard prerequisites of a valid identification card, current vehicle registration, valid driver's license and proof of insurance. Decals will be valid for a maximum period of two years, a period consistent with the validity of the smog check. Exemptions apply to vehicles with a model year of 1975 or older, as well as vehicles with diesel, natural gas, or electric powered engines, some hybrid vehicles, motorcycles, trailers, and members on board less than sixty days collectively in any twelve-month period. A one time (30-60) day pass will be issued for out-of-state vehicles in order to allow owners time to comply with this additional requirement.

541. Additional Requirements for Motorcycle and Motorized Bicycle Registration. At the time of registration or renewal of registration, motorcycle owners/operators are required to furnish proof of successful completion of an accredited course in motorcycle safety training endorsed by the Motorcycle Safety Foundation. In addition, all registrants must meet the clothing and safety equipment requirements set forth in section 6019 of this instruction. (Motorized bicycle operators are exempt from the requirement to take the safety course unless the engine is 50cc displacement or more).

a. Personnel who do not meet the safety school requirement above may be issued a temporary 30-day decal to permit completion of an accredited course in motorcycle safety.

(1) An extension of the temporary pass will only be granted when an individual can show documentary proof of scheduled or current enrollment in the safety course during the initial pass period for a class either commencing on, or ending after, the expiration of the initial pass. A second temporary pass may only be issued for a period not to exceed the number of days necessary to complete the course.

b. Quotas for the NRSW Motorcycle Safety Course can be obtained via ESAMS utilizing the link for motorcycle classroom training or www.navymotorcyclerider.com

542. Eligibility for Permanent Registration. Permanent registration is limited to motor vehicles owned by personnel in the following categories:

a. Active military and reservist personnel attached to NBSD, tenant commands, activities and ships home ported and/or berthed onboard.

b. Retired military or civilian personnel having a need to regularly and frequently visit NBSD.

c. Adult dependents of active and retired military personnel having a need to regularly and frequently visit NBSD are authorized to receive permanent registration in their own name, under their social security number, only if the vehicle they are registering is owned and insured solely by them, or if they have a power of attorney from the owner of the vehicle specifying the inclusive dates for which permission to use the vehicle has been granted. Documentary evidence of this requirement must be provided. Vehicles owned jointly or in the name of the sponsor must be registered in the name of the sponsor, under the sponsor's social security number. Dependents whose sponsor is deployed or stationed out of the area shall be issued a temporary vehicle pass, if their name does not appear on the registration and/or insurance, for the period of temporary separation or for a period of time which would allow the dependent the opportunity to obtain the documentation required above.

d. Civilian personnel employed onboard NBSD.

e. Contractors or representatives of civilian commercial firms who provide services to naval activities onboard not participating in NCACS.

543. Eligibility for Temporary Registration. 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 90 days, but are otherwise eligible for permanent registration.

b. Persons requesting registration of newly purchased vehicles pending finalization of the requirements for permanent state registration. The registrant must present documentary evidence that compliance is in process (bill of sale or purchase contract, temporary state registration, insurance binder or personal liability certification in lieu thereof). Registration under this circumstance shall normally not be for periods greater than 60 days. A 30-day extension may be granted to compensate for unforeseen delays. However, under no circumstance shall the temporary period exceed 90 days. Permanent decals shall not be issued until the owner has permanent registration in his possession.

c. Authorized patrons of the Morale, Welfare and Recreation 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, subject to the following conditions:

(1) The applicant must have a written memorandum from the Hobby Shop Manager indicating that space is available in the Hobby Shop area at the time of registration request.

(2) Applicants will be issued a visitor pass as long as a written request from the Hobby Shop Manager is received by Vehicle Control Center. The pass is good only for entry through the Yama Street Gate (Gate 32), and travel via the most direct route to, and from, the Hobby Shop.

(3) Passes of this type will be valid for a period not exceeding 30 calendar days. An extension may be granted with written verification from the Hobby Shop Manager and by reapplying at the Vehicle Control Center Office, building 3436.

(4) Vehicles left at the Hobby Shop beyond their authorized period, or found elsewhere onboard NBSD, may be towed and impounded off base in a civilian garage at the owner's expense.

d. Personnel normally entitled to receive a white activity strip and DoD decal whose length of employment will be for a period of six months or less.

544. Display of Temporary Vehicle Registrations

a. Temporary registration for automobiles and trucks shall be evidenced by a temporary vehicle pass displayed prominently in the lower left corner of the windshield.

b. Motorcycles shall display evidence of temporary registration by having a tab indicating the month of the

expiration of the pass affixed on the leading edge of the frame or fork.

c. All temporary passes shall be serialized and require full information on the status of the registrant and vehicle.

545. Prerequisites for One Day Vehicle Passes

a. All the requirements of Section 542 of this instruction must be met for issuance of a one-day pass, except that the loan agreement in the case of borrowed vehicles is not required. The individual must acknowledge that by accepting the pass they accept or are covered for any liability, which would be covered under Section 542.c.

b. All passes expire at midnight of the expiration date.

546. Eligibility for One-Day Vehicle Passes. One-day passes may be issued to the following categories of personnel under the conditions stated:

a. Authorized military or civilian personnel who are operating a non decal vehicle must present valid registration, proof of insurance, driver's license and DoD identification card.

b. Tradesmen, solicitors, salesmen, contractor personnel, technical representatives, vendors and other personnel who have official business and prearranged appointments. Sponsors shall be verified by the Vehicle Control Center Office, building 3436.

c. Guests of any active or retired military personnel, their dependents, fleet reserve and civilian employees with a valid ID card must have registration, proof of insurance and driver's license.

d. Guests of command sponsored tours under PAO escort.

e. Authorized military personnel, their dependents, retired/fleet reserve and civilian employees who otherwise meet all entry requirements in 542 above, but do not require a permanent or temporary vehicle registration regardless of command or sponsoring activity.

547. One-Day Vehicle Pass (Exemption from Requirement). The following categories of personnel will not normally be required to obtain a one-day vehicle pass for their vehicles:

a. Deliveries and Pick - ups. Drivers of commercial vehicles presenting valid bills of lading or delivery or pick-up orders. Unless exempted by the Security Officer, vehicles in this category will only utilize the following access points for the delivery areas indicated:

(1) Wetside. Deliveries to wetside activities shall enter through Gate 6a.

(2) Dry Side. Deliveries to dry side area activities shall enter/exit through Gate 32 (Yama St).

(3) Navy Exchange (NEX) Complex. Delivery vehicles to the NEX complex shall enter/exit through Gate 15 (28th St).

b. NBSD VIP Guests. Guests possessing a NBSD VIP Pass shall be permitted entry/exit without being required to obtain either a temporary visitor or vehicle pass. Such persons do not require a special escort.

These passes are provided for special events and sentries should be aware of event to allow access.

c. Rental Vehicle. All personnel will be required to present appropriate I.D. and rental agreement (to act as temporary pass) for admittance on board Naval Base San Diego, regardless of rank or civilian affiliation and will be allowed to proceed when appropriate identification is made. (except during heightened security).

548. Registration Decals and Auxiliary Stickers

a. Placement of Registration Decals. Permanent registration of a motor vehicle shall be evidenced by DoD Non-Government Vehicle Registration Decal (DD Form 2220) affixed to the lower left corner of the windshield of automobiles, trucks and vans, or the leading edge of the frame or fork on motorcycles and motorized bicycles. Decals will not be affixed to any portion of a frame mount (faring) or handle bar, or to a mounted clear wind screen of a motorcycle or motorized bicycle, unless authorized on a case by case basis by the Vehicle Control Center Division Officer.

(1) The requirement to affix the registration decal (DD Form 2220) to the front windshield or bumper of registered vehicles IS WAIVED for general officers and flag officers of all Armed Services, Armed Service Secretaries, political appointees, members of Congress, and the diplomatic corps. The registration decal (DD Form 2220), installation tab, expiration stickers, and rank insignia sticker will be affixed on a placard approximately 5" by 8" in size, and placed on the driver's side dashboard and will be removed when off installation.

b. Registration Decals, Installation Tabs and Effective Periods

(1) The DD Form 2220 has a dark blue border on a reflective white background.

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

Installation Tab Color	Issued to	Maximum Period of Registration
Blue Background w/White Legend	Active duty commissioned officers and their spouses and/or other	Note 1

	eligible adult dependents.	
	Retired commissioned officers and their spouses and/or other eligible adult dependents.	Note 2
	Reserve commissioned officers who meet the criteria in paragraph 5004.a. above.	Note 3
Red Background w/White Legend	Active duty enlisted personnel and spouses and/or other eligible adult dependents.	Note 1
	Retired enlisted personnel and their spouses and/or other eligible adult dependents.	Note 2
	Reserve enlisted personnel meeting the criteria in paragraph 5004.a above.	Note 3
Green Background w/White Legend	NAF and Civil Service employees attached to NBSD activities.	Note 2
	Civilian employees employed on the NBSD whose official duties, as verified by their COs, require them to operate their vehicles on military installations or activities other than the NBSD.	Note 2
White Background w/Black Legend	Civilian personnel employed on the NBSD who do not qualify for a green registration decal.	Note 2
	Volunteer personnel	Note 2

Note 1: Duration of the obligated active service or Projected Rotation Date of the service member, whichever is earlier, with maximum of three years.
Duration of vehicles requiring smog certification will be for a maximum of two years.

Note 2: Three years or expiration of driver's license, whichever is earlier. Duration of vehicles requiring smog certification will be for a maximum of two years.

Note 3: Three years or duration of active duty/active duty for training.

Duration of vehicles requiring smog certification will be for a maximum of two years.

(3) Not more than one permanent DoD registration decal shall be issued concurrently for any one vehicle. Where a special condition or situation exists, multiple activity strips may be issued on a case by case basis.

(4) Civilian employees may not register more than two vehicles on the base at any one time, unless specifically authorized by the Force Protection Director.

c. Expiration Stickers. With each permanent registration decal issued, there shall also be issued appropriate number tab 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.

d. CO/XO Tabs. COs and XOs of tenant commands and ships homeported at NBSD will be provided appropriate placards which authorize parking in designated CO/XO reserved spaces. These placards may be obtained from the Vehicle Control Center Office, building 3436.

e. Rank/Grade Insignia Stickers. With each permanent vehicle registration issued to officers grade O-6 and above, and senior enlisted grade E-7 and above, an appropriate rank/grade sticker shall be issued. Officers issued rank/grade insignia shall affix them on a placard approximately 5" by 8" in size, and placed on the driver's side dashboard and will be removed when off installation. Rank/grade insignia for senior enlisted will be affixed immediately below the viewer's lower right corner of the registration decal with its activity strip and expiration tabs.

f. Limited Access "Navy Region SW" Stickers. Recognition of the black on white registration decal is limited to the issuing activity.

g. Forces Afloat (FA) Stickers. FA stickers shall only be issued to personnel assigned to afloat units. The FA sticker authorizes parking in FA designated parking. FA stickers shall be affixed on the rear window of the vehicle, on the left side to as to not interfere with driver’s vision. They will remain valid for the period of the vehicle registration or until the registrant's detachment from an afloat unit, whichever occurs first.

h. Owners Responsibility for Vehicle Registration Decal

(1) All registration indicators remain the property of the DON, and must be removed, destroyed, defaced and surrendered, or certification thereof made to the NBSD Vehicle Control Center 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 from the military service, or 90 days after reporting to a new permanent duty station or area, or upon sale, transfer of title, or other disposal of the vehicle.

(2) 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, the decal or temporary vehicle pass must be entirely removed from the vehicle and turned into the Vehicle Control Center 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 crime in violation of reference (d), Section 499. Care should be taken with decals to preserve the serial number. Force Protection Department personnel will assist with the removal when requested. A new registration may not be made until previous registrations, which are no longer current are cleared.

549. Procedures for Bicycle Registration. All privately-owned bicycles, motorized bicycles, and mopeds operated onboard NBSD must be properly registered and licensed per California state and municipal laws. Bicycles operated within the MWR and Athletic complex located in Mission Gorge are excluded from this requirement.

a. A safety inspection is required that consists of the following:

(1) Braking equipment must enable operator to make one braked wheel skid on dry, level clean pavement.

(2) Handle bars must be positioned in such a manner that the operator's hands are not above shoulder height while grasping the normal grip area.

(3) Bicycles to be operated during any period of darkness must be equipped with lights and reflectors as specified in Section 21201 of reference (jj).

(4) Bicyclists are now required to wear helmets approved by Consumer Product Safety Commission (CPSC)while riding onboard NBSD and must also wear light-colored clothing.

During restricted visibility conditions such as darkness, fog or rain, reflective clothing must be worn.

b. Bicycle Registration. Bicycle owners/operators are required to provide law enforcement personnel with a copy of the County of San Diego or local city Bicycle License application and complete descriptive information in the event a registered bicycle is stolen. Such information will greatly increase the chances of recovery and therefore act as a deterrent to bicycle theft.

c. Each new bicycle sold in California after 31 December 1976, has a serial number permanently and legibly stamped or cast on the head of the frame, on either side of the seat tube, on the toe plate or on the bottom sprocket (crank) housing. Owners of bicycles not so marked are urged to permanently inscribe distinctive ID on such bicycles in one of the above locations. Assistance in this regard may be obtained from the Investigative Division, NBSD Force Protection Department.

d. Registration of privately-owned bicycles operated onboard NBSD is mandatory. Unregistered bicycles shall be impounded by NBSD Force Protection personnel.

550. Check-out Requirements in Connection with a Transfer or Separation. Per reference (ii), all parent commands must ensure all personnel issued a DoD vehicle registration sticker, check out with the Vehicle Control Center Office. This includes military personnel who are permanently transferred or separated, and civilian employees who have had their employment terminated.

551. Requirements for Driver's Licenses

a. Government-Owned or Leased Vehicle. Military and civilian personnel operating government-owned or leased general purpose motor vehicles under 10,000 pounds gross vehicle weight (GVW) shall have proof of authorization to operate the vehicle and a valid state operator's license for the class of government vehicle operated in their possession. Personnel operating vehicles at, or in excess of, 10,000 pounds GVW shall have in their possession both a current, authenticated, U.S. Government Motor Vehicle Operators Identification Card (SF-46) and a current state operator's license for the type and class of government vehicle being operated.

b. Emergency Vehicle Operator's License. Personnel operating Navy and DoD police vehicles, ambulances, fire trucks and crash and rescue vehicles shall have an Emergency Vehicle Operator certificate.

c. Material Handling Vehicles. Material handling vehicles are prohibited from leaving the fenced portion of NBSD in which they are used, except when legally transported on another vehicle/trailer. Material handling vehicles are prohibited from driving on general public roads.

d. POVs. Every person who operates a POV onboard NBSD must have a valid U.S. state driver's license issued for the type, or combination of types of vehicles being driven.

(1) Probationary licenses are not valid onboard the base with the exception of those issued to dependents living in base quarters.

(2) Driver’s licenses issued by other than one of the 50 states or territories will not be recognized or authorized.

e. Non-resident Minor Members of the Armed Forces. Any non-resident who is under the age of 18 years, who is an active duty member of the armed forces of the United States, and is stationed within the state of California, must obtain a state of California driver's license or a non-resident minor's certificate within a period of 60 days immediately following entry into the state. Refer to Division 6, Chapter 1, Article 1 of reference (k) for a detailed discussion.

552. Operating Restrictions for POV

a. Access to NBSD is controlled by perimeter gates, which are predominantly manned 24 hours a day. Only vehicles with valid registration decals, temporary passes or one-day/weekend passes will be permitted entry onto NBSD.

b. NBSD Dry Side North of 32nd Street. There are no restrictions/limitations imposed with regards to access times for properly registered vehicles in this area. After normal working hours, the perimeter of this area is secured and entry is limited to Gate 15 (28th Street), where applicable vehicle registration/personnel ID regulations shall be enforced.

c. NBSD Dry Side South of 32nd Street. There are no restrictions/limitations imposed with regards to access times for properly registered vehicles in this area. After normal working hours, access to this area is controlled by a perimeter gate located on Main Street and Vesta Drive which is manned 24 hours a day.

d. Club Areas. Access to the Mariners' Park area and Anchors Catering and conference center by POVs not registered with this or another military activity, but owned and/or operated

by authorized patrons is permitted during club business hours through one hour after closing while utilizing these facilities.

553. Driver Education Requirements. In addition to driver education requirements necessary to obtain a state issued driver's license, personnel shall complete the following courses of instruction meeting the requirements to operate associated vehicles onboard NBSD:

a. Motorcycle/All-Terrain Vehicle (ATV) Safety Training Course. Motorcycle owners/operators are required to successfully complete an accredited course in motorcycle safety training endorsed by the Motorcycle Safety Foundation. Additionally, this course is highly recommended for personnel operating ATV during off-duty hours. Quotas for the NRSW Motorcycle Safety Course can be obtained via ESAMS utilizing the link for motorcycle classroom training or www.navymotorcyclerider.com

b. Emergency Vehicle Operator's Course (EVOC). Once every three years, personnel operating Navy and DoD police vehicles, ambulances, fire trucks, and crash and rescue vehicles shall successfully complete the National Highway Traffic Safety Administration's EVOC conducted by a Safety Officer approved instructor.

c. Driving Improvement Course (DIC). Per reference (l), DIC is required for the following personnel.

(1) All personnel required to operate a GMV.

(2) Military and DoD civilian personnel driving a GMV involved in a crash whether on or off government property.

(3) Individuals described above driving a GMV or PMV who have been convicted of a serious moving traffic violations (e.g., reckless driving, driving while impaired, speeding, following too closely, and failure to yield).

(4) Offenders, military or civilian shall successfully complete a DIC or lose base driving privileges.

554. Owner Responsibility for Vehicle Operation. Private individuals and management officials of commercial concerns who register motor vehicles with Vehicle Control Center are responsible for the operation of such vehicles. Such operation must be per the traffic regulations of this, or any other, military installation upon which the vehicle is to be 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 the registrant has permitted an unlicensed person to operate his vehicle, or if the violator is the spouse or other adult member of the registrant's family.

555. Driving While Intoxicated, Under the Influence of Intoxicating Beverages or Drugs. It is unlawful for any person who is under the influence of intoxicating liquor, drugs or combination thereof to drive a vehicle (vehicle includes: all motor and non-motor wheeled vehicles capable of transportation) onboard NBSD. A motorist who is driving onboard NBSD who exhibiting signs of driving under the influence (DUI) (unusual driving behavior, slurred speech, strong odor of alcohol) will be administered a Field Sobriety Test (FST). If the motorist fails the FST, he/she shall be considered too impaired to operate a motorized or non-motorized vehicle, apprehended/arrested at the scene and the vehicle sticker removed. Any person lawfully apprehended, or convicted for any violation under this category shall have their driving privileges onboard NBSD suspended for one year. All NBSD Tenant Command’s will report any incidents in which their attached personnel are involved in DUI cases not occurring on base to NBSD Vehicle Control Center Office for appropriate actions.

556. Open Containers. Drivers and passengers are prohibited from having in their possession, or within their control, any open bottle, can, or other receptacle containing any alcoholic beverage which has been opened, a seal broken, or the contents of which have been partially removed.

557. Personnel and Vehicle Inspections/Searches

a. All personal hand carried baggage, parcels, lunch pails and any other bulk items in the possession of individuals entering or departing NBSD are subject to inspection or search when authorized by the CO.

b. All private and commercial vehicles entering or leaving NBSD are subject to inspection or search. Vehicle searches will be conducted when reasonably necessary, when authorized and when ordered by the CO. Incoming vehicles will not be searched when the operator objects. However, access to the base shall not be granted if an operator refuses to submit to an inspection/ search, their DoD decal or vehicle pass shall be confiscated and they shall be placed on the Base Barring List.

558. Implied Consent

a. Any person granted the privilege of operating a motor vehicle onboard NBSD shall be deemed to have given his/her consent to a chemical test of his blood, breath or urine for the purpose of determining the alcohol/drug content of his/her blood.

b. The chemical test shall be given incidental to a lawful apprehension and administered at the direction of the NBSD law enforcement official having probable cause to believe the individual was driving, or was in actual physical control of, a motorized or non-motorized vehicle onboard NBSD while under the influence of intoxicating liquor, drugs or any combination of intoxicating liquor and/or drugs.

559. Refusal to Complete Chemical Test. Any person who, when advised of the provisions of implied consent, refuses to submit to a chemical test will be cited for such refusal and their decal and base driving privileges removed immediately.

560. Basic Speed Law (CVC, Section 22350). No person shall operate a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, traffic, the surface and width of the highway. In no event shall a vehicle be operated at a speed, which endangers the safety of persons or property.

561. Maximum Speed Limit. No person shall operate a motor vehicle or other conveyance onboard NBSD in excess of 25 miles per hour (MPH). Emergency vehicles are exempt from this speed limit while responding to bonafide emergencies. However, this exemption does not relieve such drivers 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. In addition, the following conditional maximum speed limits shall apply:

a. Piers and Buildings. No vehicle shall be operated on any pier or in any building in excess of five MPH.

b. Parking Areas. No vehicle being operated in any parking area shall exceed 10 MPH.

c. Transport of Gasoline and Explosives. No vehicle with a cargo of gasoline or explosives shall exceed 15 MPH.

562. Restrictions on Transporting 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 vehicle designed for the transport of cargo shall allow any person to ride in the bed of such vehicle unless the cargo bed is modified to include seats and safety belts, and such persons are seated in the seats secured thereon. Only small groups (less than 12) may be transported in this manner, and such cargo vehicles will have side racks or stakes in place and end gates or guard devices secured.

c. No operator of a vehicle carrying cargo will allow any person to ride in the cargo area unless the load is properly secured.

d. Operators of semi-trailer buses are prohibited from allowing passengers in the cab of such vehicle, except supervisors for the purpose of observing driver operation.

e. No operator of any motorcycle or motorized bicycle shall operate such vehicle with a passenger unless such vehicle is equipped with a seat and foot rests designed for such purpose. Section 27800 of reference (k) applies. Passengers shall wear proper safety equipment as specified in section 6019.

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

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

h. No operator of a cargo type vehicle shall allow more passenger weight in the bed than the rated limitation for that vehicle. Passenger weight shall be computed on the basis of 175 pounds per person. Example: 1/2 ton pick-up, five persons in the bed; 3/4 ton, eight persons in the bed.

563. Seat Belts. The use of seat belts are mandatory onboard NBSD.

a. No motor vehicle shall be operated onboard NBSD unless it is equipped with federally approved seat belts/safety restraints in compliance with reference (k).

b. It is unlawful for any driver to operate, or passenger to ride in, a motor vehicle unless such person is utilizing an installed seat belt/safety restraint in the proper manner.

c. It is unlawful for any operator of a motor vehicle to permit any child under the age of six years, or weighing less than 60 pounds, to be transported upon any roadway without providing and properly using, for each child, a federally approved child passenger seat restraint system.

564. Radar Detection/Countermeasure Devices. The use of radar detection devices, or devices designed to emit erroneous readings or otherwise defeat radar traffic devices, is prohibited onboard NBSD.

565. Transporting Cargo. The operator is responsible for the safe loading of the vehicle and shall not move the vehicle until cargo is secured and/or loaded in a safe and proper manner.

566. Pushing or Towing other Vehicles

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

b. Towing of other vehicles is only authorized when cleared through the NBSD Force Protection Department. Only vehicles equipped for towing shall be employed for this purpose. Tow chains and ropes are not authorized.

567. Vehicle Parking. Vehicle parking procedures are contained in chapter 2.

568. Regulations for Bicycles

a. All bicycles onboard NBSD shall be licensed in a county or city of California, and properly registered per this section.

b. Government-owned bicycles shall have an ID plate attached in a horizontal reading position to the upper frame support between the wheels, with not less than one inch lettering indicating the responsible command or activity.

c. No bicycle designed to carry more than one person shall be allowed onboard NBSD.

d. No bicycle shall be operated on sidewalks or other areas designed solely for pedestrian traffic. Bicycles shall be "walked" through normal pedestrian gates. When being walked, the person must be alongside and is considered a pedestrian. Operating of bicycles on the piers is prohibited.

e. No bicycle shall be operated onboard NBSD unless operators are wearing a protective helmet with chinstraps fastened.

Approved helmets are Snell or Consumer Product Safety Commission (CPSC). During reduced visibility, bicycle operators must wear reflective apparel.

f. Bicycles parked on piers and quay walls shall only be placed in bicycle racks provided for that purpose.

569. Motorcycle and Moped Safety Regulations

a. Initial Training

(1) The purpose of the motorcycle safety training program is to provide motorcycle operators with safe riding skills, knowledge, and techniques.

(2) All military personnel who operate a motorcycle on/off base, and all DoD civilian personnel who operate a motorcycle on base are required to complete a COMNAVSAFECEN approved motorcycle rider safety course prior to operating these vehicles. This training will be provided to the above individuals at no cost and they may not be charged leave to attend the training. Upon successful completion, the MSF RiderCoach conducting the safety training will issue an MSF completion card that will be valid for three years IAW reference (jj).

(3) Local commanders shall grant permission for motorcycle riders to transport their motorcycles by trailer or other means to attend approved motorcycle safety training prior to obtaining a license.

(4) All active duty military, DoD and DoN civilians, must successfully complete a Motorcycle Safety Foundation (MSF) rider course to obtain a base decal for their motorcycle. Commanders shall also accept the completion card of any COMNAVSAFECEN-approved state motorcycle training course that includes a written and riding evaluation. Civilian visitors or contracted laborers that are properly licensed to ride a motorcycle shall not be required to receive service sponsored training, or prove that they have taken other motorcycle training in order to operate a motorcycle on base.

b. Recertification. All motorcycle operators covered by this instruction shall continue to enhance their motorcycle skills and competency by completing a follow-on, Naval Safety Center-approved motorcycle training course (i.e., ERC, MSRC, etc.) at a minimum of every three years.

c. No motorcycle or motorized bicycle, including mopeds, shall be operated onboard NBSD unless operators and passengers are wearing protective clothing as listed below:

(1) A protective helmet properly fastened under the chin, which meets U.S. Department of Transportation (DOT) standards.

(2) Eye protective devices, designed for motorcycle operators (impact/shatter resistant), i.e., safety glasses, goggles, or face shield attached to the helmet. A windscreen or fairing is not considered proper eye protection.

(3) Protective sturdy footwear such as over-the-ankle shoes or boots that will protect the rider's foot and ankle from abrasion.

(4) Full length trousers. Recommend trousers be constructed of sturdy denim or other material of equivalent abrasion resistance.

(5) Full finger gloves designed for use on a motorcycle.

(6) Long-sleeve shirts or jackets that protect the arms. Sleeves shall cover the rider's entire arm, so that no skin is visible. If a jacket is worn with a uniform, it must be plain with no markings except safety markings. Motorcycle specific jackets are recommended.

(7) Reflective safety vest. All personnel shall wear a yellow or orange visibility vest as an outer garment at all times while riding on NBSD.

d. If a backpack is worn while riding, it must be either covered by the vest, a separate vest secured around it, or reflective material sewn to it. Any method used must clearly meet the intent of maintaining rider visibility. The backpack shall have at a minimum, retro-reflective material strips at least two inches wide prominently visible while riding.

e. Motorcycle PPE is not authorized to be worn while walking between motorcycle and parent command. PPE must be doffed upon dismounting the motorcycle and carried by hand.

f. Military service members attempting to enter or stopped onboard NBSD for violation of safety items in section c above will result in confiscation of the vehicle until service member provides evidence that all proper PPE is being utilized. A citation will be delivered to the service member's Command Master Chief (CMC) for corrective action.

In the event the individual is cited three times for improper protective gear, motorcycle driving privileges will be revoked onboard NBSD and cognizant areas.

g. Civilians, contactors, and dependents attempting to enter or stopped onboard NBSD for violation of safety items c(1) and (2) of this instruction will be escorted from the base and not permitted re-entry utilizing the vehicle until evidence is provided that all proper PPE is being utilized. A citation will be delivered to the individual's CMC (or Director if no CMC) for corrective action. In the event the individual is cited three times for improper protective gear, motorcycle driving privileges will be revoked onboard NBSD and cognizant areas.

h. Motorcycle operators will maintain a professional demeanor and are prohibited from revving engines or accelerated take-offs onboard NBSD. Motorcycle operators riding in uniform will not have ornamentation attached to their helmets (i.e., mohawks). Motorcycle operators will obey posted speed limits and will not circumvent speed bumps by swerving around them. Violators of noise and speed rules will be cited and privileges revoked per paragraph 569.f. or 569.g. of this instruction.

i. Motorcycles and motorized bicycles being operated onboard NBSD shall have headlamps turned on at all times.

j. Motorcycles operated onboard NBSD shall have rearview mirrors on both sides of the handlebars.

570. Reporting of Accidents

a. All motor vehicle accidents involving government property shall be reported to NBSD Force Protection Department within 24 hours of the accident.

b. All motor vehicle accidents involving injuries to people shall be reported to the NBSD Force Protection Department as soon as possible. Personnel involved in the accident must remain at the scene until released by competent authority.

571. Responsibility of Government Vehicle Operators

a. Under no circumstances shall the operator of a government vehicle sign any statement (other than Standard Form 91), release, or make any admission of liability on the part of the U.S. Government, unless he is an authorized representative of the government whose duties are to investigate the accident on behalf of the government.

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

c. All operators of government vehicles involved in accidents will complete a Standard Form 91 at the scene. Operators shall answer all questions from local law enforcement officials or Force Protection Department personnel as appropriate.

d. No person shall drive, or require another to drive, a motor vehicle during any duty period if that duty period was not preceded by at least eight hours of consecutive off-duty time.

e. During any duty period, a person may not drive or require another to drive a motor vehicle for more than a total of 10 hours. After having been on duty for 15 hours, a person may not drive a motor vehicle. If the vehicle is carrying explosives or other hazardous cargo, a person may not drive more than eight hours. (If a vehicle carrying explosives or other hazardous cargo makes an off-base trip requiring more than eight hours driving time, two drivers shall be assigned. Assigned drivers shall relieve each other of driving responsibility and may drive no more than eight hours each).

f. Fire truck, and crash and rescue vehicle drivers who are assigned to 24 hour rotating shifts with sleeping accommodations are exempt from subparagraphs d and e above.

g. Operators of GOV’s will not engage in text messaging while driving, to include POV’s while on official business.

572. Safety Equipment Requirements for "On Base Only" Type GOV’s

a. All "On-Base Only" type GOV’s operating on NBSD streets shall meet the following safety equipment requirements:

(1) Lighting equipment

(a) Headlights. Vehicles operated after dusk shall be equipped with lighted headlights.

(b) Tail Lamps. Two red color tail lamps, one on each side of the rear of the vehicle.

(c) Stop Lamps. Two red color stop lamps, one on each side of the rear of the vehicle, actuated by application of the foot brake.

(d) Turn Signals. Turn signals shall be plainly visible and understandable from a distance of at least 300 feet to the front and rear of the vehicle.

(2) Windshields. Vehicle shall be equipped with an adequate windshield. If no windshield, the vehicle operator and occupants facing forward shall wear adequate eye protection.

(3) Mirrors. Vehicle shall be equipped with no less than one rear view mirror affixed to the left hand (driver's) side.

(4) Horns. Vehicle shall be equipped with a horn in good working condition capable of emitting sound audible under normal conditions from a distance of at least 200 feet.

(5) Exhaust System. Vehicle shall be equipped with an adequate muffler to prevent any excessive or unusual noise.

(6) Fuel Tank. Vehicle shall have a cap or cover of non-combustible material closing the filling spout.

(7) Safety Belts. Vehicle shall be equipped with safety belts for each seated position.

573. Restrictions on Operator Conduct

a. No operator or passenger of any motor vehicle or other person shall sleep, loiter, or change clothes in, or around, vehicles parked on NBSD.

b. No POV shall be repaired on the base except at the NEX Garage or the Auto Hobby Shop.

c. No POV shall be washed on the base except in designated areas.

574. Restrictions on Skateboards, Unicycles, Roller Skates and Roller Blades. No skateboard, unicycle, roller skates, roller blades, or similar devices may be used onboard NBSD.

575. Troop Formations. Troops in formation may use roadways if necessary and shall have the right of way over all traffic, except emergency vehicles responding to an emergency call. Sidewalks shall be used to maximum extent practicable to minimize adverse effect on vehicular traffic.

576. Pedestrians/Joggers

a. Pedestrian traffic is permitted throughout NBSD, unless otherwise posted. Pedestrians shall use sidewalks to the maximum extent possible, crossing roadways only at corners or in designated crosswalks.

b. Jogging is permitted throughout NBSD. Joggers should run facing traffic and obey all applicable traffic regulations when running on the roadways. Joggers shall wear an appropriate shirt, shorts, pants, etc. The chest area and lower torso shall be covered with appropriate attire at all times. Personnel are not authorized to jog on main roads and streets during peak traffic hours (0630-0830 and 1500-1700). Jogging on NBSD streets is prohibited during hours of darkness. Nighttime jogging may be performed off the streets at NBSD only at lighted MWR facilities.

577. Portable Listening Devices, Cell Phones, Headphones, and Earphones. The wearing of headphones, earphones, or other sound producing devices while operating a motor vehicle, riding a bicycle, walking or jogging on roads or streets onboard NBSD is prohibited. This does not include hearing aids, nor shall it preclude the wearing of hearing protective equipment where conditions dictate their use. Listening devices, cell phones, head phones, and earphones can be used on designated running area’s to include the track, gymnasiums, softball fields and the designated NBSD approved PRT route (dry side McCandless Blvd). In approved areas only one ear is to be covered at any given time.

578. Material Handling Vehicles (MHV). MHV are prohibited from leaving the fenced portion of NBSD in which they are used except if they are transported on another vehicle or trailer, towed, or are of the type designed for operation on public roads and highways. Operators of material handling vehicles are required to exercise extraordinary caution when operating onboard NBSD streets. Vehicles not able to maintain a speed of 15 mph shall affix a slow-moving-vehicle triangle to the rear of the vehicle.

579. Limousines and handicapped shuttles

a. Commercially-owned and operated limousines and handicapped shuttles are permitted on base for special events, as designated by the CO NBSD.

b. Sponsors shall submit written requests to NBSD CMC and/or the Base Access Coordinator.

c. Limousines and handicapped shuttles shall travel the most direct route between entry/exit gate and destination point.

d. No limousines or handicapped shuttle shall be on any pier.

580. Pier Passes. Prior to gaining access to pier contractors, vehicles will be issued and required to display on there dash board a pier pass while on any pier. Passes will be issued for brief periods of time for loading and unloading purposes, longer periods of time may be considered on a case by case basis. All passes will be logged in the vehicles access log annotating time, pier pass number, license plate number, drivers license number, company name, and destination. At no time will there be in more than 10 vehicles on any pier, not to include Emergency vehicles and pier service. Privately owned vehicle are not allowed on the pier at any time with out proper authority.

581. Responsibility

a. The Traffic Enforcement Program shall be administered by the Force Protection Installation Program Director through his/her designated representatives. The primary enforcement elements are NBSD Force Protection personnel, detectives, base traffic court and sentries. DoD Police Officers and Master at Arms are empowered to issue Armed Forces Traffic Citations and,

when appropriate, Magistrate Citations for violations occurring onboard NBSD in their presence.

b. The Staff Civil Engineer is the only individual authorized by the CO to cause to be installed, relocated, or removed, any sign, pavement marking or other device used in control of traffic or parking, except in the case of a fire, disaster or other emergency. The staff Civil Engineer is also tasked with the responsibility of actual installation of said traffic control devices.

582. Traffic Court

a. The adjudication of Armed Forces Traffic Citations is the responsibility of NBSD Traffic Court located in the Vehicle Control Center Office, building 3436. The traffic court is the direct representative of the CO in all matters pertaining to adjudication of violations under this instruction. Traffic court will be administered by the Force Protection Director through the Vehicle Control Center Office Traffic Court Judge.

(1) A Senior Judge and/or Hearing Officer shall be appointed from personnel whose primary duties are not within the area of law enforcement. These individuals shall be responsible to the Force Protection Director via the Vehicle Control Center chain of command for any and all decisions.

Appointments to these positions shall be made by the Vehicle Control Center Traffic Court Judge.

(2) The Senior Judge shall monitor the Hearing Officers and citations issued, reviewing decisions to ensure the orders of the CO as well as the letter and spirit of this instruction and its references are being carried out in the best manner possible.

583. Armed Forces Citations

a. The Force Protection Officer and Law Enforcement Officer (the senior DoD civilian onboard NBSD ie: Deputy Cheif) shall designate individuals empowered to issue Armed Forces Citations for violations occurring on the base.

b. Persons receiving Armed Forces Citations are required to appear in traffic court (building 3436) per the instructions printed on the reverse side of the citation.

c. Failure of individuals to appear as ordered, normally five working days, will result in an automatic suspension of driving privileges for a period not to exceed 180 days. In addition to the maximum penalty being assessed (whether points or suspension of privileges), continued failure to appear within the suspension period shall result in permanent revocation of privileges, and the registration of all motor vehicles owned by the offender will be canceled and future registration denied. Such suspension and revocation applies to, and is enforced on, all Naval activities within the San Diego area.

d. To ensure appearance in court, the date tab indicating the year of expiration shall be removed by the officer issuing the citation. This number will not be reissued until appearance in court.

e. Violators may continue to operate their vehicles onboard NBSD (if not otherwise disqualified) by presenting the citations to any sentry/guard for the five days prior to the appearance date specified on their citations.

584. U.S. Magistrate Citations

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

b. The act, except for specified mandatory appearance offenses, provides for the posting of collateral by mail and the subsequent 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.

c. It is the intent of the act that active duty military personnel committing any of the offenses under the purview of the act shall have the offenses adjudicated under the administrative and disciplinary authority of the CO concerned.

d. The CO has empowered the personnel of the Force Protection personnel under the control of the Force Protection Officer, with authority to apprehend offenders and cite offenders under this program.

5. All personnel should be aware that once a U.S. Violation Notice has been issued, the matter then rests entirely with the court and the offender.

585. Traffic Point System

a. Reference (jj) establishes a traffic point system, which 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 CO's prerogative to issue, suspend, revoke or deny installation-driving privileges for cause without regard to point assessment. Section 591 is a table of penalties for traffic violations.

b. All persons operating a motor vehicle under the provisions of this instruction are subject to the point system.

c. Driving privileges may be suspended for a period not to exceed 180 days when a violator accumulates 12 points during a 12-month period.

d. Points shall remain in effect for a 24 month period, upon separation from the service, or final termination of employment, whichever is sooner. 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

586. Suspensions and Revocations

a. Suspension. The temporary withdrawal of a person's driving privileges onboard government installations. Suspensions will normally be for periods of one year or less. The individual who received the suspension shall appear at the Vehicle Control Center Office upon the termination of the suspension period to receive the necessary date tabs to revalidate the DoD registration decal.

(1) Suspensions may be imposed on an individual either administratively due to an order by the CO, points assessment, etc., or as a result of a judgment made by a Hearing Officer during a hearing.

(2) Upon receiving a suspension, the date tabs shall be removed. The DoD decal and activity strip shall remain affixed to the vehicle.

(3) Service members who have had their base driving privileges suspended may receive orange suspension date tabs, which will allow them to park their vehicle at the southwestern end of the base in parking lot 9 off 8th Street and Harbor Drive. Vehicles affixed with the orange suspension date tabs found elsewhere on the base will be towed at the owner's expense. Any person, whose driving privileges have been suspended, who is found driving elsewhere onboard NBSD will have an additional two years added to their original suspension, including that of their dependents, or permanently revoked for all government installations.

(4) Community Service. As an alternative to suspension, service members may request to perform voluntary community service for NBSD. The following provisions shall apply:

(a) All alcohol and drug related suspensions are excluded from this option.

(b) The number of community service hours will be proportional to the number of months of the suspension, for example, eight hours service for each month of suspension.

(c) Upon completion of required service, the Community Service Form will be returned to the Hearing Officer at Vehicle Control Center for restoration of driving privileges.

(d) A service member is only eligible for the Community Service Option once during any 12-month period.

b. Revocation. Revocation is the termination of driving and registration privileges on government installations. Revocations will normally be imposed for a period of not less than one year as the result of an order by the CO, or the judgment of a Hearing Officer as a result of findings at a hearing. Upon revocation of driving privileges, the entire DoD decal and associated stickers shall be removed.

c. Sponsors who have had their driving privileges revoked or suspended and have a spouse or dependent(s) who drive, may apply to the Vehicle Control Center to receive special date tabs and activity strip. These special tabs will signify that the sponsor is suspended/revoked and that only the dependent retains driving privileges under the following conditions:

(1) To retain driving privileges, a dependent must appear at Vehicle Control Center and meet all the requirements for ID, driving authorization, and registration of a vehicle as set forth in this instruction.

(2) The dependent may not park the vehicle on the wetside of NBSD. Any vehicle so marked and found parked on the wetside is subject to additional citation, tow and impoundment.

d. A sponsor whose spouse or dependent has lost driving privileges will have the registration decal flagged with a neon yellow date tab allowing the sponsor to retain normal driving privileges.

587. Reviews and Appeals

a. Any individual receiving a suspension has the right to request a review by the Vehicle Control Center Senior Judge. A review date will be set by the Senior Judge for the individual, to be held within 10 days of the request for review. The suspension will remain in effect during the review period.

b. Appeals from penalties and/or points adjudged by traffic court may be submitted within 15 days of the court appearance. Such appeals must be in writing and include the basis for contending the penalty awarded was unjust, excessive or otherwise unwarranted. Appeals shall be made to the CO, NBSD via the appellant's CO.

588. Impoundment policies

a. A motor vehicle used in the commission of a criminal offense may be impounded on or off base until its evidential value is determined at which time it may be returned to the owner or his/her representative.

Any expense-incurred incident to such impoundment shall be borne by the vehicle owner.

b. POV in violation of base parking or other pertinent vehicle regulations may be towed and impounded off base in a commercial garage at the owner's expense. Specific circumstances under which this action shall be taken are:

(1) Vehicle parked in a designated fire lane.

(2) Vehicle impeding the free flow of traffic to the extent that a traffic or other hazard is created.

(3) Vehicles issued three consecutive citations for the same offense.

(4) Any vehicle parked in such a manner that other vehicles are obviously blocked (i.e., double or triple parked).

(5) Any vehicle illegally parked in a clearly marked reserved space not assigned to the owner/operator of that particular vehicle shall be cited and towed at the owner's expense if so requested by the person to whom the space is assigned.

(6) Any vehicle that is inoperable as a result of a traffic accident or the driver has been apprehended for DUI of alcohol and/or drugs.

(7) Vehicle in violation of pier parking regulations.

(8) Valid decal or pass not properly displayed (i.e., where it is visible from the exterior of the vehicle).

(9) Vehicles found to be abandoned or unsafe, (i.e., missing tires or wheels, no engine, or unserviceable, etc).

(10) Recovered vehicles that have been reported stolen via the California Law Enforcement Telecommunications System will be impounded and a police hold placed on the vehicle only after an attempt has been made to contact the originating agency for assistance and/or information regarding disposition.

589. Transportation Incentive Program (TIP)/Rideshare

a. TIP/Rideshare. Executive Order 13150 mandates all federal agencies implement a Transportation Fringe Benefit Program in order to reduce employees' contribution to traffic congestion and air pollution and to expand their commuting alternatives.

(1) Personnel may be eligible for reimbursement up to $115.00 per month (parking fees not included) in specific pre-approved commuter mass transit transportation costs, not to exceed actual expenses. TIP in conjunction with the DOT, and DON FMO is designed to pay for transit costs incurred by personnel in their local commute from residence to permanent duty station.

(2) This program is a benefit, not an entitlement; thus, there is no retroactive reimbursement for the program back to its inception. Qualified participants include:

(a) Active Duty military personnel and federal DON civilian employees, including Non-appropriated Fund (NAF) employees.

(b) Part-time federal employees and interns.

(c) Reservists on active duty for more than 30 days.

(d) Reservists who are on weekend drilling/training are considered to be on inactive duty and are therefore not eligible to receive this benefit.

(e) Contractors, retirees, and/or military dependents are not eligible for this benefit.

(f) ROTC students are not eligible for this benefit unless enlisted in a military branch and considered "Active Duty."

(g) Modes of Transportation within program guidelines:

1. Metropolitan Transit System (MTS) Bus

2. Commuter Train

3. Trolley/Coaster

4. Van Pool

(3) Personnel interested in this benefit, must submit an application as a new enrollee to the NBSD TIP Coordinator via their local POC. The DON is currently operating under a monthly enrollment period for new applicants. The TIP/Rideshare Office is located in building 74, Room 29, phone number (619) 556-3553/2110, or e-mail: rideshare.sdns.fct@navy.mil

590. Armed Forces Citations. The NBSD Security Officer, via the NBSD Parking Coordinator, shall designate individuals entrusted to issue armed forces citations for parking violations occurring on NBSD.

a Tenant commands are authorized to issue Armed Forces Citations within their command specific parking areas only, and only after designated representative(s) have received training through the NBSD Parking Coordinator.

b Personnel assigned as command Parking Coordinator must be appointed in writing by command CO/OIC with a copy of the appointment letter provided to the NBSD Parking Coordinator.

591. Parking Violations and the Traffic Point System

a. Chapter 5, reference (jj) establishes a traffic point system, which provides the Navy an impartial and uniform administrative device for evaluating driving performance of personnel under their jurisdiction. This system is not a disciplinary measure or substitute for punitive action. It is not intended to interfere in any way with CO, NBSD's prerogative to issue, suspend, revoke or deny base driving privileges for cause without regard to point assessment.

b. All persons, military and civilian, operating a motor vehicle on NBSD are subject to the point system.

c. Points for parking/standing/non-moving violations are:

1st violation	3 points assessed
2nd violation (within six months)	3 points assessed
3rd violation (within six months)	Vehicle towed at owner's expense and one-month suspension of base driving privileges
4th violation (within six months)	Vehicle towed at owner's expense and six-month suspension of base driving privileges
5th violation (within one year)	Vehicle towed at owner's expense and one-year suspension of base driving privileges

d. Points assessed for parking/standing/non-moving violations will not be included in any point assessment for moving violations (i.e. driving while impaired, reckless driving, etc.).

592. Suspension. At the time of suspension, date tabs shall be removed from all vehicles the individual has registered with Vehicle Control Center. The DoD decal and activity strip will remain affixed to the vehicle.

a. Individuals who have had their base driving privileges suspended may park their vehicle in Parking lot 4H (northeast corner of Harbor Dr. and 8th St.). Suspended vehicles found elsewhere on NBSD will be towed at the owner's expense and the owner will be assessed an additional six-month suspension of base driving privileges.

(1) Sponsors whose driving privileges have been suspended may apply to Vehicle Control Center for family members who drive to receive green suspension date tabs for the duration of their suspension. These green suspension date tabs will signify that the sponsor is suspended and that only the family member retains driving privileges under the following conditions:

(a) The family member must appear before the Traffic Judge at Vehicle Control Center with the sponsor and show their military dependent identification card, driver's license, proof of insurance and vehicle registration to receive the green suspension date tabs.

(b) Family members may not park their vehicle on the wetside of NBSD. Family members are permitted to take their sponsor to the sponsor's command. Any vehicle with green suspension date tabs found parked on the wetside will be towed at the owner's expense and the family member's base driving privileges will be suspended for a period of not less than one month.

b. A sponsor whose family member has lost driving privileges will be issued orange suspension date tabs by the Traffic Judge at Vehicle Control Center, allowing the sponsor to retain normal driving privileges for the duration of the family member's suspension. If the family member with lost driving privileges is caught driving the vehicle on base, they will be assessed an additional six-month suspension.

c. Suspension of base driving privileges apply to all military installations and information will be shared with area bases for monitoring. Violators will be dealt with accordingly.

d. In certain circumstances, community service is an available alternative to suspension for parking/standing/non-moving violations and applies to active duty personnel only. The Traffic Court Judge will determine if community service is an alternative to suspension based on input received from the violator's chain of command. If authorized, the violator will be required to perform 20 hours of community service. Date tabs will not be removed from the individual's registered vehicles if community service is awarded. If the individual does not complete the assigned community service within 30 days, the individual's base driving privileges will be suspended for a minimum of six months.

e. Individuals receiving a base driving suspension may appear at Vehicle Control Center upon termination of their suspension period to revalidate their DoD registration decal and receive date tabs.

593. Impoundment policies for parking/standing/non-moving violations

a. Towing of POVs for parking/standing/non-moving violations is justified when any of the following conditions exist:

(1) The POV is illegally parked in a fire lane or any area marked in red.

(2) The POV is illegally parked in designated handicap parking without California or other state agency Handicap Decal.

(3) The POV is parked as to impede the flow of traffic in any parking lot or street (double parked).

(4) The POV is parked on a sidewalk, grassy area or dirt lot not designated for parking.

(5) The POV is parked on the east side of Vehicle Control Center, building 3436 (Harbor Drive) for more than 2 hours.

(6) The POV is parked in lot 2F, in the vicinity of the NEX, building 3187, and the Commissary, building 3379, or lots 4B and 4C, in the vicinity of the Fleet Exchange (wetside) for more than three hours (exception would be employees with proper NEX/DECA/AFBCA windshield decals).

(7) The POV is parked on the wetside of NBSD for more than six days, or 15 days on the dry side, without prior approval of the NBSD Parking Coordinator.

(8) The POV is illegally parked in Commanding Officer and above command parking.

(9) The POV has accumulated 3 or more citations for parking/standing/non-moving violations within a six month period.

(10) The POV is parked in lot 2B, in the vicinity of the Navy Lodge, building 3526, without a valid parking pass issued by the Navy Lodge.

(11) The POV is illegally parked in a parking area reserved for special events. Such areas will be designated per enclosure (2) of this instruction.

(12) The POV is not displaying a current DoD registration decal or temporary registration.

(13) NBSD Security reasonably believes the vehicle is abandoned.

b. Trailers not attached to a POV will be towed.

c. Recreational vehicles parked on NBSD outside of MWR lots for more than 24 hours will be towed.

d. Vehicles and trailers may be towed by a contracted towing service and stored at a facility approved by CO, NBSD. Any expenses incurred due to the impoundment, including storage and/or lien fees, will be the responsibility of the registered owner or his agent.

e. Attempts will be made to contact the owner of the vehicle prior to towing.

CHAPTER 6 – MEDICAL AND DENTAL SERVICES

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CHAPTER 6 - MEDICAL AND DENTAL SERVICES

601. Administrative Services

a. TRICARE. For information and questions concerning TRICARE, contact the Health Benefits Advisor at 1 (800) TRIWEST, building 270 (note: the representative services other areas on Thursdays and is not available on that day). TRICARE information is also available online at www.tricareinformation.mil.

b. Non-Federal Claims/Civilian Medical Bills for Active Duty Personnel. Active duty personnel with civilian medical bills should seek assistance from the Health Benefits Advisor at (619) 556-8085 or (619) 232-2734, building 270 (note the representative services other areas on Thursdays and is not available on that day).

c. Patient Contact/Satisfaction Program. For complaints about service or care, contact the Patient Contact Representative (PCR) at (619) 556-8066. The PCR and the Patient Contact Points are identified in writing and by photographs displayed throughout the Branch Medical Clinic.

d. Health Records. Hours of operation are from 0700 - 1600, Monday through Friday. Personnel reporting aboard NBSD for duty must bring their health records, accompanied by a check-in sheet. Personnel may check-out their record for PCS/TAD purposes with a NBSD check-out record or TAD orders. Personnel wishing to check-out records for clinical purposes must present a valid ID card. Personnel wishing to check-out other than their own health record must have a written authorization from their CO. Check-in times for new personnel reporting are Monday through Thursday 0700 - 1300. Member must have copy of orders.

e. Overseas Screening. Administrative review of health records and Medical Officer's screening of active duty personnel in receipt of orders for overseas duty, and certain CONUS duty, is required. Dependents of active duty personnel must be screened regardless of whether the member is transferring on accompanied or unaccompanied tour. Screening is required within 30 days of receipt of written orders.

602. Acute Care Area (ACA)(Emergency)

a. Emergency Hotline/Ambulance (Life threatening calls only), 9-911.

b. Routine Inquiries/Patient disposition. Call (619) 556-8114. No physician coverage is available on base after 1600 weekdays. No coverage on weekends and holidays. Patients must seek assistance at Balboa.

c. The triage assessment system is utilized at this facility to assure that accurate and prompt medical treatment is rendered to the most ill individuals first. Occasionally, delays occur, however, every attempt is made to expedite patient care. Patients should report with their health record and in uniform of the day unless on leave status or an emergent illness exists.

d. FEDFIRE responds primarily to on-base emergencies or accidents. For emergencies dial 9-911.

e. Fitness for duty evaluations, legal, alcohol, and medical drug toxicology screens are obtained in the ACA. Proper forms in triplicate are required for processing and should be supplied by the respective command. Any questions regarding procedures and/or appropriate documents can be addressed by calling (619) 556-8114.

603. Military Sick Call Services. Sick call operates via appointment system set up for problems that are chronic, follow up, or administrative. Call (619) 556-8101.

a. Sexually Transmitted Disease Clinic. Patients with sexually transmitted diseases are seen on a walk-in basis at a rate of 15 patients per day beginning at 0730 Monday through Friday. Patients are to avoid urinating four hours prior to their reporting to the clinic.

b. Physical Health Assessment (PHA) Screening is done on an appointment basis only. Active duty personnel should report to Primary Care 15 minutes prior to appointment time with health records, risk factor screening sheet, and percentage of body fat recorded by Command Fitness Coordinator.

c. Contact NBSD Medical for the following:

(1) For Drug and Alcohol Abuse Evaluation, the following information is required:

(a) Health Record

(b) Service Record

(c) Consult (SF-513) or (SF-600) entry by Command Drug and Alcohol Program Advisor (DAPA).

(d) Substance Abuse Rehabilitation Program (SARP) report (if evaluated before substance abuse appointment). CAAC evaluation prior to medical evaluation is preferred but not mandatory.

(e) Consultation sheet (SF-513) with two copies must state specific reasons for referral. Those members referred because of positive urinalysis results must have the drug found noted on the SF-513.

(2) Compulsive Overeaters. Obesity may be evaluated in military Sick Call to rule out any medical reasons for being overweight.

604. Fleet Mental Health

a. Active duty personnel may be referred to Fleet Mental Health Unit by the Senior Medical Department Representative of the individual's command or medical care providers of the Branch Medical Clinic.

b. Current catchment area consists of all ships and commands attached to NBSD.

c. Services include evaluation and assessment, brief individual intervention and command consultation, depending on workload and staffing. Assessment of suicidal risk is commonly provided.

d. Each patient must have a completed SF600 which should include, at a minimum, information concerning the patient's chief complaint (reason for referral) and brief history of the problem. A completed SF-513 is also required. The patient must be medically cleared to rule out problems which mimic psychiatric illnesses (i.e., thyroid disorder, diabetes, brain tumor, drug and alcohol intoxication, etc).

e. Patients for drug and alcohol involvement must have Counseling SARP evaluation prior to Mental Health Consultation.

f. Patients who are expressing homicidal or suicidal ideation, or who appear to be gravely disabled due to a psychiatric condition are appropriate emergency or "same day" referrals. Emergency patients require the command to provide an

escort, health record (with completed SF-600 entries), service record and a completed SF-513. Please call (619) 556-8090 prior to sending the patient. If the patient arrives after 1545 he/she will be seen at the Naval Medical Center San Diego Emergency Room.

g. Routine appointments can be provided between the hours of 0730-1500, Monday through Friday, after the receipt of a completed SF-513. This form must be signed and stamped with a current patient phone number provided. Patients are required to be in uniform of the day, bring health and service records and any helpful additional information to their appointment. Patients must be in our office 30 minutes prior to the appointment time. In most cases, a written response to the consultation is available at the end of the appointment.

605. Optometry Clinic

a. Optometry appointments are available only for active duty personnel. Civil Service personnel are screened and scheduled through Occupational Health.

b. COs, XOs and Command Master Chiefs may phone the Optometry Clinic at (619) 556-8065 for an appointment. Other appointments are made through the Medical Department Representative on the ship.

c. Walk-ins will be conducted every Tuesdays and Fridays on a first come first serve basis.

d. Emergencies such as trauma, injuries, foreign objects, or infections will be seen on a walk-in basis at the ACA or Military Sick Call.

e. Minor repairs, dispensing and fitting of glasses is accomplished Monday through Friday during the hours of 0730-1500.

f. Part of the full eye examination will include dilation of the eyes. Patients having sunglasses should bring them to the examination.

g. Reservists on active duty for less than 30 days are not entitled to spectacles except when glasses are broken in the line of duty. The CO must send a letter to the optometry department stating that the member's glasses were broken in the line of duty.

606. Women's Health Care Center

a. All active duty women with complaints of acute gynecological problems are referred to the Emergency Department at the Naval Hospital, building 1-1, Monday through Friday, 0800-1100 and 1300-1600.

b. Birth control pill refills can be requested if patient has a current PAP smear (within one year). Refills will be honored until an appointment has been established for the patient.

c. Active duty females may obtain a PAP smear by calling the Central Appointment Clerk at (619) 556-8106 Monday through Friday, between the hours of 0745-1530.

d. Active duty post partum patients that were seen at the Branch Medical Clinic, NBSD during their pregnancy may obtain an appointment for post partum care by calling (619) 556-8106, Monday through Friday, between the hours of 0730-1600.

e. Pregnancy testing for active duty, dependents and retired, may be obtained through the Women's Health Center between the hours of 0800-1000, Monday through Friday; no appointment necessary.

607. Physical Examinations

a. Hours of operation are Monday through Thursday, 0700-1530, and Friday, 0700-1200.

b. All active duty Physical Examinations are available with the exception of Aviation physicals.

c. Physical Examinations are accomplished by appointment only. They should be done 30-60 days prior to End of Active Obligated Service (EAOS) to permit follow-up or any problems noted during the Physical Examination.

d. All Physical Examinations are performed in a two step process. The first day is mainly to complete all preliminary paperwork. Office hours are 0715-1530. Personnel should arrive no later than 0715 in Physical Exams. PHA is required annually. First day tests include (x-ray, lab, EKG, etc.). On the next visit, examination by a Medical Officer is done. The two part examination is to ensure procedure six months prior to their release.

Personnel being recommended for separation (administrative, special programs, etc.) will be sent for a Physical Examination while request is being reviewed by a higher authority.

f. Health/dental records and uniform of the day are required.

g. Electrocardiograms - referrals may be made by a military health care provider for active duty. Health records are required.

h. Immunizations/allergy shots are available to all active duty personnel in uniform with their health records. Hours are from 0800-1530, Monday through Thursday, and 0800-1100, Fridays. Yellow fever immunizations are given for active duty personnel from 0800-0900 on the first and third Wednesday of each month. PPD's are given each day except for Thursdays.

i. Pediatric immunizations are not available at Branch Medical Clinic.

j. Allergy shots are available for active duty personnel only, initial evaluation must be performed at Balboa Naval Hospital.

k. Patients are required to remain in the immunization clinic area for 20 minutes after injections.

608. Ancillary Services

a. Laboratory Services

(1) Laboratory studies must be ordered by a military health care provider. Laboratory chits (requests) submitted for tests must be legibly completed with the following information:

(a) Full name of patient (last, first, middle initial)

(b) Clinic or ship ordering test

(c) Name of military health provider

(d) Date of request

(e) Status of patient (active duty, dependant etc.)

(f) Branch of service, parent command, and phone number

(g) Social Security number with prefix (20, 30, 01 etc.)

(h) Sex

(i) Date of Birth

(2) All forms must be submitted intact

(3) Lab working hours: 0715-1600, Monday - Friday

(4) Call to schedule the following tests:

(a) Human Immuno-deficiency Virus (HIV) Test. All tenant commands should contact the laboratory to schedule personnel for HIV testing if more than four persons from the same command need HIV testing. Ships that have corpsmen assigned should draw their own samples and submit the samples drawn on a completed typed roster. Ten or more samples should be submitted directly to Balboa Naval Hospital. The NHSD HIV Coordinator must be contacted at (619) 532-8825 prior to submission.

(5) Glucose Tolerance Test. Call (619) 556-8088 to schedule.

(a) Pre-marital RPR - done daily and results will be available for pick up one day from the time it was collected.

NOTE: Due to Privacy Act considerations, lab results will not be given over the telephone. All results will be picked up or mailed to the requesting command. Homeported ships should contact Fleet Liaison Office at (619) 556-8048.

(b) Radiology Services. Provides comprehensive x-ray diagnostic services to health care providers and civil service personnel. All procedures are limited to routine radiographs, phone number is (619) 556-8095. Special procedures are completed at the Naval Hospital San Diego.

1. Hours of operations Monday through Thursday, 0730-1600 and Friday, 0730-1200.

2. After normal working hours the duty crew is responsible for completing only limited studies to include chest and extremity x-rays.

3. All x-rays taken at this facility must be read by a radiologist at Balboa Naval Hospital.

(c) Pharmacy. The Pharmacy carries a limited formulary for the clinic's specific patient population. Prescriptions which cannot be filled from the clinic pharmacy inventory will be referred to the naval pharmacy (NAVPHARM) at 32nd Street NEX or Balboa Naval Hospital pharmacy. Active duty prescriptions are accepted from 0730-1530, Monday through Friday. Dependents and retirees prescriptions generated outside the branch medical or dental clinics must be filled at the NAVPHARM at 32nd Street NEX, (619) 556-9371. Only prescriptions from the ACA and Dental prescriptions will be filled after normal working hours. Refills cannot be filled during normal working hours. All patients wishing to utilize the clinic pharmacy must present a valid ID card. Any person wishing to submit a prescription for another individual must present the absent person's ID card.

609. Physical Therapy Services

a. Hours of operation and telephone number - Monday through Thursday, 0700-1130, 1300-1600. Friday 0700-1500, phone number is (619) 556-8096.

b. Recipients of Care-all active duty personnel. Other categories are seen only with prior approval of Head, Branch Medical Clinic and Head, Physical Therapy Department, NHSD.

c. Referral. Patients must be referred on a Consultation Sheet (SF-513) by a military health care provider, (Medical Officer, Physician's Assistant, Independent Duty Corpsman, Nurse Practitioners). Patients are seen by appointment only.

(1) To ensure sufficient time for evaluation and treatment, be on time for your appointment. Patients more than 10 minutes late will be rescheduled.

(2) Medical records and gym shorts are required of all patients; in addition, females should bring a sleeveless top unless instructed differently. (Medical records for evaluations only are required).

(3) Patients are asked to notify the department at least 24 hours prior to their appointment if they are unable to keep their appointment.

(4) Recovery/rehabilitation is dependent on the cooperation and participation of the patients in a physical therapy program. Each patient is responsible for complying with these instructions.

d. Services Available. All exercise programs except relaxation, and stress reduction, including:

(1) Cold-Pac

(2) Hot moist packs

(3) Ultrasound

(4) Ultrasound with electrical stimulation

(5) High voltage galvanic stimulation

(6) Cervical Traction (recumbent) Pelvic Traction

(7) N-K table

(8) Orthotron (KT-2)

(9) Fitron

(10) Ankle Machine

(11) Crutches

(11) Knee school-Available at NHSD, appointments may be scheduled through Branch Medical Clinic.

(12) Canes

(13) Tens

(14) Baps

Back to School-Available at NHSD, appointments may be scheduled through scheduled place of appointment.

e. Active duty patients may not be referred to this facility from private physical therapists or chiropractors.

610. Occupational Health Department

a. Hours of operation and phone number - Monday through Friday, 0730 - 1600, (619) 556-8115.

b. Recipients of Care. Active duty members, civil service employees, and NAF personnel.

c. Services available:

(1) Primary care of occupational injuries and illnesses.

(2) Medical surveillance examinations for occupational exposures for civilian and active duty personnel.

(3) Asbestos, lead, noise, etc.

(4) Pre-employment and job certification medical examinations, i.e., respirator use, forklift operators, child care providers, motor vehicle operators, ammunition handlers, crane operators, etc.

(5) Consultative services and education for occupational exposures and/or Navy Occupational Safety and Health (NAVOSH) programs.

Note: Physical examinations are accomplished by appointment only. Emergencies have priority over routine appointments. Dispensary permits are required for all civilian personnel.

(6) Operational Forces Medical Liaison (OFML). OFML Sea based Navy active duty members who are beginning the limited or physical evaluation board process are required to check in with the OFML. OFML in turn makes a courtesy notification to the command. OFML also maintains a database of sea-based Sailors in the medical holding company. OFML provides updates to operational commands on hospitalized Sailors. OFML will assist operational commands in obtaining other medical services.

(7) Overseas Screening. Administrative review of health and Medical Officer’s screening of active duty personnel in receipt of orders for overseas duty, and certain Continental United States (CONUS) duty, is required. Dependents of active duty personnel must be screened regardless of whether the member is transferring on an accompanied or unaccompanied tour.

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CHAPTER 7 - PERSONNEL/PERSONAL SERVICES

701. American Red Cross. The American Red Cross is located in building 270, phone (619) 556-7061. Hours are from 0800-1630, Monday through Friday. Daytime coverage from 0800-1600 on Saturdays, Sundays and holidays is provided from Naval Training Command (NTC) Red Cross Office, building 336, phone (619) 524-6256. At all other times, a telephone duty worker is available through the San Diego Red Cross Chapter and can be reached at (619) 291-2620.

702. Armed Forces Identification (I.D.) Card. Armed Forces I.D. Cards for members of fleet and shore units will be obtained from the I.D. Lab (see below). Complete processing service will be provided upon presentation, by the member, a completed DD Form 1172 that has been verified, signed, and command seal affixed by competent authority of all sea commands.

703. Armed Forces I.D. Card Laboratory. The I.D. Lab is located in building 3135, adjacent to the Toyland and Furniture stores. Information can be obtained by calling (619) 556-9249. This facility will accommodate active duty, retired, reserve personnel and authorized dependents in obtaining a new ID Card. Hours of operation for the Lab are from 0730 - 1545 Monday through Friday.

704. Chaplain Assistance. Chaplains of NBSD will assist personnel who are assigned to this base, its tenant commands, and units which do not have Chaplain coverage. The Chaplains also will assist dependents of such personnel. Shipboard Chaplains are invited to use NBSD facilities for religious services (weddings, memorial services, etc.). The Fleet Ministry Center Chaplains (building 330) are responsible for personnel aboard various ships and their dependents. Jewish personnel who desire religious/sacramental counseling should contact the Chaplain's office for closest available Jewish Chaplain.

a. Chapel locations:

(1) NBSD Chaplains. The Chaplain Offices are located in building 1134 (Annex) in the Chapel complex onboard NBSD and at the Murphy Canyon Chapel (housing area), 3200 Santo Road, (619) 556-2658/0603.

(2) Chapel. Main Chapel, building 227, located near the main gate.

(3) Chapel Annex. Building 1134, located adjacent to the Main Chapel.

(4) Gazebo. Building 3460 located next to Chapel. Gazebo may be reserved for retirement, reenlistment, and wedding ceremonies. Application forms can be obtained at the Chaplains' Office.

(5) Chapel-Religious Education Classrooms. Located in buildings 3461, 3468 and 3469 near the Gazebo. Classrooms can be reserved for official meetings, training, bible studies, etc. Application forms can be obtained at the Chaplains' Office.

b. Religious Services Schedule

(1) Protestant Divine Service

Murphy Canyon Chapel	Sunday, 1100, Main Chapel
Naval Base Chapel	Sunday, 0900, Main Chapel

(2) Catholic Mass

Naval Base Chapel	Sunday, 0800, 0915, Main Chapel
Murphy Canyon Chapel	Sunday, 1100, Main Chapel

(3) Baptism: Call the Chaplains office for an interview Monday-Friday 0730-1630 at (619) 556-0603.

(4) Confraternity of Christian Doctrine (CCD): Classes are held on Sunday mornings 0930-1030. Contact the Chaplains' Office prior to enrollment.

c. Duty Chaplain. After normal working hours may be reached through the Battle Watch Supervisor, building 150, at (619) 556-7615.

705. Navy College Office (NCO) Education Center

a. The Navy College Office (NCO) supports, services, and manages the Education Programs at **the** NMCSD. The NCO is located in Room B103/104, Building 3280, of the Trai**n**ing Support Center Complex (TSC on the Dryside), 3975 Norman Scott Rd. The NCO operating hours on board NBSD is 0700-1600 Monday through Thursday, and 0700-1100 on Friday. The commercial phone number is (619) 556-4922; the DSN is 526-4922. Outreach hours for the NMCSD are 0900 - 1700, Monday and Friday only, Building 26, phone number is (619)532-5745. The e-mail address is: **nco.sandiego@navy.mil**, and website is: https://www.navycollege.navy.mil

b. NCO staff provide the following services:

(1) Advise Commanding Officers, Ashore and Afloat on all educational matters.

(2) Conduct Educational Needs Assessments for Afloat and Ashore commands.

(3) Design, develop and present Education Plans for Afloat and Ashore commands to implement.

(4) Coordinate and manage the Navy College Program for Afloat College Education (NCPACE). To schedule or for NCPACE assistance call (619) 556-4922 or e-mail: **nco.sandiego@navy.mil**

(5) Provide group and/or individual academic counseling/advisement covering pre-college – Doctorial programs.

(6) Provide individual and group counseling on the use of the Navy's Tuition Assistance program.

(7) Provide educational briefings for Command Indoctrination (INDOC), General Military Training (GMT), etc.

(8) Provide advisement/counseling to family members of active duty personnel.

c. The following testing services are available:

(1) The College Level Examination Program (CLEP), DSST, Excelsior/Pearson-Vue Exams and the GMAT. For information and/or to schedule testing call (619)238-7051.

(2) The DLPT, DLAB and OPI language Exams, for information and/or to schedule tests call (619) 556-4922.

(3) For information or to schedule a SAT or the ACT Tests call (619) 556-4922.

(4) For the Pre-GED or the GED please call (619) 556-4922.

d. Navy College provides the following Regionally Accredited on-base academic programs:

(1) San Diego City College (SDCC) offers courses leading to the Associate in Arts Degree, Liberal Arts in Sciences. Most courses are offered every ten weeks. For additional information or a class schedule contact SDCC Counselor/Advisor at (619) 233-5617 or email: www.sdccd.edu

(2) Central Texas College (CTC) offers courses leading to the Associate Degrees in Applied Technology, General Studies, and Criminal Justice. CTC provides the instructor based courses under NCPACE. This on-base program provides a "seamless" educational opportunity for Sailors to establish residency and complete their educational goals at sea and/or ashore. For additional information or class schedule, contact CTC at (619) 238-7051 or email: ashorecoordctcsd@aol.com

(3)Columbia College (CC) offers courses leading to the Associate Degrees in General Studies, the Associate of Science in Business, Associate in Science in Human Services, the Bachelor of General Studies, Bachelor of Arts in Business Administration (including a major in Human Resource Management and the Bachelor of Arts in Human Services. For additional information please contact the CC counselor/advisor at (619) 866-8193 or email: www.ccis.edu.

(4) National University (NU) offers courses leading to the Associate Degrees in General Studies and Pre-Nursing; Bachelor Degrees in Information Technology Management, Computer Science, Domestic Security Management, Nursing, and Public Health. NU also offers Masters Degrees in Cross Cultural Teaching, Public Health, Health Care and Cyber Security. The Certificate in Single or Multiple Teaching Credential in offered. NU's classes are monthly. For additional information and class schedules contact NU Counselor at (619)563-7474/7492 or email: www.nu.edu

(5) Southern Illinois University (SIU) offers courses leading to Bachelor Degrees in Work Force Education and Health Care Management. For additional information and class schedules contact SIU's Counselor at (619) 238-4742 or email: www.wed.siu.edu/public

(6)Saint Leo University (SLU) offers courses on base and on line leading to Bachelor of Arts in Business Administration and Criminal Justice; a Bachelor of Science in Computer Information Systems. For additional information contact SLU's Counselor at (619)213-2847 or email: www.saintleo.edu

(7) Vincennes University (VU) offers courses leading to the Associate of Science Degree in General Studies and Law Enforcement. The Bachelor in Science Degree in Homeland Security and Public Safety. For additional information contact VU's Counselor at (619)573-2620. VU's email: www.vinu.edu.

e. The following Colleges and Universities maintain scheduled hours on board NBSD:

(1) American Military University (AMU) Offers on-line courses leading to an Associate and/or Bachelor degrees. For additional information call: (619) 318-8596, or email: http://www.amu.edu

(2) Coastline Community College (CCC) offers online, cd-rom and pda/palm pilot courses. For additional information call: 1-866-422-2645, or email: http://military.coastline.edu.

(3) ECPI University (ECPIU) offers on-line courses. For additional information call :(619)787-2403, or email:www.ecpi.edu.

(4) Empire State College (ESC) courses are online. For additional information call: 1-800-847-3000, email: www.esc.edu.

(5) Excelsior College (EC) courses are online and cd-rom. For additional information call:1-888-647-2388 ext135, or email:www.excelsior.edu.

(6) Fort Hays State University (FHSU) courses are online and cd_rom. For additional information Call: (858) 603-0429, or email: www.fhsu.edu.

(7) Jones International University (JIU) courses are online. For additional information call: 1-877-729-7912, or email:www.jiumilitary.com.

(8) National Graduate School (NGS) courses are offered on line and on-base or on campus in San Diego, CA. Students option. Additional information please call: (503) 913-2861 or email:www.ngs.edu.

(9) Southwestern College (SWC) lower division courses are offered on board different bases in San Diego Metro, they also offer on-line courses. For additional information call:(619) 216-6665, email:www.swccd.edu.

(10) Thomas Edison State College courses are online, CD-ROM and print-based. For additional information call: (808) 353-3495 or email:www.tesc.edu.

(11) Trident University International courses are online. For additional information call:(619) 592-3242 or email: www.tuiu.edu.

(12) University of Maryland University College (UMC) courses are online. For additional information call:(619) 550-6810 or email:www.umuc.edu/mil.

(13) University of Oklahoma (UO) courses are offered on-campus in San Diego and online. Please call: (619) 322-1724, or email: http://www.ou.edu/web/home.html/School.

(14) University of Phoenix (UPHX) courses are on-campus in San Diego and online. Please call: (619)495-1537 or email: www.phoenix.edu.

(15) University of Redlands (UR) courses are offered on-campus in San Diego and online. For additional information please call: (888) 999-9844,(619)284-9292 or email: http://www.redlands.edu.

706. Fingerprint Services. Fingerprinting services are provided by the Security Department, Investigations Division, for active duty/retired personnel and their dependents, Reserve personnel on active duty, Civil Service and Non-appropriated Fund (NAF) employees on NBSD. Fingerprints are taken Monday through Friday, from 1030-1130. It is requested that commands and personnel provide their own fingerprint cards. For further information, call (619) 556-1867.

707. Housing. The Housing Office is located in building 3274 on NBSD, telephone (619) 556-2826. Hours are from 0930 - 1600, Monday through Friday.

708. Identification Tags. Personnel in need of Identification Tags (dog tags) should contact the Processing Centers located at Marine Corps Recruit Depot (MCRD) San Diego at (619) 524-4202.

709. Legal

a. The NLSO is located in building 56, (619) 556-1663, and is available to advise and assist Sailors with military justice and legal assistance matters.

b. Legal assistance is available in the Legal Assistance Department, phone (619) 556-2211. Assistance is provided on civil law matters including, but not limited to, estate planning, consumer law, landlord/tenant issues, and family law matters, powers of attorney and notaries. The office is open Monday through Thursday from 0800 - 1030, Friday from 0800 - 0930 and Tuesday and Thursday afternoons from 1300-1500.

c. Personal representation advice is available in the Defense Department, phone (619) 556-1684. Assistance is provided in the areas of Courts Martial defense, NJPs, Administration Separations, Medical/Wounded Warrior assistance, and more. PersRep hours are from 0800 - 0900 on Tuesdays, Wednesdays, and Thursdays.

d. Region Legal Service Office Southwest (RLSO SW). RLSO SW is located at 3395 Sturtevant Street, and may be contacted by phone (619) 556-1721. RLSO SW's mission is to support the operational readiness of Department of the Navy assets in the Southwestern United States by providing responsive, timely and accurate legal guidance, support services and training in the areas of military justice, environmental and administrative law.

710. Lost and Found. Inquiries concerning "Lost and Found" articles should be directed to the Security Department in building 74, at (619) 556-1866.

711. Navy and Marine Corps Relief Society (NMCRS). The NMCRS is located in building 270. For information or an appointment call (619) 238-1587/88 or (619) 556-8283. Hours are 0830-1630, Monday through Friday. Closed on holidays. The Auxiliary provides assistance for financial needs and other services to military families.

712. Navy Exchange (NEX) Uniform Center. The NEX Uniform Center is located in the Fleet Exchange, building 3301. Hours of operation are from 0900-1900, Monday through Friday, and 0900-1800, Saturdays and Sundays. The store is closed on Thanksgiving and Christmas. Ships desiring a considerable amount of clothing should send a list of clothing required, with sizes listed by item. Large concentrated orders are not normally accepted on or immediately after paydays.

714. Messing

a. Officer. Regulations require the Commissioned Officers' Club to provide essential meal service to officers assigned to NBSD, tenant commands, forces afloat at NBSD who are required to mess ashore, residents of BOQ, and other eligible patrons. Officers have the option of dining at NBSD Galley. Both clubs and their services are described in more detail in Chapter 9.

b. Enlisted. Enlisted dining services are available when a ship's galley is out of commission. Requests to subsist personnel in the NBSD Galley should be addressed to the CO, NBSD. If possible, requests for dining service should arrive three days prior to day service is required. Appropriate civilian attire is permitted for all meals. Meal pass is required for all personnel. The NBSD Food Service Officer, (619) 556-7036/39, will provide additional information as required.

c. Naval Base San Diego galley hours are as follows:

Monday - Friday

Breakfast 0600 -0730
Lunch 1100 - 1230
Dinner 1630 -1800

Saturday and Sunday

Breakfast 0700 - 0900
Brunch 1000 - 1200
Dinner 1630 - 1800

715. Berthing

a. Unaccompanied Housing (terminology changed from Bachelor Housing (BH) to Unaccompanied Housing (UH) JAN 2011). Single Enlisted personnel E1-E4 from shore based activities and tenant commands supported by Naval Base San Diego (NBSD) are authorized berthing in UH. Students are berthed in a Dormitory for the duration of their training. Shipboard or Homeport Ashore (HPA) single sailors, in pay grades E1-E3 and E4 with less than four years are authorized quarters upon availability. Shipboard commands or the service member may submit hardcopies of their requirement to Donnelly Hall, BLDG 3362 Central Assignments. The requirements are:

(1) Approved Special Request Chit NAVPERS 1336/3 by Command.

(2) Service Members Leave and Earnings Statement (LES).

(3) Application for Unaccompanied Housing Form (local).

(4) Copy of service member orders to the unit/command.

Shipboard commands may send the above information (packages) via e-mail by scanning and sending to: fredo.tolentino@navy.mil or michael.dalvano@navy.mil. Packages can also be mailed to:

Combined Bachelor Housing
Donnelly Hall (BLDG-3362)
2450 McHugh Street
San Diego, CA. 92136-5395

Commands desiring further information should contact Central Assignments, 619-556-8144/7764/8147.

b. Navy Gateway Inns and Suites (NGIS) Temporary Duty (TDY) Lodging Program is located at Donnelly Hall (B-3362) 2450 McHugh St., San Diego, CA 92136-5395. The TDY lodging program is primarily available to serve those guests on funded Temporary Duty and Temporary Duty Under Instruction (TDY/TEMDUINS) orders or those whose lodging costs are covered by a direct bill agreement. It also provides lodging for personnel assigned to ships when berthing is not available onboard ships during overhaul. Reservations and assignments are made on a first-come, first-serve basis without regard to rate or rank allowing the manager to maximize occupancy. Reservations can be made 30 days in advance including Space "A" by on line reservation at www.dodlodging.net or by calling 1-877-NAVY-BED. Reservation can also be made directly to the front desk by calling 619-556-8672/73/74. NBSD front desk operations is manned 24/7 including holidays and weekends.

c. Private Public Venture (PPV)

(1) The UH Housing Authority (HA) is responsible for the eligibility verification of the service members for UH prior to referral or placement on the PPV wait list for Palmer Hall and Pacific Beacon. Eligibility criteria for all unaccompanied E1-E3 and E4<4 shipboard Sailors are as follows:

(2) A Special Request/Authorization Form (NAVPERS Form 1336/3) is approved by their Commanding Officer, accompanied by an Application for Unaccompanied Housing, current copy of latest LES, and a copy of PCS orders to the command. This authorization grants approval to reside in privatized or government owned housing.

(3) Ability to reside in UH for a minimum of six months before their Projected Rotation Date (PRD) and/or Expiration of Active Obligated Service (EAOS).

(4) Not scheduled for an extended deployment (greater than
90 days) for the next six months (extended deployment terminates eligibility for housing). This criteria only applies to Palmer Hall referrals and not to Pacific Beacon prospective residents.

(5) They are willing to enroll in an allotment program for rental payments.

(6) Eligible to collect partial Basic Allowance for Housing (BAH) (not collecting BAH Differential or BAH at the with dependents rate).

d. Upon verification of eligibility, the UH Housing Referral Services (HRS) staff will provide guidance and counseling to unaccompanied Sailors regarding responsibilities associated with living in privatized housing.

e. The UH HRS office located in Donnelly Hall (B-3362) Administration will manage the wait list of eligible personnel, and when notified by the PPV Property Manager that space is available, will refer the next eligible candidate to Palmer Hall and Pacific Beacon PPV. Service members will not be assigned but rather referred to privatized housing by UH HRS. PPV Property Management/staff will provide leasing agreement contract and assignment to PPV upon acceptance by the service member.

716. Uniforms

a. Uniforms and military appearance onboard NBSD are regulated by the instructions contained in U.S. Navy Uniform and reference (m). Regulations 1975, and current CNRSW and NBSD directives. The emphasis is on uniforms which are complete, neat, clean and in good condition. Clothing which is excessively worn, frayed, soiled, or un-pressed is inappropriate at any time. Talking on personal cell phones in uniform and smoking in uniform in undesignated areas is prohibited. Additionally, coveralls are not authorized in the Fleet exchange or Main Exchange complex, and PT gear is not authorized in the galley or any MWR/NEX eating facility. Motorcycle PPE is not authorized to be worn while walking from/to motorcycle. Equipment must be hand carried.

b. Foul weather gear, jackets and other outer apparel. Foul weather or flight jackets shall not be worn off-base with any uniform including the working uniform. The blue working jacket, raincoat, or pea coat is authorized off-base with appropriate working uniforms including utility. A maximum of two authorized organizational patches may be worn on the blue working jacket with the rating badge. The jacket shall not be adorned with any other stencil or embroidery.

c. Athletic Events-Participants. Uniforms for participants in athletic events shall be appropriate to the occasion. A complete athletic or working uniform of good appearance will be worn. Mixed outfits are not permitted. Athletic teams departing or entering NBSD must travel in a unit, on foot or in a government vehicle, and be in the appropriate athletic uniform. The liberty uniform is required when traveling by public conveyance, long distances, or from one city to another.

d. Civilian Clothing. Civilian clothing may be worn when departing or returning from leave or liberty. No arbitrary standards of civilian dress are imposed with regard to maintenance of "conventional" dress, however, foot-wear is required and attire will be in good taste, clean and in good repair. Profanity, pornography, or advocating drug usage on clothing is not allowed. Clothing may not be sexually provocative, suggestive, or depict racial comments, vulgarities, or display offensive language. Current styles and fashions are acceptable as long as they provide a respectable appearance. Undergarments will at no time be exposed. While tank top shirts and white undershirts (including "tye-dyed") worn as outer garments, cut-off shorts, and shower sandals are appropriate civilian attire for occasions such as picnics, athletic events, PT, and other daytime activities of an extremely casual nature; they will not otherwise be worn within the confines of military installations and/or facilities while conducting business or seeking service. Clean Navy PT gear is authorized only at the Pass and Decal office. Naval Base San Diego reserves the right to refuse service to anyone who is in violation of this instruction. Distinctive parts of the uniform will not be worn with civilian clothes. Unofficial visits to Mexico will be made in civilian clothing. Retired military, dependents, family members of Armed Forces personnel, DOD civilian employees and all guests will adhere to the same standards of dress.

717. Transient Personnel Unit (TPU). TPU is responsible for the efficient and expeditious processing of all transient personnel assigned. TPU is located onboard NBSD in building 3142, Brunton Hall. Any deviation from the following procedures must be approved by the TPU CO or XO.

a. Transfers. TPU's Transient Department is responsible for processing Sailors for further transfer, limited duty, maternity, separation and medical board processing. Transfers of transient personnel to TPU will be as follows: Units pending deployment/extended local operations may transfer personnel to TPU in accordance with BUPERSINST 1306.77B. Deploying units are authorized transfer of personnel for separation at EAOS without formal liaison. Units pending local operations may transfer personnel in a Temporary Additional Duty (TEMADD) status for medical or legal appointments or short duration of schools when unable to arrange berthing to await return of unit with prior coordination. If large numbers of personnel (20 or more) are to remain in port, prior liaison with the TPU XO at (619) 556-3165 or the TPU Operations Officer at (619) 556-0268 is required. Transient barracks are located in Brunton Hall.

b. Separations. TPU is the designated separation activity serving the San Diego area. Officer and enlisted personnel are required to begin their PTDY and/or separation leave 7-10 days after reporting to TPU. Officer and enlisted personnel should be advised not to make travel reservations prior to reporting for separation processing. Personnel should complete as much of separation physical prior to reporting to TPU for separation. If member is being transferred to the Fleet Reserve or retiring, ensure authorization paperwork accompanies the service record. All personnel reporting to TPU for separations must have the following:

(1) Standard Transfer Orders

(2) Medical/Dental Records

(3) Separation Physical, PHA Part I & II

(4) Transfer Evaluation/FITREP

(5) Service Record

c. Limited Duty/Medical Board Processing. All personnel reporting to TPU for limited duty, maternity or a medical board processing must have the following:

(1) Standard Transfer Orders

(2) Medical/Dental Records

(3) AMEBR or Maternity Paperwork

(4) Transfer Evaluation/FITREP

(5) Service Record

d. Legal Department. TPU's Legal Department annually processes thousands of military justice matters such as NJP, Summary and Special Courts-martial, Article 32 Investigations, and Administrative Separations and Boards for fleet and overseas units. The Legal Department tracks all post-trial matters for the Southwest Region for service members who were sentenced to punitive discharges by sending out monthly tracer messages to parent commands reminding them to complete their Convening Authority Actions. After this action is completed, the members can be placed in the appropriate appellate leave status.

Additionally, upon a member returning to military control via apprehension or surrender, the Legal Department prepares a message informing NACIC and the parent command. If period of absence is less than 120 days, TPU will transfer member to parent command for gain and disciplinary action. All service members checking in to TPU in a legal status must have the following:

(1) Standard Transfer Orders

(2) Medical/Dental Records

(3) Separation Physical, PHA Part I & II

(4) Complete Sea bag

(5) NJP Documents (if applicable)

(6) CO's Discharge Recommendation or Discharge Authority

(7) Service Record

(8) Transfer Evaluation/FITREP

(9) All additional legal documents supporting/pertaining to case

e. Discipline Department. TPU CO will enforce restriction previously imposed by prior afloat command CO. Prior liaison with TPU Discipline Department at (619) 556-6609 is required. All service members checking in to TPU in a discipline status must have the following paperwork, in addition to the required documents mentioned above for transient processing:

(1) Copy of NJP results and restriction orders

f. Records. Service, Medical, and Dental Records will be forwarded in all cases when a member's stay at TPU is anticipated to exceed 30 days, or when required by directives authorizing the transfer.

718. Navy Passenger Transportation Office (NAVPTO). The NAVPTO is located at 3085 Dolphin Alley in building 265, room 118. Information regarding transportation can be made by calling (619) 556-5071. To inquire about Passports call (619) 556-5068. The office is open Monday, Wednesday and Friday, from 0730-1600, and Tuesday and Thursday from 0830-1600. NAVPTO's mission is to provide transportation and passport services to DOD personnel and their dependents.

After hours EMERGENCY transportation requests can be made by calling 1-800-359-9999. Non emergency calls will not be entertained. Personnel traveling on TAD/TDY orders should arrange travel through Defense Travel System (DTS) and contact their authorizing official if the encounter any problems with their transportation.

719. Substance Abuse Rehabilitation Program (SARP). Provides screenings, evaluations and recommendations for alcohol and drug treatment. SARP provides two day impact outpatient counseling aimed at returning service members to productive duty. Hours of operation are 0700-1530 Monday through Friday. SARP is located in building 268 (dryside). For more detailed information, call (619) 556-7633.

a. DAPA will contact SARP to make appointments for command personnel who require these services. After completion of SARP, DAPA will establish personal contact with personnel who have participated in the counseling or rehabilitation program. SARP offers the following services:

(1) Outpatient Level II treatment programs for alcohol or drug abusers.

(2) Aftercare Support Group for individuals who have successfully completed Level II or III programs;

(3) Recruiting and suitability screenings of prospective Navy Drug and Alcohol Counselors.

720. Fleet and Family Support Center (FFSC). FFSC offers free workshops, consultations, counseling, and resource referrals. FFSC staff can help enhance the quality of life and enhance resiliency for all service members, reservists, retirees, and their families. FFSC also supports military commands by providing portable and customized programs, training, and crisis response when needed.

a. To request services or for more information, call FFSC NBSD at (619) 556-7404 (non-clinical) or (619) 556-8809 (clinical). In addition, the Centralized Scheduling Center can provide appointments for all FFSC services through one convenient number, (866) 923-6478. Visit www.cnic.navy.mil/SanDiego/FleetAndFamilyReadiness for workshop schedules, points of contact, articles, and more.

a. FFSC programs include:

(1) Counseling: Individual, family, marriage, and child Counseling is provided by licensed clinical providers.

(2) Family Advocacy: FFSC supports all elements of domestic abuse prevention and response, including case management and providing Victim Advocates for victims of domestic abuse.

(3) Workshops: FFSC offers workshops on areas like effective parenting, stress management, anger management, time management, goal-setting, toddler time, kids' play, new spouse orientation, and a wide variety of other educational opportunities for military personnel and their families.

(4) Individual Consultation: FFSC Work & Family Life Consultants can provide a wide range of services for service members and their families. Got questions and not sure where to turn? Just ask FFSC!

(5) Outreach: FFSC provides services in the community as well as on the installations.

Look for our portable Family Readiness Express in your neighborhood or visit one of our three off-base locations to serve you: FFSC Murphy Canyon Branch, FFSC Village at Serra Mesa Branch, and FFSC Bayview Hills Branch.

(6) New Parent Support Home Visitation Program (NPSHVP): NPSHVP provides in-home parenting education, resources, and support to new military parents.

(7) Personal Financial Management: FFSC offers certified financial educators to provide workshops and individual consultations on all matters related to finances.

(8) Retired Affairs Office (RAO): FFSC provides information on benefits and resources to retirees and their families.

(9) Ombudsman Support: FFSC maintains the Ombudsman roster, as well as providing all required Ombudsman Basic and Advanced Training. FFSC's Ombudsman Coordinator supports commands with recognition ideas and program information.

(10) Relocation Assistance: FFSC professionals can provide valuable information to personnel and families moving in or out of San Diego.

(11) Career Services: FFSC can assist transitioning service members and military families with developing their resumes, preparing for interviews, and finding employment. FFSC hosts workshops and job fairs to empower military and their families to achieve their career goals.

(12) Deployment and Individual Augmentee (IA) Support: FFSC Deployment Consultants assist with all phases of the deployment cycle, providing training before, during, and after deployments of all kinds, including IA deployments.

(13) Command Representatives: FFSC provides provide Command Representatives to serve as liaisons for each command in San Diego, in order for the command to have a single point of contact to leverage all of FFSC's programs.

(14) Exceptional Family Member Program (EFMP) Support: EFMP Liaisons can provide information on enrolling or renewing applications to the EFM Program, TRICARE benefits, and resources to support all families with special needs.

(15) Command Training: FFSC facilitators can assist commands in achieving their annual training requirements by providing GMTs on Suicide Prevention, Sexual Assault Prevention & Response, Family Advocacy/Domestic Violence Prevention, Active Duty Pregnancy Resources Workshop, Sponsor Coordinator and Sponsor Training, Command Family Care Plan Coordinator Training, Command Family Advocacy Representative Training, Command EFMP Point of Contact Training, and a wide variety of other training to assist commands in enhancing mission and personal readiness.

(16) Command Leadership Training: FFSC offers Deckplate Area Resources Training (DART), Division Officers Local Area Resources Seminar (DOLARS), and Fleet Liaison Orientation (FLO) as opportunities to introduce all levels of military leadership to key resources that support their Sailors and families.

(17) Command INDOC Support: FFSC can provide an overview of critical information at Command Indoctrination Briefs.

(18) Crisis Readiness & Response: FFSC provides information on Operation Prepare and supports crisis response and mass care efforts in response to individual, command, and large-scale crises.

(19) Sexual Assault Prevention & Response (SAPR): FFSC provides SAPR GMTs and all required initial and ongoing training for command-appointed SAPR representatives.

(20) Family Readiness Group (FRG) Support: FFSC supports FRGs with training and resources to create a dynamic FRG for the command.

(21) Volunteer Program: FFSC offers volunteer opportunities within the organization, or can direct volunteers to a number of resources in the military and civilian community based on their areas of interest.

(22) Resource Referrals: As a one-stop-shop, FFSC can connect customers with a network of military and community resources to meet virtually any need, including childcare, food, furniture, transportation, financial assistance, debt consolidation, scholarships, and much more.

b. Emergency After-Hours Support: Assistance for non-medical emergencies demanding immediate response is available 24 hours a day from San Diego County Crisis Team at (619) 236-3339. Military OneSource is available 24/7 at (800) 342-9647 or www.militaryonesource.com with counseling, referrals, workshops, and more. The 24/7 Sexual Assault Victim Advocate Hotline is (619) 692-5909.

721. Navy School Liaison Officers. Serve as a central point of contact for military parents, school systems, Commanders and communities to provide support with school-related issues related to transition and deployment. Services include:

a. Information on local schools and boundaries Assistance with school selection (charter, private, public, virtual)

b. Communicate with teachers, principals and school personnel

c. Home schooling regulations and support

d. Inbound/outbound school transfer guidance and prep

e. Interstate Compact information

f. Graduation requirements

g. Scholarship information

h. Schools & community outreach

i. Understanding the special education process

j. Referrals to appropriate DOE, military and civilian agencies

k. Identify resources that facilitate school success, school transitions and relationships

l. College readiness

m. Mobilize community resources

n. Initiating school and community outreach and partnerships

To access your local School Liaison for educational resources to support your child's academic experience, contact:

Regional School Liaison Officer:
Shannon Milder
CNRSW Regional School Liaison Officer
619-532-4251
shannon.milder@navy.mil

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CHAPTER 8 - NAVY EXCHANGE (NEX) FACILITIES

801. Location of facilities. Approximate location of buildings housing NEX facilities:

a. Retail Operation:

Bldg. #	Service	Location
3187A	Main Retail Store	32nd Street
3187	Shot line (Package Store)	32nd Street
3379	Home Store	32nd Street
3301	Fleet Exchange	4120 Cummings Road (wetside)
3657	24 Hour Q-Mart	Norman Scott Road
94	Bayview Mini-Mart (housing)	1802 Munda Drive
332	Cabrillo Mini-Mart (housing)	8400 Jordan street
1092	Murphy Canyon Maxi-Mart (housing)	3401 Santo Road
1	NMC Gift Shop	Naval Medical Center
26	NMC Mini-Mart	Naval Medical Center

b. Personalized Services:

3187-B	Services Center (Main)	32nd Street (services wing)
3187-B	Optical Shop (Main)	32nd Street (services wing)
3187-B	Laundry/Dry Cleaning	32nd Street (services wing)
3187-B	Flower Shop	32nd Street (services wing)
3187-B	Optical Shop	32nd Street (services wing)
3301	Laundry/Dry Cleaning	Fleet Exchange
1092	Laundry/Dry Cleaning pickup/drop-off	Murphy Canyon Maxi Mart
3187-B	Beauty Shop	32nd Street (services wing)
3301	Barber Shop (Fleet)	Fleet Exchange
3187-B	Barber Shop (Main)	32nd Street (services wing)
3379	Chung’s Frames	Home Store
3379	Thing’s Remembered	Home Store

802. Main and Home Retail Store. The Main Exchange Retail Store is located in building 3187A and provides a source for all authorized merchandise. Hours of operations are from 0900-2100, Monday through Sunday.

a. Navy Exchange (NEX) Administrative Offices. NEX offices are located in building 3187A upstairs in the Main Exchange. Telephone (619) 544-2220, hours are 0800-1630, Monday through Friday.

b. Services Building. A wide range of services are available at building 3187-B as noted below:

(1) Food Court. Located adjacent to the Main Exchange the Food Court offers the following restaurants: Subway, Famous Famiglia, Panda Express, Five Guys Burgers, IHOP Express, Rubio's, and Starbucks

(2) Watch/Jewelry Repair (619) 544-2238. Hours are from 1000-1800, Monday through Sunday.

(3) New Life Laundry and Cleaners (619) 544-2233. Hours are from 0900-2100, Monday through Sunday.

(4) Flower Shop (619) 544-2101/2102. Hours are from 0900-2100, Monday-Sunday.

(5) UPS Store. Hours are from 0900-2100, Monday through Saturday, and closed Sunday.

(6) Barber Shop. Hours are from 0800-2100, Monday through Sunday.

(7) Beauty Shop. Hours are from 0800-2100, Monday through Sunday.

(8) Optical Shop. Hours are from 0900-2100, Monday through Sunday.

(9) Naval Base San Diego Pharmacy. Provides prescription/refills to all authorized personnel. Hours are from 0900-1800, Monday through Saturday, closed Sunday. For information call (619) 556-9371 and for refills (619) 556-9376/9377.

(10) Package Store (619) 544-2252. Soft Drinks, beer, wine, distilled spirits, mixers, picnic supplies, tobacco products, milk, bread, other groceries and pet supplies are sold. Hours are from 0900-2100 Monday through Saturday, 0900-1900, Sunday.

(11) Valvoline (619) 234-5446. Located across from Home Store. Provides oil, filter, and lube change. Hours are from 0800-1800, Monday through Saturday, and 0900-1700 Sunday.

c. Autoport. A wide range of services are available at the Autoport as noted below:

(1) Autoport - 32nd Street Service Base (619) 544-2106. Facility has gas, oil change, lubrication, transmission, and most engine repair, front end, brakes and air conditioning service and a complete accessory store. Master, Discover, and Visa Cards are accepted. Hours of operation for the following: Gas lane hours are from 0600-2100 Monday through Friday, and 0800-2000, Saturday and Sunday. Service Department (619) 544-2289; hours are from: 0700-1700, Monday through Friday, and 0800-1700 Saturday, closed Sunday. Accessory Store (619) 544-2129; hours are from: 0700-1900, Monday through Saturday and Sunday, 0800-1600.

(2) Ana's Vehicle Registration (619) 645-6331. Hours are from 1000-1600, Monday through Friday, closed Saturday and Sunday.

(3) 28th Street Service Base (619) 544-2138. Hours are from 0700-1900, Monday through Friday, and 0800-1900 Saturday and Sunday. Unmanned (Credit/Debit only) hours of operation are 1900 to 0700.

(4) Progressive Car Service (619) 544-2203. Located behind the gas lanes at 32nd Street Service Base. Car Stereo's, DVD players and car stereo installation. Hours are from 0900-1700, Monday through Saturday, closed Sunday.

(5) Valvoline (619) 234-5446. Provides oil, filter, and lube change. Hours are from 0800-1800, Monday through Saturday, and 0900-1700 Sunday.

803. Fleet Exchange – Retail Stores

a. Fleet Exchange (619) 544-2175. The Fleet Exchange Store is located in building 3301, northeast of Piers 6 and 7, and carries a large selection of merchandise. Hours are from 0700-1200, Monday through Friday, and 0800-1900, Saturday and Sunday.

b. Uniform Center (619) 544-2105/2248. The Uniform Center is located in building 3301. Navy uniforms and accessories, issue type clothing and small stores items are provided. Hours of operation are from 0700-12000, Monday through Friday, and 0800-1900, Saturday and Sunday.

c. Tailor Shop (619) 544-2105/2248. Hours of operation are from 0700-12000, Monday through Friday, and 0800-1900, Saturday and Sunday.

d. Barber Shop (619) 544-2244. The Barber Shop is located in building 3301 hours of operation are 0700-1900, Monday through Friday, 0900-1800 Saturday and Sunday. Personnel in uniform have head of line privileges 0730-1500, Monday through Friday.

e. Hertz Car Rental (619) 238-4967. Located on the Fleet Side next to the Fleet Exchange. Hours are from 0700-1800, Monday through Friday, 0800-1200 on Saturday and closed Sunday.

f. McDonald's(619) 696-0022. Located at the Fleet Exchange. Hours are from 0500 - 2200, Monday through Saturday, 0600-2200 on Sunday

g. Subway (619) 544-9342. Located at the Fleet Exchange. Hours are from 0500-2200 Monday through Friday, and 0600-2200 Saturday and Sunday.

h. UPS Store (619) 702-7491. Located at the Fleet Exchange. Hours are from 0900-1800 Monday through Saturday, and 0900-1600 Sunday.

i. Rice King/Sbarro's (619) 696-7504. Rice King fast food outlet is located in building 3421. Hours are from 0900-1900 Monday through Friday, 1100-1900 on Saturday and Sunday.

j. New Life Cleaners and Laundry (619) 544-2241. Located in the Services Wing of Building 3187-B. Hours are 0730-1900, Monday through Friday and 0900-1700 on Saturday and closed Sunday.

k. Armed Forces Bank (619) 239-3659. Check cashing service is provided at the Fleet Exchange located in building 3301. Government checks and personal checks up to $150.00 may be cashed. Hours are from 0700-12000, Monday through Friday, and 0800-1900, Saturday and Sunday.

804. Pacific Beacon - Services

a. Subway (619) 203-8207. Located at Pacific Beacon. Exchange. Hours are from 0730-2100 Monday through Friday, and 0730-1900 on Saturday, and closed on Sunday.

b. Bruggers Bagels (Phone TBA). Located at Pacific Beacon. Hours TBD

805. OTHER - Services

a. Bruggers Bagels (619) 232-1500. Located at Building 3405. Hours are from 0500 - 1900 Monday through Saturday and 0600 through 1900 on Sunday.

806. Navy Lodge. The Navy Lodge provides accommodations for all authorized military personnel. PCS personnel can make reservations indefinitely in advance, retired personnel up to 30 days in advance, all others up to 60 days in advance. In CONUS dial 1-800-NAVY-INN. Overseas personnel can make reservations by dialing autovon (619) 565-2027. Local personnel may call (619) 234-6142. All units have phone, color TV, cooking facilities with refrigerators, and rooms will accommodate up to a family of five, handicapped and non-smoking rooms are available.

807. Navy Exchange (NEX) Outlet District Store (619) 544-2179. Located in building 1 at FISC (Broadway and Harbor Drive). Snacks, soft drinks, tobacco and toiletry items are available. Hours are from 0600-1630, Monday through Friday. Closed Saturday and Sunday.

808. Navy Housing Convenience Stores. Carry a limited range of groceries and other merchandise. Located as noted below.

a. Bayview Housing (619) 470-4089. Located on Munda Drive off Paradise Valley Road. Hours are from 0800-2100, Monday through Sunday.

b. Cabrillo Housing (858) 292-5936. Located on 8400 Jordan Street. Hours are from 0800-2100, Monday through Sunday.

c. Murphy Canyon Housing (858) 627-4070. Located on Santo Road. Hours are from 0800-2100, Monday through Sunday.

(1) Service Base Murphy Canyon (858) 527-8273. Located next to the Maxi-Mart on Santo Road. Hours are from 0600-2100, Monday through Sunday.

(2) Barber Shop (858) 627-4079. Barber Shop located inside the Maxi-Mart. Hours are from 0930-1800, Monday through Sunday.

(3) Popeye's Fried Chicken (858) 573-0054. Located next to the Maxi-Mart Murphy Canyon. Hours are from 0900-2200,

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901. Morale, Welfare and Recreation (MWR) Office. The MWR Office is located in building 3303, and is open from 0800-1630, Monday through Friday to provide information and assistance relating to MWR programs and facilities, entertainment and sports activities in the San Diego area. Visit the office or phone (619) 556-8906.

902. Morale, Welfare and Recreation (MWR) Briefings. An MWR Department representative is available to conduct command briefings to acquaint personnel with NBSD recreation programs. Briefings, from 15 minutes to an hour in length, will provide commands with information on current programs as well as upcoming special events. Shore commands may call (619) 556-2334 (Marketing) to schedule a brief.

903. Admiral Robinson Recreation Center. Admiral Robinson Recreation Center, located in building 3223, corner of Vesta Street and McCandless Boulevard, has the following available:

a. Bowling. Forty lanes of bowling with automatic scoring and automatic bumpers. Full service Pro Shop selling balls, bags and shoes. Redesigned bowlers area allowing access for wheel chair bound athletics. Open daily from 0900-2400. Phone (619) 556-7486.

b. Game Rooms. The game room is open Monday through Sunday from 0900-2400. Billiards, pinball and electronic video amusement machines are available. Phone (619) 556-7486.

c. Outdoor Recreation Center. All types of camping equipment, including camping trailers, tents, sleeping bags, stoves, iceboxes, lanterns and fishing poles as well as snowboards, surfboards, wet-suits, tow-grills, tables, chairs, and bounce houses are available for check-out on a first-come, first-served basis at a daily rental fee. A used car lot is available for those who wish to sell a personal vehicle. Hours of operation are 0830-1700 Monday through Friday, and 0900-1400 Saturday. Closed Sundays and holidays. Phone (619) 556-7493.

d. Banquet Room. Large, banquet style room, located in the Admiral Robinson Recreation Center, seats 350. Equipped with tables, chairs and wet bar. Available for dances, parties, briefings and meetings. Catering is available. Phone (619) 556-7486 for information.

e. Bingo. Bingo is held Saturday nights in the Banquet Room of the Admiral Robinson Recreation Center. Doors open at 1600. Open to valid military I.D. card holders and their guests. Individuals participating must be at least 18 years of age.

f. Cafeteria. A full Cafeteria is open Monday through Thursday, from 0600 until 2230, Fridays from 0600 until 2300, Saturday0830 until 2330 and Sundays from 0830 until 2230. Phone (619) 556-7486.

g. Bar. The Bar is open Monday through Sunday, from 1600 until 2300.

904. Pierside Café, building 548. The "Home of the $5 Lunch." Billiards, pinball and video games, meeting room and ITT office are available. Pierside Café is open Monday through Friday from 1000 until 2030, closed Saturday, Sunday and holidays. (Tickets are only available from 1000-1700). Phone (619) 556-0248.

905. Athletic and Fitness Facilities

a. Athletic and Sports Office, building 3279. Telephone (619) 556-7444 for information on leagues, tournaments and for information about fitness and sports programs and facilities located at NBSD.

b. Gymnasiums

(1) The Olde Gym, building 223. This facility has cardiovascular equipment, strength machines and free weight equipment, basketball, group exercise classes, lockers, showers and a sauna. Phone (619) 556-7450.

(2) Admiral Prout Complex, building 3279. Features basketball, volleyball, showers, lockers, sauna, swimming pool and a therapeutic spa. This facility also has cardiovascular equipment, strength machines, and free weight equipment. Phone (619) 556-7444.

(3) Harborside Fitness, building 3477. Features basketball, volleyball, showers, lockers, cardiovascular equipment, strength machines, and free weight equipment.

c. Outdoor Facilities

(1) Located south of the Admiral Prout Fitness Complex (building 3279), are two lighted tennis courts, a lighted football/soccer field, four lighted softball fields and picnic

areas with BBQs. Also available is a quarter mile track, sand volleyball, horseshoe pits, a par jogging course and children's playground. Phone (619) 556-7444.

(2) Located at various areas around the NBSD are multi-purpose courts: at Pier 10, a basketball court at Pier 5. Additionally a one-quarter mile track is located at Bainbridge Park adjacent to Pier 5. Phone (619) 556-7444.

(3) Mariners Park across the street from the NEX/Commissary Complex. Four picnic areas with BBQ grills, a playground, basketball court, sand volleyball, and restrooms. Reservations are required. Phone (619) 556-7444.

d. Racquetball, Squash Courts, Aerobic Exercise

(1) Indoor Courts, building 3317. Features six courts, Family Friendly Fitness Room, lockers, showers and sauna. Phone (619) 556-7452.

(2) Pier 6, building 3240 and Pier 12, building 3239. There are two challenge courts at each facility. Phone (619) 556-7444 (These are gone, correct?)

(3) Fitness Station, building 3417, adjacent to the Admiral Prout Fitness Complex, offers a variety of group exercise classes. Phone (619) 556-7444.

e. Swimming Pools

(1) Admiral Prout Complex Pool, building 3279. Fifty meter pool with lockers, showers, sauna, therapeutic spa and 25-yard lap swim. Programs at the Field House Pool include 50 and 25 meter lap swimming, open swimming for active duty, family members, retirees and guests, private swimming lessons, scuba lessons, water aerobics and MWR Master’s Swim. Phone (619) 556-8659.

(2) Admiral Baker Pool, building 16. Outdoor recreational swimming pool with children's pool and a giant slide. Programs at the Admiral Baker Pool include open swimming for active duty, family members, retirees and guests, swimming lessons (3 years and up) and an Parent and Child aquatic class (6 months to 2 years). This facility is open from Memorial Day to Labor Day. Phone (619) 556-5504.

(3) Indoor Pool, building 153. Facility belongs to Search and Rescue Swim School. However, MWR offers 50 meter lap swim from 0500 to 0700, Monday through Friday year-round. Phone (619) 556-8378.

906. Park/Picnic Facilities

a. Navy Recreation Center, Mission Gorge (619) 487-0019 is a 44-acre picnic area shaded by picturesque olive and eucalyptus trees providing excellent accommodations for military and family picnics. Amenities include: Tables and benches, barbecue pits, a large dance floor and sound system, children's playground, horseshoe pits, volleyball courts, softball fields, a cook shack, tennis courts, basketball courts and an area where football can be played. Athletic equipment can be checked out from the Park Manager's Office. Military organizations who wish to reserve a picnic site may do so by contacting the park office at (619) 487-0019 and completing the park reservation form. Reservations should be made at the park office, building 3606. For additional information call (619) 487-0019 Monday through Saturday from 0900 through 1700. A fee is charged for the use of the park.

b. Naval Base San Diego. A grassed picnic area with shaded picnic tables, barbecues, children's playground, horseshoe pits and sand volleyball court is available near the Admiral Prout Fitness Complex, building 3279. Each softball field at NBSD also has a cabana and barbecue for small groups. Call (619) 556-7444 for more information or reservations.

c. Park on the Pier. Located between piers 12 and 13, Park on the Pier includes three picnic areas with cabanas, char broilers and tables, sand volleyball court & two basketball courts.

d. Morale, Welfare and Recreation Park/Picnic Area. Located adjacent to Snyder Hall, includes a full basketball court, two sand volleyball courts, two horseshoe pits, cabanas and barbecue facilities. Reservations for the cabanas can be made by completing a form at the Athletic Office located in building 3279. The basketball court, horseshoe pits and volleyball facilities are available on a first-come, first-served basis.

e. Mariners Park across the street from the NEX/Commissary Complex. Four picnic areas with BBQ grills, a playground, and 175 parking spots, basketball court, sand volleyball, amphitheater complex seats 294, and restrooms. Reservations are required. Phone (619) 556-7444.

907. Admiral Baker Picnic and R.V. A 48 space RV park and campground is located adjacent to the Mission Gorge picnic area. Facilities include restrooms, cable, water and electric hookups and waste pump. Shower facilities are available in the campground area and at the swimming pool. A fee is charged for all sites and include full hookups. Call (619) 487-0019 for reservation information.

908. Golf Courses/Food and Beverage Facilities

a. Admiral Baker's Golf Course, Navy Recreation Center, Mission Gorge (619) 487-0090. Two championship 18-hole golf courses are available for use from sunrise to sunset seven days a week. The Pro Shop features a full line of professional golf equipment and apparel at reasonable prices. Clubs, push carts and riding carts are provided on a rental basis. The course also includes a putting green, short game area and driving range. PGA Professionals are available for lessons on a reservation basis.

b. Naval Base Golf Performance Center. The Golf Performance Center is available to authorized patrons from 0900-1900, Monday through Sunday. The center offers a six station, golf specific stretching apparatus, 12 station enclosed full swing range, one hole for approach shot practice, three holes with three tee locations on each hole for 9-hole play, a short game area with bunkers and a large putting green. Private and group lessons available. Call (619) 556-7502 for fees and information.

c. Admiral Baker Café and Lounge. Located in the clubhouse building 3604, (619-487-0090) is open from 0600-1630 for menu service. Breakfast menu is available 0600-1000 daily. Lunch Menu 1000-1630. Hors d'oeuvres are available 1600-1730 during the winter and 1600-1830 during the summer. Lounge closes at 1930 during the winter and 2030 during the summer.

d. Admiral Baker Catering. This beautiful club house has a panoramic view in early California-style architecture, is complimented by its Mission Valley Location. The Presidio Ball Room chandeliers, soft arches and dark wood beams will surround your catering event in style. The dining room opens to the Presidio Patio overlooking two lush green 18-hole golf courses. The Admiral Baker Club House can accommodate groups of 50-300. (619) 487-0026 or 487-0027.

909. Housing Recreation Centers. The Recreation Centers listed below are open to active duty military and their family members. Participants in the Dependent Services program do not have to live in military family housing.

A variety of youth recreation programs and activities are offered at each center, including tiny tots, before and after school, craft classes, camping trips, day camps, sports leagues, contracted classes, dances and special events. Adult programs include women's softball, co-ed square dancing, aerobics and jazzercise. Current program information can be obtained by calling the recreation center nearest you.

	Bldg		Telephone
Bayview Community Center.....	1875	Sky Harbor Dr....	556-0771
Villages at Serra Mesa	8420½	Krenz St.....	8-571-3853
Chesterton Community Center....	7427	Linda Vista Rd...	556-5045
Gateway Community Center.....	2741	Mendonca Dr.....	225-5628
Hartman Community Center.....	4649	Donaldson Dr.....	553-5145
Murphy Canyon Rec Center.....	10323	Orleck Dr.....	278-3273
Silver Strand Rec Center.....	1302	Leyte Dr.....	435-5056
Murphy Canyon Youth Center.....	4867	Santo Rd.....	556-6165
Murphy Canyon Kids Connection..	3493	Santo Rd.....	556-0719

910. Automotive Skills Center. Located in building 3234, phone (619)556-7009. Required tools and test equipment are available to permit the repair of privately owned vehicles. A steam cleaning unit is also available and a resale activity provides a limited quantity of parts and supplies. Facility attendants are available to assist as needed, but are prohibited from accomplishing repairs for any patron. Open from 1130-1900, Wednesday through Friday; 0900-1630 Saturday and Sunday.

911. Child Care Resource and Referral (CCRR). Located in building 3639. Provides information, resources and support to parents to assist them in obtaining child care within the San Diego area. Information offered includes child care options, choosing quality child care, local child care licensing regulations and child care subsidies. CCRR also provides information and community resources in an effort to locate quality childcare options. You can contact CCRR by calling (619) 556-8491 / 877-235-6002 or email at ccrr@mwrsw.com.
Monday through Thursday from 0730-1700 and Fridays 0730-1600.

912. Child Development Centers (CDC). Fleet Family & Child Programs operates four CDCs. Building 3653 (619)556-3522 located at NBSD and three satellite full-time facilities located at 3295 Santo Road (619) 556-0031 in the Murphy Canyon military family housing area, 6205 College Grove Way (619) 556-0540 at Chollas Heights Housing and Naval Medical Center CDC (619) 532-7977 at 34800 Bob Wilson Drive Bldg. 15. All four CDCs are open to dependents of active duty, retired with benefits, military reserves (while on active duty), and DoD civilians.

The full-time programs are offered Monday through Friday between the hours of 0530-1800, for no more than 10 hours per day, per child. For information regarding fees and registration, call one of the above listed telephone numbers.

913. Child Development Homes. Dependent Services offers an expanded Family Home Care Program in all 17 off-base military family housing areas. A professional child care staff monitors licensed day care providers a minimum of once a month, to ensure a safe and wholesome environment for military dependent children. Family home-based child care referrals can be obtained by calling Childcare Resource and Referral at (619) 556-8491. Monday through Thursday from 0730-1700 and Fridays 0730-1600.

914. Information Tickets and Tour (ITT) Ticket Offices. The ITT offices are conveniently located throughout the NBSD. ITT outlets provide the following services:

a. Information. MWR facilities, local transportation, attractions and schedules, etc.

b. Tickets. Discount tickets and cards are available for entertainment and sporting events, fishing licenses, transportation passes, etc. Computerized tickets, i.e., Ticketmaster outlets are located at the Admiral Robinson Recreation Center (Bowling Alley) bldg 3223, phone number (619) 556-7486. Ticketmaster (619-556-2180), Pierside Café (619) 556-0248 and in the Waterfront Recreation Center bldg 45, phone number (619)556-2174.

915. Theater. Located in building 71, the first movie is shown at 1810 Monday through Thursday, 1800 on Friday, Saturday and Sunday. Matinees are shown at 1300 on Saturday and Sunday. Doors open 30 minutes prior to show time. All movies are free of charge to eligible patrons. All personnel in civilian clothing are required to present proper identification to gain admittance. Call (619) 556-5568 for a recorded message regarding current movie schedule and other pertinent information.

916. Clubs.

a. Anchors Catering and Conference Center. The Anchors Catering and Conference building 3210, (619-556-7788) is located at Main and Yama Streets. Anchors offers a lunch buffet Monday through Friday from 1100-1300. Anchors Catering offers a full service catering and conference facility which is available for command events, Hail and Farewells, luncheons, dinners, wedding receptions, birthdays and anniversaries.

Rooms are available for groups up to 300 guests. The facility features two large banquet rooms and break out room in the main building. Each room is equipped with state of the art audiovisual systems. The main room has a stage, hardwood dance floor and bridal changing room.

b. Recreation and Liberty Centers (Recyard). The Recyard Liberty Center, located on the corner of Norman Scott Road and 32nd Street, building 221 is open to single Sailors, E1 – E6, from 1100-2300, Monday through Thursday and 1100-2400 Friday, 0900-2400 on Saturday, 0900-2300 on Sunday. This facility includes 56 computers, including NMCI with internet access, printing and scanning services, 40 personal laptop WI-FI stations, 12 hard wire ethernet connections, 26 game stations including computer games, X-boxes, Playstation 3”s and WII, a television viewing room, four large screen plasma TV’s, state of the art mini theater, music room, sports viewing area, six pool tables, two ping-pong, two foosball, and six arcade games, reading areas with books available for loan, batting cage, sand volleyball pit, BBQ grills and picnic tables. For further information call (619) 556-5085.

917. Deployed Forces Support Program (DFS). Deployed Forces Support provides recreational fund policies, guidance and fitness equipment to all ships home ported in San Diego.

a. DFS provides a shipboard Fitness-At-Sea (FAS) program where members of the staff get underway with the ship to provide an “At Sea” training environment that is tailored to each specific platform. Members of the ship who meet the criteria are put through a rigorous 4 day “Train the Trainer” class of instruction. They are certified to teach group exercise, spin and circuit weight training.

b. DFS provides a three day Afloat Recreation Fund Management Course (ARFMC) which is designed to help each ship complete the Commander, Navy Installations Command (CNIC) inspection. The Fund Custodian (FC) and Recreation Services Officer (RSO) have the primary roles in ensuring compliance with the inspection requirements.

c. DFS provides a one day Afloat Equipment Repair (AER) Course which is designed to teach personnel to troubleshoot, repair and maintain the fitness equipment issued by DFS.

d. DFS is located in building 71, adjacent to pier 2 onboard Naval Base San Diego and is open Monday through Friday, 0730-1530. For further information call (619) 556-5570 or (619)571-0921.

918. Waterfront Recreation Center Bldg. 45. (619) 556-9598 located on the corner of Brinser and Senn has the following available:

a. Starbucks Coffee Shop, Monday – Friday 0430 – 1700, Saturday 0600 1300.

b. Recreation Center, Monday – Thursday 1000 – 2200, Friday 1000 – 2400, Saturday and Sunday 1200 – 2000, This facility has 30 game stations, 25 computer stations, WIFI, Reading area, Mini movie theater, Two meeting rooms, two outside patios, Two patio billiard tables, Billiards area with five tables and four 42" TVs.

c. Brewhouse Café and Bar with five 42" TVs, open Monday – Thursday 1000 – 2130, Friday 1000 – 2330, Saturday and Sunday 1230 – 1930. ITT office, open Monday – Friday 0800 – 1800, Closed Holidays.

919. Welldeck Pizza Parlor. (619) 556-2356, Open Monday through Friday 0600 – 2100, Saturday and Sunday 1000 – 1730.

920. Storage Program.

a. Personal Storage. Located in the personal storage building 3654, phone (619)556-3320. The 2-story facility contains 1076 storage units, 2 elevators, a large roll-up door for easy building access and equipment to transport items to individual units.

b. Vehicle Storage. Business Office is Located in the personal storage building 3654, phone (619)556-3320. NBSD Vehicle Storage has a total of four lots with a fifth lot in the planning stages.

A-LOT: This lot is located at Naval Base San Diego, in the parking lot of Anchors Catering & Conference Center, Bldg. 3210. There are 135 spots for personal vehicles.
B-LOT: This lot is located at Naval Base San Diego, behind the Bowling Alley, Bldg. 3223, on McCandless Blvd. There are 35 spots for personal vehicles.
L-LOT: This lot is located at Naval Base San Diego, behind the Auto Skills, Bldg. 3234. There are 80 personal vehicle spots and 20 RV spots.
F-LOT: This lot is located on the corner of 8th and Harbor Drive, outside Gate 9. There are 300+ spots in this lot, 225 vehicle spots and 75 RV spots.

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1001. Quarterdeck Watch. The NBSD Quarterdeck Watch is located in building 150, (619) 556-7615. The Quarterdeck Watch is manned by the Battle Watch Supervisor and is available to brief ships on NBSD policy pertaining to uniforms, pedestrian traffic, visitors, etc.

1002. Alcoholic Beverages. NBSD policy is to provide an atmosphere which does not encourage the abuse of alcohol. Regulation of the introduction, transportation, sale, use and possession of alcohol beverages aboard NBSD will be strictly enforced.

a. Specific Prohibitions

(1) Alcoholic beverages will not be sold to persons under 21 years of age.

(2) Consumption of alcoholic beverages is not permitted in any parking lot.

(3) Alcoholic beverages will not be sold to individuals who are not in possession of valid identification authorizing purchase.

(4) Alcoholic beverages will not be sold to individuals who are obviously intoxicated.

(5) Open containers of alcohol will not be transported onboard NBSD.

(6) Drinking of alcoholic beverages in the public areas of the Naval Base is not permitted unless the individual is in a designated picnic/field recreational area.

b. Possession and consumption of alcoholic beverages is authorized in the following locations:

(1) Within the Anchors Catering, Waterfront Recreation Center, Well Deck Recreation Facility, Game Room 548 (Pier 6), NEX Cafeterias, Admiral Baker Recreation Area and the Admiral Robinson Recreation Center.

(2) Navy Lodge Rooms

(3) Bachelor Officer Quarters (BOQ) rooms

(4) Bachelor Enlisted Quarters (BEQ) rooms, subject to the following guidelines:

(a) Personnel under 21 years of age will not consume or possess alcoholic beverages in any BEQ;

(b) Alcohol beverages are allowed only in BEQ rooms, lounges and patio areas;

(c) Large quantities of alcohol, such as kegs or party balls of beer, jugs of liquor in containers more than half a gallon shall not be introduced into the BEQ;

(d) All alcoholic beverages must be secured in lockers or refrigerators. If one of the residents is under 21 years of age, the alcohol must be kept locked up.

(e) For persons of legal age no more than one case of beer, or one bottle of liquor or wine per resident will be stored in any room at any time.

(f) Violation of this provision will subject service member to disciplinary action, including, but not limited to NJP and/or court-martial. The member may also be subject to administrative action.

1003. Dangerous and Deadly Weapons. It is recognized that certain personnel, military and civilian, aboard NBSD have requirements inherent with their duties or employment to possess items here after described as dangerous or deadly. However, in order to prevent their misuse, to protect public and private property, and to protect lives and assure the well-being of all persons aboard, the following restrictions on the possession or use of such items are necessary:

a. No person shall possess, carry on his/her person, use or have under his/her control, except when authorized by a proper authority in connection with the required duties of that person and then only for the period necessary for the performance of those duties any of the following:

(1) Any highly explosive substance;

(2) Any dangerous or deadly weapons, to wit: Any instrument or weapon of the kind commonly known as nunchakus,

black jack, sling shot, billy club, sand bag, metal knuckles, dirk, dagger, switch or spring blade knife, bowie or hunting knife, razor with unguarded blade, pipe, bar or mallet to be used as a club or any object similar to the aforementioned items; or, compressed air or spring fired pellet gun, tear gas, pepper gas, mace, pistol, revolver, rifle, shotgun or any other firearm; or

(3) Any abrasive, caustic, acid, chemical agent or similar substance with which to inflict property damage, personal injury, or temporarily blind or disable an individual.

b. Personnel en-route to participate in hunting or fishing sports or while returning there from, while traversing NBSD, may carry a knife used in such sport, providing it is encased in a manner not readily accessible for use as a weapon and is not carried on the body. For greater definition, any knife including a pocket knife with a blade that is two and a half inches or longer is restricted to this control.

c. Nothing herein shall be construed to contravene the laws of the State of California, municipalities, or townships, etc., where applicable.

d. The Security Officer is authorized to grant written permission for possession and transportation of privately owned firearms on the base in accordance with the conditions stated on that permission.

e. Violation of this provision will subject member to disciplinary action, including, but not limited to NJP and/or court-martial. The member may also be subject to administrative action.

1004. Pets. Dogs, cats, and other pets are not permitted on NBSD with the exception of the Navy Lodge BLDG 3526. Occupants of the Navy Lodge must adhere to the Pet Agreement and Indemnification set forth by the Navy Lodge Management. Working dogs, service dogs, and therapeutic dogs are authorized onboard NBSD. Ship’s pets and mascots will be permitted on NBSD upon approval of the Security Officer, (619) 556-1441. Stray animals on NBSD are impounded by NBSD Police, ext (619) 556-1526, and delivered to the San Diego City Pound. Due to the heavy concentration of people at Mission Gorge Recreation Center MGRC and the fact that rabid wild animals are in remote areas of MGRC, no pets are allowed in that area. This action is to protect the pets from probable danger should they get loose, and, of course, in turn, protect the people in the area.

1005. Photographic Equipment. Possession of cameras and other photographic equipment including cell phones with cameras by shipboard personnel is permitted when traveling to and from ships and when passing through NBSD. The taking of photographs on NBSD is not permitted unless for official reasons and with a valid camera pass issued by Pass and Decal. Information about the camera, reason for photography, location, name of sponsor must be faxed to Pass and Decal at (619) 556-5336 from the sponsor command.

1006. Swimming. Recreational swimming from ships berthed at NBSD or from NBSD piers is not permitted except for sanctioned events such as the NBSD base swim.

1007. Safety Procedures. As directed by Navy Regulations, Article 0732, during the time ships are at NBSD, safe work practices will be observed. Ships will comply with the accident prevention requirements of the base. It is the responsibility of Commanding Officers to ensure personnel are instructed on matters pertaining to safety.

a. Ammunition and POL Handling. Ammunition and POL products handling operations will not be conducted at the same time or at the same pier.

b. Hazardous Material Minimization Center (HAZMINCEN). Navy policy requires that every effort be made to reduce HM/HW through the use of alternative materials/technologies and HAZMINCEN for free issue material. NBSD has a HAZMINCEN in building 3322T owned and operated by Fleet Logistics Center (FLC). Ships may conduct stock checks for cost avoidance material (free issue). Call the HAZMINCEN at (619) 556-9722/9723 with a National Stock Number for screening within the San Diego area for free issue material. Ships with excess HM must call their Logistic Support Representative to arrange for screening and offload by qualified personnel from FISC.

c. Compressed Air

(1) The industrial compressed air system aboard NBSD is owned by NAVFAC. NAVFAC, San Diego has rated the system unsafe for breathing purposes. Under some operating conditions, carbon monoxide can form in the system and contaminate the air supply.

(2) In view of the hazard involved, all tenant commands of NBSD and all ships berthed at the waterfront are warned not to use the compressed air system aboard NBSD for breathing purposes.

(3) Activities having a need for compressed respiratory air should employ independent sources of supply such as portable compressor purification units which meet grade "D" air safety standards and certified annually. Equipment that will meet these standards is available commercially.

(4) Compressed air will be used in equipment designed for such use only. Compressed air will never be used for cleaning down decks, equipment, blowing dirt from clothing, nor directed at any person at any time. Leaks in air lines, fittings or equipment should be promptly repaired.

d. Fire Mains or Pumps out of Service. Firefighting water must be maintained at all times during fire system repairs. Auxiliary fire hose tree assemblies are a means of a temporary fire protection system for ships company personnel. Hose tree assemblies can be checked out from SWRMC Tool Room, building 86.

e. Fueling. All welding and burning must be stopped during fueling operations. All arrangements for transfer of Aviation Gasoline onto or off the ship will be requested through Port Operations, (619) 532-2777, and per reference (e).

f. Good Housekeeping. Ships, while berthed at NBSD, will be assigned the responsibility for cleanliness of the pier or quay wall adjacent to your ship and the Fleet general parking area beyond the quay walls. The Pier SOPA is responsible for adjacent area and control of assigned parking spaces. The Pier SOPA will coordinate the overall responsibilities.

g. Hatch Covers and Deck Openings. Companion way hatch covers are to be checked regularly for faulty securing devices and deck openings of all types shall be roped off and adequately guarded at all times.

h. Holiday Decorations

(1) Christmas Trees. Select as firm and as fresh a tree as possible, cut about an inch off the base, then place the tree in a sturdy stand containing water. Be sure the water level stays above the cut and locate the tree away from heat and where it will not block exits. No flame proofing reduces hazard more than a few days.

(2) Holiday Lighting. Check sets of electric lights closely for worn insulation, broken plugs or loose bulb sockets and use only sets with Underwriters' Laboratories (UL) or Canadian Standards Association (CSA) labels. Never hang sets of

lights on a metallic artificial tree. Use flood lights or a spotlight to illuminate such a tree. Christmas wiring and lights should be used for interior or exterior as recommended. Exterior lighting in excess of 500 watts must be on separate circuits equipped with an outside fused switch. Lights should be checked daily to assure that circuits are not overloaded. Extension cords must not be extended through hatches, doorways, ports or windows. Illumination of adequate intensity shall be provided for all areas where darkness presents a danger to personnel.

i. Injuries. All injuries are to be reported to the appropriate medical facility and responsible Occupational Safety and Health Office, no matter how slight.

j. Machines, Valves, Switches, Turrets and Elevators These items must not be operated until all affected personnel are properly warned and in a safe position. If maintenance is being performed all applicable lockout/tagout procedures are to be adhered to.

k. Pedestrians

(1) "Jaywalking" is prohibited onboard NBSD. Pedestrians will cross roadways only in marked crosswalks or at intersections. Pedestrians shall not suddenly leave the curb or other place of safety without ensuring the road is safe to cross. Pedestrians as well as drivers shall exercise caution before entering, exiting, or transiting any street or roadway.

(2) Where overhead pedestrian crossings are provided, pedestrians shall utilize these crossings for transiting the street or roadway.

(3) When traffic is controlled by traffic control directors of NBSD Security Department, pedestrians shall obey their orders at all times.

l. Safeguards/Machine Guarding. Shall not be altered or removed from tools and equipment, such as wire brush wheels, grinders, etc. These guards are designed specifically for the equipment and for the protection of personnel.

m. Safety of Visitors on Piers and Waterfront Areas. The responsibility for the safety of visitors onboard NBSD for the purpose of visits to afloat units berthed at NBSD is designated as follows:

(1) Individual visitors, general visiting, dependents' cruises and similar activities are the responsibility of the individual ship while such visitors are on the piers or in the waterfront area.

(2) Arrivals and departures of ships are the responsibility of the host ship designated by TYCOMs, or in the absence of a host ship, it is the responsibility of the senior ship at the pier while visitors are on the piers or waterfront area.

n. Secured Devices - Shall not be tampered with, warning tags shall not be placed, removed, or altered except by authorized personnel.

o. Smoking Cessation and Use of Tobacco. To promulgate policy on tobacco use onboard NBSD and to promote smoking cessation and abstinence from tobacco. Navy policy for control of smoking in buildings and facilities has been established in references (o), (m), I and (j). The Department of the Navy (DoN) recognizes the right of individuals working in, or visiting, DoN occupied buildings and spaces to an environment free from contaminants and second-hand smoke. Per reference (q) addresses responsibilities and procedures for a smoke-free facility for the Department of Defense.

(1) Reference (o) defines tobacco products as cigarettes, cigars, pipes, and smokeless tobacco e.g. spit, plug, leaf, snuff, dip or chew. Smoking or the use of any tobacco product is not permitted in any building onboard NBSD with the exception of Morale, Welfare and Recreation facilities specifically authorized, that have complied with the required special exhaust and smoke containment features outlined in reference (j).

(2) Smoking is not authorized anywhere on NBSD except in clearly marked, designated smoking areas per Appendix (I). Smoking while walking on base is specifically prohibited. Smoking shall not be permitted while walking to, or from, designated smoking areas, on piers, on sidewalks, in parking lots or any other place not clearly marked as a designated smoking area. Smoking shall not be permitted in workspaces and public working environments. Smoking shall not be permitted in any living quarters, food service areas, or area designated for physical fitness to include the designated route for conducting the semi-annual physical readiness test.

(3) Designated smoking areas must be outdoors away from ventilation intakes, doors and windows ensuring second hand smoke do not enter the building. This area is not intended to encourage smoking, but rather for the use of those who find it difficult to stop using tobacco products.

(4) The use of tobacco products is prohibited in any government owned or controlled vehicle. Personal vehicles parked in parking lots do not constitute a designated smoking area. Therefore prior to parking a personal vehicle, smokers must extinguish cigarettes.

(5) The right to a smoke-free environment shall always take precedence over the privilege to smoke or use tobacco products. Cigarette butts represent an environmental hazard. All smokers are reminded that cigarettes/cigars must be extinguished in an appropriate disposal area designated for smoking.

(6) The Command Fitness Leader shall run periodic Plan of the Week notes identifying civilian and military smoking cessation classes offered in the local San Diego area; supervisors shall obtain, distribute and prominently display such material.

(7) The Branch Medical Clinic provides programs designed to promote smoking cessation.

p. Staging, Scaffolds, Safety lines or Barricades erected by NBSD forces will not be removed or altered without the permission of NBSD Security Officer or NAVFAC.

(1) Scaffolding, staging, runaways, or working platforms which are supported or suspended more than five feet above a solid surface, or at any distance above the water, shall be not less than two 10 inch planks in width and be provided with railing which has a top rail whose upper surface is from 36 to 42 inches above the upper surface of the staging, platform or runway and a mid-rail located halfway between the upper rail and the staging, platform, or runway.

(2) Safe access will be provided to and from all staging.

q. Stowage of Material. Equipment, hatch covers, strong-backs, etc., will be piled in a stable manner to prevent falling or obstructing passageways. Passageways should be kept clear at all times.

r. Tanks and Voids. Safety precautions will be taken against harmful and explosive gases when entering tanks, voids, or compartments. When in doubt, the area must be tested and declared safe prior to entry. Smoking is forbidden within 50 feet of any explosive vapor hazardous area.

s. Temporary Leads such as cables, hoses, lines, etc., will be secured overhead, on bulkheads, or placed in trees, or hooks provided by NBSD or Public Works Center. Such lines or leads will not be routed down the face of ladders, stairways, across hatches, or underfoot along passageways.

t. Temporary Services. Air, ventilation, steam, water, and electrical service furnished will not be altered or tampered with. If any changes are necessary, contact the NBSD Services, Ship to Shore Office at (619) 556-0219.

u. Traffic rules of NBSD will be strictly obeyed while operating and/or parking cars, trucks, etc. Seat belts will be worn at all times while driving government and privately owned vehicles, forklifts, electric carts, or any piece of machinery which has been equipped with seat belts from the manufacturer. Motorists shall not depart respective traffic lanes to circumvent traffic safety devices and areas such as crosswalks or speed bumps.

v. Working Aloft. Always secure tools, equipment, and material to prevent from falling. Under no circumstances will material be thrown over the side of the ship. Materials no longer needed are to be disposed of by containerizing and removing to shore.

1008. Air Operations

a. Engine Turn-ups. Jet aircraft engines which are undergoing turn-up for test and evaluation purposes, have periodically interfered with changes of command and other civil ceremonies in the past. Commanders are requested to notify SOPA Admin of date/time of an event, which requires quiet hours, in order that a request to proper authority may be made to preclude such interference.

b. Helicopter Flight Operations

(1) All helicopter flight operations within the bay area should be coordinated with Naval Base Coronado Operations, or by contacting Tower (voice call "North Island Tower") on 340.2/336.4 MHZ prior to commencement of flight operations.

(2) To facilitate limited helicopter operations to/from ships berthed at NBSD, the following guidelines are provided:

(a) Landings and take offs are authorized only to/from single-berthed ships and ships nested outboard.

(b) Flight patterns will remain over water as much as practicable, consistent with aircraft safety. Vehicles, parking lots, dock cranes and construction crews/sites shall be avoided.

(c) Helicopter touch-and-go, vertical replenishment (VERTREP) and Helicopter In-Flight Refueling (HIFR) training is prohibited.

(d) Helicopter operations concurrent with ceremonies are prohibited without authorization of CO, NBSD.

(e) Prior to issuing authorization for helicopter flight operations, ships shall notify all ships at the pier of planned helicopter operations.

(f) Ships berthed at NBSD shall notify the NBSD CDO, Chief of Police, Fire Chief, and Port Operations Department, not less than 24 hours in advance of intended flight operations.

1. A fire truck shall be positioned in a ready status at the head of the pier during the flight operations.

2. Vehicular and pedestrian traffic in vicinity of ship shall be curtailed as feasible.

3. Foreign Objects and Debris (FOD) checks of the area about the ship and pier decks shall be completed by ships force prior to sounding flight quarters. Ships shall notify personnel on the pier that flight operations are pending, and direct all personnel to secure loose gear and remain clear of the area. A call to remain clear of the area shall be repeated as the aircraft approaches the ship for landing.

(g) Ship's flight quarters shall be in effect for all fight operations.

(h) Broadway Pier. Helicopter/VSTOL operations to/from air-capable ships are prohibited at the pier. When necessary, landings/takeoffs should be made while these ships are away from the pier. Standby fire equipment may be provided by San Diego Fire Department with coordination via NBSD Fire Chief.

(i) Helicopters will not use Mainline Red, Channel 41 on the AKT 22V Monday, Wednesday and Friday (0800-1200), to prevent interference with shipboard LAMPS LOFARGRAM Analysis Training (ROOFTOP).

c. Short Take Off and Landing (STOL) Operations at NBSD

(1) Only vertical operations with LPH/LHA class ships berthed at seaward end of the piers are authorized.

(2) Aircraft track must remain over water.

(3) Aircraft Electronic Interference. Ships having aircraft aboard in port shall ensure that IFF interrogation/ transponder equipment is secured in the event of required engine checks or engine turn-ups.

1009. Access during heightened threat conditions (THREATCON). In the event THREATCON "Charlie," or higher is set, all access to the EACS enclave will require personnel authorized access to swipe his/her CAC as normal, then enter their four digit PIN number on the key pad located at each turnstile.

1010. U.S. Military Service Members

a. Assigned to ship. The ship's Administrative Officer is required to provide the assigned service member's last name, first name, middle name, social security number and expiration date of ID card to the Pass & Decal Office. Pass & Decal will enroll the service member into the EACS database thus making his/her Common Access Card (CAC) active, enabling them to access the EACS via the turnstiles.

b. Not assigned to ship, yet requires access to enclave. Administrative Officer or authorized member of service member's chain-of-command will provide service member's information and requested duration to the Pass & Decal office. Pass & Decal will enroll the service member into the EACS database thus making his/her CAC active to enable turnstile access.

c. Not assigned to ship/enclave and does not require access to enclave. This category is not authorized EACS enclave access.

1011. Government Civilians

a. Authorized access to enclave. The sponsoring command's trusted agent (TA) from the government civilian's chain-of-command, will provide the member's information to the Pass & Decal office. The government civilian will be enrolled into the EACS database, activating their CAC, enabling turnstile access for the time period authorized.

b. Not assigned to ship/enclave and does not require access to enclave. This category is not authorized EACS enclave access.

1012. DOD Contractors

a. Individual contractor requires access to enclave area under DOD contract and possesses DOD CAC. The sponsor command's TA (command responsible for contractor's service) will provide the contractor's information to the Pass & Decal office. The DOD contractor will be enrolled into the EACS database, activating their CAC, enabling turnstile access for the time period authorized.

b. Individual contractor requires access to enclave area under DOD contract and does not possess DOD CAC. The contractor must be authorized to enter enclave. The sponsoring command's TA will notify Pass & Decal Office of name, duration, and FPCON levels in which the contractor requires access. The contractor will report to Pass & Decal for EACS database enrollment and issuance of a TAC to enable access via the turnstiles (or the sliding gate at ECP1 if in an authorized vehicle) for the time period authorized.

c. Contractor requires temporary pedestrian access to enclave area. Contractor must identify specific individual employees requiring enclave access. Sponsoring command's TA will notify Pass & Decal Office of name, duration and FPCON levels in which the contractor is authorized access. Contractor employees must individually report to Pass and Decal Office for EACS database enrollment and issuance of a TAC. Contractors will access turnstiles using the TAC for the active duration.

d. Contractor requires temporary vehicular access to enclave area (vending machines, solid waste removal etc.). Driver will enter NBSD through Gate 7 and be confirmed that he/she is authorized to enter the EACS enclave by providing a Bill of Lading to the sentry. The driver will be issued a One Time Pass to provide the ECP1 sentry. The sentry will collect the pass and grant access into the enclave. (The contractor will

maintain the Bill of Lading on his/her person at all times, should justification be required.).

1013. Dependents

a. Dependent of service member assigned to ship/enclave. Dependent must be authorized to enter enclave. The service member or service member's chain-of-command will notify Pass & Decal office of name and duration that the dependent(s) is authorized access. The dependent will be enrolled into the EACS database, activating their dependent ID card, enabling turnstile access for the time period authorized.

b. Dependent of service member not assigned to ship/enclave. This category is not authorize EACS enclave access.

c. Family/Friend of service member assigned to ship/enclave. Family/friend must be authorized to enter enclave. Service member must report to Pass & Decal with family/friend(s) to authorize issuance of a TAC. Family/friend will access the turnstiles with service member using the provided TAC for the active duration.

d. Family/Friend of service member not assigned to ship/enclave. This category is not authorized EACS enclave access.

1014. Coalition Force Visitors. Coalition Force service members must be authorized to enter enclave. Authorizing official (U.S. Navy Host Ships) will provide a list to the Pass & Decal office consisting of the names, duration of visit, and FPCON levels in which Coalition Force Service Members are authorized access. Coalition Force Service Members will be enrolled into the EACS database and TAC Cards (unique to the Coalition Force) will be created (in bulk). A designated U.S. Forces service member will be responsible for obtaining TACs and providing to Coalition Force Service members. Coalition Force Service members will access turnstiles by using the provided TAC for the active duration.

1015. Non-Coalition Force Visitors. These situations are typically handled on a case-by-case basis. Coordination with port operations is critical. Due to the nature of placing multiple piers in an enclave, non-coalition force ships and personnel will normally be assigned to a single designated pier outside the enclave. Should non-coalition force visitors require enclave access, special coordination will be necessary to ensure escorts are appointed. Escorts will be granted privileges within

the access and control system to swipe his/her badge multiple times at a pre-determined turnstile (i.e. adjacent to occupied pier) to enable entry.

1016. Retirees (not falling into the other categories). Retiree must be authorized to enter enclave. Authorizing official will: notify the Pass & Decal office of name and duration in which the retiree is authorized access. The retiree will report to Pass & Decal for EACS database enrollment and TAC issuance, enabling turnstile access for the authorized time period.

1017. Distinguished Visitors (Flag Officers, Political Leaders, etc. not falling into the other categories). TYPICALLY HANDLED ON A CASE-BY-CASE BASIS. Coordination is essential to assist in the critical coordination between Pass & Decal, ECP1, ECP2 and individuals responsible (i.e. Admiral's Aide, Flag Sec, etc.) for granting access to the Distinguished Visitors.

1018. Special Circumstances. For ship deployments, homecomings, family day cruises, and other special events, provisions can be made in advance with NBSD Force Protection to open manual gates adjacent to specific piers to enable ingress/egress of large groups of people and/or large items, i.e. stores, golf clubs, duffle bags, etc.

1019. MOTOR VEHICLE SAFETY INSPECTION PROCEDURES Each motor vehicle operated onboard NBSD is required to be inspected for safety.

a. It is the responsibility of each individual to inspect their PMV and ensure mandatory equipment items are installed and in proper working condition. Mandatory equipment items and safety criteria are set forth in the remaining paragraphs of this enclosure.

b. GOV's, not registered at another government agency, will be inspected as indicated below.

(1) After an initial inspection of newly acquired over-the-road vehicles maintained by Public Works, an annual inspection shall be conducted by the Public Works Vehicle Maintenance Garage.

(2) Tenant commands and NBSD Department Heads are required to ensure all new vehicles meet the safety requirements of this instruction and are registered with the NBSD Force Protection Department. All vehicles shall be clearly identifiable as to command and department in a manner satisfactory to the NBSD FPO and must meet

annual California smog requirements.

(3) Previously purchased command-owned vehicles (not maintained by PWC) shall be outfitted with seatbelts for each seated position, have brake lights and turn signals, and a horn. Vehicles not equipped with a windscreen shall require operators and all passengers to wear eye protection while the vehicle is in motion. Vehicles not equipped with headlights shall not be operated during hours of darkness. One mirror is required and two are preferred for on-base vehicles. Vehicles unable to maintain a speed of 15 mph shall have a slow-moving-vehicle triangle affixed to the rear of the vehicle.

a. Cargo handling vehicles shall be inspected per the manufacturer's operating and safety instructions or with more stringent requirements required by the utilizing organization or any DoD directive. All mobile cargo handling equipment onboard NBSD shall be registered with either Public Works or NBSD Force Protection Department. Public Works shall provide a listing of all cargo handling equipment along with organization and vehicle ID requirements to the NBSD Force Protection Officer.

1020. Requirements. Motor vehicles, except for motorcycles, motorized bicycles, mopeds, and those vehicles specifically exempted above, are required to comply with paragraphs a through h below.

a. Lighting equipment

(1) Headlights - Vehicle shall be equipped with at least two lighted headlights, with at least one on each side of the front of the vehicle. Each lamp shall be in good working condition and distribution of beams (high and low) shall be automatically available to the driver.

(2) Tail lamps - Vehicles manufactured after 1 January 1958 shall be equipped with two tail lamps, one on each side of the rear of the vehicle. The tail lamps shall be red in color.

(3) Stop lamps - Motor vehicles manufactured after 1 January 1958 shall be equipped with two stop lamps, one on each side of the rear of the vehicle. The color of the stop lamps shall be either red or yellow for vehicles manufactured before January 1979 and red for vehicles manufactured after 1 January 1979. Stop lamps shall be in good working order and be activated by application of the foot brake.

(4) License Plate lamp - Either the tail lamp or separate lamp shall be constructed and placed so as to illuminate the rear

license plate with a white light.

(5) Back-up lamps – Motor vehicles manufactured after 1 January 1969 shall be equipped with one or more back-up lamps. These lamps shall project a white light and may be either separate or combined with another lamp.

(6) Lens and lamp covering – All lens and lamp coverings shall be unbroken and shall cover the entire effective projected luminous area.

b. Windshields and Mirrors

(1) Vehicle shall be equipped with an adequate windshield treated with safety glazing material.

(2) Windshield wipers shall be installed and shall be in good working condition and shall provide clear vision.

(3) Per reference (g), no object or material shall be placed, displayed, installed, affixed, or applied upon the windshield, or side or rear windows, to include after-market window tinting, so as to obstruct or reduce the driver's clear view through the windshield, or rear or side windows.

(a) Signs, stickers or other materials which are displayed in the lower right corner of the windshield shall be in an area no larger than seven inches square.

(b) Signs, stickers or other materials which are displayed in the lower left (driver's) corner of the windshield shall be in an area no larger than five inches square.

(c) Any motor vehicle shall be considered unsafe when the windshield or rear window is in such defect as to impair the driver's vision either to the front or rear or is in such a condition as to present a safety hazard to the operator or occupants. This determination will be made by cognizant supervisory personnel of the Pass and Decal Office.

(4) Mirrors – Vehicles shall be equipped with no less than two rearview mirrors, including one affixed to the left hand (driver's) side.

c. Horns. Vehicles shall be equipped with a horn in good working condition, capable of emitting sound audible under normal conditions from a distance of at least 200 feet.

d. Exhaust Systems

(1) Vehicles shall be equipped with an adequate muffler in constant operation and properly maintained to prevent any excessive or unusual noise.

(2) Exhaust system may not be modified in a manner, which will amplify or increase the noise level above that of the original muffler.

(3) The exhaust pipes shall not direct the exhaust gases to the side of the vehicle between two and 11 feet above the ground.

(4) The vehicle shall have a cap or cover of non-combustible material closing the filling spout for the fuel tank.

e. Safety Belts

(1) Vehicles shall be equipped with safety belts.

(a) For vehicles manufactured after 1 January 1962, there shall be seat belts installed for two persons in the front seat.

(b) For vehicles manufactured after 1 January 1968, there shall be seat belts installed for each seating position.

f. Tires

(1) Tires must not be worn to less than 1/32 of an inch.

(2) All tires shall be free from cuts, rips, bubbles, gouges, and other defects and no wear bars shall be showing.

g. Bumpers

(1) Passenger vehicles shall be equipped with a front and rear bumper. A "bumper" means any device designed and intended by a manufacturer to prevent the front or rear of the body of the vehicle from coming into contact with any other motor vehicle. This does not apply to:

(a) Passenger vehicles required to be equipped with an absorption system by either state or federal law.

(b) Passenger vehicles, which were not equipped with either front or rear bumpers or both when first manufactured.

(2) Wood bumpers meeting the following criteria will be accepted.

(a) Wood must be at least one and one-half inches thick.

(b) Must cover the entire end (width) of the vehicle, but may not be less than two inches narrower on each side or more than two inches wider than the vehicle.

(c) Wood must be at least eight inches, but not more than 16 inches wide.

(d) Wood must be rigidly mounted to vehicle.

h. Turn signals

(1) Motor vehicles manufactured after 1 January 1958, shall be equipped with a lamp-type turn signal system.

(2) Turn signals shall be plainly visible and understandable in normal daylight and at nighttime from a distance of a least 300 feet to the front and rear of the vehicle.

(3) Colors shown for indicating direction of turns shall be white or amber on the front and red or amber on the rear.

1021. Motorcycles and Motorized Bicycles (including Mopeds)

a. Lighting Equipment

(1) Vehicle shall be equipped with at least one and not more than two headlamps.

(2) For vehicles manufactured after 1 January 1978, the headlamps shall be the type which automatically turn on when the motor is started and remain on while the motor is running.

(3) Headlamps may be of the single or multiple beam type.

(4) All other lighting equipment shall conform to the standards set forth for automobiles.

b. Braking Equipment

(1) Vehicles manufactured after 1 January 1966 shall be equipped with service brakes for both wheels.

(2) Vehicles manufactured prior to 1 January 1966 shall be equipped with service brakes for at least one wheel.

c. Footrests. Vehicles must be equipped with footrests in order to carry passengers.

d. Required positions of equipment

(1) The seat must be positioned so that the driver, when sitting astride the side, can reach ground with his/her feet.

(2) The handlebars cannot be set at such a level that the driver's hands are at, or above, his shoulder height.

e. Turn signals

(1) Vehicles manufactured after 1 January 1973 are required to be equipped with a lamp-type turn signal system.

(2) The turn signal system must be in proper working condition.

f. Horns

(1) Vehicles shall be equipped with a horn in good working condition.

(2) Horn shall be capable of emitting sound audible under normal conditions from a distance of not less than 200 feet.

(3) The sound of the horn shall not be unreasonably loud or harsh.

g. Muffler. Vehicles shall be equipped with an adequate muffler in constant operation. The muffler shall not be equipped with a cutout or bypass or similar device. Motorcyclists are prohibited from revving engines or accelerated take-offs.

h. Tires. Tire tread must be no less than 1/32 of an inch deep in two adjacent grooves.

i. Mirrors. Vehicles shall be equipped with two mirrors, one on each side of the handlebars, placed so as to allow the driver a view of the highway for a distance of at least 200 feet to the rear of the vehicle.

j. Chains, Cables, Levers. Vehicles shall be equipped with the proper chains, chain guards, cables and levers, all of which shall be in good working condition.

APPENDIX

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APPENDIX VII	PIER SOPA AOR
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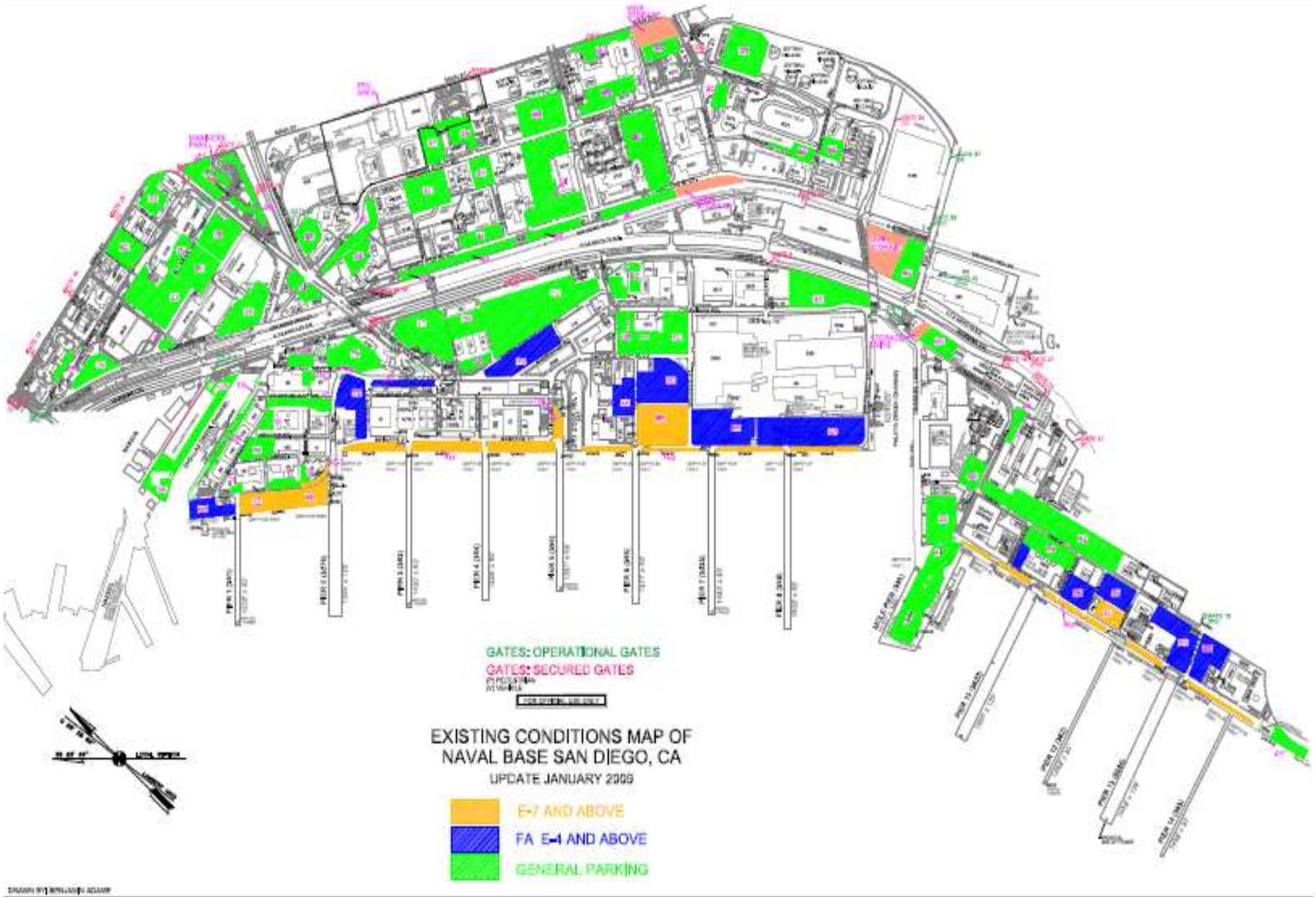
APPENDIX X	CDO QUICK REFERENCE GUIDE

I-15
I-5
San Diego
National City
NATIONAL CITY BLVD
ROOSEVELT AVE
MAIN ST
32nd ST
Mariners Park
Golf Practice
Prout Gym
HARBOR DR
Ped Bridge
Trolley Stop
DDDC
SWRMC
PALETA CREEK
CHOLLAS CREEK
NASSCO
Pier 1
Pier 2
Pier 3
Pier 4
Pier 5
Pier 6
Pier 7
Pier 8
Mole Pier
Pier 10
Pier 12
Pier 13
NAVAL BASE SAN DIEGO


GATES: OPERATIONAL GATES
GATES: SECURED GATES
EXISTING CONDITIONS MAP OF
NAVAL BASE SAN DIEGO, CA
UPDATE JANUARY 2009
E-7 AND ABOVE
FA E-4 AND ABOVE
GENERAL PARKING

APPENDIX III
SAMPLE MESSAGE

R 240517Z JAN 11

FM USS NEVERSAIL

TO NAVBASE SAN DIEGO CA

BT

UNCLAS

MSGID/GENADMIN/NEVERSAIL//

SUBJ/REQUEST RESERVED PARKING FOR CHANGE OF COMMAND//

POC/MAC PUBLIC/(619)556-0000//

GENTEXT/RMKS/1. CHANGE OF COMMAND WILL BE HELD ONBOARD USS NEVERSAIL AT 1000 ON 10 FEB 2011. REQUEST 50 PARKING SPACES IVO PIER 1 BE RESERVED FOR GUESTS.

2. ACCESS LIST WILL BE SUBMITTED TO NBSD SECURITY VIA SEPCOR.

3. POC IS MAC PUBLIC (619) 556-0000 OR EMAIL JOHN.Q.PUBLIC(AT)NEVERSAIL.NAVY.MIL.//

BT

APPENDIX IV
SAMPLE LAYDOWN REQUEST LETTER FORMAT

11000
Ser XX/

From: Requesting Command/Organization
To: Naval Base San Diego, Port Operations Site Manager

Subj: LAYDOWN REQUEST FOR PIER, QUAYWALL, ETC.

Ref: (a) NAVBASESANDIEGOINST 11000.7

Encl: (1) Schematic of Requesting Area

1. Per reference (a), request laydown area for ship, pier, berth, etc.

2. The following specific information required by reference (a) is provided:

    a. Project Title:

    b. Contractor:

    c. Dates required:

    d. Completion Date:

    e. Impacts on traffic or parking:

3. The point of contact is:

    a. Name:

    b. Phone number:

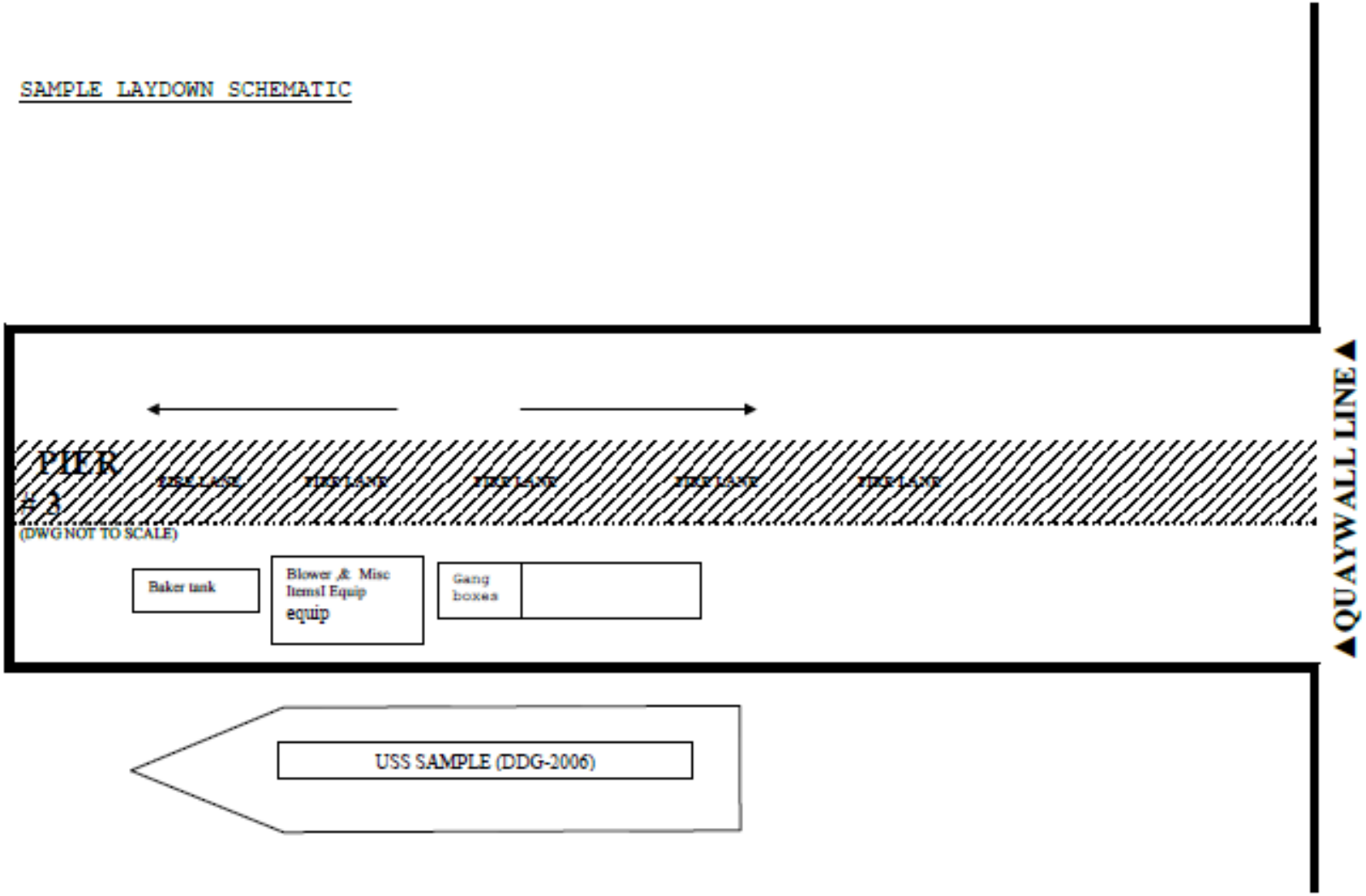
    c. Fax number:

    d. E-mail address:

Signature of Official
Name/Title of Requesting Official

APPENDIX V
SAMPLE LAYDOWN SCHEMATIC

SAMPLE LAYDOWN SCHEMATIC



APPENDIX VI
EQUIPMENT IDENTIFICATION SIGN

CONTRACTOR: _____

LEAD (PRIME) CONTRACTOR: _____

SHIP NAME: _____

POC NAME: _____

PHONE NUMBER: _____

DATES OF CONTRACT: _____

SPONSOR POC NAME: _____

SPONSOR PHONE NUMBER: _____

Pier SOPA AOR

APPENDIX VIII

TABLE OF PENALTIES FOR TRAFFIC VIOLATIONS AND GUIDELINES FOR SUSPENSION/REVOCATION OF DRIVING PRIVILEGES/POINT ASSESSMENT FOR MOVING TRAFFIC VIOLATIONS (UCMJ MAY ALSO BE USED IN SOME CASES)

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.	1-year revocation is mandatory on conviction; Permanent revocation is discretionary	Note 1	63
Driving, or being in actual control of, a motor vehicle while under the influence of alcohol or drugs as determined by failure of the Field Sobriety Test and/or other factors as appropriate.	1st offense 1-year suspension is mandatory 2nd offense 2-Year suspension is mandatory 3rd Permanent revocation	Note 1	21, 71
Reckless Driving (Alcohol/Drug Related)	1-year suspension is mandatory	Note 1	32
Impaired Driving (non-alcohol/drug related)(i.e. Sleep Fatigue)	6-month suspension (discretionary)	6 Points	64
Any felony in the commission of which a motor vehicle is used	1-year revocation is mandatory; permanent revocation is discretionary	Note 1	41, 49 93
Fleeing/leaving the scene-death or personal injury	1-year revocation is mandatory	Note 1	10, 33
Fleeing/leaving the scene-property damage	6-month suspension (discretionary)	6 Points	10, 33
Perjury; making false affidavit; statement under oath relating to the ownership or operation of a motor vehicle	1-year revocation is mandatory	Note 1	78

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Unauthorized use of a motor vehicle belonging to another and act does not amount to a felony	1-year suspension is mandatory	Note 1	65
Refusal to submit to, or complete a chemical test (implied consent)	1-year suspension is mandatory	Note 1	50
Operating a vehicle without valid driver's license in possession; valid vehicle registration; valid insurance, license plate	6-month suspension; is discretionary for non-alcohol/drug related;	6 Points	08, 22 42, 47 51, 54 55, 83 85
Offense committed off base, which would be grounds for suspension or revocation if committed on station.	1-year suspension is mandatory for alcohol/drug related	6 Points	67
Unlawful/fraudulent use of official driver's license	1-year revocation is mandatory	Note 1	
Illegal use of license plate	1-year suspension is mandatory	Note 1	81
Fleeing/attempting to elude a Police Officer	1-year suspension (discretionary)	Note 1	28
Speed contest/drag racing	1-year suspension (discretionary)	10 Points	68
	6-month suspension (discretionary)	6 Points	26

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Impeding the flow of traffic	1-year revocation is mandatory	3 Points	37
Parking/standing/non-moving violations	1st offense 2nd offense 3rd offense 1-month suspension(discretionary)	2 Points 4 Points 6 Points	01, 05 07, 71 86, 90 91
Seat Belt violations	1st offense Warning 2nd offense 3rd offense	4 Points 4 Points 4 Points	99
Improper use of traffic lanes/Failure to keep right	15-day suspension (discretionary)	4 Points	13, 38
Unattended vehicle with engine running	10-day suspension (discretionary)	4 Points	41
Unauthorized vehicle repair Illegal use of license plate	10-day suspension (discretionary)	4 Points	84
Failure to obey traffic signs/signals/traffic instructions of an enforcement officer	30-day suspension (discretionary)	4 Points	12, 15 16, 17 18, 24 24
Improper passing/backing	10-day suspension (discretionary)	4 Points	29, 30
Failure to yield (no official sign)	10-day suspension (discretionary)	4 Points	36, 73
Improper turn (no official sign)	10-day suspension (discretionary)	3 Points	14, 19
Wrong way on a one-way street	10-day suspension (discretionary)	4 Points	
Operating an unsafe vehicle	Suspension until corrected (mandatory)	4 Points	04, 40
Improper use of decal or pass/False Pass Offense	1-year suspension (mandatory)	Note 1	03, 43 59, 79 80, 92 96
Failure to Appear	6-month suspension (mandatory)	Note 1	FTA

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Open container partially containing an alcoholic beverage in vehicle	6-month suspension (discretionary)	6 points	67
Littering from a vehicle	Community service required 8 hours minimum	4 points	57
Interference with Law Enforcement personnel	6-month suspension (mandatory)	Note 1	
Failure to yield to right away vehicle		4 points	39, 72
Child left unattended in vehicle	6-month suspension (discretionary)	4 points	23
Child endangerment (no restraint when child is 6 yrs of age or younger or the weight of the child does not exceed 60 pounds)	6-month suspension (discretionary)	2 points	98
Following too closely-no accident		4 points	27
Exhibition of speed/breaking traction		5 points	27
Exceeding speed limit/too fast for conditions	6-month suspension (discretionary)		02
1-10MPH over		3 points	
11-15MPH over		4 points	
16-20MPH over		5 points	
More than 25MPH over	1-year suspension (mandatory)	6 points	

VIOLATION	MAXIMUM PENALTY WHICH MAY BE ADJUDGED	MAX POINTS ASSESSED	APPL CODE
Owner (while driving privileges are suspended) willfully permitting another to operate his/her vehicle.	6-month suspension (discretionary)	Note 1	100
Borrower or Driver driving a vehicle while the owner is under suspension.	1st Offense Warning 2nd Offense 3-month suspension 3rd Offense 6-month suspension	Note 1	101
Wearing of headphones/ earphones while driving motor vehicles		3 Points	
Lewd or Vulgar language/ pictures displayed on vehicle	Suspension until corrected		
Non-mandatory appearance violations	Maximum points per violation (discretionary)	4 Points	

APPENDIX IX
TRAFFIC VIOLATION CODES

01 - Illegal Parking
02 - Speeding
03 - Expired/mutilated base decal
04 - Improper Equipment
05 - Blocking Traffic
06 - Lewd or obscene signs in vehicles - *** (need to make a blur in the instruction concerning this because we don't have one that says it)
07 - Blocking Railroad tracks (five ft from tracks)
08 - Expired state driver's license
09 - Reckless driving
10 - Hit and run
11 - Abandoned vehicle
12 - Failure to obey yield sign
13 - Failure to keep right
14 - Improper turn
15 - Failure to obey traffic light
16 - Failure to obey posted sign
17 - Illegal traveling/being in a restricted area
18 - Traveling through a no thoroughfare
19 - Illegal "U" turn
20 - Failure to have vehicle under control
21 - Driving under the influence (DUI) (drugs or alcohol)
22 - No registration
23 - Child left unattended in vehicle (under eight years)
24 - Failure to obey a stop sign
25 - Failure to obey a traffic officer's signal
26 - Drag racing
27 - Following too close
28 - Illegal use of license plates
29 - Improper passing
30 - Improper backing
32 - Improper driving
33 - Leaving the scene of an accident
34 - Failure to give proper signal
35 - Operating a vehicle on base during suspension
36 - Failure to yield to pedestrians at crosswalk
37 - Impeding the flow of traffic
38 - Improper use of traffic lanes
39 - Failure to yield to emergency vehicles

40 - Unsafe vehicle
41 - Leaving vehicle unattended
42 - Allowing unlicensed person to operate vehicle
43 - Illegal use of visitor's pass
45 - Operating a motorcycle without proper safety gear
46 - Improper towing of vehicle
47 - Operating vehicle without license plate
48 - Improperly secured load
49 - Using a vehicle in the commission of a crime
51 - No insurance
52 - Unnecessary noise
53 - Driving on revoked license
54 - Not having a valid operator's license
55 - Operating a vehicle while under 16 years of age
56 - Operating a vehicle with lights out in darkness
57 - Littering
58 - Overloading vehicle
59 - Illegal display of base decal
60 - Illegal display of state license plates
61 - No pass or decal
62 - Violating conditions of restricted privileges, breaking probation
63 - Manslaughter/negligent homicide by operation of vehicle
64 - Incompetent to drive vehicle (mental/physical impairment)
65 - Unauthorized use of another vehicle (not a felony)
66 - Offense for which mandatory revocation is required
67 - Offense in another state
68 - Attempting to elude a police officer
70 - Permitting another who is physically impaired to operate your vehicle
71 - Driving vehicle impaired by alcohol (more than .05 percent but less than .1 percent)
72 - Failure to stop for school bus/school crossing
73 - Failure to yield (no official sign involved)
74 - Driver involved in accident, deemed responsible
75 - Operating motorcycle without helmet chin strap fastened
76 - Operating motorcycle without headlight/taillights on
77 - Operating motorcycle on sidewalk, lawn, etc.
78 - Perjury or making false affidavit or statement under oath
79 - Selling or disposing of vehicle with DOD decal affixed
80 - Illegal use of decal issued to another
81 - Permitted unlawful/fraudulent use of driver's license
83 - Failure to maintain current registration record
84 - Repair of vehicle (non-emergency) in unauthorized spaces

85 - Failure to register vehicle with police department
86 - Picking up/discharging passengers in non-designated areas
87 - Infraction of traffic codes not provided for
88 - Lending vehicle without notarized permission and registration
89 - Driving another's vehicle without notarized permission and registration
90 - Carpool violations
91 - Use of subterfuge to gain selective parking in carpool program
92 - Unauthorized use of a decal issued for military purposes
93 - Violation of U.S./S.C. criminal codes by motor vehicle
94 - Controlled substance violation
95 - Weapons violation
96 - Selling vehicle and not removing decal
97 - Open container in vehicle
98 - Child improperly restrained
99 - Not using seat belts
100 - Owner (while driving privilege is order suspended) willfully permitting another to operate his/her vehicle.
101 - Borrower or Driver driving a vehicle while the owner is under suspension.
FTA - Failure to Appear.

APPENDIX X
CDO QUICK REFERENCE GUIDE

Base Phone Numbers:

Commanding Officer	619-556-2400
Executive Officer	619-556-2400
Command Master Chief	619-556-2415
Public Affairs Officer	619-556-7356
Command Career Counselor	619-556-0016/3222
Administrative Officer	619-556-5917
Admin Office	619-556-2406
Quarterdeck	619-556-1246/1247
DAPA	619-556-3389
LIMDU Family Care Plan Coordinator	619-556-1832
PRT Coordinator	619-556-3134
Chief Master-At-Arms	619-556-2412/1161
Parking Coordinator	619-556-1061
Bachelor Quarter Administration	619-556-8144
Angelley Hall Quarter Deck	619-556-8146
Brunton Hall Quarter Deck	619-556-3185
Copp Hall Quarter Deck	619-556-9392
Ford Hall Quarter Deck	619-556-9581
Navy Gateway Inns & Suites	619-556-8672
Rambur Hall Quarter Deck	619-556-9459
Snyder Hall Quarter Deck	619-556-9106
Vesta Hall Quarter Deck	619-556-8156
Command Chaplain	619-556-0603
Fraud, Waste & Abuse Hotline	619-556-1438
Civilian Welfare Recreation Office	619-556-0523
Environmental Manager	619-556-1532
Fleet and Family Support Center	619-556-7404
Food Service Officer	619-556-7036
Housing Office	619-556-8443
Housing Complaint Hotline	619-556-9567
MWR Site Manager	619-556-8906
Regional MWR Administration	619-556-7029
Port Operations	619-556-1434
Oil Recovery Officer	619-556-8006

Safety & Health	619-556-1266
Recycling Officer	619-556-9721
Pass & Decal	619-556-6218
Physical Security Specialist	619-556-1842
Patrol Operations	619-556-1808
Investigations	619-556-5963
Funeral Honors San Diego Area	619-556-9790
Funeral Honors Regional	619-556-7178
Indoor Fire Range	619-556-1835
Military Working Dogs	619-556-7334
Public Works Officer	619-556-1310
Facility Manager	619-556-0320
Lead Planner	619-556-1316
PWC Maintenance Supervisor	619-556-8592
First Lieutenant	619-556-6362
Self Help	619-556-1196
CBMU 303	619-556-5784
ROICC	619-556-6155
Staff Judge Advocate	619-556-2789
Legal LPO	619-556-2911

AFLOAT CDO/OOD QUICK REFERENCE SHEET
IN-PORT SAN DIEGO, CALIFORNIA
AS OF FEBRUARY 2011

EMERGENCY *CNRSW DISPATCH - FEDERAL FIRE DEPARTMENT, SECURITY, MEDICAL, NCIS*	MANNED 24/7	DIAL 911 FROM AN OUTSIDE LINE
NON-EMERGENCY *CNRSW DISPATCH* *NBSD WATCH COMMANDER*	MANNED 24/7	(619) 524-6999 (619) 572-2140
NBSD COMMAND DUTY OFFICER *NOTIFY OF ANY SITUATION IMPACTING BASE, PIERS, OR SURROUNDING WATERSPACE*	MANNED 24/7	(619) 247-8897
NBSD BATTLE WATCH SUPERVISOR *GENERAL COORDINATION AND/OR NOTIFICATION*	MANNED 24/7	(619) 556-7615
NBSD ATTWO *WATERFRONT AT/FP, HARBOR SECURITY*	MANNED 24/7	(619) 556-5555 HARBOR DEFENSE COMMON UHF RADIO "SAN DIEGO ATTWO"
NBSD LIQUID CARGO DPO *OIL SPILL RESPONSE, BOOM PLACEMENT AND REMOVAL*	MANNED 24/7	(619) 556-8006
CNRSW HARBORMASTER *MR. PAUL PATRICIO*	WORKING HOURS	(619) 556-2772
CNRSW PORT OPS DISPATCHER *SCHEDULING, TUGS/PILOTS, FLEET SUPPORT*	MANNED 24/7	(619) 556-1433
CHAPLAIN SERVICES *FLEET CENTER (DAY HOURS)* *DUTY CHAPLAIN (AFTER HOURS)*		(619) 556-5542/556-2658 (619) 520-4949/247-5368

NAVAL BASE SAN DIEGO LEADERSHIP

CAPT F.W.SMITH	COMMANDING OFFICER	(619) 556-2400
CDR. P. WITHERSPOON	EXECUTIVE OFFICER	(619) 556-2400
CMDCM G. MENDUS	COMMAND MASTER CHIEF	(619) 556-2415
CWO4 A.T. GILBERT	N31/PORT OPERATIONS	(619) 556-0634
LT M. LOVE	N3AT/SECURITY	(619) 556-6954
LT T. FEHRENBACH	N3/OPERATIONS	(619) 556-0425
QMC T. FOYSTON	1ST LT/PARKING COORDINATOR	(619) 556-9259
BMC R. MUNYON	HOMECOMING COORDINATOR	(619) 961-5816

2. Used HM Pick-Up Schedule

Used HM is picked up daily on each pier (see schedule below). For further information or to make emergency arrangements, contact (619) 556-9600/9601 or your LSR.

USED HM DAILY PICK-UP SCHEDULE					
	Monday	Tuesday	Wednesday	Thursday	Friday
0800 – 0830	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5	PIER 1 PIER 3 PIER 5
0850 – 0920	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6	PIER 2 PIER 4 PIER 6
1000 – 1030	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13	PIER 7 PIER 9 PIER 13
1050 – 1120	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12	PIER 8 PIER 10 PIER 12

STEPS	ACTIONS

GENERAL INFORMATION

OVERVIEW

- **Landing Zone Setup** The designated ground contact is responsible for the identification, selection, preparation and security of the helicopter Landing Zone (LZ) to minimize the risk of scene response hazards.

***** Note procedures for conducting PIER-SIDE FLIGHT OPERATIONS (pages 6 – 8) *****
***** Note procedures for conducting LAND-SIDE FLIGHT OPERATIONS (pages 9 & 10) *****

PREPARATION FOR ARRIVAL

Selecting the LZ should be guided by the following considerations:

- **Size** – During both day and night operations select an area of at least **100' x 100'**.

- **Hazards** – The LZ should be walked by the LZ coordinator and the Safety Representative or Duty Safety Petty Officer to identify any obvious and hidden hazards. This will include any loose debris, large rocks, etc. Some items can be picked up by the rotor wash and be blown into the rotor system causing damage to the helicopter or could be blown away from the aircraft potentially causing harm to onlookers or scene personnel.

- **Obstructions** – Tall obstructions/hazards can be determined by standing in the center of the LZ and with one arm raised to a 45 degree angle. Anything that is noted to be in the proximity of the LZ and above the individuals arm would be identified as a hazard and should be communicated to the flight crew prior to landing. Wires and poles are the most common hazards along with trees. The perimeter of the LZ should be walked entirely and searched for overhead wires and or poles that may indicate the presence of wires. If able, park vehicles under and parallel to the direction of the wires.

- **Surface** – The surface should be as firm and level as possible. Sand, loose dirt or snow is acceptable but could cause visibility problems (brown out or white out) during landing. The practice of wetting down a dusty LZ is encouraged and acceptable in most situations and may also be requested by the flight crew. Particular attention should be made to wetting down the perimeter of the LZ and working forward the center. As the helicopter is making its final approach, most debris/dust will initially be blown beginning at the leeward perimeter of the LZ

- **Slope** – The slope of the LZ should be no greater than ten (10) degrees. Always approach the helicopter from the downhill side, **never** approach from the uphill side.

GENERAL INFORMATION (cont.)

- **Location** – Proximity and accessibility are two important aspects of every LZ. Try to get the LZ setup as close to the scene as practical and 100ft – 200 ft downwind. Avoid having the helicopter approach over the incident to minimize rotor wash on scene operations. Be cognizant of areas for physical access from the scene to the helicopter (i.e. fences, ditches, guard rails). Avoid blocking traffic if possible, but if landing on a road, then stop all traffic in both directions without exception. Ideally, law enforcement should coordinate or assist in any traffic control measures.

- **Wind Direction** – In most cases the helicopter will land 'into the wind' or with the wind to its nose. All reference to wind direction should be made with indication of where the winds are coming from. If you have smoke available, then ask the flight crew if they would like you to use it. Never use smoke devices unless this action is coordinated with the pilot. When using smoke, it must be in a non-flammable location due to the fact that the canister puts out a great amount of heat and can be blown away by rotor down wash if not properly positioned or secured.

- **Night Time Landing Operations** – The following apply to nighttime operations:

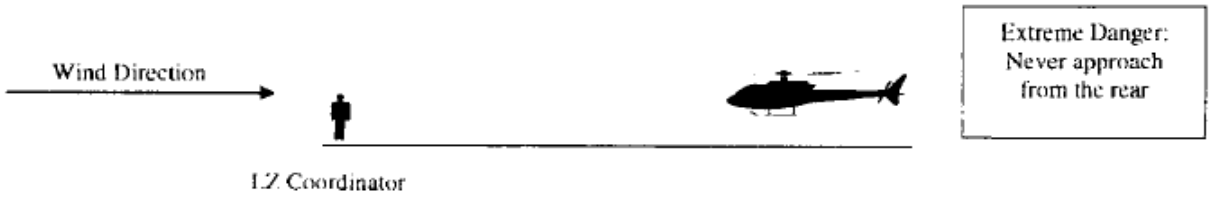
  - If you have an LZ kit, then place the four amber colored lights as evenly as possible around the perimeter of the LZ. A fifth white light should be placed along the perimeter of the LZ to indicate wind direction as it enters the LZ. The lights should be secured as well as possible given the terrain.
  - Without an LZ Kit - If vehicles are available, then park them at the perimeter of the LZ with the headlights shining toward the center of the LZ to form an "X."
  - Do not direct any light directly toward the helicopter.
  - Do not use flares to mark an LZ unless specifically requested by the pilot.
  - The helicopter should be directed *into the wind* for final approach
  - If the aircrew is using night vision technology, then you may consider or be asked to turn off unnecessary rotating or other lights depending on the area and ambient lighting.
  - If the aircrew is using night vision technology, then they will be unable to distinguish the color of the lighting being used. Make certain to position the lights in such a way that the windward white light is clearly positioned between two of the amber lights.

GENERAL INFORMATION (cont.)

- **Helicopter is in sight** – When ready, the flight crew will request LZ info. The LZ coordinator will begin to offer information on wind speed and direction, hazards, obstructions/obstacles, terrain surface conditions and other special landing considerations. Hand signals need not be used during landing operations. Information should be provided to the flight crew while inbound of any chemical hazards both in the area and or patient contamination issues as well as if multiple helicopters are overhead and or inbound.

ARRIVAL/GROUND OPERATIONS

- All vehicular and pedestrian traffic must be prevented from entering the LZ. No scene personnel should get closer than 50 ft to the perimeter of the LZ unless approved and directed by a flight crew member. Vehicular traffic includes all scene response, police and civilian vehicles. Keep all bystanders at least 100 – 200 ft from the LZ perimeter.
- The LZ Coordinator should stand at the upwind edge of the LZ (in proximity of the white wind direction light at night). This will also place the LZ Coordinator away from the helicopter as it makes its final approach into the wind. There may be times when the surface winds are from a different direction than the winds aloft. This may cause the pilot to begin an approach from a different direction.
- All other personnel or bystanders should be kept to the extreme edge of the LZ to protect them from objects that could be blown by the rotor wash or downdraft.
- The pilot is the final authority to accept or reject any landing zone and may elect to change the location if a more suitable one is identified.
- The LZ Coordinator should be prepared for the rotor downwash and potential flying debris. Goggles or protective eyewear should be worn during landing and departure. As the helicopter approaches, the LZ and the rotor wash begins to be felt. The LZ Coordinator can back away if necessary while always keeping an eye on the helicopter as it is landing.



GENERAL INFORMATION (cont.)

AFTER LANDING

- At no time should any ground personnel approach or return to the helicopter without specific crew approval, direction and accompaniment.
- When approaching any helicopter, approach in the crouched position when entering the tip path plane and remain crouched until well under the rotor disc and close to the fuselage.
- At no time should personnel be behind the horizontal tail fins on a rear loading helicopter or behind the fuselage where the tail boom begins on a side loading helicopter.
- Ground personnel should have appropriate head, hearing, and eye protection if operating near the helicopter and should have no loose objects on their person.
- Carry no equipment above mid chest level when approaching a helicopter when the rotors are turning (i.e. IV poles, bags).
- Only helicopter personnel should operate helicopter devices and parts (doors, baggage compartments, cowlings, litter locking devices, etc.).

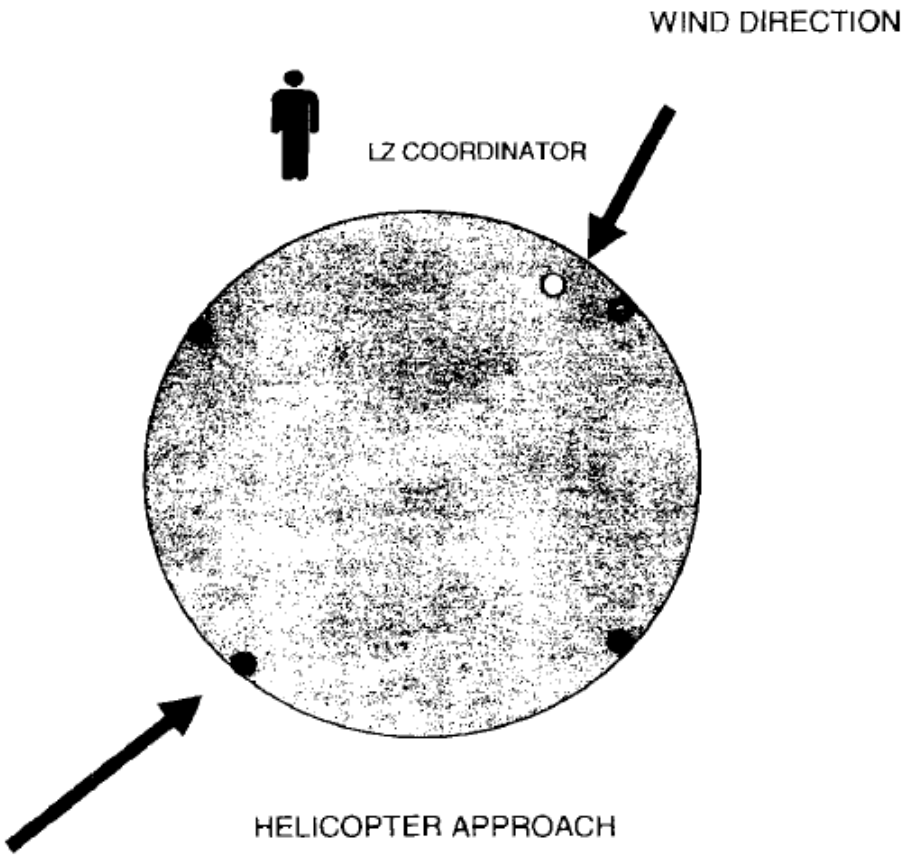
DEPARTURE OPERATIONS

- During ground operations, the helicopter pilot will have already formulated a departure path/plan.
- Depending on situation, the departure path may be into the wind passing over the windward side of the LZ perimeter. Other times the departure may mimic the approach. In any case, when the helicopter is preparing to depart, be aware of any equipment around the LZ or compartment doors that may appear open and immediately notify the crew.
- **Prior to departure:**
  - The LZ Coordinator should look for overhead traffic (air ambulances, news helicopters, low flying airplanes) since visibility is limited above the departing helicopter, and should report that **"Overhead is clear of traffic" or "I have traffic overhead your position."**

STEPS	ACTIONS

GENERAL INFORMATION (cont.)

- The LZ Coordinator should position themselves at a 45 degree angle to the windward side of the LZ. This will prevent the potential situation of the helicopter departing into the wind and directly over the LZ Coordinator's position. After the helicopter departs the LZ, security of the LZ should be maintained until the pilot "clears the helicopter of the LZ" in case an emergent return due to mechanical or other safety issues arises.



[NIGHT TIME LANDING ZONE SETUP WITH LZ KIT]

TITLE OF SERIES	SOP NUMBER
NBSD EMERGENCY OPERATIONS CENTER (EOC)	EOC - 008

TITLE OF PROCEDURE

FLIGHT OPERATIONS

STEPS	ACTIONS

PIER-SIDE FLIGHT OPERATIONS

In the event a ship or vessel moored pier side at Naval Base San Diego (NBSD) requires flight operations, the ship/vessel will send a message approximately two weeks prior to scheduled operations. The actions listed should follow the timeline specified but may be modified due to short-notice events. Inbound/outbound flight path(s) must remain over water and avoid flight over other moored vessels.

Planning

PIER SUPERVISOR

- ☐ **Step 1:** Receive FLT OPS request message from requesting activity.
- ☐ **Step 2:** Acknowledge receipt of request message.
- ☐ **Step 3:** Check pier availability, maintenance, ship movement, etc. for flight duration event.

***** Note: If NBSD can support the request continue to step 4. In the event that flight operations can not be supported due to other operational commitments, notify the requesting activity that flight operations can not be conducted due to other operational commitments and resubmit a request for another day or time. *****

- ☐ **Step 4:** At least seven days prior to the event, notify key personnel of scheduled flight OPS (FED Fire, NBSD Force Protection, NBSD Safety, CDO).
- ☐ **Step 5:** At least 72 hours prior to the event, send a response in concurrence with scheduled flight operations.

***** Note: Complete the steps below upon notification of approval for flight operations (which should be at least IAW step 5 above complete). *****

EXECUTION

BWS WATCHSTANDER

- ☐ **Step 1:** Obtain the following information:
  Command performing flight operations_____
  Date _____ Start Time _____ End Time_____
  Pier flight operation being conducted_____
  Pier SOPA_____
  Other Ships on pier_____
- ☐ **Step 2:** Notify following departments and personnel IAW NBSD Call Matrix:

***** Note: Check boxes when notifications are made. *****

- ☐ CDO
- ☐ Federal Fire Department
- ☐ Security Watch Commander
- ☐ DutySafety Officer
- ☐ Port Operations

	PAGE	ACTION OFFICER
	6	BATTLE WATCH SUPERVISOR

STEPS	ACTIONS

PIER-SIDE FLIGHT OPERATIONS (cont.)

- ☐ **Step 3:** Add event information to the CDO/EOC Calendar on the CNIC Gateway: https://cnicgateway.cnic.navy.mil/Regions/SWT/IN/NBSD/N00/N00SA/default.aspx
- ☐ **Step 4:** Add event information on the EOC map.

PIER SUPERVISOR

- ☐ **Step 1:** Conduct safety brief at the designated location with the following key personnel and departments (NBSD Safety, FED FIRE, Ship Representative, NBSD Force Protection, Pilots, NBSD CDO).
- ☐ **Step 2:** Notify all ships present on designated piers of scheduled flight operations.

48 HOURS PRIOR TO EVENT

SHIP ACTIVITY

- ☐ **Step 1:** Conduct a walk through of entire pier for possible safety issues, obstructions, etc.

FOUR HOURS PRIOR TO EVENT

SHIP ACTIVITY

- ☐ **Step 1:** Conduct FOD walk-down of entire pier and ship.

ONE HOUR PRIOR

FEDERAL FIRE DUTY CHIEF

- ☐ **Step 1:** Ensure one (1) shipboard-capable fire-fighting team is standing by at head of the pier.

SECURITY WATCH COMMANDER

- ☐ **Step 1:** Security personnel must be on station and secure pier to prevent movement on and off the pier (vehicle/foot traffic).
- ☐ **Step 2:** Deliver NBSD hand-held security radio to ship's command representative.
- ☐ **Step 3:** Notify Command Duty Officer (CDO) when Security is in position and ready.

SAFETY REPRESENTATIVE OR DUTY SAFETY PETTY OFFICER

- ☐ **Step 1:** Conduct safety walkthrough of the immediate area for any potential safety hazards during flight operations.

STEPS	ACTIONS

PIER-SIDE FLIGHT OPERATIONS (cont.)

15 MINUTES PRIOR

COMMAND DUTY OFFICER (CDO)

Step 1: Conduct inspection of NBSD pier and surrounding area to validate FOD walk down complete and required personnel are on station ready to commence flight ops.

Step 2: Request permission from NBSD CO to commence flight ops. Grant ship's command representative permission to commence flight operations.

COMMENCEMENT

COMMAND DUTY OFFICER (CDO)

☐ **Step 1:** Notify CO upon commencement of flight operations.

☐ **Step 2:** Ensure flight operations are conducted IAW NBSD SOP.

COMPLETION

☐ **Step 1:** CDO must notify NBSD CO upon completion of flight operations.

☐ **Step 2:** Verify security opens pier for access.

LAND-SIDE FLIGHT OPERATIONS

In the event a helicopter is required to land on Naval Base San Diego (NBSD), such as a MEDEVAC, the operation will normally be short-notice.

UPON NOTIFICATION

EOC WATCHSTANDER

- ☐ **Step 1:** Upon receipt of land-side flight operations, request message or other communication, notify personnel IAW NBSD Call Matrix.
- ☐ **Step 2:** Add event information to the CDO/EOC Calendar on the CNIC Gateway: https://cnicgateway.cnic.navy.mil/Regions/SWT/IN/NBSD/N00/N00SA/default.aspx
- ☐ **Step 3:** Determine the closest designated landing site to be utilized:
  - **Wet-Side**
    - Landing Zone 1 – Head of Pier 2
    - Landing Zone 4a – Intersection of Southall and Brinsner
    - Landing Zone 4b – Intersection of Mole and Womble
  - **Dry-Side**
    - Landing Zone 2 – Mariner's Park
    - Landing Zone 3a – Softball Field # 7
    - Landing Zone 3b – Parking lot IVO Bldg 3552 (Seabee Self-Help Storage)

ONE HOUR PRIOR

SECURITY WATCH COMMANDER

- ☐ **Step 1:** Set perimeter for designated landing zone:
  - **Wet-Side**
    - Landing Zone 1: One unit to block off Senn Rd by Bldg 72 and second unit to block off Senn Rd and Brinsner Rd at the front of Bldg 71.
    - Landing Zone 4a: One unit to block off Southall by Liquid Cargo and second unit to block off Brinsner by Pier 8.
    - Landing Zone 4b – One unit to block off Mole Rd at Kidd St, second unit to block off Womble St in front of the SWRMC Diver building (Bldg 3601), and use ECP1 sentry to assist with the parking lot.
  - **Dry-Side**
    - Landing Zone 2 – Zone Two Patrol will guard ECP and have keys on them.
    - Landing Zone 3a – One unit to block off the intersection of Norman Scott and Federal Fire Station (Bldg 3359) and second unit to assist with pedestrian traffic from TSC area.
    - Landing Zone 3b – One unit to block the intersection of Norman Scott inside Gate 32 and second unit to block off the parking lot at the softball field.

LAND-SIDE FLIGHT OPERATIONS (cont.)

☐ **Step 2:** Notify Command Duty Officer (CDO) when Security is in position and ready.

SAFETY REPRESENTATIVE OR DUTY SAFETY PETTY OFFICER

☐ **Step 1:** Conduct safety walkthrough of the immediate area for any potential safety hazards during flight operations.

FEDERAL FIRE DUTY CHIEF

☐ **Step 1:** Ensure one fire-fighting team is standing in the vicinity of the designated landing site.

☐ **Step 2:** Act as Landing Zone (LZ) Coordinator or designate a qualified individual to act as LZ Coordinator.

FIFTEEN MINUTES PRIOR

COMMAND DUTY OFFICER (CDO)

☐ **Step 1:** Conduct inspection of NBSD personnel to ensure all are ready for the evolution, and FOD walk down has been completed.

☐ **Step 2:** Request permission from NBSD CO to commence flight operations.

☐ **Step 3:** Grant LZ Coordinator permission to commence flight operations when all preparations are complete.

COMMENCEMENT

COMMAND DUTY OFFICER (CDO)

☐ **Step 1:** Notify CO upon commencement of flight operations.

COMPLETION

COMMAND DUTY OFFICER (CDO)

☐ **Step 1:** Notify CO upon completion of flight operations.