



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
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NAVSTAPEARLINST 5510.15A
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19 Feb 10

NAVAL STATION PEARL HARBOR INSTRUCTION 5510.15A

From: Commanding Officer, Naval Station Pearl Harbor

Subj: FOREST CITY EMPLOYEE/VEHICLE ACCESS CONTROL POLICY

Ref: (a) COMNAVREGHIINST 5510.23
(b) OPNAVINST 5530.14E

1. Purpose. To establish policy for employees of Forest City Hawaii and Forest City Residential Management (FCRM), the partner and management company for the Navy's privatized family housing communities in Hawaii, to access all base installations within Naval Station Pearl Harbor during Force Protection Conditions (FPCONS) Normal and Alpha. FCRM employees driving Forest City vehicles and requiring access to base installations to perform official business connected with management of privatized family housing communities, who meet the established criteria will not be required to utilize the Commercial Vehicle Inspection Station (CVIS), but will be granted direct access to any applicable Access Control Point (ACP).

2. Cancellation. NAVSTAPEARLINST 5510.15

3. Background. Reference (a) requires installation commanders to establish a personnel and vehicle access, identification, and movement control system that provides a means to identify and account for personnel and vehicles entering naval installations under the jurisdiction of Commander, Navy Region Hawaii. To meet that requirement, reference (b) requires installation commanders to establish positive access control measures. This instruction ensures that all personnel requesting access to Naval Station Pearl Harbor installations continue to meet all stated requirements.

4. Policy. This instruction applies only to Forest City employees who are driving Forest City vehicles or authorized privately owned vehicles, possess a valid contractor identification card per reference (a), and who require general base access for the purpose of conducting official business on board Naval Station Pearl Harbor Installation and its annexes. This instruction does not exempt Forest City from Random Antiterrorism Measures (RAMs). This instruction will be maintained and executed by the Commanding Officer, Naval Station Pearl Harbor, in close coordination with the Naval Station Pearl Harbor Installation Security Officer (ISO).

5. Procedures

a. Forest City

(1) Will provide a list of all employees who require base access to the Naval Station Pearl Harbor ISO for review and approval. This list must contain:

- (a) Individual's full name.
- (b) Social Security number.
- (c) State and National Criminal Record check.
- (d) Proof of U.S. citizenship.
- (e) Driver's license number or State I.D.
- (f) Contractor POC (Name, telephone, address).

(2) Ensure that all personnel sign a release authorization for the Installation Commanding Officer or his/her designated representative to conduct a criminal history check, as necessary.

(3) If the vehicle has been left unattended before entering the installation, the following inspection steps will be conducted:

Step 1: Driver will open all compartments to include glove box, doors, hood, trunk, etc.

Step 2: Driver will conduct a visual inspection of all open compartments and the entire exterior of the vehicle, looking for anything out of the ordinary.

(4) Submit to an inspection of their carry items (work equipment, tool boxes, etc.) when requested.

(5) Pick up identification cards and decals at the Naval Station Pass and I.D. Office located across from Nimitz Gate and Pearl Harbor Naval Base, when approved. When registering vehicles, employees must present the following:

- (a) Photo I.D. (Driver's license or state I.D.).
- (b) Vehicle registration.
- (c) Safety inspection.
- (d) Insurance card.

(6) Renew I.D. cards before the card's expiration date.

NOTE: If the employee is terminated or released from his/her job, Forest City is responsible for collecting the I.D. card and returning it to the base Pass and I.D. office for disposal.

(7) Forest City employees will present their Forest City I.D. card (with photo) and their contractor I.D. card to the Gate Sentry to enter the applicable ACP. Additionally, vehicle decals will be affixed in accordance with reference (a).

(8) Holders of contractor I.D. cards will be granted access while driving privately owned vehicles for business purposes only. Privately owned vehicles must be registered with Pass and I.D. and properly display a contractor decal.

(9) Forest City employees occupying the following positions (as identified on their company I.D. cards) will be allowed to sponsor or escort guests onto the installation for official business; however, they will not be allowed to enter any secure or controlled area (* indicates multiple positions of the same title):

Forest City Hawaii:

Sr. Vice President Hawaii Military Housing
Vice President Finance and Accounting
Vice President Development
Vice President of Construction
Director of Construction
Sr. Project Manager*

Forest City Residential Management:

Director of Property Management
Regional Manager
General Manager
Director of Security
Engineering and Maintenance Manager
Maintenance Manager*
Maintenance Supervisor*
Relocation Manager
Resident Services Manager*
Executive Home Manager
Executive Home Coordinator
Community Services Manager

(10) Any Forest City employee found in violation of paragraph 4a(1), items (a) through (f), of this instruction will be subject to actions identified in the Installation Commanding Officer's Three Strikes Policy, as follows:

(a) First Offense. An individual found in violation will be removed from the access list. Forest City must investigate the offense.

(b) Second Offense. An individual found in violation will be removed from the access list. Forest City must investigate the offense and provide a written result to the Installation Commanding Officer.

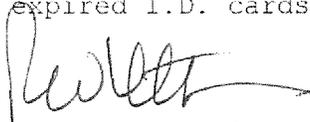
(c) Third Offense. Forest City contractors will not be authorized access through any applicable ACP and will revert back to using the CVIS procedure.

b. Security Department. The Installation Security Officer will review, approve and forward all requests to the Naval Station Pearl Harbor Pass and I.D. Office.

c. Pass and I.D. Office

(1) Ensure that the Contractor I.D. cards and applicable base decals are only issued to personnel listed on the attached memorandum.

(2) Maintain a record of all Contractor I.D. cards and decals, to include confiscated, lost or expired I.D. cards.



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