

01 July 2012

NAVAL BASE CORONADO's (NBC) BASE ACCESS INFORMATION GUIDE

To: All Concerned

Subj: PROCEDURE IN SUBMITTING VISITOR INFORMATION FOR TEMPORARY
BASE ACCESS

Ref: CNICINST 5530.14

1. This information guide is to reemphasis procedures in submitting visitor information when requesting for a temporary base access aboard NBC installations.

2. **VIP's/Dignitaries.** High-ranking visits shall be coordinated between the Protocol Officer and NBC Security Officer. O-7 and above may use their own command's VIP passes for their VIP's and Dignitaries. VIP Pass template is available at NBC Security. NBC Security will distribute these passes at the appropriate gate/s to be handed to the guests upon their initial arrival at the gate. Protocol Officers are responsible for ensuring that NBC Security has a sample copy of the VIP pass for proper recognition.

Execution: Protocol Officers shall prepare the Base Access template and email back as editable Excel file to nbc_access@navy.mil. NBC Access request must be submitted on a workday (M-F) 72 hours prior to the desired access date.

3. **Visitors for special events (weddings, retirements, Change of Commands, etc.).** Only Authorized personnel (Active Duty, Retired military & their dependents, DoD CAC holders) may sponsor visitors to special events on base. NBC Access Control will verify the source of every request. Navy sponsors are responsible for the conduct of their guests and must ensure guests follow the rules and regulations of Naval Base Coronado. Guests are not permitted unescorted access to Naval Base Coronado or any other NEX or MWR facilities. **Execution:** Authorized sponsors shall fill in the attached template and email back as editable Excel file to nbc_access@navy.mil from any computer or to "NBC Access" in the global if using NMCI. All visitors will be vetted per reference (a). NBC Access request must be submitted on a workday (M-F) 96 hours prior to the desired access date.

a. Foreign Nationals and visitors with routes through Operational areas need to provide a set of numbers unique to them (i.e. SSN, DL#, State ID, etc).

b. Foreign Nationals may provide a Permanent Resident Card (Form I-551), formerly known as the Alien Registration Card, or provide an unexpired foreign passport that contains a temporary (I-551) stamp, and DOB in place of DL#.

c. Foreign military with orders to commands onboard NBC may use their military ID for gate access only. Foreign ID is not honored in restricted areas.

d. PAO-escorted visitors with media equipment need only to clear the inspection station to sanitize their vehicles and equipment.

4. Residents of the Navy Lodge. Only residents with CAC or other forms of military ID (retirees, dependents over 16 years old) may sponsor visitors to the Navy Lodge. Navy sponsors are responsible for the conduct of their guests and must ensure guests follow the rules and regulations of Naval Base Coronado. Guests are not permitted unescorted access to Naval Base Coronado or any other NEX or MWR facilities. **Execution:** Navy Lodge residents shall personally escort their visitors from the gate to the lodge, and back to the gate.

5. Residents of the Military Family Housing. Housing residents are expected to sponsor visitors on a short notice. Residents are also authorized to sponsor up to six non-escorted guests for up to 30 days without Commanding Officer's approval. **Execution:** Residents may call the Petty Officer-In-Charge (POIC) Gate Supervisor at 619-545-9545 and provide the sponsor and visitor information. For 30-day visitors, residents shall personally escort their visitors to NBC Pass & Decal, Building 680 and arrange for temporary ID or Badge.

6. Official Contractors. Execution: Authorized sponsors shall contact NBC Base Access Coordinator at 619-767-1080. All visitors will be vetted per reference (a). NBC Access request must be submitted on a workday (M-F) 72 hours prior to your desired access date.

Sincerely,

NBC ACCESS TEAM
BLDG 2001
Email: NBC_ACCESS@NAVY.MIL
619-767-1080 OFFICE
619-545-6133 FAX