



DEPARTMENT OF THE NAVY

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NAVBASESANDIEGOINST 11010.2D

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NAVBASE SAN DIEGO INSTRUCTION 11010.2D

Subj: PERMANENT IDENTIFICATION NUMBERS FOR BUILDINGS AND STRUCTURES

Ref: (a) NAVFAC P-78

Encl: (1) Procedures for Assignment, Approval, and Application of Permanent Identification Numbers for Buildings and Structures

1. Purpose. To promulgate procedures for approval, assignment and application of permanent identification numbers for buildings and structures.

2. Cancellation. NAVSTASDIEGOINST 11010.2C.

3. Background. Per reference (a), permanent identification numbers are used to identify existing buildings and structures on maps, inventory records, and in correspondence. These numbers shall not signify any structural characteristics or designations. An approved permanent identification number shall not be affected by change in use, occupancy, location, or other similar factors.

4. Responsibility. Commanding Officer (CO), Naval Base, San Diego (NBSD) is responsible for ensuring permanent identification numbers are assigned to all buildings and structures in order to facilitate establishment and management of NBSD physical development records. For new construction, the Public Works Department (PWD) Facilities Engineering and Acquisition Division is responsible for initiating the request for the identification number. In instances of existing buildings, the PWD Facilities Management Division is responsible for the requests. Enclosure (1) will be used for assignment, approval, and application of permanent identification numbers for buildings and structures.

5. Action. Addressees shall ensure compliance with procedures contained in this instruction, and reference (a), for assignment and application of permanent identification numbers for buildings and structures.


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PROCEDURES FOR ASSIGNMENT AND APPLICATION OF PERMANENT
IDENTIFICATION NUMBERS FOR BUILDINGS AND STRUCTURES

1. General requirements

a. Type of facilities requiring numbers

(1) Navy-owned buildings, regardless of type of construction or size.

(2) Structures, the numbering of which would be conducive to identification, recording, and/or reporting of NBSD physical development. A partial list of structures, which should be assigned a permanent identification number include: drydocks, marine railways, wharves, piers, pumping plants, power substations, flag poles, antennas, towers, bridges, truck scales, etc. Structures which normally are not assigned a permanent identification number include: parking areas, open storage areas, roads, streets, walkways, fences, utility distribution poles, transformer vaults, railroad tracks, crane tracks, and small appurtenances constituting a portion of a building or other structures such as small fuel tanks.

b. Permanency of numbers. The approved facility identification number shall be permanently assigned and shall not be changed. The identification number of a building or structure, which has been totally destroyed, demolished, or otherwise disposed of may not be reassigned to any other building or structure on board NBSD for a period of at least five years. If a building or structure is moved from one location to another within the boundaries of NBSD, its identification number shall remain the same. However, if two or more buildings are combined to make one building, a new number is required.

c. Central permanent identification number file. A permanent identification number file of buildings and/or structures on board NBSD is maintained by Naval Facilities Engineering Command, Southwest (NAVFAC SW).

d. Local permanent number file. The PWD will maintain a local identification number file for buildings and structures on board NBSD and will coordinate assignment of numbers for all tenant command facilities.

2. Procedures. The procedures for assignment, application and recording of identification numbers for buildings and structures shall be as follows:

a. Assignment of numbers. Those buildings and structures not presently bearing an identification number shall be identified and assigned a permanent identification number.

b. Application of building numbers. Identification numbers shall be applied to the face of the building or structure in a conspicuous corner at a height of 6'3". The signs shall be porcelain enamel aluminum 18" X 27", with a white background and blue numbers and border. Signs shall be attached with lag screws.

c. Recording of approved numbers. The approved permanent identification numbers shall be recorded on Acquisition Property Record Form (NAVFAC 11010/29) and forwarded to NAVFAC SW, per reference (a). The approved number shall also be recorded on the General Development Map and Index of Structures.

d. Use of letter suffix. Whenever practical, each separate building and structure shall be assigned a number without prefix or suffix. However, certain multi-purpose buildings that are interconnected, and multiple family quarters, should be assigned an identification number for the entire building. In this case, individual quarters or components will be identified by adding a letter suffix to the identification number.

e. Use of number suffix. A numerical suffix for local use only may be added to the approved identification number to indicate area in which the building or structure is located, if desired. For example, building 71 in area 2 may be identified as 71-2. If at a later date the area designation is changed, or the building is moved to area 4, the suffix would be changed to suit, but approved identification number 71 would remain unchanged; for example, building 71-4. The suffix shall not appear on any document intended for distribution outside the activity such as the General Development Map, Index of Structures or Acquisition Property Record Form (NAVFAC 11010/29).