



DEPARTMENT OF THE NAVY

NAVAL SUPPORT ACTIVITY CRANE

300 HIGHWAY 361

CRANE INDIANA 47522-5001

NSACRANEINST 5530.1A

N00

14 Jan 15

NAVAL SUPPORT ACTIVITY CRANE INSTRUCTION 5530.1A

From: Commanding Officer, Naval Support Activity Crane

Subj: VISITOR/GUEST ACCESS CONTROL

Ref: (a) CNCICINST 5530.14 (series)
(b) CNIC HPD Advisory Department of the Navy Local Population ID Card/Base Access Pass Registration, (SECNAV 5512/1) Form
(c) Directive-Type Memorandum (DTM) 09-012 "Interim Policy Guidance for DoD Physical Access Control"
(d) MOA between Commander, Navy Region Midwest and Commander, Naval Surface Warfare Center, Crane Division regarding visitor access control and shared use of Physical Access Control System dtd 11 Feb 14.

Encl: (1) SECNAV 5512/1 (APR 2014) Department of the Navy Local Population ID Card/Base Access Pass Registration

1. Cancellation. NAVAL SUPPORT ACTIVITY CRANE INSTRUCTION 5530.1, VISITOR/GUEST ACCESS CONTROL

2. Purpose. Implementation of reference (b) change in policy, guidance, and standards for sponsoring and management of visitors/guests onboard Naval Support Activity Crane (NSA Crane).

3. Scope. Applicable to all commands and tenant activities located at NSA Crane. Before unescorted access will be granted, reference (b) mandates all visitors requesting unescorted installation access are required to complete SECNAV 5512/1 enclosure (1).

4. Background. Access control is a key component of the Installation's protection program. All personnel, both military and civilian have a responsibility in protection of NSA Crane's personnel and assets. NSA Crane's Physical Security Program (PSP) objective is to safeguard personnel; prevent unauthorized access to the installation, equipment, material and documents and to safeguard them against espionage, sabotage, damage and theft. Reference (a), directs the Commanding Officer, NSA Crane

14 Jan 15

to implement policy to establish minimum security standards for controlling entry to NSA Crane. This policy will include a process of identity proofing and vetting to determine the fitness of an individual requesting and/or requiring access to the installation and for removal of or denying access to persons who are not authorized access or may represent a threat to NSA Crane personnel or assets.

5. Discussion. For purpose of visitor passes there shall be two types of media used for unescorted access to NSA Crane: Gate Pass (NSA Crane 5512/49 (REV 1/04) or commonly referred to as a One Day Pass and a Special Visitor pass generated by the Physical Access Control System (PACS).

6. Categories of Visitor Access. Generally visitors will be either unescorted or escorted. The following standards will be used to determine category of visitor access in accordance with reference (a).

7. Self-sponsored unescorted visitors:

a. U.S. Uniformed Military Service members, DoD civilian employees, DoD Contractors that possess a valid Common Access Card (CAC) identification (ID) credential, military retiree with a valid DoD ID credential, or a dependent of at least 16 years of age with a valid DoD military dependent ID credential. A new government employee will be issued a "one day pass" or a pass via PACS that will be marked with a sticker or stamp noting "new employee" and this will allow them to enter and exit any open entry/exit control point (Gate).

b. Contractors that possess a Navy Commercial Access Control System (NCACS) ID credential that is registered with the NCACS program for access to NSA Crane.

c. Commercial vehicle drivers that possess a Transportation Worker Identification Credential (TWIC) ID credential, after conducting a criminal history check, and have an accompanying Government Bill of Lading (GBL) noting a pick up or delivery for NSA Crane. TWIC holders will be re-vetted every 90 days.

d. U.S. Government Employees (non-DoD) with a U.S. Government issued Personal Identification Verification (PIV) credentials needing access to NSA Crane to perform validated Official Government Duties.

14 Jan 15

e. DoD Civilian retirees in possession of a U.S. Government issued retiree credential and a Gate Pass (NSA Crane 5512/49 (REV 1/04), commonly referred to as a One Day Pass.

(1) DoD Civilian retirees are required to complete SECNAV 5512/1, enclosure (1) and complete the process of identity proofing and vetting before a Gate Pass/One Day Pass will be issued. Once a SECNAV 5512/1 is verified and criminal history return is favorable, the completed form shall be authorized to be used for return visits for up to 90 days.

f. While performing active law enforcement investigations or operations: Federal Law Enforcement (LE) agents; uniformed police officers; U.S. Office of Personnel Management (OPM) Special Investigators and OPM contracted investigators will be granted access upon presentation of appropriate credentials.

g. Command authorized personnel that possess NSA Crane's local issued Electronic Badging Access Control System (EBACS) ID credential, form I.D. Naval Support Activity Crane 5512/52 (Rev. 5/05).

8. Sponsor Qualifications, Responsibilities, and Authorizations:

a. As per references (a) and (c), Commanding Officer, NSA Crane has developed delegation standards for visitor access approver/sponsor privileges and issuance of temporary unescorted visitor passes for visitors of NSA Crane and tenant commands as follows:

(1) Tenant commands may designate a limited number of personnel who are authorized to approve/sponsor unescorted visitors/guests per reference (d).

(2) Tenant command approvers/sponsors will be designated by the tenant Commanding Officer, Officer in Charge or Activity Director in writing. Lists of tenant command approvers should be updated no less than quarterly or as required.

(3) Tenants shall only delegate visitor pass approver rights to command level, department, deputy department, division and branch managers or the equivalent within their organization. Command, department, deputy department and division managers or the equivalent within their organization may authorize up to two delegates to approve visitor passes for their respective buildings and associated areas. Delegates shall be uniformed

14 Jan 15

service members or DoD civilians that possess a valid DoD identification credential.

(4) NSA Crane's Installation Security Officer will maintain a list of personnel for all tenants/commands who have been delegated as visitor approvers by their command.

(5) In accordance with reference (d) NSA Crane and NSWC Crane will update the PACS visitor approver list for all tenants/commands who utilize the PACS to submit requests to be delegated visitor pass approvers.

(6) Submission of SECNAV Form 5512/1, enclosure (1)

(a) Sponsors planning to host unescorted visitors/guest shall familiarize themselves with SECNAV Form 5512/1 enclosure (1) to include the instructions for completing the form. Advise prospective unescorted visitors/guests to be prepared to complete SECNAV Form 5512/1 in its entirety prior to installation access being granted.

(b) To expedite processing unescorted visitors/guest for access passes, sponsors shall forward SECNAV Form 5512/1 to each of their prospective visitors to be completed and returned to the sponsor in advance of arriving to NSA Crane's Visitor Center (VC). Sponsors of unescorted visiting personnel shall provide the completed SECNAV Form 5512/1 access request form to NSA Crane's Visitor Center on behalf of their visitor. The SECNAV Form 5512/1 should be submitted no later than five working days prior to the scheduled date of the visitor's planned event. Completed SECNAV Form 5512/1 may be submitted via hard copy in person, emailed to cran_nsa_visitor_cen@navy.mil or fax to (812-854-1938).

(c) Sponsors shall direct their guests to stop at the NSA Crane Visitor's Center outside the Crane Gate to receive their pass. Sponsors shall also advise their guests that they will need to provide the required form/s of identification from Enclosure (1). If arriving after operational hours of the Visitor's Center, visitors shall proceed to the Crane Gate to complete the required process of identity proofing and vetting before a Gate Pass/One Day Pass along with ensuring a valid SECNAV Form 5512/1 is on file and other applicable documentation for accessing when driving.

(d) Once a SECNAV 5512/1 is verified and criminal history return is favorable, the completed form may be

14 Jan 15

authorized to be used for return visits for a period up to 90 days unless any information has change which will require a new SECNAV 5512/1 form to be completed with up-to-date information.

9. Escort Qualification, Responsibilities, and Authorization:

a. Trusted Traveler procedure may be used during FPCONS NORMAL, ALPHA, and BRAVO as local security conditions permit.

(1) The Trusted Traveler procedure allows a uniformed service member or DoD employee with a valid Common Access Card (CAC), a military retiree with a valid DoD identification credential, or a dependent of at least 16 years of age with a valid DoD identification credential, to present their identification as token for verification while simultaneously vouching for any vehicle occupants without a visitor pass being issued to guest. Members identified as Trusted Travelers are responsible for the actions of all occupants for whom they vouch for and for meeting all security requirements for escort as established by the Installation Commanding Officer. Sponsors using the Trusted Traveler procedure must accompany (escort) visitors for the entire duration of the visit, to include ingress and egress of NSA Crane unless a visitor pass is issued to their guest. Trusted Travelers are authorized to sponsor up to ten individuals per valid DoD identification credential.

b. Non-DoD personnel living in the Public Private Venture (PPV) housing on board NSA Crane over the age of 16, that possess NSA Crane's local PPV ID credential that identifies them as a resident of Crane's PPV, are authorized to escort up to ten guests to the PPV housing area and improved Natural Resource areas. PPV resident must accompany visitors for the duration of the visit, to include entering and exiting NSA Crane. PPV residents can contact their Housing Manager for further instructions for visitors to the PPV area.

Note: DoD Civilian Retirees, DoD Contractors, TWIC, EBACS other than PPV residents, NCACS Participants and Non-DoD Government Employees ARE NOT Authorized to Escort Visitor/Guests onboard NSA Crane.

10. Procedures:

a. Unescorted Visitor/Guest Pass Request:

14 Jan 15

(1) Authorized Personnel may sponsor/approve an unescorted visitor. Visit request by properly designated tenant command sponsors/approvers can be sent via email to the Visitor Center Staff at cran_nsa_visitor_cen@navy.mil (email request shall include visitor's legal name, date of birth, building visiting, purpose and completed SECNAV 5512/1 form) or by using the automated Physical Access Control System (PACS) located at <https://sharepoint.cran.nmci.navy.mil/extranet/home/visitor/default.aspx>. Visitor pass requests submitted via email will only be authorized for a one day pass. Visitor pass requests submitted via the PACS System shall not be valid for longer than 28 days. PACS visitor passes can be used for extended visits up to 28 days. PACS passes are generally reserved for Foreign National, New DoD employees; DoD Contractors awaiting issuance of a CAC, VIPs and visitors not eligible for a DoD issued CAC or the Navy Commercial Access Control System (NCACS) program.

(2) In accordance with reference (d) NSA Crane will utilize the NSWC Crane PACS to manage issuance of visitor passes at the NSA Crane Visitor Center.

(3) The NSA Crane Visitor Center staff will conduct identity proofing and vetting of each PACS/pass request.

(4) The NSA Crane Visitor Center will post visitor request results to PACS and grant final approval of visitor passes and issuance of access credentials/media.

(5) Eligible Contractors/Vendors/Service Providers are highly encouraged but not required to enroll in Navy Commercial Access Control System (NCACS). A 28-day pass, stamped with "NCACS Enrolled", shall be issued to a contractor who has been vetted and successfully enrolled in the NCACS program. This stamped pass authorizes the NCACS participant to access any NSA Crane entry/exit gate. Contractors and sub-contractors, who choose not to participate in the NCACS program, are subject to a ONE DAY PASS ONLY and will be restricted to entering and exiting NSA Crane via Gate 4. (Crane Gate).

(6) A visitor being issued a "One Day Pass" or a pass request via PACS must be present (in-person) to be vetted, as required, and will have their government issued identification card verified and if applicable have their vehicle registration and proof of vehicle insurance validated prior to being granted unescorted access. Passes will NOT be issued/provided to personnel other than the visitor themselves.

14 Jan 15

b. Requirements for Unescorted Visitor/Guest to be issued a Pass:

(1) Must be a U.S. citizen with one valid document selected from List A or combination of one valid document from List B and one valid document from List C in accordance with the List of Acceptable Documents for SECNAV 5512/1 of enclosure (1).

(2) All non-affiliated, unescorted guests are to complete SECNAV 5512/1, enclosure (1). Once a SECNAV 5512/1 is verified and criminal history return is favorable, the completed form shall be authorized to be used for return visits for up to 90 days. Hard copies of all completed SECNAV 5512/1 shall be kept for a minimum of three years or until the Department of Justice conducts their periodic audits whichever is greater.

(a) When a visitor is driving, a valid driver's license, vehicle registration, and proof of current insurance are required to be shown prior to being granted access. If unable to provide these requirements, their pass will be marked "NON" for non-driver, and the visitor will not be authorized to drive their vehicle on board NSA Crane. If the status of "NON" driver changes and the person desires to drive aboard NSA Crane, this person will need to return to the Visitor Center with the required documents to have a new access pass issued without "NON" being noted.

NOTE: If an ID is expired, not valid or mutilated, a pass will not be issued. Visitor will be required to be escorted by their Government POC under the Trusted Traveler Procedure.

(3) Visitor Center Staff will ensure all visitors are properly vetted in accordance with reference (a) and (c). These instructions require all visitors applying for base access to be vetted via SORNA (Sex Offender Registration and Notification Act of 2006) web site to ensure that the applicant is not a registered sex offender. A NCIC/FBI criminal history check will be performed on all unescorted visitors.

(a) The following are a few standards that will be used for removal or denying installation access for a civilian employee, contractor, family member or non-affiliated civilian:

1. Any felony conviction within the past 10 years.

14 Jan 15

2. Membership within the previous 10 years in any organization that advocates the overthrow of the U.S. Government.

3. Any conviction of an offense meeting the sexual offender criteria in referenced in CNICINST 1752.1.

4. Any person barred from a DoD installation.

5. Any reason deemed by the Commanding Officer or Installation Security Officer.

c. Deliveries:

(1) All non-affiliated unescorted delivery personnel are to complete SECNAV 5512/1, enclosure (1). Once a SECNAV 5512/1 is verified and criminal history return is favorable, the completed form shall be authorized to be used for return visits for up to 90 days.

(2) Delivery personnel must have a delivery/pick up order or bill of lading for NSA Crane. Delivery/pick up documents must contain the following; destination of the delivery (building number or location) and the Government POC's information (Name and Phone Number). Delivery personnel are required to have a valid driver's license, vehicle registration, and proof of current insurance. After the above requirements are met, delivery personnel shall be issued a one day visitor pass for access to NSA Crane.

11. Foreign National Visitors. Visitors that are foreign nationals are not required to be escorted for access to NSA Crane if they have one of the authorized forms of identification or have had a criminal history check and have been issued a one day pass or a pass via PACS. However, foreign nationals are required to be escorted in and around areas of sensitivity, classified material and restricted areas. Tenant commands and activities shall contact their security manager/representative for additional requirements when sponsoring a foreign national visitor.

Foreign nationals that are issued a pass via PACS, will be printed yellow in color and stating "Escort Required" when they are to be around areas of sensitivity, classified material and restricted areas. Foreign national visitors that are issued a handwritten "One Day Pass" will have the foreign national block checked, country of citizenship documented and the issuing

14 Jan 15

personnel will hand write "Escort Required" to be enforced for those areas noted above.

12. Unescorted visitors authorized entry and exit requirements:

a. Unescorted visitor will only be processed/vetted at the Visitors Center or at Gate 4 (Crane Gate) when the Visitors Center is closed. Gate 4 personnel will validate the presented form/forms of identification; validate vehicle registration and proof of insurance. Gate 4 personnel will contact emergency dispatch personnel to conduct the required criminal history check.

b. Upon the expiration of visit, visitors are asked to deposit their visitors pass and pass holder in the provided box located at the outbound lane of Gate 4 (Crane Gate).

13. Visitor Center Business Information:

a. Visitor Center (Bldg 3204) is located on Indiana Highway 558, approximately 1 mile after turning off of Highway 231. The GPS address is 102 Furlong St, Crane, Indiana. GPS routes may contain restricted access roadways.

b. Hours of operations; Monday thru Fridays 0600-1430.

c. Phone; 854-1213, 4521 or 8422.

d. Weekends, holidays and after hours, passes shall be issued by NSA Crane Police Officers at Gate 4 (Crane Gate), phone 854-3304.


TIMOTHY A. CRADDOCK

DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security; Marine Corps Order 5530.14A, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended, SORN NM05512-2.
PURPOSE(S): To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/national security areas of responsibility and information; to issue badges, replace lost badges, and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.
ROUTINE USE(S): To designate contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.
DISCLOSURE: Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.

IDENTITY PROOFING AND APPLICANT INFORMATION

1. LAST NAME:		2. FIRST NAME:		3. MIDDLE NAME:		4. NAME SUFFIX: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV							
5. HISPANIC OR LATINO (Check one): <input type="checkbox"/> YES <input type="checkbox"/> NO		6. RACE (Check one or more): <input type="checkbox"/> WHITE <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		7. GENDER (Check one): <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		8. DATE OF BIRTH:		9. CITY OF BIRTH:		10. STATE OF BIRTH:		11. BIRTH COUNTRY:	
12. US CITIZEN (Check): <input type="checkbox"/> YES <input type="checkbox"/> NO				13. DUAL CITIZENSHIP: <input type="checkbox"/> YES <input type="checkbox"/> NO CITIZENSHIP IF OTHER THAN US (Country) :									

U.S. Citizen Minimum Documentation Required:

By Birth - Social Security No and/or State ID/Drivers License.
 Naturalized - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security No and/or State ID/Drivers License.
 Derived - Parent's certification number, Social Security No and/or State ID/Drivers License.

Alien Minimum Documentation Required:

Registration Number, Expiration date, Date of entry, Port of entry.

14. IDENTITY SOURCE DOCUMENTS PRESENTED:	15. DOCUMENT NUMBER:	16. ISSUED BY STATE/COURT:	17. ISSUED BY COUNTRY:	18. ISSUED:	19. EXPIRES:
<input type="checkbox"/> Social Security No.			United States		
<input type="checkbox"/> State ID/Drivers License			United States		
<input type="checkbox"/> Passport No.					
<input type="checkbox"/> Certification Number and Petition Number					
<input type="checkbox"/> Derived - Parent's Certification Number:			United States		
<input type="checkbox"/> Alien Registration No.			United States		

Date of Entry: _____ Port of Entry: _____

OTHER APPROVED IDENTITY SOURCE DOCUMENTS:

<input type="checkbox"/>					
<input type="checkbox"/>					

20. WEIGHT (Pounds):	21. HEIGHT (Inches):	22. HAIR COLOR (Check one): <input type="checkbox"/> Blond <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Auburn <input type="checkbox"/> Bald				23. EYE COLOR (Check one): <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Violet <input type="checkbox"/> Unknown			
----------------------	----------------------	--	--	--	--	---	--	--	--

24. HOME ADDRESS (Include city, state, zip code):				HOME PHONE (Include Area Code):			
25. BASE SPONSOR'S NAME:				SPONSOR PHONE (Include Area Code):			

EMPLOYMENT ACTIVITY INFORMATION

26. EMPLOYER NAME AND ADDRESS (Include city/state/zip code):				EMPLOYER PHONE (Include Area Code):			
27. SUPERVISOR NAME AND ADDRESS (Include city/state/zip code):				SUPERVISOR PHONE (Include Area Code):			

ENCLOSURE (1)

28. Check the applicable box for WORK HOURS box or check the OTHER box and enter the work hours, then check the applicable for WORK DAYS:

WORK HOURS: 0600-1800 0800-1700 OTHER _____ WORK DAYS: SN M T W TH F ST

PRIOR FELONY CONVICTIONS

29. Have you ever been convicted of a Felony? YES NO _____ Initial

REQUIREMENT TO RETURN LOCAL POPULATION ID CARD

30. I understand that I am required to return my Local Population Identification Card to the Base Pass Office when it expires or if my employment is terminated for any reason. _____ (Initial)

AUTHORIZATION AND RELEASE AND CERTIFICATION

31. I hereby authorize the DOD/DON and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS).

I have been notified of DON right to perform minimal vetting and fitness determination as a condition of access to DON installation/facilities. I understand that I may request a record identifier, the source of the record and that I may obtain records from the State Law Enforcement Office as may be available to me under the law. I also understand that this information will be treated as privileged and confidential information.

I release any individual, including records custodians, any component of the U.S. Government or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance, or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.

FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS.

BEFORE SIGNING THIS FORM, REVIEW IT CAREFULLY TO MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND CORRECTLY.

I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE AND CORRECT

DATE _____ SIGNATURE _____

FINAL DETERMINATION ON YOUR ACCESS: The Base Commanding Officer has final authority for determination on granting physical access to DON controlled installations/facilities under his/her jurisdiction.

BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDENTITY PROOFING and NCIC CHECK

32. INFORMATION VERIFIED BY:	33. ENTERED IN C/S SYSTEM BY:	34. PASS ISSUE DATE:	35. PASS EXPIRATION DATE:
36. NCIC CHECK PERFORMED BY:	37. RESULTS OF NCIC CHECK <input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER:	38. RESULTS OF LOCAL RECORDS CHECK <input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER:	

Office of Under Secretary of Defense Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control," December 8, 2009. DTM 09-012 requires that DoD installation government representatives query the National Crime Information Center (NCIC) and Terrorist Screening Database to vet the claimed identity and to determine the fitness of non-federal government and non-DoD-issued card holders (i.e. visitors) who are requesting unescorted access to a DoD installation. The minimum criteria to determine the fitness of a visitor is: 1) not on a terrorist watch list; 2) not on an DoD installation debarment list; and 3) not on a FBI National Criminal Information Center (NCIC) felony wants and warrants list. Additionally, SECNAV Memo, Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy, of 7 Oct 08 and OPNAVINST 1752.3 established the Navy's policy on sex offenders, requiring Region Commanders (REGCOMs) and Installation Commanding Officers (COs) to prohibit sex offender access to DoN facilities and Navy owned, leased or PPY housing. This form describes the authority and purpose to collect and share the required information; and identifies the applicant/visitor and sponsor; and authorizes the DoD to perform the minimum vetting and fitness determination criteria. A favorable response on the vetting and fitness determination is required to receive access to DOD-controlled installation/facilities.

ENCLOSURE (K)

Instruction for completing the Local Population Access Registration Form

INSTRUCTIONS: Please complete all information in black ink (printed) or by typing. By voluntarily providing your Personal Information, you agree to the following terms and restrictions:

RESTRICTIONS: Local Population Identification Card/Base Access Pass may only be used by person to whom they are issued and for the specific business/purpose issued. Applicants are reminded that soliciting (i.e., door-to-door sales) is prohibited on the base, and that such activity is grounds for cancellation of the Pass. Additionally, such action may result in debarment from the base and legal action. The Base Commanding Officer has discretion over specifying the period of validity for any Local Population ID Cards/Base Access Passes that are issued under his/her jurisdiction.

Review the Privacy At Statement that is printed at the top of the form

<p>Block 1: Enter the Last Name. Block 2: Enter the First Name. Block 3: Enter the Middle Name. Block 4: If applicable, check the box for Name Suffix. Block 5: Check the applicable box for Hispanic or Latino. Block 6: Check the applicable box for Race. Block 7: Check the applicable box for Gender. Block 8: Enter Date of Birth. Block 9: Enter City of Birth. Block 10: Enter State of Birth. Block 11: Enter Country of Birth. Block 12: Check the applicable box for US Citizenship. Block 13: If not a US Citizen, enter the name of the Country of Citizenship. Block 14: Two forms of Identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identity proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present. Block 15: Enter the Document Number located on the Identity Proofing Source document that was checked in Block 14. Block 16: Enter the State that issued the Identity Source Document. Block 17: Enter the Country that issued the Identity Source Document.</p>	<p>Block 18: Enter the Date that the Identity Source Document was issued. Block 19: Enter the Date that the Identity Source Document will expire. Block 20: Enter Weight in pounds. Block 21: Enter Height in inches. Block 22: Check the applicable box for Hair Color. Block 23: Check the applicable box for Eye Color. Block 24: Enter Home Address including City, State, Zip Code, and Home Telephone Number. Block 25: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone Number. Block 26: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number. Block 27: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number. Block 28: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days. Block 28: Check the applicable answer if you have been convicted of Felony and enter initials. Block 29: Check the applicable box for felony conviction. Block 30: Enter initials to accept terms for returning Local Population Identification Card. Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.</p>
---	--

LIST OF ACCEPTABLE DOCUMENTS - All documents must not be expired.

Must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A - Documents that Establish Identity and Employment Authorization	OR	List B - Documents that Establish Identity	AND	List C - Documents that Establish Employment Authorization
<p>1. U.S. Passport or U.S. Passport Card. 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551). 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. 4. Employment Authorization Document that contains a photograph (Form I-766). 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign Passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or limitations identified on form. 6. Passport from the Federal States of Micronesia (FSM) or the Republic of the Marshall Islands (RM) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and FSM or RM.</p>	<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 3. School ID card with a photograph 4. Voter's registration card. 5. U.S. Military card or draft record. 6. Military dependent's ID card. 7. U.S. Coast Guard Merchant Mariner Card. 8. Native American tribal document. 9. Driver's license issued by a Canadian government authority. For persons under age 18 who are unable to present a document listed above: 10. School record or report card. 11. Clinic, doctor, or hospital record. 12. Day-care or nursery school record.</p>	<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION. (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION. 2. Certification of Birth Abroad issued by the Department of State (Form FS-545). 3. Certification of Birth issued by the Department of State (Form DS-1360). 4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal. 5. Native American tribal document. 6. U.S. Citizen ID Card (Form I-197). 7. Identification Card for Use of Resident Citizen in the United States (Form I-179). 8. Employment authorization document issued by the Department of Homeland Security.</p>		

The remainder of the form will be completed by the Base Registrar Person conducting Identify Proofing process and NCIC check.

AGENCY DISCLOSURE STATEMENT:

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 OMB 0703-0061. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN COMPLETED FORM TO THE ABOVE ADDRESS.
 Completed form should be submitted to the Base Registrar.

ENCLOSURE (1)