



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

NAVBASESANDIEGOINST 5450.8U  
N3  
1 Mar 2023

NAVAL BASE SAN DIEGO INSTRUCTION 5450.8U

From: Commanding Officer, Naval Base San Diego

Subj: NAVAL BASE SAN DIEGO INFORMATION HANDBOOK

1. Purpose. To provide a single source document regarding services and facilities available to ships and tenant commands stationed at Naval Base San Diego (NBSD) and to outline the responsibilities of NBSD.
2. Cancellation. NAVBASESANDIEGOINST 5450.8T.
3. Scope. 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. Violators of any section of any chapter of this instruction are subject to administrative action, disciplinary action under the provisions of the Uniform Code of Military Justice, and/or prosecution in a federal civilian court as applicable.
4. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per SECNAV M-5210.1 of January 2012.
5. Review and Effective Date. Per OPNAVINST 5215.17A, NBSD N3 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
TED W. CARLSON

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NAVBASESANDIEGOINST 5450.8U  
1 Mar 2023

# **NAVAL BASE SAN DIEGO INFORMATION HANDBOOK**

TABLE OF CONTENTS

## Chapter 1 ORGANIZATION

1. NBSD Organizational Chart	1-1
2. Mission	1-2
3. Special Assistants	1-2
4. Command and Staff (N1)	1-2
5. Operations Department (N3)	1-2
6. Force Protection (N34)	1-3
7. Public Works (N4)	1-4
8. Information Technology (N6)	1-4
9. Fleet and Family Readiness (N9)	1-4
10. Supporting Commands	1-4

## Chapter 2 PORT OPERATIONS

1. Port Operations Installation Program Director (IPD)	2-1
2. Port Control Office (PCO)	2-1
3. Ships Berthing Services Office (BSO)	2-1
4. Fleet Support Officer	2-1
5. Port Operations Dispatch	2-1
6. Liquid Cargo	2-1
7. Facilities Response Team (FRT)	2-1
8. Piers Division	2-1
9. First Lieutenant Division	2-1
10. Parking Division	2-2
11. Tenant (Ashore) Commands	2-2
12. Afloat Commands and Pier SOPAs	2-2
13. NBSD Command Duty Officer (CDO)	2-3
14. Base Operation Center (BOC)	2-3
15. Piers	2-3
16. Quay Walls	2-3
17. Utilities	2-3
18. NAVFAC Graving Dock Facility	2-5
19. Tows Entering and Leaving San Diego Harbor	2-5
20. Scheduling and Berthing Assignments	2-5
21. Line Handling	2-8
22. Host/Sister Ship	2-8
23. Tiger Cruise, Open House and Official Visitors	2-9
24. Brows and Platforms	2-9
25. Stern Ramps	2-10
26. Camels and Fenders	2-10
27. Paint Floats	2-10
28. Berthing Barges	2-11
29. Crane and Rigging	2-11
30. Forklifts	2-12
31. Diving Operations	2-12

TABLE OF CONTENTS

Chapter 2	PORT OPERATIONS	
32.	Small Boat Operations	2-13
33.	Flight Operations	2-13
34.	Flight Equipment Movements	2-14
35.	Fire Drills	2-15
36.	SONAR Testing	2-15
37.	Welding or Similar “Hot” Work	2-15
38.	Ammunition Handling and Hazardous Electromagnetic Radiation to Ordnance (HERO)	2-15
39.	Requests to Radiate Radars in Port	2-15
40.	Petroleum, Oil and Lubricants (POL) Handling	2-16
41.	Painting	2-16
42.	Blowing Boiler Tubes	2-16
43.	Colors	2-16
44.	Topside Speakers	2-16
45.	Swimmer Operations	2-16
46.	Harbor Movements Message	2-17
47.	Radiating Inport	2-17
48.	NBSD Quiet Hours	2-17
49.	In-port Vessel Compensating Water Discharge	2-17
50.	Pier Cleanliness and Inspections	2-18
51.	Refuse and Recyclable Disposal	2-18
52.	Pier Obstructions	2-18
53.	Oil Spill Removal	2-18
54.	Oily Waste (OW)	2-19
55.	Contaminated Fuel or Sludge Removal	2-19
56.	Hazardous Waste (HW) Used or excess Hazardous Material (HAZMAT)	2-19
57.	Garbage/Trash Pick-up	2-22
58.	Supply Delivery	2-22
59.	Test Equipment Maintenance	2-22
60.	Electronic Systems Support	2-22
61.	Tool Loans	2-22
62.	Locksmith	2-22
63.	Policy Governing Lay Down Areas in the Vicinity of Piers	2-23
64.	Environmental Compliance Requirements	2-23
65.	Pier Points of Contact	2-24
66.	Base Cleanliness and Appearance Responsibilities	2-25
67.	Dumpsters	2-26
68.	Recycling	2-26
69.	Smoking	2-27
70.	NBSD “Clean Sweep”	2-27
71.	Vehicle Parking Policy	2-27
72.	Eligibility for Handicapped Parking	2-34
73.	Parking Restriction Color Coding	2-34



TABLE OF CONTENTS

## Chapter 2 PORT OPERATIONS

74. Bicycle Parking Policy	2-34
75. Motorcycle Parking Policy	2-35
76. Illegally Parked Vehicle Enforcement	2-35
77. Diesel-Fueled Mobile Equipment Idling Policy	2-35
78. LASER Operations	2-36
79. Phone List	2-36

## Chapter 3 COMMUNICATIONS

1. Naval Telecommunications Center (NTCC)	3-1
2. Telephone Service	3-1
3. Computer and Network Services	3-1
4. Pier Side Cable TV Services	3-2
5. Destruction of Classified Material	3-2

## Chapter 4 FEDERAL FIRE DEPARTMENT

1. General Information	4-1
2. Fire Onboard Ship	4-1
3. Fire on or Near Waterfront	4-2
4. Fire Tugs	4-2
5. Fire Alarms	4-2
6. Connections to Fire Outlets	4-2
7. Emergency Access Lanes	4-2
8. Fire Mains or Pumps Out of Service	4-2
9. Fire Watches	4-2
10. Firefighting Craft, Control, and Equipment Available in San Diego Harbor	4-2
11. Fire Marshall Services Provided to the Installation	4-3

## Chapter 5 SECURITY, TRAFFIC, VISITORS

1. Access Control	5-1
2. Penal/Authority	5-14
3. Search Authority	5-14
4. Roadway Maintenance Repair/Alteration/Modification	5-14
5. Towing	5-15
6. Pushing Vehicles	5-16
7. Permission to Operate	5-16
8. Traffic Control	5-16
9. Right of Way	5-17
10. Impoundment	5-17
11. Taxicab/Rideshare	5-17
12. Accidents	5-18
13. Miscellaneous	5-18
14. Open Vehicles	5-18
15. Littering	5-18

TABLE OF CONTENTS

Chapter 5	SECURITY, TRAFFIC, VISITORS	
16.	Open Alcohol Containers	5-18
17.	Accidents Involving Government Vehicles Off Base	5-18
18.	Altered, Defaced, or Mutilated Identifications	5-19
19.	Special Tours Sponsored by the Public Affairs Officer	5-19
20.	News Media Representatives, Access Requirements	5-19
21.	Photography	5-20
22.	Use of Armed Forces and Dependent Identification Cards in Commercial Pursuits	5-20
23.	Regulations for Taxicab, Rideshare, Limousine, and Shuttle Service	5-20
24.	Refusal of Access	5-20
25.	Trespassing	5-21
26.	Possession of Dangerous and Deadly Weapons	5-21
27.	Challenges and Requirement to Show Identification	5-22
28.	Personnel and Vehicle Inspections/Searches	5-23
29.	Implied Consent	5-23
30.	Refusal to Complete Chemical Test	5-23
31.	Restrictions on Transporting Personnel	5-23
32.	Seat Belts	5-24
33.	Child Safety	5-24
34.	Radar Detection/Countermeasure Devices	5-24
35.	Transporting Cargo	5-24
36.	Regulations for Bicycles	5-24
37.	Motorcycle and Moped Safety Regulations	5-25
38.	Garment and Motorcycle Visibility	5-25
39.	Alternate Means of Urban Transportation	5-26
40.	Pedestrians/Joggers	5-26
41.	Portable Listening Devices, Head/Earphones, Cellular, Text Messaging	5-27
42.	Material Handling Vehicles	5-27
43.	Responsibility	5-27
44.	Traffic Control	5-28
45.	Magistrate Citations	5-28
46.	Traffic Points	5-28
47.	Instructions to Violator	5-29
48.	Action Relation to Point Accumulation	5-29
49.	Appeals	5-30
	Exhibit 5-1 Forms	5-31
	Exhibit 5-3 Driving Records and Traffic Infraction Point System	5-XX
	Exhibit 5-2 Definitions	5-XX
Chapter 6	PERSONNEL/PERSONAL SERVICES	
1.	Armed Forces Identification (ID) Cards	6-1
2.	Armed Forces Pass & ID Card Laboratory	6-1
3.	Chaplain Support/Religious Ministries	6-1
4.	Housing	6-2

TABLE OF CONTENTS

## Chapter 6 PERSONNEL/PERSONAL SERVICES

5. Legal	6-2
6. Lost and Found	6-3
7. Navy and Marine Corps Relief Society (NMRCS)	6-3
8. Navy Exchange (NEX) Uniform Center	6-3
9. Naval Base San Diego Theater	6-3
10. Messing	6-3
11. Berthing/Unaccompanied Housing	6-4
12. Uniforms	6-5
13. Transient Personnel Unit (TPU)	6-5
14. Navy Passenger Transportation Office (NAVPTO)	6-7
15. Substance Abuse Rehabilitation Program	6-7
16. Fleet and Family Service Center (FFSC)	6-8
17. Navy School Liaison Officers	6-10

## Chapter 7 NAVY EXCHANGE/COMMISSARY SERVICES

1. Locations of Facilities	7-1
2. Fashion Store	7-1
3. Home and Electronics Store	7-2
4. District (Broadway Complex) Mini-Mart	7-2
5. Package Store	7-2
6. Fleet Exchange Retail Stores	7-2
7. Navy Housing Convenience Stores	7-3
8. Car Care Center	7-4
9. NEX NMCS	7-4
10. Q-Mart Mini-Mart	7-5
11. Navy Lodge	7-5
12. Food Services	7-5
13. Services	7-6

## Chapter 8 REGULATIONS AND SAFETY PROCEDURES

1. Alcoholic Beverages	8-1
2. Prohibited Dangerous and Deadly Weapons	8-2
3. Pets	8-3
4. Swimming	8-3
5. Fishing	8-3
6. Safety Procedures	8-3
7. Pier Enclave Access During Heightened Threat Conditions (THREATCON)	8-7
8. U.S. Military Service Members	8-7
9. Government Civilians	8-7
10. DoD Contractors	8-7
11. Dependents	8-8
12. Coalition Force Visitors	8-8
13. Non-Coalition Force Visitors	8-9

TABLE OF CONTENTS

## Chapter 8 REGULATIONS AND SAFETY PROCEDURES

14. Retirees (not falling into the other categories)	8-9
15. Distinguished Visitors (Flag Officers Political Leaders, etc. not falling into the other categories)	8-9
16. Special Circumstances	8-9
17. Motorcycle vehicle Safety Inspection Procedures	8-9
18. Requirements	8-10
19. Motorcycles and Bicycles (including Mopeds)	8-13

## Chapter 9 PUBLIC WORKS DEPARTMENT

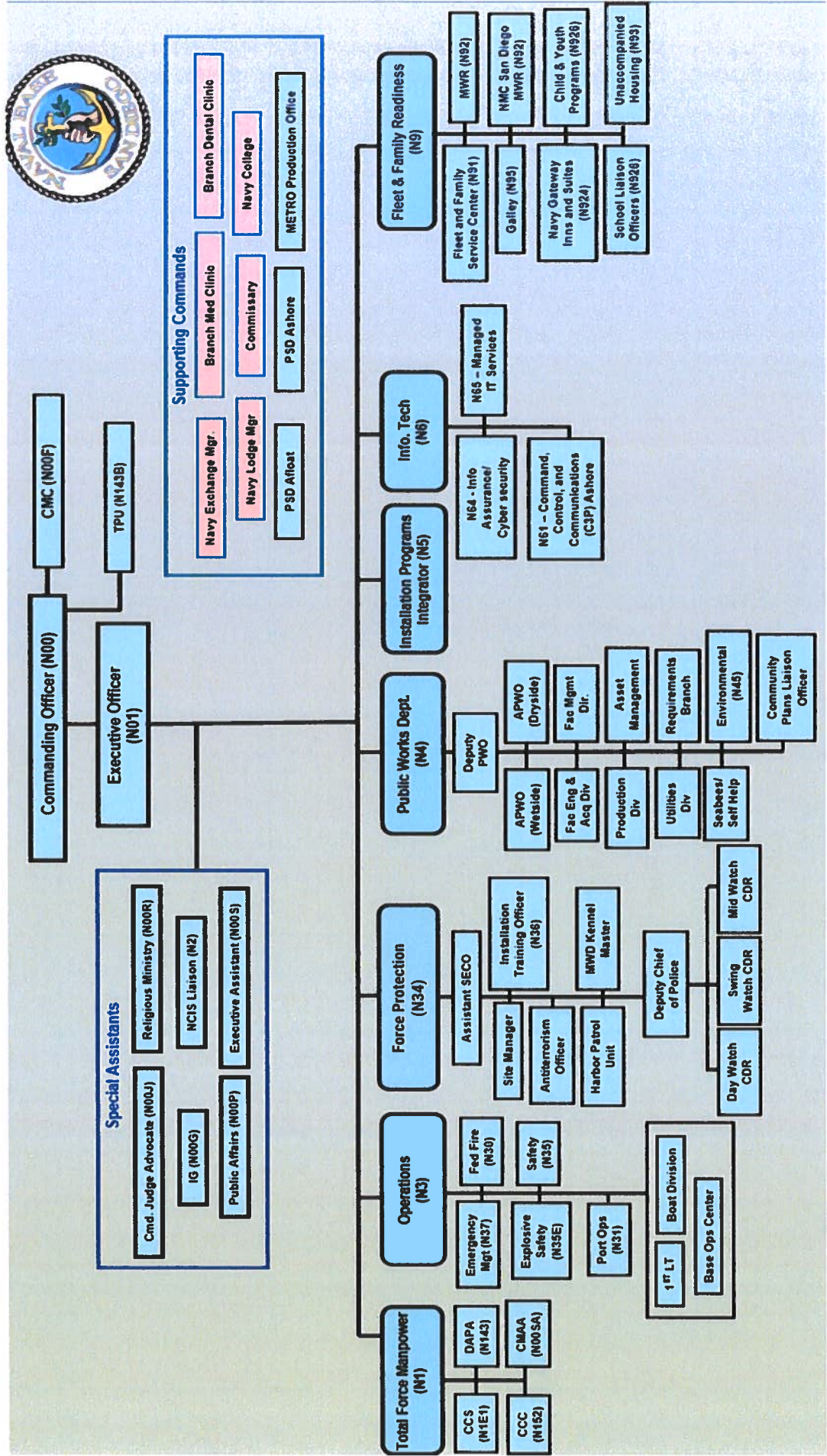
1. Overview of Public Works Department (PWD)	9-1
2. Organizational Chart	9-1
3. Public Works Officer (PWO) Roles and Responsibilities	9-2
4. Deputy Public Works Officer (DPWO) Roles and Responsibilities	9-2
5. NBSD Tenants Roles and Responsibilities	9-2
6. Facilities Management Division Director (FMD) Roles and Responsibilities	9-2
7. PWD Fiscal Year Budget	9-2
8. Overview of Requirements Branch	9-3
9. Facilities Management Specialist (FMS)	9-4
10. Building Monitor Roles and Responsibilities	9-4
11. Zone Inspections	9-4
12. After Hours and PWD Help Desk	9-5
13. Asset Management (AM) Branch	9-5
14. Basic Facilities Requirements (BFR)	9-6
15. Assistant Public Works Officer (APWO)	9-6
16. Facilities Engineering Acquisition Division (FEAD)	9-6
17. FEAD Director Roles and Responsibilities	9-7
18. Production Division Roles and Responsibilities	9-7
19. Energy	9-8
20. Heating and A/C Policies	9-8
21. Seabee Self-Help	9-8
22. Facility Services	9-8
23. NAVFAC Southwest Support	9-8
24. PWD Safety	9-8
25. Utilities	9-8
26. Reporting Facility Issues	9-8

**APPENDICES**

- A**        **Map of Designated Smoking Areas onboard NBSD**
- B**        **NBSD Parking Lot Legend**
- C**        **Sample Parking Request Message**
- D**        **Sample Laydown Request Letter Format**
- E**        **Sample Laydown Schematic**
- F**        **Equipment Identification Sign**
- G**        **Pier SOPA Areas of Responsibility**
- H**        **CDO Quick Reference Guide**
- I**        **Afloat CDO/OOD Quick Reference Guide**
- J**        **Hazmat Pick-up Schedule**
- K**        **Compensating Water Discharge Standard Operating Procedure**

CHAPTER 1  
ORGANIZATION

1. Naval Base San Diego (NBSD) Organizational Chart





2. Mission. NBSD is an Echelon IV shore activity in an active, fully operational status headed by an Installation Commanding Officer (ICO) under the administrative and operational control of Commander, Naval Installations 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.

### 3. Special Assistants

a. Religious Ministry (N00R). 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. NBSD Chapel can be reached at (619) 556-2658 in BLDG 277. Murphy Canyon Chapel can be reached at (858) 268-2213. More information can be found in Chapter 6.

b. Command Judge Advocate (JAG) (N00J). Provides legal support to NBSD ICO. Areas include, but are not limited to: military justice, investigations, Non-Judicial Punishment (NJP), administrative separations, ethics, barment and restricted access letters, service of process, turnover of personnel, Special Assistant to the U.S. Attorney matters, and relations with civil authorities. The JAG can be reached at (619) 556-2896.

c. Inspector General (IG) (N00G). Carries out a wide spectrum of investigative/inspection activities to detect and prevent waste, fraud, and mismanagement within the NBSD command. The IG may be contacted in person in BLDG 72 (Room 103) or (619) 556-0010. Operational units or other tenant commands onboard NBSD should engage the IG in their respective chains of command. Recommend reviewing the following link prior to filing any hotline complaint. [https://www.cnic.navy.mil/ig/contact\\_ig/cnrsw\\_ig.html](https://www.cnic.navy.mil/ig/contact_ig/cnrsw_ig.html).

d. Public Affairs Officer (PAO) (N00P). 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. PAO can be reached at (619) 556-7359 in BLDG 72.

4. Command and Staff (N1). NBSD's headquarters is located in BLDG 72. The Administrative Officer is responsible for the following functions: Administrative Services, Chief Master-at-Arms, Command Career Counselor, Deployability, Equal Opportunity (EO), Limited Duty, and Drug and Alcohol Preventive Advisor (DAPA). The Administrative Department can be reached at (619) 556-2406. The office of the Commanding Officer and Executive Officer can be reached at (619) 556-2400.

### 5. Operations Department (N3)

a. Port Operations (N31). Coordinates harbor operations, berthing assignments, berthing services, pier laydowns, oil spill response/recovery and Customs and Agricultural Inspections for homeported and visiting ships. Port Operations maintains Service Craft, maintenance barges, oil booms, and paint floats. Port Operations can be reached at (619) 556- 2772/4468. Details for requesting services can be found in Chapter 2.

b. Base Operations Center (BOC). The NBSD BOC is manned 24/7 and serves as the central command and control node for NBSD providing pertinent operational and tactical information, as needed. During incidents, the installation Incident Management Team (IMT) mans the BOC transitioning to act as the NBSD Emergency Operation Center (EOC) which supports the installation in the response and recovery phases of contingency operations. NBSD BOC/EOC Watch Team can be reached at (619) 556-7615/5555.

c. Emergency Management (N37). The NBSD Emergency Management Office develops plans and procedures in response to and recovery from disasters. They provide guidance, planning, and training to installation departments and tenant commands on various man-made threats and natural disasters. The Emergency Management Office is responsible for the manning and operations of the EOC. NBSD Emergency Management Office can be reached at (619) 556-0791.

d. 1st Lieutenant (1st LT)/Base Parking. The NBSD 1st LT is responsible for general base cleanliness and the upkeep of assigned areas of responsibility. Parking Division is responsible for clarifying base parking policies, marking temporary parking closures, coordinating parking enforcement for closure violations and maintaining parking assignment information. More information can be found in Chapter 2.

e. Safety (N35). Safety Department provides Occupational Safety and Health (OSH) support to NBSD and tenant commands, as appropriate. Areas of responsibility include mishap investigation, reporting and recordkeeping, workplace inspections, hazardous material control and management, employee reports of unsafe/unhealthful working conditions, relations with federal Occupational Safety and Health Administration (OSHA) officials, and training. The Safety Department can be reached at (619) 556-0728. More information can be found in Chapter 8.

f. Explosives Safety Office (ESO) (N35E). Provides the ICO with reasoned, informed advice regarding explosives safety standards and acceptable levels of risk. The ESO is also responsible to supervise all pier side handling evolutions on the installation. ESO can be reached at (619) 556-6379/5700.

g. Installation Training Officer (ITO) (N36). Assists all commands with training requirements. The main function of the ITO is to integrate training across all commands onboard NBSD. The ITO is the point of contact for drills, exercises, table top exercises (TTX), and walkthroughs, and can be reached at (619) 556-3136.

h. Federal Fire and Emergency Services (FEDFIRE). Provides all hazards fire and emergency services support to NBSD, tenant commands, and ships berthed at NBSD. The Fire Department can be reached for all non-emergencies at (619) 524-6999. For all emergencies on base dial 911. More information can be found in Chapter 4.

6. Force Protection (N34). 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 augments pier security and provides Chief of the Guard (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 COG will carry out initial On-Scene Commander response notification and conduct incident response coordination with pier Senior Officer Present Afloat (SOPA), ICO, and Command Duty Officer (CDO). The NBSD Security Department can be reached at (619) 556-6088. More information can be found in Chapter 5.

7. Public Works (N4). Plans, constructs and operates/maintains the facilities on base to the benefit of the tenants in those buildings. Also takes care of the utilities piers, roads and fence lines. Works in concert with Naval Facilities Command (NAVFAC) transportation crews that provide crane services and vehicle services. Public Works can be reached at (619) 556-1332. More information can be found in Chapter 9.

a. Environmental Office. Provides program and compliance support to both NBSD shore and afloat commands. Primary support mission is increasing knowledge and understanding of environmental regulations that impact mission readiness. The Environmental Department actively engages with regulatory agencies, contractors, and military and civilian personnel. The Environmental Office is responsible for permitting, preparing plans, and making training available to military and civilian personnel. The Environmental Office can be reached at (619) 556-1537.

b. Community Planning and Liaison Officer (CLPO). Serves as the base liaison with local, regional, and state planning officials on encroachment and land use related issues which affect military operations. CLPO can be reached at (619) 556-8183 in BLDG 72.

8. Information Technology (IT) (N6). Provides management and oversight of Information Technology services for NBSD and tenant commands as appropriate. Coordinates with customers to gather requirements and provide support and solutions to meet mission requirements. IT services covers computer support and ordering via Navy/Marine Corps Intranet (NMCI), Cyber Security oversight and management, Enterprise Land Mobile Radios (ELMR), Fiber Optic infrastructure planning and management, Local Defense Biometric Identification System (DBIDS) support, desktop, laptop and cellular phones, cable TV management, plus other communication means across various medians. More information can be found in Chapter 3. IT Department can be reached at (619) 556-6665.

9. Fleet and Family Readiness (FFR) (N9). The FFR Director is responsible for the management of Morale, Welfare, and Recreation (MWR); Fleet and Family Support Center; Child and Youth Programs; Unaccompanied Housing; School Liaison Officers; and the Galley. Information, locations, and hours of operation for all N9 programs can be found at [www.sandiego.navylifefsw.com](http://www.sandiego.navylifefsw.com) or by downloading the free Navy Life San Diego “app” from Google Play or the Apple Store. FFR can be reached at (619) 556-7745. More information can be found in Chapter 6.

#### 10. Supporting Commands

a. Transient Personnel Unit (TPU). Commanding Officer, Navy Region Southwest (NRSW) TPU serves as convening authority for assigned staff and transient populations of deployed NRSW commands and units. The TPU’s mission is to expeditiously process Sailors through the

regular transfer, separation, and discipline pipelines for commands that, because of deployment or overseas location, cannot provide appropriate facilitation themselves. NRSW TPU is manned 24/7 and staff can be contacted via the quarterdeck at (619) 556-3182 and the Command Duty Officer (CDO) at 619-782-5006. More information can be found in Chapter 6.

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

c. 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 Dental Clinic in building 3230 at (619) 556-8240.

d. Naval Base San Diego Medical Clinic. A comprehensive medical program is provided to all military personnel. Call (619) 556-8101 or visit building 3300 to schedule an appointment.

e. Navy Exchange (NEX). The mission of the NEX stores is to provide customers with quality goods and services at a savings and to support Navy quality of life programs. The NEX is an important quality of life benefit to active duty, retirees, veterans, Department of Defense (DoD) civilians, national guard, reservists and family members around the world. There are 13 NEX retail locations and four micro markets on Naval Base San Diego. The NEX offers quality, value and savings and is committed to delivering low prices every day on the merchandise and services customers want and need. On average, customers save more than 20 percent, not including sales tax, when shopping at a NEX. NEXs also provide necessary services to the Navy community including barber and beauty shops, automotive service centers, gas stations, food outlets and more. The NEX gives back 100 percent of its earnings to support Navy quality of life programs. More information on store locations can be found at <https://www.mynavyexchange.com>.

f. Region Legal Service Office Southwest (RLSO SW). RLSO SW, located in building 56, provides legal support to NBSD and tenant/area commands. Provided services include, but are not limited to legal assistance, command advice, and prosecutorial support services. RLSO SW can be reached at (619) 556-5977. More information can be found in Chapter 6 and on the RLSO SW website: [https://www.jag.navy.mil/legal\\_services/rlso/rlso\\_southwest.htm](https://www.jag.navy.mil/legal_services/rlso/rlso_southwest.htm).

g. Defense Service Office West (DSO West). DSO West, located in building 56, provides legal representation to Service Members at administrative separation boards, boards of inquiry, and courts-martial. DSO West also provides advice to Service Members on defense-related topics such as NJP. DSO West can be reached at (619) 556-7539. More information can be found in Chapter 6, and on the DSO West website: [https://www.jag.navy.mil/legal\\_services/dso/DSO\\_West.htm](https://www.jag.navy.mil/legal_services/dso/DSO_West.htm).

CHAPTER 2  
PORT OPERATIONS

1. Port Operations Installation Program Director (IPD). Is responsible for the overall management and scheduling of Port Operations on NBSD. The Port Operations IPD's office is located in BLDG 150. The IPD can be reached at (619) 556-2772/4468.
2. Port Control Office (PCO). Is responsible for the scheduling of military port movements in the San Diego Harbor. Movements can be coordinated with the Port Control Scheduler via email at [cnrsw\\_port\\_ops@navy.mil](mailto:cnrsw_port_ops@navy.mil), naval message, or phone (619) 556-1434/2772.
3. Ships Berthing Services Office (BSO). Is responsible for berthing assignments and coordinating berthing services. The BSO is located in BLDG 150 and may be contacted from 0700-1600 Monday through Friday at (619) 556-3147/3148 or email [cnrsw\\_port\\_ops@navy.mil](mailto:cnrsw_port_ops@navy.mil).
4. Fleet Support Officer. Is located in building 150, (619) 556-1442, and is manned during normal working hours. The Fleet Support Officer supports the Fleet via tracking of all port operations and activities, i.e. diving, sonar, small boat operations, etc. They are also responsible for drafting the harbor movements message and the daily ship locator.
5. Port Operations Dispatch. Maintains track of daily movements on the NBSD waterfront. Dispatch is maned 24/7 and can be contacted for emergent issues that require additional coordination from the Port Control, Berthing Services or Fleet Support. Dispatch is located in BLDG 150 and can be reached at (619) 556-1433.
6. Liquid Cargo. Is responsible for the placing, maintenance and movement of oil booms, removal of debris located between piers and delivery/removal of paint floats.
7. Facilities Response Team (FRT). Provides oil spill response to NBSD and San Diego Harbor, south of the Coronado Bridge. Recovery operations for oil spills is restricted to daylight hours. Containment is available 24 hours a day. The FRT is located in BLDG 3321 and can be reached at (619) 556-8006.
8. Piers Division. Coordinates and approves laydown request for pier usage per NAVBASEINST 3170.1. Conducts pier inspections for violation of policy and provides feedback to ships for correction. The Pier Supervisor for NBSD is located in BLDG 3321, (619) 556-8006 and is manned from 0730 to 1500, Monday through Friday.
9. First Lieutenant Division. Is responsible for general base cleanliness and upkeep for assigned areas of responsibility. However, base cleanliness is the responsibility of EVERY tenant command, both ashore and afloat. The appearance of NBSD is a direct reflection on the United States Navy, as well as 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 later in this chapter.

1 Mar 2023

10. Parking Division. Is responsible for clarifying base parking policies, marking temporary parking closures, coordinating parking enforcement for closure violations, and maintaining parking assignment information.

11. 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). Tenant command areas of responsibility are visually depicted in Appendix B. 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. Tenants shall also be responsible for weeding in their responsible areas. If left unattended, weeds become unsightly and overgrown.

12. Afloat Commands and Pier SOPAs. Are responsible for pavements, parking lots and piers as delineated in Appendix B. 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. Pier SOPAs are responsible for the cleanliness of parking areas adjacent to their pier. Parking areas assigned to each pier are:

- a. Pier 1: Lot 1C (north of Pier 1), lot 1D (south of pier 1).
- b. Pier 2: Lot 1E (north of Pier 2), parking area directly east of Pier 2 gate.
- c. Pier 3: Quay wall 3 North (north of Pier 3), parking area within the enclave and parking area adjacent to the enclave fence from Senn Rd to Robertson St.
- d. Pier 4: Quay wall 4 North (north of Pier 4), parking area within the enclave and parking area adjacent to the enclave fence from Robertson St to Hering Way.
- e. Pier 5: Quay wall 5 North (north of Pier 5), parking area within the enclave and parking area adjacent to the enclave fence from Hering Way to Bainbridge St.
- f. Pier 6: All quay wall parking on both sides of Brinser St. from the drydock (North of Pier 6) to the midway point between Vesta and Wooden Streets, Lot 4A, western half of lot 4E in the vicinity of Bldg 548 (MWR/DFS) and Bldg 3416 (Career Information Center).
- g. Pier 7: All quay wall parking on both sides of Brinser St., from Pier 7 north to the midway point between Vesta and Wooden Streets, lot 4F (fenced lot east of Pier 7) and the eastern half of lot 4E.
- h. Pier 8: Both sides of the street parking on Brinser St. from Pier 7 south to Southall St. and lot 4P (east of Pier 8).
- i. Mole Pier: Lot 4I (east of Mole Pier), lot 4X (north of SWRMC Consolidated Divers building 3601).

1 Mar 2023

j. Pier 10: Lot 4J, 4K and 4L (east of Pier 10), quay wall 10 North and 10 South and parking area within the enclave and parking area adjacent to the enclave from Mole Rd to Jones St.

k. Pier 12: Lot 4Z (east of Pier 12), quay 13 North, parking area within the enclave and parking area adjacent to the enclave from Jones St to Dewey St.

l. Pier 13: Lot 4N and 4O (east of Pier 13), quay wall 13 South and parking area within the enclave and parking area adjacent to the enclave from Dewey St to Smith St.

13. NBSD Command Duty Officer (CDO). The NBSD CDO is the direct representative of CO, NBSD and is tasked with good order of the base and with daily inspections. In performing this task, the NBSD CDO will enforce standards by identifying situations that require corrective action to the appropriate tenant and/or Pier SOPA. NBSD CDO may be reached at (619) 247-8897.

14. Base Operation Center (BOC). The NBSD BOC is located in building 150, (619) 556-7615. The BOC is manned by the Base Watch Captain and is available to brief ships on NBSD policies pertaining to uniforms, pedestrian traffic, visitors, etc.

15. Piers. NBSD has 12 piers and six quay walls available for ship berthing. These piers consist of five shallow draft piers (1, 4, 5, 6 and Mole) and seven deep draft piers (2, 3, 7, 8, 10, 12 and 13). Shallow draft piers are for ships with draft of less than 30 feet. Deep draft piers are for ships with draft greater than 30 feet with a draft not to exceed 37 feet.

16. Quay Walls. Quay wall berths are reserved for ships less than 450 feet in length, with a draft of less than 20 feet. Not all quay walls are equipped with shore power, potable water and sewage services. Contact the BSO for details to determine berthing requirements.

17. Utilities. Utility Services include steam, potable water, sewage, and shore power. Connection services to U.S. Navy, U.S. Coast Guard, Military Sealift Command (MSC), and USNS ships are furnished by NBSD, via Logistics Request by email, or phone call to the BSO. 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.

a. Electrical Services. All piers are equipped with 480 volt (V) power at all berths. Three piers are installed with 4160 volt (V) electrical power (piers 10, 12, 13) for a total of five berths.

b. 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 ship's 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 ship's Electrical Officer or senior electrician will notify the NAVFAC electrician at (619) 532-1640 that phase testing is complete and the ship will be shifting the electrical load from ship to shore power.

1 Mar 2023

c. Disconnects. Electrical power will be secured no 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.

d. De-energizing/Re-energizing. Except for emergency situations, ships are NOT allowed to de-energize the circuits from the shore transformers. Ships that de-energize the circuits for non-emergencies risk not only damaging the transformer but also causing harm to individuals. Ships who require to be de-energized may contact NAVFAC Duty Desk at (619) 556-7349.

e. A five-day notice is required for ship maintenance requiring disconnect and/or reconnect of shore power, switchboard cleaning, and any other maintenance items that are not authorized by Port Operations. This will require a DD 1149 form submitted to cover costs. Contact for requesting a quote is Mr. Brandon George, who may be reached via email at [brandon.s.george.civ@us.navy.mil](mailto:brandon.s.george.civ@us.navy.mil).

f. Steam Services. Four piers are installed with decentralized steam boilers (piers 1, 2, 7, and 13). An electric steam boiler at south side Mole Pier is available for non-propulsion quality steam at 150 PSIG. 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.

g. Collection, Holding, and Transfer (CHT) Services. Sewage hoses will be provided by NAVFAC and connected by personnel in accordance with the Engineering Operational Sequencing System (EOSS). Two and one half inch sewage hoses will be used when possible due to the cost and weight of 4" hoses. 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. NAVFAC personnel will retrieve the CHT hoses from the pier.

h. 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 hypochlorinated and painted with blue federal standard color number 15044, per Naval Ships' Technical Manual 505. Ships' 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. Ships' 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.

1 Mar 2023

18. NAVFAC Graving Dock Facility. The graving dock and immediate surrounding area are the property of NAVFAC for use by private shipyards. NAVFAC Metro Production Office has total responsibility for the area and for cleanliness, removal of trash and garbage within the area. NBSD has authority to periodically inspect the area to ensure 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. NBSD provides hotel services (Shore Power, Potable Water and Sewer) to ships in the Graving Dock. All persons, other than those attached to ships in graving dock and shipyard work force assigned, shall remain clear of the area.

19. 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 an ordinance 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. Centenary 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.

20. Scheduling and Berthing Assignments. Berths within the confines of NBSD are assigned on first come first served basis according to operational, maintenance, and Fleet training requirements.

a. Normal operational hours for NBSD are 0700-1700, Monday through Friday (excluding holidays). These hours are inclusive of underway or a bridge time. A bridge time is defined as the time when the ship is underneath the Coronado Bay Bridge as it is entering the port. Any request for movement outside of the hours of 0700-1700, Monday through Friday, will require

b. Commander, THIRD Fleet (C3F) approval. Due to the USCG's regulated 12-hour crew day for the tugs, there are instances where the Port Control Office will not be able to support ships request even with a C3F approval. In this instance, ships should report the inability of NBSD to support to their ISIC, who will report to C3F. C3F will then determine if requested movement is mission essential, and provide authority to "bump" another ships movement to a lesser priority.

c. Tugs and pilots will be met or depart underneath the Coronado Bay Bridge. An escort through the channel is not a standard service, requires additional assets, and may not always be available. Notify the Port Control Office as soon as possible should an escort be required.

d. LOGREQS are not required from ships homeported in San Diego. All standard hotel services are provided when a berthing assignment is made. Special requests should be made as

soon as known in order for PCO and BSO to make necessary arrangements. Ships not homeported in San Diego are required to send a LOGREQ in accordance with C3F guidance.

e. Ships returning from Hawaii, Guam, or a foreign port shall notify the BSO two weeks in advance of schedule arrival date in order to make the appropriate Customs, USDA, and mobile steam sterilizer arrangements.

f. Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ), a division of the USDA, will be notified of all ships arriving from foreign and Hawaiian ports. In addition, the California Department of Food and Agriculture will be notified of all ships arriving from outside its borders and not covered by USDA.

g. All regulated garbage shall be kept on board in covered, leak-proof containers until USDA has approved removal. Ships personnel shall then transfer the garbage, using leak-proof bags, to the USDA-approved mobile steam sterilizer, which will be identified as "FOREIGN GARBAGE," provided by CNRSW on the pier near the brow of the generating ship.

h. Arrival and departure requests for ships homeported in San Diego will be coordinated with the PCO via email at [cnrsw\\_port\\_ops@navy.mil](mailto:cnrsw_port_ops@navy.mil) using the following format.

Ship Name:

Arrival/Departure Date:

Requested Pierside time: (Morning/Afternoon)

Side To: (Port/Starboard)

Brow number and location: (e.g. 1 - Midships/2 - 1 midships, 1 elevator)

Stern Ramp: (Yes/No)

Maintenance period: (Yes/No and type)

Special Requests/Additional Services: (e.g Request port side to in order to conduct small boat operations while in port. Request pier positioning to support stern ramp placement.)

In case of emergent tasking or return contact PCO (0700-1600) or Port Operations Dispatch (1600-0700) via phone with follow up email containing information provided above.

i. Scheduling of the YCs shall be done via email, no later than five business days prior to the need. Email request can be submitted at [cnrsw\\_port\\_ops@navy.mil](mailto:cnrsw_port_ops@navy.mil) utilizing the following format:

Ship Name:

Delivery Date:

Pick-up Date:

Usage: (JLG, Anchor, MFTA, etc.)

If JLG: (delivery location for JLG on load)

Location of Delivery to Ship: (Bow/Stern/Amidships)

Divers at time of Pick-up or Delivery? Yes/No

(1) Non-self-propelled craft, YCs, are the responsibility of:



1 Mar 2023

(a) The command to which they are permanently assigned or re-assigned for temporary use when not being moved by tugs under the operational control of CNRSW Port Operations Program Director. Non self-propelled crafts, YC's, small boats, RHIB boats or paint floats will be tied or berthed at a quay wall due to the possible damages to the craft and/or quay wall/pier.

(b) NBSD Port Operations Installation Program Director, when being moved in the San Diego Harbor area by tugs under the operational control of NRSW Port Operations Program Director. Water Compensating YONs are not available at NBSD.

j. Configuring a berth is a time consuming process. Depending on the class of ship, it could take up to seven days to prepare or reconfigure the berth. Switching "side to" requires time to reset the berth. The below are the standard berth preparation times by ship class at NBSD:

Class of Ship	Number of Cables	Berth Prep	Berth Prep Man Hours	Switching Side To
CG	10	2 – 3 days	40 – 48 hrs	2 – 3 days
DDG	10	1 – 3 days	40 – 48 hrs	1 – 3 days
DDG-1000 (4160V)	2	1 – 2 days	16 – 24 hrs	1 – 2 days
LCS-1	3	1 – 2 days	24 – 32 hrs	1 – 2 days
LCS-2	4	1 – 2 days	32 – 40 hrs	1 – 2 days
LHA (4160V)	4 – 6	2 – 3 days	32 – 48 hrs	2 – 3 days
LHD (480V)	20	5 – 7 days	80 – 88 hrs	5 – 7 days
LPD	16 – 20	3 – 5 days	80 – 88 hrs	3 – 5 days
LSD	10	2 – 3 days	40 – 48 hrs	2 – 3 days
MCM	2	1 – 2 days	16 – 24 hrs	1 – 2 days
T-AGS (WATERS)	8	2 – 3 days	40 – 48 hrs	2 – 3 days
T-AH	8 – 10	1 – 3 days	40 – 48 hrs	1 – 3 days
T-AKE	20	5 – 7 days	80 – 88 hrs	5 – 7 days
T-AKR (WATKINS)	6	2 – 3 days	48 – 56 hrs	2 – 3 days
T-AKR (BOB HOPE)	6	2 – 3 days	48 – 56 hrs	2 – 3 days
T-AO	6	2 – 3 days	48 – 56 hrs	2 – 3 days
T-ARS	3	1 – 2 days	24 – 32 hrs	1 – 2 days
T-ATF	1	1 – 2 days	08 – 16 hrs	1 – 2 days
T-AVB (CURTIS)	2	1 – 2 days	16 – 24 hrs	1 – 2 days
T-EPF (BRUNSWICK)	2	1 – 2 days	16 – 24 hrs	1 – 2 days
T-ESD (H. WILLIAMS)	10	2 – 3 days	40 – 48 hrs	2 – 3 days
T-ESD (JOHN GLENN)	20	5 – 7 days	40 – 48 hrs	5 – 7 days

1 Mar 2023

21. Line Handling. The Pier SOPA for an arriving ship is responsible to ensure line handling parties are assigned and executed in coordination with the BSO through a line handling chit. Pier SOPAs ABSOLUTELY CANNOT relinquish their responsibilities of coordinating with other ships to provide the correct number of line handlers to support the arrival of incoming ships. Ships departing NBSD or shifting berths within the harbor will make their own arrangements for line handling parties. Composition of the mooring party will include a minimum of two personnel per mooring line and safety observer(s) (per the table below). Coordination with the ship scheduled to get underway/moor is highly encouraged when unfamiliar with the arriving/departing ship's mooring line configuration.

Class Ship	Line Handlers	Safety Observers
CG	12	1
DDG	12	1
DDG-1000	12	1
FFH(HMCS)	12	1
LCS-1	12	1
LCS-2	12	1
LHD	22	2
LPD	16	2
LSD	12	1
LSV(ARMY)	6	1
MCM	8	1
MM(HMCS)	8	1
T-AGS(MSC)	12	1
T-AH(MSC)	16	2
T-AKE(MSC)	16	2
T-AKR(MSC)	20	2
T-AO(MSC)	16	2
T-ATF(MSC)	8	1
T-AVB(MSC)	16	2
T-EPF(MSC)	12	1
T-ESD(MSC)	16	2
WHEC(USCGC)	12	1
WMSL(USCGC)	12	1

22. 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 escorts for civilian news media personnel and photographers while they are on board NBSD.
- b. Arrange with NBSD Security to facilitate non-DOD guests, entry onto the installation.
- c. Provide refreshments for dependents and guests, as practicable.

1 Mar 2023

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

e. Provide line handlers.

f. Coordinate parking arrangements for dependents with NBSD Parking Coordinator at (619) 556-9259, and provide additional sentries as required by NBSD Security. Submit parking requests via naval message no later than 15 days prior to berthing.

g. Submit pier laydown requests as per pier laydown guidance provided in this handbook and NAVBASESANDIEGOINST 3170.1, no later than five days prior to commencement of work.

23. Tiger Cruise, Open House, Deploying Ships, Returning Ships, and Official Visitors. Ships planning special events such as a Tiger Cruise, Christmas party, or an "open house" for visiting by the general public must notify the NBSD Security Officer at least 45 days prior to the scheduled date in order to make appropriate adjustments to personnel manning at Base Entry Control Points (ECPs) and ensure non-DoD identification holders are properly vetted for base access. Ships should arrange for reserved parking per guidance provided in this handbook. 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.

24. Brows and Platforms. Brows and platforms are used simultaneously to support the ingress and egress to/from a ship or barge. Port Operations BSO provides brow and platform services. Upon arrival at NBSD, ships are assigned one brow and one platform in support of ingress/ egress. A second brow can be requested from the BSO with approval is based on availability. The ship requesting an additional brow is responsible for covering the cost associated with the placement and removal of the added brow. The ship 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. NBSD is not resourced to provide brows and platforms to support maintenance or shipyard requirements.

a. Brows and platforms are strategically placed on piers in order to support ship's arrival and side to configuration. This equipage will remain on the pier. Direct any questions regarding brows and platforms to the BSO.

b. 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. The following information is required when requesting services:

Name of person making request:

Time and date needed:

Ship's name and berth location:

Length of brow required:

Height of platforms required:

Location of where item is to be placed:

1 Mar 2023

c. NBSD brows and platforms can only be relocated by use of NAVFAC cranes and forklifts. Once placed by NAVFAC Crane and Rigging brows will only be secured on the ship side of the brow, with chains or line to keep it in place. The brow has rings on either side for securing with chain or line, do not secure to the life rail stanchions. The other end of the brow on the platform has wheels and shall not be tied off preventing the brow from rolling on the platform during tide changes and other environmental factors.

d. NBSD utilizes modern aluminum brows that can be adjusted manually by ship's force. It is the responsibility of the ship's quarterdeck to monitor the status of its brow and platforms at all times, and utilize ship's force wherever necessary to reset their brow before requesting the use of heavy equipment to adjust a brow's position. If adjustment is beyond ships force capability, brows and platforms can be reset by NAVFAC cranes and forklifts or by NBSD Port Operations Dock Master forklifts. Brow and platform adjustments by non-ships force should be requested between 0700 and 1600 to minimize overtime requirements. Port Operations IPD and NBSD CDO, as required for safety will authorize movements outside of normal business hours.

25. Stern Ramps. Vehicles and equipment on load/offload for L-class ships can be conducted via the placement of a ramp from the quay wall to the well deck on the inner berths at pier 6, 8, and pier 12. They can also be conducted at 10 berth 2. Crane and Rigging is the point of contact for the placement of the stern ramp. They can be contacted via e-mail at [NAVFAC\\_SW\\_Transportation\\_Operations\\_Crane\\_And\\_Rigging@navy.mil](mailto:NAVFAC_SW_Transportation_Operations_Crane_And_Rigging@navy.mil) or (619) 556-7620. Stern ramp requirements shall be communicated to Port Operations when scheduling movements and berthing services.

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

27. Paint Floats. Paint floats are available from the BSO on a first come, first served basis. NBSD paint floats will only be used by military shipboard personnel. Use of NBSD paint floats at private shipyards is not authorized.

a. Scheduling of the paint floats shall be done via email no later than two to three business days prior to the need. Requests for paint floats are initiated through the following e-mail [cnrsw\\_port\\_ops@navy.mil](mailto:cnrsw_port_ops@navy.mil) using the following format:

Ship name:

Delivery Date:

Pick up date:

3 or 4 stage:

Where (Bow/Stern/Amidships):

b. Due to high demand, there is a two-week maximum request period for the use of paint floats alongside a ship. Extensions will be granted on a case by case basis. If a requested paint float is not available, the ship requesting the paint float will be notified, placed on a standby list, and notified when one becomes available. Upon completion of paint float usage, contact BSO for removal.

1 Mar 2023

c. Requests for paint floats shall be initiated by an E-7 or senior and inspected by an E-7 or senior prior to acceptance. Any noticeable damages must be documented and reported to Port Operations via email.

d. Do not tie off paint floats to life ring stations or protective barriers.

e. Paint floats must be kept alongside the ship at all times and cannot be moored to the pier. Paint floats will not be delivered to the stern of any Arleigh-Burke Class Destroyers (DDG) due to flight deck netting issues. All paint floats being moved to support any DDG will be delivered

forward of the flight deck. A DDG utilizing the paint float on its stern will be responsible for pulling the paint float to the aft location, if required.

f. Paint floats will not be delivered or picked up if the Code Alfa flag is displayed and/or divers are in the water.

g. Units using paint floats must ensure a tarp is placed on the lowest level to prevent spillage within San Diego Bay and that open containers of paint are kept to a necessary minimum.

h. Paint floats will be recalled prior to the onset of inclement weather, or forecasted wind speeds in excess of 25 knots.

i. All paint and painting supplies shall be removed from the paint float prior to return. All paint floats shall be inspected by an E-7 or senior prior to return. Additionally, any noticeable damages must be documented and transported to Port Operations. All damages will be the responsibility and expense of the ship returning the paint float.

j. Ships shall only paint exterior locations between sunrise and sunset.

28. Berthing Barges. Berthing barges are under the direct control of COMPACFLT Berthing and Messing Program (Barge Code). They are issued to ships going through an availability requiring ship's force to relocate off the ship for an extended period of time. Issuances of berthing barges are normally coordinated through Barge Code, the Project Manager, and the ship. Berthing barges are placed either outboard the ship or on an adjacent quay wall where the ship is berthed. Any request to move barge (unless going to shipyard) will require the ship to submit a NAVCOMPT 2275, DD 1149, or other authorized funding document to cover cost of labor, overhead, and material to the NAVFAC Comptroller Department.

29. Crane and Rigging. Crane and rigging services are provided by NAVFAC. The ship or TYCOM as the responsible funding authority for crane services will 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.

a. Arrangements for crane services can be made by calling (619) 556-7622 or submitting a signed memorandum to activate the funding document for crane services during normal working

1 Mar 2023

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 overhaul, or restricted or technical availabilities that are funded otherwise.

b. Lifts and other crane and rigging services should be requested as far in advance as possible. The following information is required when requesting service:

Name of person making request:

Date and time needed:

Ship's name, telephone extension, and berth location:

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

Number of lifts to be made:

Location of item(s) on ship or pier:

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

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

Weight of item(s) to be lifted:

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

c. Commander, Naval Surface Forces (CNSF) provides for crane services on a reimbursable basis for opportune lift (OPLIFT) of Privately Owned Vehicles (POV). Coordination of services is handled by CNSF and Port Operations.

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

Name of person making request:

Date and time needed:

Command name and telephone extension:

Work to be accomplished:

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

31. Diving Operations. Prior to conducting diving operations, ships are required to send a message or email to cnrsw\_port\_ops@navy.mil from an E-7 or senior a minimum of two business days in advance. Prior to entering and after exiting the water, the diving supervisor must notify Port Control (619) 556-1433/1442. Night dives require a CONOPS four business days in advance as well as NBSD CO's approval. While diving operations are in progress, ships will ensure appropriate signals are hoisted. Ships or units utilizing contract diving services are responsible for sending out the proper notifications for the contractors. The following format shall be used to request dive ops:

Date(s) of dive:

Location (ship/Pier):

Est. time in the water:

Est. time out of the water:

Dive Organization:

On site contact #:

32. Small Boat Operations. Small boat operations include military as well as contractor vessels operating within San Diego Bay. Prior to commencing small boat ops, commands are required to send a message or email [cnrsw\\_port\\_ops@navy.mil](mailto:cnrsw_port_ops@navy.mil) from an E-7 or senior a minimum of two business days in advance. Requests for contractor small boat ops, including access to the security barrier, must come from a military organization. Requests should use the following format:

Military

Date(s):

Start and finish time:

Where the boat ops are taking place:

Will access be required through the security barrier?

Will swimmers be in the water?

Contractors

Date(s) of requested access:

Destination (ship/pier):

Est. time of arrival:

Est. time of departure:

Company:

Name of vessel:

Operators contact info:

Requestors contact info:

33. Flight Operations. Pier side flight operations and ground turns will be approved by the NBSD CO on a case by case basis. Flight operations will be coordinated through the Port Control Office. Requests will be made via naval message with accompanying email to [cnrsw\\_port\\_ops@navy.mil](mailto:cnrsw_port_ops@navy.mil) at least two weeks prior to date of event.

a. Helicopter Flight Operations. In addition to coordination with NBSD, 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. To facilitate limited helicopter operations to/from ships berthed at NBSD, the following guidelines are provided:

b. Landings and take offs are authorized only to/from single-berthed ships and ships nested outboard.

c. 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.

d. Helicopter touch-and-go, Vertical Replenishment (VERTREP) and Helicopter In-Flight Refueling (HIFR) training are prohibited.

1 Mar 2023

e. Helicopter operations concurrent with ceremonies are prohibited without authorization of NBSD CO.

f. Prior to issuing authorization for helicopter flight operations, ships shall notify all ships at the pier of planned helicopter operations.

g. Ships will coordinate the below information with the Fire Chief, NBSD Security, and ships in proximity to flight operations not less than 24 hours in advance of intended flight operations.

h. A fire truck shall be positioned in a ready status at the foot of the pier during the flight operations.

i. Vehicular and pedestrian traffic in vicinity of ship shall be curtailed as feasible.

j. Foreign Objects and Debris (FOD) checks of the area about the ship and pier shall be completed by ship's 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.

k. Ship's flight quarters shall be in effect for all flight operations.

l. On the day of flight operations the requesting ship will contact NBSD CDO prior to helicopter start to receive final approval to conduct flight operations.

m. Short Take Off and Landing (STOL) Operations. Requests for and procedures for STOL operations are the same as helicopter operations with the additional restrictions.

n. Only vertical operations with LPH/LHA class ships berthed at seaward end of the piers are authorized.

o. Aircraft track must remain over water.

p. 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.

34. Flight Equipment Movements. Helicopter Squadrons or afloat commands requiring to on-load/off-load aircraft or aircraft parts/equipment to/from a ship are required to submit a request via e-mail to [cnsw\\_port\\_ops@navy.mil](mailto:cnsw_port_ops@navy.mil). Requests should be submitted no later than two weeks prior to the start date of the on/off-load along with an accompanying naval message. An attached brief, with diagrams and information outlining specific information pertaining to the on/off-load are highly recommended to minimize delays with the approval process and properly



coordinate with supporting stakeholders; i.e. Federal Fire Department, NBSD Safety, and NBSD Explosives Safety. Once the request is received by Port Operations, it will be forwarded to Crane and Rigging for processing. Once processed, Port Operations will respond to the requester regarding approval or denial of the request. Request for helicopter squadron equipment loading or off-loading must be originated by an E-7 or senior. The request should contain the following information:

Date:  
Time:  
Place:  
Ship:  
Forklift required (yes or no):  
Reason:  
Point of Contact:

35. Fire Drills. The Metro Fire San Diego Training Chief who can be contacted at (619) 767-7265, Battalion 12 (619-346-3052) 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.

36. SONAR Testing. Prior to conducting active sonar operations, with the exception of fathometer testing, ships are required to send a message or email [cnrsw\\_port\\_ops@navy.mil](mailto:cnrsw_port_ops@navy.mil) from an E-7 or senior a minimum of two business days in advance. Sonar testing will normally be authorized from 1800 - 0500 daily. Operating sonar outside of designated times is handled on a case-by-case basis. Operating sonar is not permitted while diving operations are in progress regardless of the pier separation. Ships desiring to operate sonar equipment will notify pier SOPA and all ships in vicinity prior to commencing transmission.

37. Welding or Similar "Hot" Work. Before conducting any welding or similar "hot" work, ships 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.

38. Ammunition Handling and Hazardous Electromagnetic Radiation to Ordnance (HERO). NBSD CO is the approving authority for all ordnance transfers conducted at NBSD. Fueling and explosives handling operations will not be conducted at the same time at the same. An Explosives Safety Officer (ESO) must be present for all ammunition and explosives operations that take place outside the skin of the ship. NAVBASESANDIEGOINST 8023.1 or the NAVSEA OP-5 instructions provide detailed information for the storage, handling, and transporting of ammunition and explosives on board NBSD. Contact the ESO at (619) 556-6379/5700 or via email [nbsd\\_expl.safety@navy.mil](mailto:nbsd_expl.safety@navy.mil) for further guidance.

39. Requests to Radiate Radars in Port. C3F Spectrum Manager maintains overall authority for approval of ships to electromagnetically transmit their antenna(s) while in port. Additionally, when emailing requests to electronically transmit antennas to the C3F Spectrum Manager, ships must also include the NBSD ESO and NBSD Port Operations on all email correspondence for

situational awareness and coordination to prevent HERO violations or mishaps during fueling operations. Additional information for the electromagnetic transmission of antennas (i.e., radio, radar) in vicinity of ships conducting fueling operations is included in paragraph 223 below. Contact the ESO at (619) 556-6379/5700 or via email at [nbsd\\_expl.safety@navy.mil](mailto:nbsd_expl.safety@navy.mil) for all other explosives safety guidance.

40. 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). Port Control must be notified of all transfers (via truck or barge) no later than five working days in advance of the fueling evolution to allow for coordination of supporting services. 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) 556-6379/5700.

41. 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. Ships shall only paint exterior locations between sunrise and sunset.

42. 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 pier 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

43. Colors. All ships berthed at the NBSD shall follow the motions of the Guard Ship designated by SOPA Sub Area East in the execution of morning and evening colors. That ship will follow the lead of NBSD. It is highly recommended that the Guard ship synchronize its clock with the NBSD Base Operations Center, BLDG 150, (619) 556-3155/ 7615 for this purpose.

44. 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).

45. Swimmer Operations. Putting a swimmer in the water is not limited to exercising a Search and Rescue (SAR) swimmer. Prior to a swimmer entering the water, organizations are required to send a message or email ([cnrsw\\_port\\_ops@navy.mil](mailto:cnrsw_port_ops@navy.mil)) from an E-7 or senior a minimum of two business days in advance. The following format shall be used:

1 Mar 2023

Date(s):

Location (ship/pier):

Est. time in the water:

Est. time out of the water:

46. Harbor Movements Message. The Harbor Movements message is released Monday through Thursday on NIPRNET for the following day and on Fridays for Saturday through Monday on SIPRNET at approximately 1230 local. All requests for active sonar, diving, and small boat operations to be included in the Harbor Movements message shall be submitted to Port Ops via naval message or email (cnrsw\_port\_ops@navy.mil) no less than two business days in advance.

47. Radiating Inport. Ships desiring to radiate while inport must submit a request seven business days in advance to NCTSSD\_SDNI\_NMCSO\_Southwest@navy.mil. Ships must also include the NBSD ESO and NBSD Port Operations on all email correspondence for situational awareness and coordination to prevent HERO violations or mishaps during fueling operations. Additional information for the electromagnetic transmission of antennas (i.e., radio, radar) in vicinity of ships conducting fueling operations is included in paragraph 223, above. Contact the ESO at (619) 556-6379/5700 or via email at nbsd\_expl.safety@navy.mil.

48. NBSD Quiet Hours. NBSD is an industrial environment and Quiet Hours requests will not be approved, so as not to disrupt work around base. Ships desiring to fire air slugs shall email Port Ops (cnrsw\_port\_ops@navy.mil) from an E-7 or senior a minimum of two business days in advance with the following info:

Date(s):

Start time:

Finish time:

Pier:

49. In-port Vessel Compensating Water Discharge. This section applies to all vessels of the Armed Forces that meet requirements identified in the Uniform National Discharge Standards (UNDS). Refer to Standard Operating Procedures in Appendix K, prior to conducting any fueling operations.

a. Discharge of compensating water pierside while conducting inport refueling operations is authorized. There is no requirement for a comp water barge.

b. NBSD in-port refueling operations will not be conducted outside of the hours 0800 to one hour before sunset. The only exceptions are in cases of immediate hazards or by direction of the Type Commander or numbered Fleet Commander.

c. Notification of planned compensating water discharge must be made to NBSD Port Operations to ensure evolution does not conflict with other base operation. Notification must be made by phone to Port Operations dispatch no later than 48 hours in advance of planned compensating water discharge: (619) 556-1433.

1 Mar 2023

50. Pier Cleanliness and Inspections

a. Pier Senior Officer Present Afloat (SOPA) is responsible for pier cleanliness and shall hold all ships on the pier responsible for their areas. The NBSD Pier Supervisor is the POC for pier and quay wall cleanliness. The Pier Supervisor can be reached at (619) 556-8006 during working hours (0730-1500).

b. The Port Operations Installation Program Director and Piers Division personnel inspect piers Monday through Friday. The inspection results are forwarded to all ships via NIPRNET message traffic. Additionally, the NBSD CO and other NAVFAC and Port Operations supervisors, will conduct informal inspections of the piers on a bi-weekly basis. The purpose of these informal inspections is to keep everyone informed of the various discrepancies on the piers, encourage a culture of good environmental stewardship, and ensure accountability of all stakeholders and tenants providing services to afloat units.

51. Refuse and Recyclable Disposal. 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

a. 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 foot of the pier for pickup, not to obstruct the view of the NBSD pier sentries on watch. Dumping at other areas is not permitted. Under no circumstances will hazardous waste cans or materials be placed in dumpsters or scrap metal bins.

b. Ships returning from foreign ports (including Hawaii) will place wet garbage only in the approved foreign garbage receptacle(s) arranged through coordination between the ship and NBSD Port Operations.

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

53. Oil Spill Removal. Oil spill removal in the San Diego Bay area is accomplished by the NBSD FRT, between sunrise and sunset, which can be contacted via phone at (619) 556-8006. All other times contact NBSD BWC (Battle Watch Captain) at (619) 556-1246. When oil spills occur, the responsible party or ship which discovers the sheen will use reporting procedures outlined in the CNRSW Afloat Environmental Quick Response Guide and the OPNAV M-5090.1 Environmental Readiness Program Manual.

1 Mar 2023

54. Oily Waste (OW). Schedule bilge and OW disposal through NAVFAC Southwest contractor by calling the Treatment Facility at (619) 556-1310 or the scheduler at (619) 545-1319 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. A 2 ½" 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. The ship's point of contact for the OW disposal evolution shall call Ship-to-Shore at 619-556-7349 and provide the following information to obtain pier OW riser access:

Base

Pier number

The side of the pier (i.e., north or south)

General location where to meet for the connection, if required

If the ship's point of contact does not have an established 'utility hook-up Job Order Number (JON,)' the ship's point of contact or Supply Officer shall establish one in advance with NAVFAC Southwest Comptroller's Office. The office is located in BLDG 127 at 1220 Pacific Coast Highway, San Diego CA, 93132. The phone number is (619) 532-1521. 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 separators is not authorized while in port. Prior to pumping, personnel must be trained, radio(s) issued, and appropriate paperwork must be filed. As needed, training will be provided by the receiving facility.

55. 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.

56. Hazardous Waste (HW) Used or excess Hazardous Material (HAZMAT). Used HAZMAT is material that has been used in a shipboard process, and thus is considered HW for the purpose of this instruction. Excess or unused HAZMAT must be stored in properly sealed containers in accordance with the OPNAV M-5090.1 Environmental Readiness Program Manual. NAVFAC contracted services collects used HAZMAT daily (Monday-Friday) during the following hours:

0800-0830 – Piers 1, 3, 5

0850-0920 – Piers 2, 4, 6

1000-1030 – Piers 7, 9, 13

1050-1120 – Piers 8, 10, 12

1 Mar 2023

a. Use of the daily pier service listed above is highly encouraged as it affords a regular and 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.

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

Activity name and location

Point of contact and telephone number

Used HW name and quantity

Number of pallets

Need for replacement containers

c. 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 pick up.

d. 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.

e. 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 working hours.

(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) 556-9600/9601.

(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 served basis through the Pier Supervisor, (619) 556-8006.

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

(1) Location and number of decks down.

1 Mar 2023

(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. Contact (619) 954-5396.

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

g. 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.

h. NAVFAC Hazardous Waste Services Contractor (BLDG 3458) will not accept radioactive material, explosives, ammunition, pyrotechnics, most medical waste (contact facility for specifics), controlled drugs, sharps, sharps containers, blood contaminated materials, bio-infectious waste, OTTO fuel (torpedo propellant), gasoline, classified material, compressed medical supplies, gas cylinders (contact HW facility), leaking or open containers, sewage or mixtures containing sewage (feces, urine), wet garbage, trash, non-hazardous waste, or unknowns.

i. 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.

j. 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:

Activity, point of contact, and telephone number.

Type of HS spilled and quantity.

Location and site description.

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

Name and POC of primary responder.

k. 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, the

1 Mar 2023

NBSD CDO/Navy On Scene Coordinator (NOSC) will make arrangements for additional clean-up support.

1. Requests to off-load excess HM must be made by calling the Logistic Support Center at (619) 556-9722/23.

57. Garbage/Trash Pick-up. For the pick-up of garbage and trash via truck during normal working hours during weekdays, contact Waste Management at (619) 556-9331. Any additional questions or correspondence can be sent via email to the NBSD Port Operations collective email [cnrsw\\_port-ops@navy.mil](mailto:cnrsw_port-ops@navy.mil) for proper disposal methods of refuse and recyclable material.

58. Supply Delivery. Arrangements for the delivery of supply material to ships berthed at NBSD can be made by calling the Fleet Logistics Center (FLC) via the following: POC for LCS and DDG 1000s Logistic Support Team (LST) at (619) 804-5178 and for all other ships, the Logistics Support Representative can be reached at (619) 778-2873. Deliveries will normally be made via truck.

59. 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) who can 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 can be reached at (619) 556-4019.

60. 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.

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

62. 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.



1 Mar 2023

63. Policy Governing Lay Down Areas in the Vicinity of Piers. Lay down areas will be requested and maintained in accordance with NAVBASESANDIEGOINST 3170.1. For more information or to make a request contact NBSD Piers Division.

64. Environmental Compliance Requirements. All ship's 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. Abatement/containment must be used on any small oil leaks, spills, etc. Spills and leaks must be contained and cleaned up immediately. Any spill that enters the storm drain system or the bay must be reported to NBSD Port Operations immediately at (619)-556-8006 and NBSD Environmental Department at (619)-556-1537. FEDFIRE should be notified (911) in case of emergency. If a spill does NOT reach the bay, drainage system, or pose a risk to safety or health, the release need only be cleaned up and managed properly.

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 flatbed 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 (MSDS). 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 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 handling and managing HAZWASTE, refer to NSTM 670.

e. Liquid HAZWASTE and HAZMAT including portable tanks, must have adequate secondary containment. 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. 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.

1 Mar 2023

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, and 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 CONEX 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 run-off. Wastes and pollutants include abrasive blast grit material, 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 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.

#### 65. Pier Points of Contact

NBSD, Port Operations Installation Program Director	(619) 556-4468
SWRMC Safety and Environmental	(619) 556-2864
NBSD Environmental Department	(619) 556-1537
NBSD Safety Department	(619) 556-0620

1 Mar 2023

66. Base Cleanliness and Appearance Responsibilities. To establish a Cleanliness and Appearance Program that provides for and facilitates a sustainable high standard of cleanliness onboard 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 the installation.

a. 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.

b. 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. They report to NBSD CO and is their direct representative in matters concerning base cleanliness and appearance.

c. All personnel, military and civilian, when onboard 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 litter 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.

d. NBSD Tenant Commands, SOPA, and Ships will conduct a DAILY (0800 preferred, but up to command discretion) litter pickup and policing of their assigned areas. 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 in Appendix G. Each command is responsible to the NBSD CO for maintaining its assigned spaces, buildings, parking lots, and grounds clean. Building Monitors (BMs) are key in identifying, reporting, and monitoring facility discrepancies, 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.

e. 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. It is the responsibility of every person who enters NBSD to pick-up after themselves and dispose of refuse within the provided receptacles. If a trash can is full, do not compound the problem by adding refuse it; carry trash over to next trash can, pack it out with you, and/or report overfilled blue trash cans to NBSD 1st LT at (619) 556-9259.

1 Mar 2023

67. 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.

a. Green dumpsters are for both wet and dry garbage. White dumpsters are for flattened cardboard. Brown dumpsters are for wood (including broken and unusable pallets). Black half-dumpsters are for scrap metal.

b. 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.

c. 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 at (619) 247-8897 and will arrange for pick up by Waste Management.

d. All salvageable 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.

e. Users are reminded all dumpster lids must remain closed in order to comply with environmental requirements.

68. Recycling. 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 (619) 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 quay walls.

c. Trash, debris, or any other material will not be disposed off 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.

1 Mar 2023

69. **Smoking.** Smoking is not authorized anywhere on NBSD except in designated areas only. Designated smoking areas are clearly marked with signs indicating where smoking is permitted. Smoking areas have been designated based on all current fire and safety codes within the State of California. A map of designated smoking areas can be found in Appendix A.

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

b. Smoking while walking onboard 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.

e. While smoking is permitted in selected areas aboard NBSD, improper disposal of cigarette and cigar butts, matches and other smoking paraphernalia is the number one litter problem on NBSD. Every tenant command or ship is responsible for any designated smoking areas within 200 feet from their building or assigned pier, to include the policing of the smoking area's cleanliness and proper, safe disposal of cigars and cigarettes DAILY.

70. **NBSD "Clean Sweep"**. During this semi-annual event, 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. 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.

71. **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. Motorcycles shall only park in designated motorcycle parking. NBSD parking lots are divided into three general categories; Forces Afloat, General and Contactor. Appendix II designates each lot by category and number.

a. **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.

(1) 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.

(2) No child, 12 years old or under, shall be left inside any unattended vehicle.

1 Mar 2023

(3) No pet shall be left inside an unattended vehicle where the likelihood exists for them to suffer discomfort, harm, or death.

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

(1) No vehicle shall park within 20 feet of the street side of any fire hydrant, fire hose outlet, driveway, or intersection unless in a marked parking spot.

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

(3) No parked vehicle shall block any fire lane or in such a manner as to impede or obstruct the normal flow of vehicular or pedestrian traffic.

(4) No parked vehicle shall block any area outlined in red or any area where parking is temporarily or permanently prohibited as indicated by barricades, delineators, traffic cones, caution tape, or signs.

(5) No vehicle shall park where it is necessary to drive over curbing, landscape, or grass in order to park the vehicle.

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

(7) During heightened Force Protection Conditions (FPCON), parking and building stand-offs onboard NBSD will be executed per C3F Directed Inport Security Plan (DISP).

c. Pier/Enclave Parking Restrictions. No vehicle shall park or operate on any pier or enclave unless actively providing support to forces afloat (i.e., loading/unloading personnel, equipment, tools and supplies) or providing special support and training (Dental van, bloodmobile, etc.).

(1) Where pier/enclave width permits, man-lifts (JLG) and other equipment utilized to perform maintenance, preservation, and repairs will be placed within 10 feet of the pier's/quay wall's edge.

(2) Fire lanes on all piers/enclave will remain clear to ensure emergency access to ships.

(3) Golf carts of any kind, as well as privately owned vehicles, are not allowed on the pier at any time without proper, written approval (Pier Pass) from the NBSD CO. Once a Pier Pass has been obtained and approved, vehicles must not remain on the pier/enclave for more than one hour.

(4) All contractor vehicles or GOVs providing support to afloat units, shall not operate on any pier/enclave without a Pier Pass prominently displayed in the windshield. Passes shall be

1 Mar 2023

issued for brief periods of time, normally less than one hour, for loading and unloading only. Pier passes are controlled and managed by sentries at Gate 6A who issue these passes on behalf of the NBSD CO following the appropriate antiterrorism sweep of each vehicle. These passes may be extended for up to 30 days if the vehicle receiving the pass does not leave the installation.

(5) At no time will there be more than 10 vehicles on a pier at a given time. Excluded from this number are emergency, safety, and pier service vehicles. During FPCON CHARLIE or above, no vehicles will be permitted to park on any pier/enclave.

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

d. Guidelines for Afloat Command Parking. Parking spaces for “Afloat Command Parking” will be specifically designated with signs posted in the parking areas. Drivers parking in these designated areas are required to display an “Afloat Parking” sticker on their rear windshield. Parking within the security enclave area is not permitted. Squadrons are authorized quay wall parking only if currently embarked, and only for one ship in their squadron. If embarked in a building (i.e. BLDG 55), their “Command Parking” will be placed nearest to the building at the discretion of the building’s senior officer. Pre-commissioning units/detachments are considered afloat commands for parking purposes, however, are only authorized parking spaces for their command triad (i.e. CO, XO, CMC/SEA).

(1) LCS crews and pre-commissioning units/detachments will not receive their authorized parking spaces until their command triad (i.e. CO, XO, CMC/SEA) has been established. LCS crews and pre-commissioning units/detachments will provide official manning documentation to the NBSD Parking Coordinator in order to verify the command triad has been established. The NBSD Parking Coordinator can be contacted at (619) 556-9259/2772, or by the distribution alias email: [NBSD\\_parking@us.navy.mil](mailto:NBSD_parking@us.navy.mil).

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

Commands Spaces	Authorized Total Parking
LHA/LHD	14 spaces
CG	12 spaces
DDG/LSD/LPD/USCGC	10 spaces
PHIBRON/DESRON Staff	8 spaces
USNS/MSC	10 spaces
MCM/PC	5 spaces
LCS (on-hull crew)	8 spaces
LCS (off-hull crew)	3 spaces

Note: LCS off-hull crews are assigned to various buildings during their training cycle; only three signs per crew (CO/XO/SEL) shall be assigned. PHIBRON/DESRON staff shall not install signs at their embarked ship and shore office.

1 Mar 2023

(2) Portable, sturdy and well-constructed signs must be used to identify afloat unit command parking. Signs will be official in appearance and present a positive reflection of 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 six days or less. 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.

(3) If additional spaces are required to support official command visits or inspections, contact the NBSD Parking Coordinator for approval. Include event dates, pier, and number of visitor spots required. Ships should use their own portable signs to accommodate VIP visitors, if able. If affixing a title to a portable sign in order to reserve parking for a visitor or VIP, the command should neatly type the sign on paper, cover it in a plastic sleeve and firmly fix it to the portable sign.

(4) Afloat commands are responsible for monitoring their command parking. If violations occur, contact NBSD Security for assistance.

e. Guidelines for Ashore Command Parking. Ashore Commands are eligible for assigned parking based upon validated manning levels. Determination for the specific number of assigned parking spaces must be coordinated through the NBSD Parking Coordinator at the command level with the command's manning documents. Individual building requests (in the case a command occupies multiple buildings) for assigned parking may be made, but are not guaranteed.

(1) Assigned parking for eligible ashore commands is determined by the NBSD Parking Coordinator on an assigned quota, based on no more than 50 percent of the total number of permanently assigned E-7 and senior (military) and GS-11 and senior (civilian). The minimum number of assigned parking spaces a shore command will be authorized is five. This quota also includes spaces that will be used for government vehicles or visitors. Individual space assignment of an ashore command's assigned parking (once painted and stenciled by the tenant command) is up to the unit's CO or a designated representative. To obtain the correct stencils, or for additional information, the NBSD Parking Coordinator can be contacted at (619) 556-6717, or by the distribution alias email: [NBSD\\_parking@us.navy.mil](mailto:NBSD_parking@us.navy.mil).

(2) 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.

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



1 Mar 2023

RESERVED, NBSD, NUMBER (i.e. 1, 2, 3)

(4) Parking signage for ashore commands is only authorized for stenciled spaces previously approved by the NBSD Parking Coordinator. Command parking signs will be official in appearance and present a positive reflection on the command they represent. Signage placed within general parking areas will result in the loss of all assigned parking spaces, which will be submitted in writing by the NBSD CO to offending command's CO.

(5) 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.

(6) All ashore commands will be responsible for enforcement of their assigned parking. Parking ticket training will be conducted by NBSD Security at BLDG 151 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. Ticketing outside of assigned parking will result in loss of ticketing authority and assigned parking spaces.

(7) A routine audit of command records, to include space assignment letters (for shore commands) authorized by the Installation Commanding Officer and official manning documentation, will be reviewed annually by the NBSD Parking Coordinator to ensure compliance with the assigned quota policy.

f. Contractor Parking. NBSD does not designate assigned parking areas for contractors with the exception of those specifically authorized/designated in their contracts. On NBSD dry side, contractors are authorized to park in any available general parking spot. On NBSD wet side, contractors are only authorized to park in the following general parking lots: 1U, 4G, 4Q, and 4X. The locations of these lots are as follows:

Parking Lot 1U	Adjacent to Knowlton-Williams Rd. behind Bldg. 116, IVO Gate 6A
Parking Lot 4G	Adjacent to Cummings Rd. and Paletta Creek, North of Gate 9
Parking Lot 4Q	Adjacent to Cummings Rd. and Bldg. 3579, South of Gate 9
Parking Lot 4X	Adjacent to Mole Rd. across from the NAVFAC crane yard

(1) Contractors are not authorized to park in any other parking areas on the wet side of NBSD to include parking in the vicinity of the piers. Contractors are authorized to utilize the NBSD shuttle bus for transportation around the base and may request, via NBSD Security Department, authorization to utilize a company shuttle or company golf carts for the transit of personnel.

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

1 Mar 2023

(3) If contractors utilize general parking, their parking time is limited to 24 hours across the entire installation, and is only to be used by contractors currently working aboard ships or at other tenant commands.

(4) Contractors who work specifically on a tenant command staff for a business operating on NBSD's wetside are authorized to park in any spots specifically assigned to that command/business so long as it is approved by the command/business.

(5) Vehicles found to be in violation may be subjected to towing and the owner(s) will be required to pay the associated towing and storage fees.

g. Government Vehicle Parking. Government vehicle parking cannot be designated unless a unit's CO or OIC permits a government vehicle to occupy their guest parking space (afloat) or an authorized parking space based on the command's authorized parking quota (ashore).

#### h. Parking Regulations

(1) All parking along the waterfront is on a first come, first served basis, unless properly reserved.

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

(3) Individuals are not authorized to park and leave their personal vehicles on the wetside of NBSD for longer than six days or on the dry side for longer than 21 days. For the purpose of this regulation, NBSD dry side does not encompass the NEX/commissary/Navy Lodge complex. Those organizations have their own parking regulations and are responsible for their enforcement. The only exception to this policy applies to valid residents of unaccompanied housing (UH) or the privatized housing of Pacific Beacon and Palmer Hall (UH-PPV). Residents of these facilities with a valid identification sticker in their vehicle will be allowed to park in designated UH/UH-PPV parking areas longer than 21 days so long as they are current residents. Vehicles found to be in violation of may be subjected to towing, and the owner(s) will be required to pay the associated towing and storage fees.

i. Reserved Parking. The NBSD CO, via the NBSD Parking Coordinator, sets specific policy and procedures for all commands and activities on board NBSD regarding reserved parking and parking for special events.

(1) Special events include ship homecomings, Tiger Cruises, changes of command, retirement ceremonies, conferences, or any other event which creates a special need for reserved parking. Reserved parking for afloat command assessments will also be reviewed.

(2) 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 into account the number of visitors expected.

(3) Requests for reserved parking shall be sent via unclassified naval message traffic to NAVBASE SAN DIEGO CA. Requests must be submitted at least 15 days in advance of the event to allow processing, coordination, and placement of signs and cones. If the request is received inside of 15 days, there is no guarantee 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.

(4) Drivers disobeying marked and coned off areas reserved for events will be ticketed and towed at the owner's expense.

(5) E-mail is available as a back-up only for requesting reserved parking. The NBSD Parking Coordinator can be reached via email at NBSD\_parking@us.navy.mil; confirmation, changes, or cancellations to reservations can be done via email or telephone (619) 556-9259/2772.

(6) For all events requiring reserved parking, requesting commands have the following responsibilities per the guidance below:

(a) Special Events with Outside Visitors. All activities holding special events with visitors without Defense Biometric Identification System (DBIDS) access shall provide an access list request (which includes social security numbers for all visitors) to NBSD Security, via encrypted e-mail (CNIC\_NBSD\_SECURITY@navy.mil), fax (619) 556-5746, or hand delivery to NBSD Security, BLDG 151, no later than 14 days prior to the event to allow for background check processing for gate access. Commands hosting special events must also provide a representative at each designated gate to provide information and guidance to their visitors accessing the installation. Access list requests must be on command letterhead, signed by the requesting Commanding Officer/Commander/OIC, with the date and time of the event, location of the event, full names of the guests, and their sponsor's name(s) and rate/rank.

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

(c) 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.

(7) NBSD Parking Coordinator Responsibilities for Reserved Event Parking

(a) Provide notice of approval/disapproval/modification of special event parking requests to requesting activities via email. The standard number of spaces NBSD will approve for special events are as follows:

Command	# of Spaces
LCS and MCM	30
DDG, LPD, CG, LSD	50

1 Mar 2023

LHD, LHA

100

Provide notice of special event reserved parking to all activities/commands in the vicinity of the reserved spaces at least 10 days prior to the event. Notice will be given by naval message on NIPR message traffic only. 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.

(b) 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:

PARKING RESERVED  
1 JAN 23 – 2 JAN 23  
NBSD SPECIAL EVENT

(c) 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.

(d) 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, the NBSD CO will be the determining authority.

72. Eligibility for Handicapped Parking. Handicapped parking is reserved for vehicles issued special plates or placards per Section 22511.5 of the Federal Code of Regulations.

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

Red: No parking

Yellow: Vehicle loading zone only

White 24" by 36" rectangle with black letters: reserved (assigned) parking

Handicapped parking shall be designated by appropriate sign or symbol.

74. Bicycle Parking Policy. When not in use, personally owned bicycles must be securely locked to a bicycle rack or secured in a bicycle storage unit provided by MWR.

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

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

c. 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.

d. Personnel utilizing rideshare and/or urban transportation bikes (e.g. Lyft) may park these bikes within a bicycle rack provided by MWR or utilize the provided kick stand. All rideshare

1 Mar 2023

and/or urban transportation bike users shall not park these bikes as to obstruct walkways, roadways, fire lanes, fire hydrants, or entries and exits to any doors or gates.

e. Bike users must comply with all personal protective equipment and safety guidelines for their operation, as delineated in Chapter 5, paragraph 547 (a) through (g) of this instruction.

75. Motorcycle Parking Policy. Motorcycles shall be parked in designated motorcycle parking spaces only. Motorcycles brought on base must be registered with the Department of Motor Vehicles, as well as NBSD's Pass and ID Office.

76. Illegally Parked Vehicle Enforcement

a. Illegally parked vehicles across NBSD:

- (1) Will be issued a federal magistrate citation.
- (2) Receive two points on their base driving record.
- (3) Have their installation driving privileges suspended for 30 days.
- (4) Vehicle may be towed.

b. Driving privileges will be suspended for one year when an individual has accumulated the following points:

- (1) 6 points in a 12 month period.
- (2) 9 points in a 24 month period.
- (3) 12 points in a 36 month period.

c. Infractions and suspension notification will be addressed to the driver via their Commanding Officer or place of employment.

77. Diesel-Fueled Mobile Equipment Idling Policy. Per California Code of Regulations, Title 13, Article 4.8, Chapter 9, Section 2449(d), no diesel-fueled mobile equipment including, but not limited to tractors, forklifts, cranes, backhoes, shall be left idling for more than five consecutive minutes. This idling limit does not apply to:

- a. Idling when queuing.
- b. Idling to verify the vehicle is in safe operating condition.
- c. Idling for testing, servicing, repairing or diagnostic purposes.
- d. Idling necessary to accomplish work for which the vehicle was designed.

1 Mar 2023

e. Idling required to bring the machine system to operating temperature.

f. Idling necessary to ensure safe operation of the vehicle.

78. LASER Operations. NBSD CO is the approving authority for in port LASER operations conducted on NBSD. Request for operations should be made to the NBSD LASER Safety Officer (LSO) 10 business days in advance of the planned operation. Contact the LSO at (619) 556-5546.

#### 89. Phone List

Port Operations Installation Program Director	(619) 556-4468
Ships Berthing Services Office (BSO)	(619) 556-3147
	(619) 556-3148
Port Services Office	(619) 532-2777
	(619) 532-1542
Port Control Officer (PCO),	(619) 556-1433/34/42
OPLIFT crane service	
Diving Operations	
NAVFAC Utility Duty Desk (PWC)	(619) 556-7349
NAVFAC Crane and Rigging	(619) 556-7622
NAVFAC Maintenance Shop	(619) 556-1310
NAVFAC Transportation Department	(619) 532-7608
NAVFAC Graving Dock Facility	(619) 556-4971
NAVFAC SW Coastal IPT Utilities Department	(619) 556-7972
NAVFAC (Ship to Shore)	(619) 556-1881
NAVFAC Hazardous Material (HAZMAT)	(619) 556-9600
	(619) 545-6520
NAVFAC Comptroller	(619) 532-1294
	(619) 532-1521
NAVFAC Southwest Treatment Facility	(619) 556-1310
	(619) 545-1319
	(619) 954-5396
NBSD BOC/EOC	(619) 556-3155
	(619) 556-7615
NBSD Fire Department	(619) 556-7002
NBSD Environmental	(619) 556-1537
NBSD Environmental Dep. Water Quality Program	(619) 556-0794
Waterfront Environmental Coordinator	(619) 556-6232
NBSD Fleet Support	(619) 556-1442
NBSD Pier Supervisor	(619) 556-8006
NBSD Command Duty Officer (CDO)	(619) 247-8897
NBSD Parking Coordinator	(619) 556-9259
NBSD Port Operations Installation Program Director	(619) 556-4468
NBSD Recycling Center	(619) 556-9799
	(619) 556-9331

1 Mar 2023

SWRMC Safety and Environmental	(619) 556-2864
NBSD Safety Department	(619) 556-0620
Explosives Safety Officer (ESO)	(619) 556-6379
	(619) 556-5700
	(619) 556-5107
	(619) 556-1266
Central Oil Recovery (COR)	(619) 556-8006
The Oily Waste Treatment Facility	(619) 556-9688
	(619) 556-9601
Waste Management	(619) 556-9331
Sheila Scott (bulk pumping)	(619) 954-5396
Logistic Support Center	(619) 556-9722
	(619) 556-9723
Metrology and Calibration Group, Pacific	(619) 556-4019
Ships Issue Tool Room	(619) 556-0992

CHAPTER 3  
COMMUNICATIONS

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

2. Telephone Service. Naval Computers and Telecommunications Station San Diego (NCTS SD) provides shore side telephone installation, maintenance and repair services to afloat and shore commands. All services provided are for official business only and emergency services. Defense Switch Network (DSN) shall be used in lieu of commercial dialing when possible. NCTS SD can be contacted at (619) 545-8100.

a. Ships berthed at the Broadway Complex. Telephone services at this location will be provided via the Boarding Officer. Due to the limited amount of facilities available, only one telephone line will be provided per ship. Requests for additional services should be routed to the Fleet Support Office, which can be reached at (619) 556-1484.

b. Class of Service. There are five Classes of Service (COS) provided by NCTS SD. When placing requests for telephone services, commands will need to identify which COS will be required for each line. Toll/Long Distance services will be charged to the command. Therefore, commands must ensure appropriate funding lines are available to NCTS.

COS-6: On Base calling only

COS-5: On Base, and Local area

COS-4: On Base, Local, and Long Distance

COS-3: On Base, Local, and DSN

COS-2: On Base, Local, Long Distance, and DSN

c. NBSD Telephone Dialing Plan

On Base calling: Last five digits (x-xxxx) of the number being called

DSN: Dial 80 then the DSN number being called

Toll / Long Distance: Dial 91 then the ten (10) digit number being called.

3. Computer and Network Services. There are various types of computer and networked services provided for use. This is only to provided general guidance. Amplifying instructions should be obtained by your appropriate type commander and chain of command.

a. Next Generation (NGEN) formally Navy Marine Corps Intranet (NMCI). Support and trouble calls: (866) 843-6624 Ordering of New services: Contact your local Assistant Contract Technical Representative (ACTR). List of ACTRs can be found on the NMCI Homeport Website, [https://www.homeport.navy.mil/CTR/ctr\\_contact\\_information/](https://www.homeport.navy.mil/CTR/ctr_contact_information/).



b. Automated Digital Network System (ADNS) and its Variants. Ships requiring access to ADNS or to report service outages while berthed at Naval Base San Diego will contact NCTS Communication Watch Officer at (619) 545-8928.

4. Pier Side Cable TV Services. Cable TV services at the piers is provided by NBSD. To report outages or request service while berthed pier side, contact Port Operations Dispatch at (619) 556-1433.

5. Destruction of Classified Material. A large shredder unit for the destruction of classified material is available to ships and local commands, it is located in building 3590 adjacent to building 3141 on Mole Pier, and behind the Government Gas Station. Use of the shredder is by appointment only; call (619) 556-8554. Hours of operation are 0600-1200 and 1300-1500 Monday-Friday, excluding holidays.

CHAPTER 4  
FEDERAL FIRE (FED FIRE) DEPARTMENT

1. General Information. San Diego Metro Navy Fire & Emergency Services is a consolidated all hazards fire department providing services for all three Naval Bases in the San Diego Metro area. The Metro Fire Chief is located on Naval Base Coronado in building 317. NBSD Battalion Chief is located at building 3359, and Fire Stations 16 and 17 are located on NBSD in buildings 52 and 3359. Fire Station 18 is located on the Naval Medical Center San Diego Complex in building 10. The Fire Prevention Office is located in building 52 at NBSD. FED FIRE's responsibilities include the execution of a comprehensive fire prevention and public education program, delivery of Emergency Medical Services, rescue, and wild fire and hazardous materials response. For fire department related matters other than reporting emergencies, call the Fire Department Program Assistant at 619-767-7264 or the Regional Dispatch Center (RDC) non-emergency line at (619) 524-6999 after hours. For all emergencies on base, dial 911 unless directed otherwise by the building Fire Bill. Inform the dispatcher what base and building you are calling from.

2. Fire Onboard Ship. In addition to the ship's alarm, the fire alarm shall be sounded by calling 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. The ship should immediately call the RDC when a fire is detected and start combating the fire. CDO or other ship crewmember shall meet 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 ship's Damage Control Officer (DCO) or representative will coordinate unified attack of incident with the fire department's Incident Commander.

- g. The Fire Department's Responsibilities include:

- (1) First Engine will respond to the vessel's quarterdeck access.

- (2) Remaining apparatus will stage at the pier access gate or on the quay wall awaiting assignment.

(3) First Fire Department Officer will meet the ship's CDO or DCO at the quarterdeck to determine the level of assistance needed and acquire the information needed to provide that assistance.

(4) 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.

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

3. Fire on or Near Waterfront. CNRSW commercial harbor tugs have installed fire monitors which could be used to assist firefighters in response to a shipboard fire at Navy installations within the San Diego Bay. Tug emergency support services to assist in responding to a shipboard fire can be made available through the Region Operations Center (ROC) in coordination with Federal Fire Dispatch to respond in the event of an emergency.

4. Fire Tugs. San Diego Port Authority will respond to all waterfront alarms on order of the Port Services Officer. USCG will be utilized only as a last resort and will use whichever asset is nearest.

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

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

7. Emergency Access Lanes

a. The vicinity of fire hydrants and pier firefighting 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.

8. 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 ship's company. Hose tree assemblies can be checked out from Southwest Regional Maintenance Center Tool Room located at building 86.

9. Fire Watches. Fire watches are to be furnished by the ship for all welding and open burning on board. The Fire Prevention Chief, (619) 767-7276, is available to instruct personnel standing fire watches. The NBSD Fire Prevention Division is located in building 52 at Fire Station 16.

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

a. All possible assistance shall be provided in combating fires aboard ships and on the waterfront. Fire department liaisons should be considered for on board communications and operations.

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

(1) Fire Boat - Shelter Island - One 2,000 GPM Pump

(2) Fire Boat - Shelter Island - One 1,000 GPM Pump

(3) Fire Boat - Point Loma - One 1,200 GPM Pump

(4) Fire Boat - Harbor Island - One 5,000 GPM Pump

11. Fire Marshall Services Provided to the Installation

- a. Building fire inspections
- b. Plans reviews for new building projects
- c. Plans reviews for new building projects
- d. Training Fire Wardens
- e. Issuing hot work, BBQ, Turkey fryer, etc permits
- f. Fire Prevention education/inspections
- g. Fire Investigation
- h. Life Safety inspections

CHAPTER 5  
SECURITY, TRAFFIC, VISITORS

1. Access Control

a. Installation Access Control Procedures

(1) There are three types of access to a military installation: escorted, trusted traveler and unescorted. Each type of access has a specific set of requirements, which must be implemented consistently, uniformly and predictably to facilitate entry by authorized personnel.

(a) Unescorted Access. Unescorted access requires individuals to establish their identity, be determined fit for access, and establish an acceptable purpose for presence on the installation. Unescorted access may also be granted per applicable laws and Navy policies. Exceptions to these requirements include:

1. Special events, circumstances, and activities.
2. Installations which require open, unimpeded access to the public.
3. A minor under the age of 18 who does not have an acceptable credential and is accompanied by another individual over the age of 18.

(b) Trusted Traveler Access. The trusted traveler program allows authorized individuals who have been granted unescorted access to simultaneously vouch for co-travelers (in the same vehicle or on foot) and enable those co-travelers to obtain trusted traveler access. Trusted traveler access requires individuals to have an acceptable purpose for their presence on the installation and be capable of establishing their identity and being determined fit for access upon demand by installation security personnel. Individuals may be required to establish their identity.

(c) Escorted Access. Individuals unable to meet the requirements per paragraph 1(2) and 1(3) for trusted traveler or unescorted access.

(2) Establishing Identity for Unescorted Access. Identity is established either by presenting one "acceptable credential" or by presenting an acceptable combination of "source identity documents."

(a) Acceptable credentials and source identity documents must:

1. Be original and current (unexpired).
2. Not contain the markings "Not Valid for Federal Purposes," "Not For Use as Federal Identification," "Federal Limits May Apply," or any other similar phrase.
3. In the case of a driver's license or non-driver's identification card issued by a state, territory, possession, or the District of Columbia, be compliant with the REAL ID Act of 2005.

1 Mar 23

Note: Naval Base San Diego (NBSD) will not enforce compliancy of the REAL ID Act of 2005 until May 7, 2025 or until Federal mandate makes it a requirement in all federal facilities.

(b) Individuals holding more than one acceptable credential must use the credential most accurately depicting the capacity in which the individual is acting for the specific visit to NBSD.

(c) Only one acceptable credential is required to establish identity as a standard access control process. Intermittent requirements to present additional credentials as a random antiterrorism measure are considered part of an NBSD's Anti-terrorism (AT) program, not access control.

(d) All types of credentials listed in CNIC-M 5530.2 will be accepted.

(e) The Department of Defense (DoD) Common Access Card (CAC) is the principal card enabling access to NBSD and its respective buildings, facilities, ships, and controlled spaces. Individual command and activity supplemental badges are not valid for general base access control. Supplemental badges issued by other command/organizations are only valid for access to the facilities controlled by the respective commands or organizations; and are not acceptable for access to NBSD on which those facilities are located.

(3) Establishing Fitness for Unescorted Access. Fitness for access has two elements: historic fitness and current fitness.

(a) Historic fitness is established, at a specific point in time, only by means of a review of the individual's prior criminal history through a check of National Crime Information Center (NCIC), the Interstate Identification Index, and relevant government databases and service criminal justice information systems. The requirement to establish historic fitness for unescorted access may be met by either:

1. Establishing historic fitness at the time of access through an on-the-spot review and adjudication conducted by regional dispatch or Visitor Control Center (VCC) personnel with NCIC access.

2. Minimum fitness determination standard through an inquiry of NCIC "Persons Files" and Interstate Identification Index (III), NCIC National Sex Offender Registry (NSOR), Terrorist Screening Database (TSDB), Department of Justice (DOJ) National Sex Offender Public Website (NSOPW), and Consolidated Law Enforcement Operations Center (CLEOC), or successor system database review for debarments. When performing inquiries to NCIC and III, adhere to the following:

a. At a minimum vetting query these systems using NCIC Message Key Code: "QWI." The "QWI" query will perform two vetting transactions, the "QWA" and "QH," which will identify if the individual is located in the NCIC "Persons Files" (includes NSOR and TSDB queries) or if they are indexed in the III system.

1 Mar 23

b. The NCIC "QWI" query will include the individual's name, date of birth, and at a minimum one additional numeric identifier, e.g., social security number, driver's license number, passport number, etc.

(b) Current fitness is established, on a recurring and continuing basis, only through a review (on-the-spot at the VCC) of an individual's current derogatory information through a check of authoritative government sources (real-time or most recent file from such source). The review includes:

1. Terrorism lists, such as the NCIC Known and Appropriately Suspected Terrorist File and the Terrorism Screening Database.
2. Felony wants and warrants, such as those listed in the NCIC Wanted Persons File.
3. Debarment order lists, such as relevant Service criminal justice information systems.
4. Other relevant government databases that may be available such as:
  - a. Other NCIC files (including NSOR).
  - b. Criminal justice or immigration databases.
  - c. Other appropriate biometric or biographic government databases.

(c) Until a DoD standard for historic and current fitness is established, the Navy has established its own fitness adjudication criteria. Refer to SECNAVINST 5500.35.

1. Established adjudication criteria and redress and appeal process for those negatively adjudicated are posted at the VCC in plain view for customers.
2. Unescorted access to a convicted felon, per applicable federal, state, and local laws, after considering appropriate mitigating factors such as the nature and seriousness of the offense, the circumstances surrounding the offense and frequency of the offense, the individual's age and maturity at the time of the offense, the individual's effort toward rehabilitation and other factors.
3. Unescorted access to individuals without U.S. citizenship will be based on the mission the individual is supporting, along with written justification from the DoD sponsor.

In situations while supporting mission requirements where it requires U.S. citizenship for unescorted access, acceptable proof of citizenship can be demonstrated with any one of the following:

- a. An unexpired U.S. passport or passport card.

1 Mar 23

b. An original or certified true copy of a birth certificate issued by a state, territory, possession, or the District of Columbia bearing a raised seal.

c. A certificate of naturalization (Form N-550 or N-570).

d. A Consular Record of Birth Abroad.

e. Other documents as established by Navy policy.

4. An individual with dual U.S. citizenship will be treated the same as an individual with only U.S. citizenship.

(4) Establishing Purpose for Unescorted Access. All individuals must have an acceptable purpose for presence on the installation.

(a) Purpose is established by:

1. The acceptable credential presented if listed as establishing purpose in CNIC-M 5530.2.

2. Documentation including, but not limited to, bills of lading or event tickets. Documentation may be hardcopy or electronic.

3. Trusted DoD systems such as, but not limited to, the Carrier Appointment System.

4. Lists including, but not limited to, guest lists, transportation officer delivery/pickup lists or appointment lists.

5. Verbal discussion with the individual seeking access.

6. By other means defined by Commander, Navy Installations Command (CNIC) and installation-level policy.

7. Certain purposes may only be valid for specific identities (e.g., a name on appointment list is only a valid purpose if the individual has established their identity and that identity matches the entry on the list).

(5) Procedures for Special Events. To initiate a request for a Special Event send email to [NBSDACCESS@NAVY.MIL](mailto:NBSDACCESS@NAVY.MIL). VCC Staff will provide a required documentation to process access request.

(a) The requirements must be met to the extent feasible.

(b) A waiver or gate access list is not authorized for special events IAW Commander, Navy Region Southwest (CNRSW) directives. The special event itself constitutes the acceptable purpose.



1 Mar 23

(c) The special event request form must be submitted within 14 working days.

(6) Procedures for Emergencies

(a) The requirements outlined in paragraphs 1a.(2) and 1a.(3) for first responders to emergency response events is waived. The emergency response event itself constitutes the acceptable purpose.

(b) Access control personnel granting access to first responders during an emergency should direct first responders to check in with the on-scene incident commander to coordinate their activities and prevent mistaken identities that could hinder a coordinated response to the emergency.

(c) Access of any specialized equipment and/or personnel in response to an emergency event will be coordinated with the EOC for installation access.

(7) Related Measures. The installation Commanding Officer (CO) is authorized to inspect the vehicle, parcels and belongings of an individual seeking installation access.

(8) General Sponsorship. General sponsorship allows approved individuals affiliated with the DoD to take responsibility for verifying and authorizing an applicant's need for access to NBSD.

(a) Active Duty, Guard and Reserve personnel on official orders, CAC holders (to include Contractor CAC holders with written permission from the CO), military retirees, and family members 18 years of age and older are authorized to sponsor individuals onto NBSD.

(b) Privatized housing residents with Defense Biometric Identification System (DBIDS) credentials are authorized to sponsor individuals onto NBSD they are affiliated with/assigned to, but sponsorship privileges are limited to their particular housing area only.

(c) NBSD bank and credit union employees with DBIDS credentials are authorized to sponsor bank/credit union affiliated individuals for the purposes of conducting bank or credit union business.

(d) NBSD Privatized Public Venue (PPV) employees with DBIDS credentials are authorized to sponsor contractors and maintenance personnel for the purposes of conducting repairs on PPV Housing on the installation, sponsor privileges are limited to the particular housing area only.

(e) Temporarily Assigned (TDY) Personnel. Active Duty, Guard and Reserve personnel on official orders, and CAC holders on official TDY orders to NBSD are authorized to sponsor individuals onto NBSD only for the duration of their TDY/Active Duty orders.

(f) All sponsored visitors must comply with requirements in paragraph (3).

1 Mar 23

(9) Sponsorship for Contractors. CNIC uses a methodology that involves Navy activities that “sponsor” contractors and vendors for issuance of either a DBIDS credential or a CAC.

(a) DBIDS Sponsoring Activities. NBSD activities sponsoring a vendor company for registration in DBIDS must be designated and approved as a Sponsoring Activity (SA) by the Approved Facility Contact (AFC), normally the VCC Supervisor.

(b) CAC Trusted Agents. NBSD activities that desires to sponsor a contractor employee seeking the issuance of a CAC must accomplish the application through an Active Duty military or Civil Service employee Trusted Agent (TA). TAs are approved and designated by the Trusted Agent Security Manager (TASM) under the applicable procedures of the Contractor Verification System (CVS).

(c) Privilege of Sponsorship. Contractor and vendor sponsorship by SAs, SSCs and TAs is a privilege, not a right, and the Navy reserves the discretion to remove sponsorship at any time when in the best interests of the Government.

(d) Sponsor or sponsoring organization will:

1. Prepare registration forms for access credential applicants and email to VCC.

2. Direct prospective contractor employees to the VCC to initiate identity proofing and vetting for credential issuance.

3. Ensure contracts contain requirements for contractor personnel to return local access credentials to the issuing office when the contract is completed, or when a contractor employee no longer requires access to the installation.

4. Ensure issued access credentials are retrieved and returned to the issuing office when the relationship that served as justification changes, or is terminated.

(e) Registration. Companies may direct their employees to register into DBIDS.

1. Employee Registration and Credentialing. The data required either before or during registration in DBIDS may include, but is not limited to:

- a. Name
- b. Social security number (Required)
- c. Company/employer information
- d. Company address
- e. Company phone number(s)

1 Mar 23

- f. Contract number(s)
- g. Contract date(s) of performance
- h. Company-issued employee identification number
- i. Individual digital photo
- j. Date of birth
- k. Fingerprints
- l. Employee home address
- m. Employee personal phone numbers

2. Applicants voluntarily provide personal information with full knowledge regarding the types of information collected, understanding the purpose of collection, how the information may be shared, and how the information will be protected. The applicant understands the lack of successful identity proofing may result in denial of access to the installation.

3. Biometrics. To biometrically authenticate enrollment into the system, the credential will be scanned and the fingerprint biometric captured utilizing the fingerprint reader on the handheld device provided with the system.

4. Once the vendor/contractor employee's identity has been validated and enrollment into the system biometrically authenticated, the credential is issued.

#### (10) Granting Escorted Access

(a) Individuals unable to meet the requirements of paragraphs 1a (2) and 1a (3) may be granted escorted access by personnel with a DoD Active Duty or DoD Civilian CAC. Personnel not possessing a DoD CAC must be designated in writing by the Installation Commanding Officer.

(b) Escort must remain within reasonable visual contact of the individual(s) until they depart the installation.

(c) Escorts must report any conduct by the escorted individual that causes a risk to the safety, security, or efficiency of the installation or its occupants per installation procedure. Failure to comply with escort duties may result in the temporary or permanent loss of escort privileges.

(d) Escorts functioning in their personal capacity or neglectfully functioning in their official capacity may be personally accountable for the conduct of the individual(s) they are escorting per installation security policies.

1 Mar 23

(e) Escorts must be U.S. citizens, have a DoD affiliation, and themselves be granted unescorted access.

#### (11) Granting Trusted Traveler Access

(a) The authorized individual must have sufficient knowledge of the co-travelers to legitimately vouch for their identity, fitness, and purpose. Both the person vouching and the co-traveler must be fully vetted and have met all fitness requirements. On demand, co-travelers must submit to installation security personnel for verification their CAC or non-CAC DoD credential issued by the local installation or region.

(b) Co-travelers, except uniformed U.S. military personnel entering the installation in formation, may be required to establish their identity by presenting an acceptable credential, per installation level policies.

(c) All individual authorized to sponsor visitors/guests may escort up to 10 individuals and up to two vehicles without occupying the same vehicle as the sponsors/visitors/guests. Children age of 17 and under may be escorted by a parent or guardian who possess a VHIC, DBIDS Visitor Pass or a DBIDS enrolled Driver's license.

(d) The following personnel may not act as sponsors: unescorted sponsored visitors, DBIDS credential holders, visiting foreign military and their dependents.

(e) At least one individual must satisfy the requirements outlined in paragraphs 1a(2), 1a(3), and 1a(4) and be granted unescorted access to be permitted to vouch for co-travelers.

(f) Trusted traveler programs are permitted only at FPCON NORMAL, ALPHA, and BRAVO, and may be further restricted.

(g) Trusted traveler programs must be suspended in the event of a DBIDS scanner failure except:

1. For uniformed military personnel returning in formation.
2. For the period of time that a suspension would cause a bona fide traffic safety risk, as determined by the installation CO, on a road not owned or managed by DoD.
3. The installation's trusted traveler program will be suspended during DBIDS failure, co-travelers may be:
  - a. Granted unescorted access per paragraph 1a(7) by presenting an acceptable credential listed in Appendix to establish identity, fitness, and purpose.
  - b. Granted escorted access per paragraph 1a(3) by presenting any acceptable credential.

c. Processed through Visitor Control Process (VCP) as a visitor per paragraph 1a(8).

(12) Authorized sponsors and Trusted Travelers. The following personnel can serve as Sponsor/Trusted Traveler for base access during Force Protection Conditions Normal, Alpha, and Bravo:

(a) Active Duty Military and their dependents.

(b) Retired military personnel and their dependents (While accessing in a non-official/personal capacity).

(c) DoD civilian employees.

(d) Reservists and their dependents.

(e) DoD Contractor possessing a CAC with a green stripe.

(f) Retired Senior Executive Service employees with retiree DoD ID card.

(13) Granting Unescorted Access. Granting unescorted access only to individuals who satisfy the unescorted access requirements outlined in paragraph 1a(7). In addition, with respect to such individuals:

(a) Grant recurring unescorted access, must be enrolled into DBIDS.

(b) May grant short-term (7 days or less) unescorted access, must be enrolled into DBIDS.

(c) Process individuals who meet the requirements for recurring unescorted access as described in paragraph 1a(7) through the access control process at the ECP, per paragraph 1a(8) of this section.

(d) Process individuals who do not meet the requirements for recurring unescorted access as described in paragraph 1a(7) through:

1. Automatic enrollment per paragraph 1a(9), if eligible; or

2. The VCP at the VCC per paragraph 1a(14) of this section.

(14) VCP

(a) Visitors. NBSD is an ePACS-enabled installation using DBIDS with IMESA functionality. A visitor is any individual:

1. Who is not enrolled in DBIDS.

2. Whose enrollment in DBIDS has expired.

1 Mar 23

**(b) VCP Procedures**

**1.** Such VCP procedures must satisfy all the requirements outlined in paragraph 1a(1) through 1a(7) of this section by:

**a.** Establishing identity, using either an acceptable credential or an acceptable combination of source identity documents as described in Appendix A of this section.

**b.** Establishing historic fitness, either by performing an on-the-spot review or by proving that historic fitness was previously established as described in paragraph 1a(3).

**c.** Establishing current fitness.

**d.** Establishing an acceptable purpose for presence on the installation, either by means of the credential the individual uses to establish their identity simultaneously establishing an acceptable purpose or by any other means described in paragraph 1a(4).

**2.** During the VCP, the procedures will require that:

**a.** All acceptable credentials and source identity documents will be visually inspected front and back for signs of alteration or counterfeit, and verified as described in Appendix A.

**b.** Acceptable credentials and source identity documents that appear questionable (e.g., damaged laminates, evidence of tampering) or altered will not be accepted.

**3.** The procedures will require that, upon successful completion of the VCP:

**a.** Visitors with an enrollable acceptable credential will be enrolled per CNIC-M 5530.2.

**b.** All other visitors without an enrollable credential will be issued a DBIDS credential or DBIDS paper pass.

**(c) Short-Term Visitor Passes.** Visitors who successfully complete the VCP with an acceptable purpose and for a duration shorter than seven days will be issued a DBIDS paper pass if they do not possess an enrollable credential. The pass will be valid only for the shortest duration of the time required for the visitor's established acceptable purpose. The maximum duration allowed is seven days for short-term visitors.

**(d) Long-Term Visitor Credentials.** A DBIDS credential or DBIDS paper pass will be issued to individuals who successfully complete the VCP with an acceptable purpose with a duration longer than seven days and who do not possess an enrollable acceptable credential.

**(e) Foreign Visitors.** DoD sponsorship of foreign military members, foreign civilians and in certain accompanied circumstances, their families, is accomplished in an official capacity through the DoD Foreign Visits System (FVS) or other DoD mechanisms.

1 Mar 23

1. Foreign Visits System-Confirmation Module (FVS-CM) is the software application developed to track and confirm foreign visitors at all DoD component installations. The sponsoring organization is responsible for notifying the Security Department of all approved requests of foreign military members, foreign civilians and in certain accompanied circumstances, their families.

2. Records must be maintained of foreign visits, which have not been processed through the FVS. Accordingly, installations will record all visits or assignments of foreign nationals to their installations. It is the sponsoring organization's responsibility to ensure the visit is properly recorded and documented in the DoD FVS and that local NCIS is notified when official foreign visitors arrive and depart the installation.

3. Foreign visitors who are eligible for a CAC are not granted unescorted access unless sponsoring activity establish purpose for visit. Foreign visitors will be given permissions on their CAC via the DBIDS workstation to access the installation for the time frame requested. Foreign visitors who require unescorted access and are not in possession of a CAC may apply for a DBIDS credential and must meet all requirements in paragraphs 1a(2), 1a(3) and 1a(4). Foreign visitors are not authorized to sponsor or be a "trusted traveler."

#### (15) VCP Completion with Waiver and Appeal

(a) An individual who completes the VCP through a waiver will be handled as any other visitor.

(b) An individual who completes the VCP through appeal will:

1. Have their enrollment designated as completed through appeal.
2. Be ineligible for reciprocal acceptance of their enrollment and fitness determination at other CNIC installations.
3. Be ineligible for automatic enrollment in DBIDS at other CNIC installations.

(c) Waiver Process. Personnel who have been initially denied access based on criteria identified in paragraph (3) may appeal or request a waiver in writing from the CO. When COs are reviewing criminal history to make a waiver determination, both adverse information and mitigating factors should be considered. The individual requesting a waiver will be notified in writing of the decision within 30-days of package submission.

1. VCC Staff will verbally inform visitors requesting a short-term or long-term pass that they do not meet access standards and will be provided the process to request a waiver and/or appeal.

2. VCC Staff will notify personnel requesting DBIDS credentials in writing within 14 days of their access denial and include the process to request a waiver and/or appeal.

3. Personnel who have been denied access during periodic re-vetting for the purpose of continued unescorted access may appeal and/or request a waiver from the CO.

1 Mar 23

4. Periodic background screening of personnel. Personnel who have received an approved waiver or appeal will only be re-vetted back to the original date of waiver or appeal plus one year. The additional year is necessary due to possible reporting delays. If no new disqualifying offense is found, the current waiver can be extended and no new waiver processing is required. If additional disqualifying offenses are found, the entire record will be reviewed.

5. The CO or designated representative will determine if access will be granted based on the information submitted for consideration. Until this determination is made, the person's access to the installation will be denied.

(d) Appeals

1. Any person being denied initial participation in DBIDS or who has their DBIDS privileges suspended or revoked for any reason, may appeal the denial/ suspension/ revocation.

2. Vendor or contractor employees may initiate the adjudication process when a background screen failure results in disqualification from participation in DBIDS and the vendor or contractor employees do not agree with the reason for disqualification. The adjudication process must be initiated within 30 days of receiving written notice of disqualification.

3. Vendor or contractor employees may apply for a waiver when a background screening failure results in disqualification from participation in DBIDS. The waiver process must be initiated within 60 days of receiving written notice of disqualification. Members on the Sexual Offenders Register will not be waived.

4. All waiver requests will be initiated with the installation Security Officer (SECO). The CO will be the final waiver determination authority.

5. The CO will consult with the installation SJA when determining suitability.

(e) Periodic Screening Requirements. Once an access credential is issued, fitness is not normally determined again until the credential expires and a new credential is issued. Upon expiration, fully vet the individual as described in paragraph (3).

(16) Enrollment. All eligible individuals will be enrolled by adding their identity into DBIDS and by linking each individual's identity to the acceptable credential used for enrollment.

(a) Eligibility for Enrollment

1. Available to individuals seeking recurring access who successfully complete the VCP and establish their identity by means of an enrollable acceptable credential as listed in CNIC-M 5530.2.

2. Unavailable to individuals who establish their identity using a non-enrollable acceptable credential or any acceptable combination of source identity documents as listed in Appendix A, or who fail to complete the VCP.



1 Mar 23

3. Not to be used to circumvent the Tier 1 background investigation and CAC issuance requirements for individuals eligible for a CAC.

(b) Enrollment Reciprocity. An enrollment and historical fitness conducted at another DoN installation will be accepted as proof of historic fitness if the enrollment was conducted at another DoN installation with DBIDS. The historic fitness must be completed within one year and another completed SECNAV Form 5512/1 kept on file for three years.

(c) Enrollment Validity and Expiration. Enrollment will be valid from the date of enrollment in DBIDS until the expiration date on the enrollable acceptable credential used to establish identity, or until one year without a visit to the installation, whichever comes first. Upon the expiration of an individual's enrollment, the expiration will be propagated in DBIDS.

(d) Declined Enrollment. An individual who is eligible to enroll but declines or refuses to enroll and subsequently returns to the installation at a later date will be processed as any other unenrolled individual.

#### (17) Access Control Process

(a) DBIDS will be processed directly at the ECP, individuals who have previously enrolled in DBIDS and who present the same enrollable acceptable credential that was used to enroll.

1. If an individual completes the access control process by means of an acceptable credential that does not itself establish purpose, that individual must establish purpose at the ECP before being granted access.

2. The requirements for gaining unescorted access are fully satisfied.

(b) Un-manned Installation perimeter and Pier Enclave Pedestrian Turnstiles. All personnel with a valid CaC Card, TESLIN Card, and DBIDS Credential requiring access through any unmanned pedestrian turnstile must visit the VCC to establish purpose and two-factor unique authentication code.

(c) Un-manned Vehicle ECP (AVG Gates). NBSD has un-manned vehicle ECP capabilities. Personnel requiring access through these gates are required to visit the VCC to establish purpose and two-factor unique authentication code.

(18) DBIDS Failure Contingencies. In the event of a DBIDS failure, watch standers will visually inspect at the ECP of DoD-issued credentials and processing through the VCP of holders of other credentials and visual inspection of all credentials. During FPCON CHARLIE and DELTA, only a DoD CAC will be accepted.

2. Penal/Authority. Per the Uniform Code of Military Justice, "Whoever falsely makes, forges, counterfeits, alters, or tampers with any naval, military or official pass or permit issued by or under authority of the United States, or with intent to defraud, uses or possesses any such pass, personates 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 persons to have or use any such pass or permit

1 Mar 23

issued for his use alone shall be fined not more than \$2,000.00 or imprisoned not more than five years, or both.”

3. Search Authority. Pursuant to the internal security act of 1950, USC Title 50 Section 797, all vehicles, while on government controlled property, are subject to search.

4. Roadway Maintenance Repair/Alteration/Modification

a. Public Works Center, private contractors, or any station or tenant activity having a requirement to perform work affecting vehicular or pedestrian traffic on any roadway, sidewalk or parking lot will coordinate such work with the Security Department at least 72 hours prior to commencing. Emergency repairs will be coordinated with the Security Department at the earliest possible time.

b. Any activity/contractor, etc., performing work as indicated above, is responsible for the following:

- (1) Coning off any street(s) to route traffic safely through work areas.
- (2) Barricading any work area(s), as required.
- (3) Installing highway barricade warning lights(s) or similar lighting device(s) to alert pedestrians and vehicular traffic during non-daylight hours.
- (4) Providing flagmen, as necessary.
- (5) Erecting adequate temporary traffic signs to control traffic through construction areas.

5. Towing

a. Vehicle Towing. Vehicles found to be in violation of the requirements of this instruction may be TOWED or RELOCATED as follows:

- (1) Towed by a civilian tow company to a safe location off base to the company's facility at the expense of the vehicle owner.
- (2) Relocated by a civilian tow company or Public Works Department to a safe location onboard the affected installation at the Navy's or owner's expense, based on the circumstances requiring the vehicle to be relocated. Security Department personnel will determine the vehicle towing method and the ultimate location per installation specific criteria at the time of the occurrence.

b. Towing is governed as follows:

- (1) Vehicles posing an immediate or potential hazard may be towed immediately from the area. Unidentified vehicles may be towed immediately and without warning. NBSD Security personnel are authorized to initiate this action. This includes vehicles parked in such a manner

1 Mar 23

as to impede the flow of traffic, in a loading zone and fire lane.

(2) Vehicles that remain in parking areas longer than the authorized (6 days on wet side and 21 days on dry side) parking durations may be ticketed. Vehicles found to be still in violation of this instruction after an additional 24 hours has elapsed are subject to being towed at the owner's expense. Installation security personnel are the only personnel authorized to initiate this action. Vehicles cited for exceeding the authorized parking limit may be towed under the authority of this instruction even if the vehicle is otherwise parked in a legally marked parking spot.

c. Towing of vehicles found to be in violation of this instruction may be conducted by commercial towing companies as authorized per this instruction at the owner's expense.

d. Non-Emergency Towing:

(1) Vehicle owners may initiate commercial towing onboard NBSD installations for their disabled vehicle by contacting a towing company authorized to conduct business onboard the installation. The vehicle owner must be present when the tow truck arrives at the entry control

point and wait for a police escort. The vehicle owner must also provide proof the vehicle is owned and registered to the person attempting to have the vehicle towed.

(2) Personnel towing their own vehicles on NBSD shall utilize either a trailer, tow bar (a rigid towing device with a safety chain, not longer than 15 feet), or car dolly (small two wheeled trailer specifically designed for pulling cars behind RVs, cars, and trucks) designed to prevent the vehicles from overtaking and striking the towing vehicle or from breaking free and rolling unattended. Tow chains, ropes, or straps are NOT AUTHORIZED for towing on board NBSD.

e. Scooters, bicycles, or motorcycles shall not be towed on NBSD unless properly secured by approved towing devices.

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

7. Permission to Operate

a. Government and non-appropriated fund vehicles. Operators of government owned or leased motor vehicles under 14,000 pounds need not be issued an OF-346 (formally SF46) if the operator has a valid state driver's license. An OF-346 is to be issued to military personnel without a valid driver's license who operate a vehicle on base only.

b. Personnel with an OF-346 issued by other military installations, including personnel from visiting ships, must have permits validated by NBSD whenever temporarily assigned or transferred.

c. Out-of-state personnel under 18 years of age with a valid driver's license must have a non-resident minor's certificate issued by the California Department of Motor Vehicles (DMV) in order to operate a government vehicle on board NBSD.

1 Mar 23

- d. Only specifically authorized vehicles will drive in industrial areas where designated roadways are not provided.
- e. Emergency vehicle (fire, ambulance, police) operators, must have an OF-346 (government operator's permit) as well as a valid state license.
- f. Personnel will not operate a government vehicle transporting explosive for more than eight hours. When transporting explosives off station, two drivers shall be assigned to relieve each other at no more than eight hour intervals.

## 8. Traffic Control

- a. Only the installation SECO may post personnel for the purpose of traffic control, except in case of fire or other emergency.
- b. Only the installation SECO, in coordination with the Navy Occupational Safety and Health Director, may install, relocate, or remove any sign, pavement marking or other device used in traffic or parking control, except in case of fire or other emergency.
- c. No person may operate a motor vehicle or other conveyance on a NBSD in excess of 25 miles per hour or posted speed limit which includes:
  - (1) Ten miles per hour in all parking lots, enclaves and on all piers.
  - (2) Twenty-five miles per hour or posted speed limit, whichever is lower, in all residential and barracks areas.
  - (3) Fifteen miles per hour for all vehicles towing other vehicles.

## 9. Right of Way

- a. Emergency vehicles
  - (1) All vehicles equipped with special audible sound equipment and/or displaying red lights, are designated "emergency vehicles." Only police vehicles may also be equipped with blue lights. When using such equipment, emergency vehicles shall have right of way over all other vehicles, and personnel.
  - (2) Drivers shall yield the right of way to all approaching emergency vehicles by driving to a position parallel to the curb and clear of any intersection. They shall then stop and remain stationary until all emergency vehicles have passed.
  - (3) No motor vehicle, except another emergency vehicle, shall follow within 300 feet of any emergency vehicle operating a flashing red and/or blue light.

#### 10. Impoundment

a. Vehicles left parked for a period in excess of stated time limits or in unauthorized or prohibited areas will be considered abandoned and will be impounded, removed, or relocated by a commercial towing company at owner's expense. Condition of vehicle and other appropriate remarks will be noted and inserted in the records prior to removal of vehicles.

b. The Security Department shall maintain a record on all abandoned vehicles. Information will include location, name of towing company called, and name of person authorizing towing.

c. NBSD MWR maintains vehicle storage lots for house trailers, campers, vans, boats, etc, and personnel who require extended vehicle storage. Application for storage must be made through the MWR Department.

11. Taxicabs/Rideshare. Guidance is listed in NAVBASESANDIEGOINST 5530.2B.

12. Accidents. All drivers of government or private motor vehicles involved in accidents onboard NBSD shall:

a. Notify NRSW Dispatch Office, (619) 524-6999, immediately or as soon as the scene is safe where there is an injury or property damage.

b. Remain at the scene until cleared by investigation officials, unless medical treatment is required.

c. Not move the vehicle unless directed by Law Enforcement Officials or if necessary to protect persons or property from imminent danger.

d. Establish traffic control when necessary to prevent other accidents.

#### 13. Miscellaneous

a. Sleeping in vehicles is prohibited.

b. Loitering in any parking area in or out of a motor vehicle is prohibited.

c. Repair of privately-owned vehicles, except in emergencies, may be accomplished only in the Auto Hobby Shop Garage. Emergency repairs are limited to changing of battery, tires, fan belts and windshield wipers.

#### 14. Open Vehicles

a. Operators and passengers of all open motor vehicles, not equipped with windshields, shall wear safety glasses.

b. Operators shall be governed by the same regulations as for any other motor vehicle.

1 Mar 23

15. Littering. No person in any vehicle (moving or stationary) and no pedestrian on NBSD shall willfully or negligently throw or discard upon, on, or near any road, highway, street, parking area, sidewalk, thoroughfare or adjoining area any litter, bottle, bottle cap or ring, can, garbage, glass, nail, paper, cigarette, cigar, flaming or glowing substance or other debris.

16. Open Alcohol Containers. No vehicle occupants or pedestrian shall possess any open alcoholic beverage container, unsealed bottle, or cup or glass containing alcoholic spirits except as specifically authorized in designated areas.

17. Accidents Involving Government Vehicles Off Base

a. Under no circumstances may the operator of a government vehicle involved in an off station accident sign any statement (other than a SF 91) or release or make any admission of liability on the part of the U.S. Government unless it is to an authorized U.S. Government representative whose duties are to investigate accidents on behalf of the government.

b. Operators of government motor vehicles may exchange names and addresses with the other driver and persons concerned with the accident. Government vehicle operators will give their naval activity's address to those concerned.

c. The operator of the government vehicle involved in an accident will report to their chain of command and file a report with a completed SF 91 filled out to the NBSD Security Department, immediately upon returning to the installation.

d. All tickets, citation, summons, claims, correspondence, warrants, etc., relative to the operation of a government vehicle while off station, shall be referred to the driver's Command Judge Advocate as soon as received. Liability for civil infractions remains with the vehicle operator.

18. Altered, Defaced, or Mutilated Identification

a. Military and civilian personnel, such as access control personnel, guards at the Navy Exchange and Commissary Store, and Security Department personnel who have the duty to verify the identity of personnel by checking badges, cards and passes, shall confiscate the same if altered, defaced, or otherwise mutilated and issue NSSD 5580/4 Card Repossession form. The holder shall be turned over to installation security personnel with the identification or the confiscated item if criminal intent is suspected.

b. Active duty or retired military members with excessively worn Armed Forces Identification Cards will be instructed to contact their personnel/ID issuing office to obtain a new card. These cards normally will not be confiscated unless competent authority in connection with an official investigation directs such action. If the identification card shows evidence of tampering or forgery, the individual will be turned over to installation security personnel.

19. Special Tours Sponsored by the Public Affairs Officer. Tours by groups sponsored by a ship or tenant command will be referred to the installation Public Affairs Office which will in turn provide coordination with the installation SECO and other interested parties. Escorts will be required and provided by the sponsoring command.

1 Mar 23

20. News Media Representatives, Access Requirements. Representatives of the press, radio and/or television, magazine writers and commercial photographers may be issued visitor passes provided the sponsoring department, ship, or tenant command verifies and receives clearance from the installation PAO. Requests may be emailed, faxed, or hand delivered by the PAO, and should be made at least 72 hours in advance prior to arrival of the news media representative(s). Sponsors are required to maintain an escort at all times. Sponsors shall be responsible for the actions of the media during the entire time they are on the installation. Media personnel who have no sponsor (i.e. have arrived to cover a Courts Martial) will be directed to contact the PAO, and the PAO Office will provide, or arrange for an escort or access to the installation will be denied. Representatives of legitimate media agencies can be granted access to NBSD for the purpose of covering designated events and shall be subject to the following conditions:

(1) All media access requests must be coordinated in advance with the NBSD Public Affairs Officer (PAO) or tenant command PAO. The only personnel authorized to sponsor a news media representative on NBSD is the PAO.

(2) Any media person arriving at NBSD will be requested to await the arrival of the NBSD PAO or a designated representative. If the NBSD PAO or representative is unavailable, then the SECO or Legal Officer shall be notified.

(3) The PAO or designated representative will proceed to the gate and escort, under the Trusted Traveler Program, all media personnel not vetted prior to their arrival. Non-vetted media personnel shall remain under immediate escort from the time they enter NBSD until they depart. Travel on NBSD by all media personnel will be by the most direct route to and from the location of the news event whether escorted or unescorted.

21. Photography. The taking of photographs on NBSD is permitted unless subject violates operational security. Security may stop and request to review photos for security violations as necessary. Official photography and photography of sensitive operations and areas requires personnel to request a photo pass from the NBSD PAO. The NBSD PAO issues photo passes to assist security in validating the purpose of photography on the base. Photo passes are limited to one year for military and government civilian personnel and one year, or the limit of the contract if less than one year, for contractors. Passes can be renewed as needed with a follow-up request. Passes require name, whether civilian, military, contractor, company if contractor, command supported and purpose of photography. To request a photo pass or for more information contact the NBSD PAO at [nbsd.pao@us.navy.mil](mailto:nbsd.pao@us.navy.mil).

22. Use of Armed Forces and Dependent Identification Cards in Commercial Pursuits. Members of active duty, Fleet Reserve, retired or reserve military, and their dependents employed on the installation as a civilian employee, or as an employee of a commercial firm, authorized to conduct business, are prohibited from using their official military identification card while in the execution of employer related business.

23. Regulations for Taxicab, Rideshare, Limousine, and Shuttle Services. Commercially owned and operated taxicab, limousine, and shuttle services are permitted onboard NBSD when presenting proper DBIDS authorized credentials and when on official business.

1 Mar 23

#### 24. Refusal of Access

a. Access to NBSD may be denied to any individual whose presence is deemed a security risk or potentially detrimental to good order and discipline. Entry Control Point sentries will not deny access under this situation without the approval of the Naval Security Force (NSF) watch commander and/or Command Duty Officer.

b. All personnel, both pedestrians and vehicle operators/passengers, passing through the ingress/egress points on the installation, regardless of uniform or grade, will be required to present identification, except as noted below. The inability, or refusal of any person to present proper identification, is sufficient cause to deny that individual base access.

c. Access to NBSD will become more stringent as the FPCON increases. 100 percent identification checks can be instituted by the installation CO when the determination has been made of an increased threat level.

25. Trespassing. Unauthorized personnel (trespassers) entering the installation are subject to prosecution in federal court for violation of Title 18, U.S.C. §1382.

#### 26. Possession of Dangerous and Deadly Weapons

a. It is recognized that certain personnel, military and civilian, on the installation 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.

b. Prohibited Articles. No person shall possess, conceal about his/her person, conceal 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, including but not limited to the following:

- (a) Black jack
- (b) Sling shot



1 Mar 23

- (c) Billy/sand club
  - (d) Nunchakus
  - (e) Metal/plastic knuckles
  - (f) Dirk or dagger
  - (g) Switchblade or butterfly knife
  - (h) Knife with a blade 2 1/2" or longer
  - (i) Razor with an unguarded blade
  - (j) Pipe, bar, or mallet to be used as a club
  - (k) Compressed air or spring fired pellet gun
  - (l) Tear gas/pepper spray weapon
  - (m) Pistol, revolver, rifle, shotgun or any other firearm
  - (n) Bows, arrows or crossbows
  - (o) Bowie or hunting knife
  - (p) Taser, stun gun, or electroshock weapon
  - (q) Any weapon prohibited by state law
  - (r) Any object similar to the aforementioned items
  - (s) Any offensive or defensive weapon not described herein, which there is a high probability of injury to self or others
- (3) Any abrasive, caustic, acid, chemical agent or similar substance with which to inflict property damage or personal injury.
- c. Any person on board NBSD with unauthorized possession of a firearm will be apprehended and have their driving privileges revoked. If the firearm is being transported in a vehicle, the vehicle will be escorted or impounded (as circumstances warrant) off station at the owner's expense. All requests for reinstatement of driving privileges for firearm violations must include a favorable endorsement from the individual's CO.
- d. If you require to temporarily store any firearms, contact the Watch Commander for additional requirements at (619) 572-2140.

27. Challenges and Requirement to Show Identification. It shall be the duty of every person on the installation to show identification used for authorized access upon being challenged by any other person acting in an official role, who has first identified themselves to the challenged person. Sponsored guests must remain in the company of their sponsor at all times while on the installation.

28. 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 the installation are subject to inspection or search when authorized by the CO.

b. All private and commercial vehicles entering or leaving the installation 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 station will not be granted if an operator refuses to submit to an inspection/search, until the operator submits to the inspection/search.

29. Implied Consent

a. Any person granted the privilege of operating a motor vehicle on NBSD shall be deemed to have given his/her consent to a chemical test of his/her 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 installation law enforcement official having probable cause to believe that the individual was driving or was in actual physical control of a motorized or non-motorized vehicle on the installation while under the influence of intoxicating liquor, drugs, or any combination of intoxicating liquor and/or drugs.

30. 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 driving privileges revoked immediately.

31. 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. All persons operating or riding in or on any motor vehicle shall wear personal protective equipment and safety belts when seated in positions where safety belts have been installed by the manufacturer. Individuals shall not ride in seating positions where safety belts have not been installed or have been removed or rendered inoperative.

c. No operator of any vehicle designed for the transport of cargo shall allow any person to ride in the cargo area of such vehicle unless the cargo area is modified to include seats and safety

1 Mar 23

belts, and such persons are seated and properly wearing safety belts. 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.

d. 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. Passengers shall wear proper safety equipment.

32. Seat belts. The use of seat belts is mandatory on board NBSD and in all government vehicles at all times on or off base.

a. No motor vehicle shall be operated on NBSD unless it is equipped with federally approved seat belts/safety restraints.

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.

33. Child Safety. It is unlawful for any operator of a motor vehicle to permit any child under the age of eight years, or under 4'9", to be transported upon any roadway without providing and properly using, for each child, a federally approved child passenger seat restraint system.

34. 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 on NBSD.

35. 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.

36. Regulations for Bicycles

a. No bicycle/Lime bike and/or rental type bicycle shall be operated on sidewalks or other areas designed solely for pedestrian traffic and they will be "walked" through normal pedestrian gates. When being walked, the person must be alongside and is considered a pedestrian. Operating bicycles on the piers is prohibited.

b. Bicycle/Lime bike and or rental type bicycle operators riding on NBSD roadways shall ride with traffic, in single file, obeying traffic rules while properly wearing brightly colored reflective clothing between sunset and sunrise and a bicycle helmet approved by the Consumer Product Safety Commission or Snell Memorial Foundation at all times or a hard hat with the chin strap fastened securely.

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

d. All bicycles operated on NBSD shall:

(1) Be equipped with functioning brakes.

1 Mar 23

(2) Be ridden by not more than one person, except a child may be carried behind in a special seat permanently attached to the bicycle. Bicycles built for two riders are also permitted.

(3) Not be altered in any way that would decrease the operator's control.

(4) Be equipped with a permanent and regular bicycle seat.

(5) During hours of darkness be equipped with:

(a) A lamp emitting a light illuminating a distance of 300 feet ahead and visible from sides when the bicycle is in motion. A lamp may be attached to the operator with the same characteristics.

(b) Reflectors approved by DMV, visible from a distance of 500 feet, attached to the bicycle.

e. Bicycle operators shall not carry packages or articles that restrict the operator from maintaining one hand on handle bars.

f. Bicyclists must present identification when requested by the gate sentries or law enforcement officers.

g. No person shall operate a bicycle on station with a BAC of .08 or above or after consumption of any illegal drug. Personnel under the age of 21 with any measure of alcohol or illegal drugs in their system will have their station driving privileges revoked for a period of one year if convicted. All incidents involving alcohol or drug use while operating a bicycle on NBSD will be processed via an incident/complaint report.

37. Motorcycle and Moped Safety Regulations. All military personnel, on and off base, and all personnel on the installation, shall wear the following personal protection while riding motorcycles.

a. Head Protection. A helmet designed to meet or exceed DoD standards, shall be worn and properly fastened under the chin.

b. Eye Protection. Goggles, wrap around glasses, or full-face shield (properly attached to helmet) designed to meet the standard for impact and shatter resistant eye protection. A windshield alone does not constitute proper eye protection.

c. Foot Protection. Riders will wear sturdy over the ankle footwear that affords protection for the feet and ankles (durable athletic shoes that cover the ankles may be worn).

d. Protective Clothing. Long sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens designed for use on a motorcycle. Motorcycle jackets and pants constructed of abrasion resistant materials such as leather, Kevlar, and/or Cordura and containing impact absorbing padding are strongly encouraged.

1 Mar 23

38. Garment and Motorcycle Visibility. Brightly colored outer upper garments during the day and reflective upper garments during the night are recommended. Outer garments must be clearly visible and not covered. Military uniforms are not considered brightly colored or reflective outer garments and do not meet the PPE criteria as intended in this instruction. DoD strongly recommends wearing specialized protective clothing (specifically designed for motorcycle enthusiasts), which incorporates a high degree of visibility and retro-reflective properties. DoD also strongly encourages retro-reflective material to be integrated into all riding apparel and placed upon both protective gear and the motorcycle. Reflective vests worn as an outer garment meet both brightly colored and reflective requirements but are no longer mandatory.

a. Motorcycles and bicycles being operated onboard the base shall have headlamps turned on at all times during operation.

b. Mirrors. Motorcycles operated on an installation shall be equipped with both left hand and right hand rear view mirrors mounted on the handlebar or fairing.

39. Alternative Means of Urban Transportation. Skateboards, unicycles or motorized unicycles, roller skates, roller-blades, Segways, hover boards, motorized scooters, or similar devices are not authorized on board NBSD.

40. Pedestrian/Joggers

a. Pedestrian traffic is permitted throughout NBSD unless otherwise posted.

b. Pedestrians shall not walk on any roadway if sidewalks or other pedestrian ways are provided. Where sidewalks are not provided, pedestrians shall walk on the left side of road, facing oncoming traffic. Commands will not hold or conduct command formations and or muster in or on any NBSD roadway.

c. Marching/Physical Training formations are not normally permitted on NBSD's we side. On the dry side, formations may use roadways (on right side, traveling in direction of traffic) and shall have the right of way over all vehicles, except emergency vehicles responding to an emergency. During hours of darkness, marching/physical training formations will have at a minimum, two individuals in front and two individuals at the rear of the formation with reflective road vests and lit flashlights (or similar lighted device) for safety. All wet side marches or runs require the NBSD CO approval.

d. Drivers of motor vehicles shall yield the right of way to pedestrians crossing roadways within marked crosswalks or at intersections.

e. Pedestrians must exercise care for their own safety. No pedestrian shall suddenly leave a curb or place of safety and walk or run into the path of an oncoming vehicle so close as to constitute an immediate hazard. Pedestrians shall cross roadway as quickly as it is safe to do so.

f. Whenever a vehicle has stopped at a marked crosswalk or intersection to permit a pedestrian to cross the roadway, drivers of other vehicles approaching from rear shall not overtake or pass the stopped vehicle.

1 Mar 23

g. No person shall stand in any roadway for the purpose of soliciting a ride.

h. Individual jogging is permitted throughout NBSD, unless otherwise posted. Joggers shall use streets, sidewalks or roadways, jog facing traffic, wear light colored clothing (reflective clothing during reduced visibility) and obey traffic rules and regulations. Personnel shall not wear portable headphones, earphones or other listening devices while jogging or walking on station. Joggers should be cautious of cars entering the roadway from cross streets or driveways. Jogging on installation streets requires reflective clothing during hours of darkness. Nighttime jogging may be performed off the streets at lighted MWR facilities.

#### 41. Portable Listening Devices, Head/Earphones, Cellular, Text Messaging

a. No person shall wear portable, personal listening devices worn inside, around or covering the driver's ear (i.e., headphones, earphones, ear buds, or other devices) while operating a motor vehicle, riding a bicycle, walking or jogging on roads or streets on NBSD except for fire and emergency response or law enforcement/security purposes. This does not include hearing aids, nor shall it preclude the wearing of hearing protective equipment where conditions dictate their use.

b. No person operating a vehicle on NBSD shall use a cell phone or text message unless the vehicle is safely parked, except for official fire and emergency response or law enforcement/security purposes. All personnel who operate both government and privately owned vehicles on or off base shall comply with state, and local laws, regarding the use of cell phones and text messaging.

c. No driver of a vehicle shall operate, or permit the operation of any sound amplification system which can be heard outside the vehicle from 25 or more feet. Violation can cause the order of removal and confiscation of said device.

d. All personnel are encouraged to refrain from any other activity that may be a distraction while driving and lead to traffic mishaps (e.g., eating, adjusting the radio, shaving, applying makeup, reading maps, newspapers, magazines, books, etc.).

42. Material Handling Vehicles. Material handling vehicles are prohibited from leaving the fenced portion of the installation 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 on installation streets. Vehicles not able to maintain a speed of 15 mph shall affix a slow moving vehicle triangle to the rear of the vehicle.

#### 43. Responsibility

a. The primary traffic enforcement program shall be administered by the installation CO through the following provisions.

(1) NBSD Law Enforcement Personnel.

1 Mar 23

(2) Detectives and Traffic Accident Investigators.

(3) Pass and ID Control Office.

(4) U.S. Magistrate's Court through the Command Judge Advocate as Special Assistant U.S. Attorney (SAUSA).

b. All persons who witness moving traffic violations on board NBSD shall make note of the date, time, location, make, color, and license number of the vehicle(s) involved and nature of the offense. This information shall be furnished to the Security Department, as soon as possible after the occurrence.

44. Traffic Control. Personnel detailed by the installation SECO to duties involving traffic direction shall be empowered to enforce regulations governing pedestrians and bicycles, in addition to other traffic regulations.

#### 45. Magistrate Citations

a. Federal Magistrate Citations are issued for violations of base safety, traffic, or protective regulations when these violations also constitute a violation of federal law or of state law that is applicable to the installation. Utilization of Federal Magistrate Citations provides an effective and simple means of disposing of the more serious traffic offenses, as well as other misdemeanor offenses (i.e., trespassing, simple assault, drunk driving, etc.). Misdemeanors are offenses punishable under the laws of the United States, the penalty for which does not exceed imprisonment for one year. Security Forces shall issue Federal Magistrate Citations for all infractions and misdemeanors with the exception of parking violations or minor traffic offenses, or as otherwise directed by the installation CO or SAUSA. Federal Magistrate Citations shall be issued for violations involving the operation of a vehicle while under the influence of drugs or alcohol. All personnel issued a Federal Magistrate are subject to a monetary fine and mandatory appearance in Federal court.

b. Motor vehicle operators who are issued magistrate citations for violations committed onboard NBSD are required to report to the U.S. Magistrate's Court following the instructions on the written citation, as given by the law enforcement official, or as received from the court. Civilian employees, vendors, dependents, retired military personnel and reservists not in a drill status may also be referred to the U.S. Magistrate for action.

#### 46. Traffic Points

a. The purpose of the traffic point system is to provide an impartial and uniform administrative device for evaluating the driving performance of personnel. Assessing points for a moving violation is not a disciplinary action. The point system is not intended to interfere in any way with the reasonable exercise of a CO's prerogative to issue, suspend, revoke or refuse to issue operating privileges for cause, or to initiate disciplinary action.

b. The point system applies to all personnel operating a government or privately owned vehicle on NBSD.

1 Mar 23

c. The traffic point system provides assessment against the driving record of personnel committing specific moving traffic violations. In the event of a moving violation given to a dependent, guest, etc., the point assessment will be recorded on the sponsor's station driving record (indicating violator i.e. spouse, son, daughter, etc.).

d. Exhibit 5-9 is a schedule of penalties attendant to driving privileges onboard NBSD. Suspension of driving privileges may preclude driving government vehicles if so determined by the Traffic Court Office. COs or OICs of tenant activities desiring to suspend driving privileges of personnel in their respective commands must request that action in writing to the installation CO.

e. If government vehicle driving privileges are suspended or revoked, the unit having jurisdiction over the violation will petition the Traffic Control Office to have Government Operator's Permit (SF 346) released to that command.

f. Assessment method. Points shall be assessed and recorded wherever a violator:

(1) Has been cited for a moving traffic violation on base, chooses to appear in traffic court, and is found to be guilty. If an individual chooses not to or fails to appear, points will automatically be awarded.

(2) Has willfully and knowingly failed to comply with the installation's registration requirements.

47. Instructions to Violator. When an individual is issued a traffic citation for a violation committed on NBSD, the individual will received an "Instruction to Violator" information sheet or stamp on the reverse side of the citation informing the individual how to satisfy the citation.

48. Action Relation to Point Accumulation

a. When an individual has accumulated 12 points or more in a one-year period or 18 points in a two-year period, action shall be taken to suspend the vehicle operating privileges for six months or longer. An individual's permit to operate a government vehicle will also be suspended or revoked. To have driving privileges reinstated after serving the suspension, an individual must complete the AAA driver improvement course.

b. Points assessed against an individual shall remain in effect for a 24-month period. When a suspension expires or is vacated, all points will be removed from the individual's record. A reenlistment will not alter any revocation.

c. When an individual, whose installation driving privileges have been suspended, is apprehended driving on this or any other installation in the CNRSW jurisdictional area, action shall be taken to either add an additional two years to the current suspension or convert the suspension order to a permanent revocation.

49. Appeals. Except as provided herewith, any person whose base operating privileges have been suspended or revoked as a result of maximum point accumulation under this system, or who desires to challenge any point assessment, may appeal. Appeal shall be made to the installation



1 Mar 23

CO, via the individual's CO/OIC and the base Legal Officer, in writing, within 15 calendar days from the date the individual is notified of the suspension or revocation resulting from the administrative hearing. The suspension or revocation will remain in effect pending a final ruling on the request.

a. **Community Service.** As an alternative to suspension, Service Members may request to perform voluntary community service for NBSD. The following provisions shall apply:

- (1) All alcohol and drug related suspensions are excluded from this option.
- (2) The number of community service hours will be proportional to the number of months of the suspension, for example, eight hours of service for each month of suspension.
- (3) Service Members performing community service shall report to bldg 151 where they will be assigned ID checker duties for various gates at NBSD.
- (4) A Service Member is only eligible for the Community Service Option once during any 12-month period.

1 Mar 23

**EXHIBIT 5-1**

**ID CARD REPOSSESSION FORM NSSD 5580/4**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**I.D. CARD NO.**

\_\_\_\_\_  
**I.D. CARD WAS CONFISCATED AT**

\_\_\_\_\_  
**NAVAL STATION, SAN DIEGO.**

**REFERENCE: BUPERINST 4626.50 (ACT MIL I.D. CARDS) NAVMILPERCOM  
INST 1750.1 (DEPENDENT I.D. CARDS)**

\_\_\_\_\_  
**REASON**

(1) EXPIRED CARD,

(2) MUTILATED CARD,

(3) OTHER \_\_\_\_\_

\_\_\_\_\_  
**AUTHORIZED SIGNATURE AND DATE**

\_\_\_\_\_  
**I.D. CARD REPOSSESSION  
NSSD 5580/4 (6-93)**

1 Mar 23

**EXHIBIT 5-2**

**REQUEST FOR BASE ACCESS**



DATE:

From: Command or Military Personnel Requesting Base Access

To: Security Officer, Naval Base San Diego

Subj: REQUEST FOR BASE ACCESS

Ref: (a) NAVBASESDINST 5450.8U

1. Per reference (a), request base access for the following:

a. Name of Company/Group:

b. Purpose:

c. Name of visitor(s):

d. Date and Time of Visit:

e. Destination:

2. Your Point of Contact's (Sponsor) Name and Phone # where they can be reached.

Note: Signed by Supervising Authority Requesting Base Access.

**DELETE BELOW INFORMATION UPON COMPLETION OF THIS DOCUMENT**

After completion, please send your encrypted e-mail request to [nina.young@navy.mil](mailto:nina.young@navy.mil) and [edwin.martinez1@navy.mil](mailto:edwin.martinez1@navy.mil).

If requirements contained in this letter are not met, it will delay access to the base. **Please allow a 14-working day turn around period for the access request to be reviewed, approved and posted.**

Once your request has been approved, guests will be allowed access on the day of the event. Guests shall proceed to the gate, show photo id, and have their names checked against the list posted at the gate.

1 Mar 23

**EXHIBIT 5-3**  
**VISIT REQUEST FORM (SECNAV 5512/1)**

OMB 0703-0061 Exp. 31 Mar 2017

DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION					
<b>PRIVACY ACT STATEMENT:</b>					
<p><b>AUTHORITY:</b> 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. 5097 (SSN), as amended, <u>SORN NM05512-2</u>.</p> <p><b>PURPOSE(S):</b> 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. Constitutional government/rational 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.</p> <p><b>ROUTINE USE(S):</b> To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.</p> <p><b>DISCLOSURE:</b> 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.</p>					
<b>IDENTITY PROOFING AND APPLICANT INFORMATION</b>					
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)			
<p><b>U.S. Citizen Minimum Documentation Required:</b> 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.</p> <p><b>Alien Minimum Documentation Required:</b> Registration Number, Expiration date, Date of entry, Port of entry.</p>					
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):	
<b>EMPLOYMENT ACTIVITY INFORMATION</b>					
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):	

SECNAV 5512/1 (APR 2014)

FOR OFFICIAL USE ONLY WHEN FILLED - PRIVACY SENSITIVE:  
Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties.

1 Mar 23

VISIT REQUEST FORM CONT'D (SECNAV 5512/1)

OMB 0703-0061 Exp. 31 Mar 2017

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: <input type="checkbox"/> 0600-1600 <input type="checkbox"/> 0800-1700 <input type="checkbox"/> OTHER _____ WORK DAYS: <input type="checkbox"/> SN <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> ST			
<b>PRIOR FELONY CONVICTIONS</b>			
29. Have you ever been convicted of a Felony? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Initial			
<b>REQUIREMENT TO RETURN LOCAL POPULATION ID CARD</b>			
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)			
<b>AUTHORIZATION AND RELEASE AND CERTIFICATION</b>			
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.			
<b>BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDENTITY PROOFING and NCIC CHECK</b>			
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 PPV 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.			



1 Mar 23

VISIT REQUEST FORM CONT'D (SECNAV 5512/1)

OMB 0703-0061 Exp. 31 Mar 2017

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 29: Check the applicable answer if you have been convicted of Felony and enter initials.                  Block 30: Check the applicable box for felony conviction.                  Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.</p>
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**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
<ol style="list-style-type: none"> <li>U.S. Passport or U.S. Passport Card.</li> <li>Permanent Resident Card or Alien Registration Receipt Card (Form I-551).</li> <li>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.</li> <li>Employment Authorization Document that contains a photograph (Form I-766).</li> <li>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>Foreign Passport; and</li> <li>Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>The same name as the passport; and</li> <li>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.</li> </ol> </li> </ol> </li> <li>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.</li> </ol>		<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>School ID card with a photograph</li> <li>Voter's registration card.</li> <li>U.S. Military card or draft record.</li> <li>Military dependent's ID card.</li> <li>U.S. Coast Guard Merchant Mariner Card.</li> <li>Native American tribal document.</li> <li>Driver's license issued by a Canadian government authority.</li> </ol> <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> <li>School record or report card.</li> <li>Clinic, doctor, or hospital record.</li> <li>Day-care or nursery school record.</li> </ol>		<ol style="list-style-type: none"> <li>A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>NOT VALID FOR EMPLOYMENT</li> <li>VALID FOR WORK ONLY WITH INS AUTHORIZATION.</li> <li>VALID FOR WORK ONLY WITH DHS AUTHORIZATION.</li> </ol> </li> <li>Certification of Birth Abroad issued by the Department of State (Form FS-545).</li> <li>Certification of Birth issued by the Department of State (Form DS-1360).</li> <li>Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal.</li> <li>Native American tribal document.</li> <li>U.S. Citizen ID Card (Form I-197).</li> <li>Identification Card for Use of Resident Citizen in the United States (Form I-179).</li> <li>Employment authorization document issued by the Department of Homeland Security.</li> </ol>

The remainder of the form will be completed by the Base Registrar Person conducting Identify Proofing process and NCC 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 22304-3100 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.

SECNAV 5512/1 (APR 2014)

FOR OFFICIAL USE ONLY WHEN FILLED - PRIVACY SENSITIVE:  
 Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties.

Page 3 of 3

1 Mar 23

**EXHIBIT 5-4**

**PROCEDURES FOR REQUESTING AN AGENT LETTER**

You must turn in all required document for processing. Only one agent per family may be assigned.

**DISABLED MILITARY OR DoD AGENT:**

1. Doctor's Letter (Sample on back of pate)
2. Copies of Military ID/Agent's Driver's License
3. Application completely filled out
4. SECNAV 5512/1 form completely filled out

**CHILD DEPENDENT AGENT:**

1. Child Birth Certificate (agent is parent)/  
Power of Attorney (agent is not a parent)
2. Copies of Military Dependent IDs/Agent's  
Driver's License
3. Application completely filled out
4. SECNAV 5512/1 from completely filled out

**CDC PICK UP AGENT:**

1. CDC letter stating child is enrolled and  
agent will provide transportation
2. Copies of Military ID/Agent's Driver's  
License
3. Application completely filled out
4. SECNAV 5512/1 form completely filled  
out

Once all required documents are received, please allow at least 4 weeks for the agent letter approval. INCOMPLETE AND/OR INCORRECT applications will delay agent approval process. If you have any questions call POC listed below.

POC: Martha Hernandez  
martha.a.hernandez@navy.mil  
Phone Number: (619) 726-5706

1 Mar 23

**EXHIBIT 5-5**

**SAMPLE PHYSICIAN LETTER**

*(Letter required must be on Physician's Letter Head with Contact Information)*

(Date)

Commanding Officer  
3455 Senn Road, Bldg 72  
San Diego, CA 92136-5084

Dear Sir or Madam:

I am the attending physician for (Mr./Mrs./Ms. First Name, Middle Initial, Last Name), and I am writing this letter to request authorization for his/her (describe relationship, i.e. brother, aunt, friend, etc.), (Mr./Mrs./Ms. First Name, Middle Initial, Last Name), to be allowed (to shop for him/her) (assist him/her in shopping) at the NEX/commissary/pharmacy on Naval Base San Diego, California.

(Mr./Mrs./Ms. First Name, Middle Initial, Last Name) suffers from (identify medical condition - be specific), which prevents him/her from driving, walking, or standing for lengthy periods of time(describe what pertains to patient). The duration of this disability is anticipated to be

If you have any questions, please do not hesitate to contact me at the following address and phone number:

Name of Physician  
Name of Hospital, Clinic, etc. Street Address  
City, State, Zip  
Phone Number  
Email Address

Sincerely,

(Signature)



1 Mar 23

**EXHIBIT 5-6**

**REQUEST FOR AGENT/ASSISTANT DESIGNATION**

1. This is a request for (check one):

Agent Letter (request that someone be allowed to shop for you at the NEX/commissary/pharmacy/Balboa Complex)

Assist Letter (request that someone be allowed to shop with you at the NEX/commissary/pharmacy/Balboa Complex)

Agent Letter to shop for dependent child(ren) at the NEX/commissary/Balboa Complex

Agent Letter for access to CDC Balboa Complex

Agent Letter for access to CDC NBSD

Agent Letter to pick up/drop-off DoD personnel at place of employment

2. Authorized Patron Information: (If request is for child(ren) fill out with Sponsor's info)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

3. Reason for request (check one):

Authorized patron is unable to shop due to disability or sickness (attach letter from physician).

Authorized patron is a child who is in a household of a parent or guardian who is a non-authorized patron (attach copy of child's military identification card and proof of guardianship, i.e, birth certificate or special power of attorney).

Authorized patron is unable to shop alone due to disability and requires assistance (attach letter from physician).

Child is enrolled in Naval Base San Diego Child Development Center/Balboa Complex Child Development Center (attach letter from parent stating child is enrolled at appropriate CDC, signed by both parent and CDC Representative).

DoD Employee unable to drive and requests an agent for pickup and drop-off at place of employment. DoD Employee works at (name of command) onboard NBSD/Balboa Complex at Building # \_\_\_\_\_ (attach letter from physician).

Other (Explain) \_\_\_\_\_

1 Mar 23

REQUEST FOR AGENT/ASSISTANT DESIGNATION

4. Agent/Assistant Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_

Have you ever been convicted of any offense(s) other than a traffic violation?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*Note: Background checks will be conducted. Applicants that do not disclose prior criminal conduct will be automatically disqualified.

5. Authorized Patron Signature: I hereby certify that the information I have provided is correct and the person I have nominated as my Agent/Assistant is of good character. **Any abuse of my Agent/Assistant designation will result in my permanent barment from Naval Base San Diego.**

---

Print Name	Signature	Date
------------	-----------	------

6. Agent/Assistant Signature: I hereby certify that the information I have provided is correct. I understand as an Agent/Assistant for the above mentioned authorized patron, I am allowed to purchase items for their use only, not my own.

---

Print Name	Signature	Date
------------	-----------	------

Attach photocopies of the authorized patrons military ID, Agent's/Assistant's driver's license, physician letter (if applicable), proof of parenthood/guardianship (if applicable), and proof of unavailability (if applicable).

1 Mar 23

**EXHIBIT 5-7**

**SAMPLE AGENT LETTER**



**DEPARTMENT OF THE NAVY**

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3465 SEMN ROAD  
SAN DIEGO, CALIFORNIA 92136-5084

1750  
Ser N007

**EXPIRATION DATE: 9 Nov 2016**

**From:** Commanding Officer, Naval Base San Diego  
**To:** First M. Last, ##### Address, City, CA Zip

**Subj:** **AUTHORITY FOR NAVY EXCHANGE/DEFENSE COMMISSARY AGENCY  
STORE/PHARMACY PURCHASES AGENT LETTER**

**Ref:** (a) BUPERSINST 1750.10C, Para 20.3  
(b) NAVBASESANDIEGOINST 1750.4F

1. In accordance with references (a) and (b), you are authorized to act as "Agent" for:

<u>Name</u>	<u>Type of ID</u>
First M. Last Name	Dependent (Child)

2. You are authorized to purchase items for the individual named above and for no other person. You are required to provide satisfactory identification, whenever presenting this letter to the Defense Commissary Agency (DeCA) Store, Navy Exchange (NEX) or pharmacy. The Director of these facilities will brief you on special procedures for making purchases.

3. I reserve the right to withdraw this designation from anyone who is found to have made purchases for the benefit of another who is not entitled to the privileges.

4. This authorization will remain in effect until the expiration date listed above, unless revoked or suspended. In the event the sponsor's hardship continues to exist, the sponsor may apply for an extension to this privilege.

5. This designation applies only to facilities under the cognizance of the Commanding Officer, Naval Base San Diego.

By direction

Copy to:  
GM, NEX, NBSD  
Store Manager, DeCA

1 Mar 23

**EXHIBIT 5-8**

**SAMPLE REVOCATION/SUSPENSION OF INSTALLATION DRIVING PRIVILEGES**



**DEPARTMENT OF THE NAVY**

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SERRA ROAD  
SAN DIEGO, CALIFORNIA 92136-5084

5820  
Ser N00/

**From:** Commanding Officer, Naval Base San Diego

**To:** \_\_\_\_\_

**Via:** Commanding Officer, \_\_\_\_\_

**Subj:** SUSPENSION OF DRIVING PRIVILEGES

**Ref:** (a) OPNAVINST 11200.5D  
(b) OPNAVINST 5350.4C  
(c) COMNAVREGSWINST 5350.1  
(d) NAVBASESANDIEGOINST 5450.8Q

1. In accordance with references (a) through (d), your driving privileges aboard all Navy Region Southwest installations have been suspended for a period of xx months, commencing \_\_\_\_\_ for \_\_\_\_\_. Your privileges will be reinstated on \_\_\_\_\_. Conduct such as yours is detrimental to the good order and discipline of this installation and will not be tolerated (Refer to Citation Number(s): \_\_\_\_\_).

2. You are ordered not to park, drive, or operate any government, private, or commercial vehicles including motorcycles or motor-driven bicycles aboard all Navy Region Southwest military installations during the period of your suspension. Failure to comply with this order will result in a violation of the Uniform Code of Military Justice, Article 92: Failure to Obey Orders or Regulation.

3. You have the right to appeal this suspension in writing, via your Commanding Officer, to show cause why these privileges should not be suspended. This suspension will be final if such an appeal is not received within 15 days from the date you receive this letter.

By direction

Copy to:

**EXHIBIT 5-9**

**DRIVING RECORDS AND TRAFFIC INFRACTION POINT SYSTEM**

**Violations**

**Suspension/Revocation Period**

Operating a vehicle after suspension or revocation of operator's license or installation driving privilege.

**2-year revocation is mandatory on determination of facts by CO**

Refusal to submit to or failure to complete chemical tests (implied consent).

**1-year revocation**

Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.

**1-year revocation is mandatory on conviction**

Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (0.08% or greater on DoD installations; violation of civil law off base).

“

Driving a motor vehicle while under the influence of any narcotic, or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation.

“

Use of a motor vehicle in the commission of a felony.

“

Fleeing the scene of an accident involving death or personal injury (hit & run).

“

Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.

“

Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.

“

Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.

**six-month suspension (discretionary)**

DRIVING RECORDS AND TRAFFIC INFRACTION POINT SYSTEM

Permitting an unlawful or fraudulent use of an official driver's license.	“
Conviction of fleeing, or attempting to elude, a police officer.	“
Conviction of racing on the installation roadway	“
Contempt of Traffic Court Administrator.	<b>six-month suspension</b>
Interference with enforcement personnel in performance of duty. Includes refusal to produce identification, obscenity, etc.	<b>six-month suspension</b>
Illegally Parking or parking in a non-designated stall	30 Day Suspension

<b><u>Violations</u></b>	<b><u>Maximum Points Assessed</u></b>
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Driving without valid driver's license.	12
Failure to report being involved in an accident.	12
No motorcycle safety card.	12
Children (under the age of 6)/medically disabled persons/pets left unattended in car.	12
Reckless driving (willful and wanton disregard for safety of persons or property).	6
Speed contests.	6
Driving or being in actual physical control of a motor vehicle while impaired - under influence of intoxicating liquor (BAC more than 0.05 percent and less than 0.08 percent)	6
Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run) – property damage only.	6
Improper or no PPE equipment on motorcycle, bicycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle-like engine.	6
Failure to comply with station registration regulations.	6
Failure to appear in traffic court within the five day designated period.	6
Driving with an open container of alcoholic beverage in vehicle.	6

1 Mar 23

DRIVING RECORDS AND TRAFFIC INFRACTION POINT SYSTEM

Failure to obey traffic signals, traffic instructions of an enforcement officer or traffic control officer; or any official regulatory traffic sign or device requiring full stop or yield right of way; denying entry; or requiring direction of traffic.	4
Following too close.	4
Failure to yield right of way to emergency vehicle.	4
Failure to stop for pedestrians in crosswalks.	4
Improper passing.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	3
Wearing headphones/earphones while driving motor vehicles (two or more wheels).	3
Other moving violations (involving driver behavior only).	3
Motor running or keys left in vehicle.	3
Unsafe lane change.	3
Improper/unsafe backing.	3
Operating an unsafe vehicle (This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on warning ticket)).	2
Speed too fast for conditions.	2
Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).	2
Failure to properly restrain children in a child restraint system.	2
Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).	1

1 Mar 23

DRIVING RECORDS AND TRAFFIC INFRACTION POINT SYSTEM

**Exceeding stated speed limit or speeding too fast for conditions:**

Over 20 MPH above posted speed limit.	<b>6</b>
Over 15, but not more than 20 MPH above posted speed limit.	<b>5</b>
Over 10 but not more than 15 MPH above posted speed limit.	<b>4</b>
1-10 MPH over posted speed limit.	<b>3</b>



**EXHIBIT 5-10****DEFINITIONS**

- a. **Definition of Terms.** The following terms and their definitions, listed in alphabetical order, will aid in interpreting this chapter.
- b. **Sponsor.** A sponsor is an authorized DOD individual (ID Card/CAC holders) 16 years of age or older that wishes to bring a visitor on NBSD. Sponsors are fully responsible for their visitor's conduct whether they are in the immediate presence of their visitor or not. Contractors cannot act as sponsors.
- c. **Visitor.** A person that does not possess recognized DOD identification credentials, whether accessing for personal or business reasons.
- d. **Trusted Traveler Program.** All individuals authorized to sponsor visitors/guests may escort up to two vehicles without occupying the same vehicle as the sponsors visitors/guests.
- e. **Immediate Presence.** When sponsoring a pedestrian, immediate presence is within direct visual contact. When sponsoring a visitor in a vehicle, immediate presence is in the same vehicle.
- f. **Unescorted Visitors.** These visitors have been submitted by a sponsor or Trusted Agent for vetting and have been granted access to the installation after successful vetting results. They are not required to be in the immediate presence of the sponsor/Trusted Agent, whether at time of entry or throughout their visit.
- g. **Commercial Vehicle.** Vehicles owned by commercial agencies and operated by contractors as defined herein.
- h. **Visitor Pass.** An installation specific paper pass issued to unescorted visitors who have been vetted. Generally, this pass is issued on a daily basis.
- i. **Abandoned Vehicle.** A vehicle law enforcement officers reasonably believe to have been abandoned. Factors that lead an officer to believe a vehicle has been abandoned might include, vehicles that are not readily identifiable as to the owner, or vehicles that have greatly exceeded the parking areas time/term limits, etc. may be declared an "Abandoned Vehicle." Vehicles declared as "Abandoned Vehicles" under the meaning of this instruction may be towed or relocated at the owner's expense.
- j. **Access badge.** A document issued by NBSD to show the zone or facility/complex to which the bearer has authorized access. It should not be confused with a Common Access Card (CAC) as it serves different purposes and may have a different appearance.
- k. **Bicycle.** A device propelled solely by human power, using pedals, and with two or more wheels in tandem (A person walking alongside a bicycle is considered a pedestrian).

1 Mar 23

DEFINITIONS

l. Agents. Agents are individuals issued Defense Biometric Identification System (DBIDS) Cards for the purpose of assisting/providing transportation to DOD affiliated ID card holders who, due to age, handicap, or medical condition are unable to access the installation without assistance, for the purpose of travel to and from the Chapel, Navy Exchange, Commissary, Medical Facilities, MWR facilities, and Child Development Centers.

m. Dependent. Individuals defined as "dependent" include spouses, unmarried widows, unmarried widowers, and unmarried legitimate children (including adopted children or stepchildren) who are under 21 and incapable of self-support or under 23 and enrolled in a full-time institution of higher learning.

n. Driver. Any person who drives or is in physical control of a motor vehicle. Synonymous and interchangeable with "Operator" or "Rider".

o. Driving privilege. The privilege extended by the installation commanding officer to a person; permitting the operation of a motor vehicle within the limits of the installation.

p. Emergency Vehicle. Any motor vehicle identified and authorized for use for law enforcement, accident investigation, fire protection, security, ambulance, crash or rescue work, aircraft escort and emergency public works service. Emergency vehicles will be equipped with a red light and/or siren. Police vehicles will also be equipped with blue lights.

q. Foreign National. Individuals who are not U.S. citizens or regardless of citizenship are representing a foreign government, foreign corporation, other foreign entity or a foreign individual doing business with a DoD component or contractor.

r. Contractors. Contractors are defined as vendors, suppliers, and service providers, licensed to conduct business by this state or any other, who require access to NBSD to provide goods or services. A nongovernmental employee hired to do a specific job and depending on the extent of the work and access is required on board NBSD.

s. Installation. Synonymous and interchangeable base, station, "Command" and may include all NBSD, areas, compounds, and facilities.

t. Installation Security Officer (ISO). The Installation Security Officer is tasked with the responsibility and delegated the authority to implement the provisions of this instruction. The Installation Security Officer is the only person authorized to post a person for the purpose of a traffic control point, except in the case of an accident, fire, disaster, or other emergency.

u. Law enforcement personnel (officials). Persons under supervision of the Installation Security Officer who are authorized to direct, regulate, and control traffic, and to apprehend or arrest violators of laws or regulations.

v. Load/Cargo. Anything carried or towed by a motor vehicle.

1 Mar 23

DEFINITIONS

w. Motorcycle. Any government or privately-owned motor vehicle (both street and off-road versions) having a seat or saddle for the use of its operator and designed to travel on not more than three wheels. This includes vehicles with less than 50cc engines such as mopeds and motorized scooters.

x. Motor Vehicle. Any self-propelled overland vehicle, equipment, or device which is designed or is being used to transport persons and/or things on land and does not operate on rails. Includes, but is not limited to, automobiles, motorcycles, trucks, construction equipment (e.g., earthmovers, bulldozers), aviation ground support equipment (e.g., aircraft starting units, tow tractors), off-road vehicles (e.g., jeeps four-wheel drive vehicles), combat vehicles (e.g., tanks, armored personnel carriers) and recreation vehicles (e.g., go-carts, snowmobiles, golf carts, dune buggies, trail bikes).

y. Motor Vehicle Accidents. Any incident involving a motor vehicle in motion that results in vehicle damage, personal injury, or property damage.

z. Pedestrian. A person traveling on foot, whether walking, jogging, or running and includes someone walking alongside a bicycle or motorcycle.

aa. Radar Detection Device. A device/equipment used to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds, including, but not limited to radar and laser devices.

bb. Registration. As used here, refers to the registration of motor vehicles, bicycles and motorcycles as outlined in section 2 of United States Code 50 797 (23).

cc. Revocation. The removal of an individual's privileges to operate a motor vehicle on board NBSD. Under a revocation, an individual may only regain their driving privileges upon favorable petition via their commanding officer to the Commanding Officer Naval Base San Diego (NBSD) or his designee. Revocations are valid and enforced on all NRSW installations regardless of where the revocation was issued.

dd. Roadway. Any road, street, alley, place, or area, including shoulders on the installation used for the movement of motor vehicles.

ee. Sex Offender. A person having been convicted of a criminal offense requiring registration into the Sex Offender Registration and Notification Act database.

ff. Suspension. Suspension is the temporary withdrawal of an individual's access or driving privileges on all government installations under the Region in which the suspension was imposed.

DEFINITIONS

gg. **Tactical Vehicle.** A motor vehicle owned by the United States DoD and/or U.S. Military services and used in combat, combat support, combat service support, tactical or relief operations, or training for such operations.

hh. **Tenant Command.** Those activities physically located on or attached to NBSD for the purposes of complying with the intent of this instruction. They may be ship or shore based and may or may not have a separate CO. The CO or senior person of each tenant command will be responsible to the installation CO for compliance with the intent of this instruction and for disseminating related information to their personnel.

ii. **Visitor short term.** Short-term visitors are those personnel who do not work on NBSD but have a legitimate reason to access NBSD property for 30 consecutive days or less.

CHAPTER 6  
PERSONNEL/PERSONAL SERVICES

1. Armed Forces Identification (ID) Card. Armed Forces ID Cards for members of Fleet and shore units will be obtained from the ID Lab inside the Pass & ID (see below). ID cards shall be issued at the Real-time Automated Personnel Identification System (RAPIDS) site after all sponsorship, enrollment and registration, background investigation (CAC only), and identity and eligibility verification requirements have been satisfied. Additional information can be found at: ID Card Issuance, DoD Common Access Card, [www.cac.mil/ID-Card-Lifecycle/#sponsorship](http://www.cac.mil/ID-Card-Lifecycle/#sponsorship).

2. Armed Forces Pass & ID Card Laboratory. The ID Lab is located at 3101 East Harbor Drive, BLDG 3436, San Diego, California 92136. 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 Pass & ID are Monday through Friday from 0730-1600 (contingent upon number of customers). Appointments can be made online at: <https://rapids-appointments.dmdc.osd.mil/>

3. Chaplain Support/Religious Ministries. Chaplains of Naval Base San Diego (NBSD) provide pastoral counseling and crisis intervention services to afloat and shore-based personnel and their families, to include all NBSD and tenant command personnel. They also facilitate the provision of worship for a diverse range of faith traditions. NBSD Chapel facilities, including the Base Chapel, the Meditation Room, the Islamic Prayer Room, and Murphy Canyon Chapel, are available to all personnel and to shipboard chaplains for religious services, training, and counseling.

a. Chapel locations:

(1) NBSD Chapel Complex. The office of the Command Chaplain is located in BLDG 1134 in the NBSD Chapel Annex onboard NBSD. The Chaplain can be reached while onboard NBSD at (619) 556-2658.

(2) Chapel. The NBSD Main Chapel, BLDG 277, is located adjacent to the main gate. Murphy Canyon Chapel is located at 3200 Santo Road in the Murphy Canyon housing area.

(3) Chapel Annex. BLDG 1134 is located adjacent to the Main Chapel.

(4) Meditation Room and Islamic Prayer Room. BLDG 330 across from the NBSD Chapel, houses the Meditation Room and Islamic Prayer Room.

(5) Gazebo. BLDG 3460 is located next to main NBSD Chapel. The Gazebo may be reserved for retirement, reenlistment, and wedding ceremonies. Application forms can be obtained at the Chaplains' Office.

(6) Chapel-Religious Education Classrooms. Classrooms are located in BLDG 3461, 3468, and 3469 near the Gazebo. Classrooms can be reserved for official meetings, training, scripture studies, etc. Application forms can be obtained at the Chaplains' Office.

(7) Murphy Canyon Chapel. Located at 3200 Santo Road. Chapel Staff can be reached at (858) 268-2213.

b. Religious Services Schedule:

Weekend Services

Protestant Christian Service: Sunday, 1100, NBSD Chapel

Weekday Services

Roman Catholic Mass/Devotions: Wednesday, 1130-1200, NBSD Chapel

Prayer and Meditation

NBSD Chapel: Monday-Thursday from 0730-1600; Friday from 0730-1400

Islamic Prayer Room: Monday-Thursday from 0730-1530; Friday from 0730-1330 (BLDG 330)

Meditation Room: Monday-Thursday from 0730-1530; Friday from 0730-1330

c. Duty Chaplain. Chaplain support is available 24/7. During regular working hours, contact the NBSD Chaplains' Office at (619) 556-2658. After hours, the Duty Chaplain can be contacted by calling the NBSD Command Duty Officer at (619) 247-8897.

d. Baptism. Information regarding Holy Baptism can be obtained by contacting the NBSD Chaplains' Office at (619) 556-2658.

e. Religious Education Classes. Information regarding religious education classes can be obtained by contacting the NBSD Chaplains' Office at (619) 556-2658.

4. Housing. The Housing Office is located in BLDG 3544 on NBSD, telephone (619) 556-8443. Hours are 0730-1700 Monday-Thursday, 0730-1600 Friday.

5. Legal

a. Region Legal Service Office Southwest (RLSO SW) Command Services is located in BLDG 56 on NBSD and may be contacted by phone: (619) 556-5977. Command Services is available between Monday-Thursday 0730-1630 and Friday 0830-1630. The mission of RLSO SW Command Services is to support area commands, detachments, and branch offices by providing responsive, timely, and accurate legal guidance; support services; and training in the areas of military justice, ethics, environmental, and administrative law.

b. RLSO SW Legal assistance is located in BLDG 56 on NBSD wet side and may be contacted by phone (619) 556-2211. The office is open Monday 0800-1100 and 1300-1500 Tuesday-Thursday 0845-1100 and 1245-1500, and Friday from 0900-1100. The office is closed the 2nd and 4th Wednesday of every month. Assistance is provided to Sailors, dependents, and retirees on civil law matters including, but not limited to: estate planning, consumer law, landlord/tenant issues, family law matters, powers of attorney, and notaries. All customers must present two forms of identification. All attorney services require an appointment. Appointments can be made via phone or by coming in person during normal business hours. Same-day walk-in

1 Mar 2023

clients may be seen on a case-by-case basis in emergency situations. Powers of attorney and notaries do not require appointments.

c. Defense Service Office West (DSO West) is located in BLDG 56 on NBSD wet side and may be contacted by phone (619) 556-7539. Advice service hours are Monday-Thursday 0800-1100 and 1300-1600 and Friday 1200-1500. DSO West provides legal representation to Service Members at administrative separation boards, boards of inquiry, and courts-martial. DSO West also provides advice to service members regarding all disciplinary and administrative legal matters, including Non-Judicial Punishment (NJP) and NJP appeal advice, summary court-martial advice, Article 138 and 1150 complaints, investigations, administrative separation processing, hardship discharges and suspect's rights. Although defense counsel will provide advice, the attorney and service member will not form an attorney-client relationship, but all communications remain confidential.

6. Lost and Found. Lost articles should be directed to the NBSD Security Department in BLDG. 151. To inquire or retrieve lost items, visit the Security Department, Building 151, Monday-Friday from 0900-1300 (not available on holidays) or call (619) 556-6460.

7. Navy and Marine Corps Relief Society (NMCRS). The NMCRS is located in BLDG 270. For information or an appointment call (619) 767-6800. Hours are 0800-1600 Monday-Friday. Closed on holidays. They provide assistance for financial needs and other services to military families.

8. Navy Exchange (NEX) Uniform Center. The NEX Uniform Center is located in the Fleet Exchange, 3301 Cummings Road, BLDG 3301. Hours of operation are 0700-2000 Monday-Friday, and 0800-1900 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. Orders can be sent to the Uniforms Manager via email to NEXSANDIEGO-FLT@nexweb.org. For additional information, call (619) 544-2248.

9. Naval Base San Diego Theater. The base theater is located in BLDG 71. Classic films and children's matinees are available for special functions and reservations are also available for command functions. The theatre's movie schedule is available via the NavyLife SW App, navylifesw.com or by phone at (619) 556-5568. The facility is closed on Christmas and New Year's. For command booking information, please call (619) 556-1885.

#### 10. Messing

a. Authorized Personnel. Regulations require NBSD to provide essential meal services to all military personnel assigned to NBSD, tenant commands, forces afloat at NBSD who are required to mess ashore, residents of Unaccompanied Housing, and other eligible patrons.

b. Officer. Officers have the option of dining at the NBSD Galley. Military ID is required for all personnel and methods of payment for all meals are credit/debit cards only.

c. Enlisted. Personnel are highly encouraged to utilize the base Galley, especially those

receiving meal deductions. Enlisted dining services are also available when a ship's galley is out of commission. Requests to subsist personnel in the NBSD Galley or receive Commuted Rations should be addressed to the Installation CO at NBSD and routed through the NBSD Galley for approval. If possible, requests for dining service should arrive 30 days prior to the day service is required. Military ID and proper documentation, such as a Leave and Earnings Statement (LES) or stamped orders are required for all personnel with Rations in Kind (RIK).

d. Naval Base San Diego Galley hours are as follows:

Monday - Friday:  
Breakfast 0600-0730  
Lunch 1100-1230  
Dinner 1630-1800  
Saturday Sunday, and Holidays: Closed

e. All Essential Station Messing (ESM) personnel or RIK personnel's dinner meals during weekdays and all meals on weekends and holidays are served at Admiral Robinson Recreation Center in the Corner Pin Café. Weekday dinner, weekends, and holiday meal hours are as follows:

Monday - Friday (dinner only): Dinner: 1600-1800  
Saturday, Sunday, and Holidays:  
Breakfast: 0700-0830  
Lunch: 1100-1230  
Dinner: 1600-1800

f. Appropriate civilian attire or uniform of the day is required for all meals.

g. The NBSD Food Service Officer, (619) 556-7036/39, will provide additional information, as required.

#### 11. Berthing/Unaccompanied Housing (UH)

a. Single Enlisted personnel E1-E4 from shore-based activities and tenant commands supported by 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 BLDG 3663 Regelin Hall. The requirements are:

- (1) Approved Special Request Chit NAVPERS 1336/3 by the parent command.
- (2) Service Member's Leave and Earning Statement (LES).
- (3) Application for Unaccompanied Housing Form (local).



(4) Copy of Service Member's orders to the unit/command.

b. HPAs send the above information (packages) via DoD SAFE.

c. A Resident Advisor program is offered to qualified shore-based enlisted Sailors. Please contact (619) 556-1077 for further details.

## 12. Uniforms

a. Uniforms and military appearance onboard NBSD are regulated by the instructions contained in U. S. Navy Uniform Regulations, and current Commander, Navy Region Southwest (CNRSW) and NBSD directives. The emphasis is on uniforms which are complete, neat, clean and in good condition. Uniforms which are excessively worn, frayed, soiled, or un-pressed are inappropriate at any time. Smoking in uniform in undesignated areas is prohibited. Additionally, coveralls and Physical Training gear are not authorized in the Fleet Exchange or Main Exchange complex.

b. Foul weather gear, jackets and other outer apparel. Organizational foul weather or flight jackets shall not be worn off-base with any uniform. The Navy Working Uniform (NWU) parka or all-weather coat is authorized off-base with appropriate uniform. A maximum of two authorized organizational patches may be worn on the NWU blouse. 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. Civilian clothes are 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 personnel will wear attire which provides normal standards of decency. Individual uniform components will not be worn with civilian clothes. Unofficial visits to Mexico will be made in civilian clothing.

13. Transient Personnel Unit (TPU). Our mission is to expeditiously process Sailors through the regular transfer, separation, and discipline pipelines for commands that, because of deployment or overseas location, cannot provide appropriate facilitation themselves. CNRSW TPU is located onboard NBSD in BLDG 3142, Brunton Hall. Any deviation from the following procedures must be approved by the TPU Commanding Officer or Executive Officer.

a. Transfers Division. Responsible for the check-in and out processing of Sailors for further transfer, their pay entitlements, leave, and personnel record updates. Transfers of transient personnel to CNRSW TPU must be in accordance with BUPERSINST 1306.77C. Only Sailors in a transient status (Account Category Codes (ACC) 330, 380, 382, 391), who have CNRSW TPU San Diego listed in their orders, will be accepted. Required items at time of check-in:

1 Mar 2023

- (1) Hard copy Bureau of Personnel (BUPERS) orders.
- (2) All Order Modifications (if applicable).
- (3) Transfer package.
- (4) Passport.
- (5) Record of Emergency Data (RED)/Dependency Application (DA).
- (6) Service Member's Group Life Insurance.

b. Transition Division. Responsible for the regular separation processing of Sailors from CNRSW TPU to civilian society, as well as assignment of transient Sailors to schools and/or Temporary Additional Duty (TAD) assignments. CNRSW deployed units are authorized transfer of personnel to CNRSW TPU for separation at the End of Active Obligated Service (EAOS) without formal liaison. All other Continental United States (CONUS) and Outside CONUS (OCONUS) Sailors may generate a "Place of Separation" message request to CNRSW TPU San Diego per MILPERSMAN 1910-812 and CNRSWTPUNOTE 1910. If the Service Member is being transferred to the Fleet Reserve or retiring, ensure authorization paperwork accompanies the service record. Sailors attached to a deployed unit, who are separating, must report to CNRSW TPU no earlier than 29 days and no later than 15 business days prior to separation. All personnel reporting to CNRSW TPU for separations must have the following:

- (1) Separation BUPERS Orders.
- (2) Medical/Dental Records.
- (3) Separation Physical, Physical Health Assessment (PHA) Part I and II.
- (4) Transfer Evaluation/Fitness Report (dated to EAOS/date of transfer).
- (5) Service Record.
- (6) Pre-separation Counseling/Individual Transition Plan (ITP) Checklist (DD2648).
- (7) Transition Goals, Plans, Success (TGPS).

c. Discipline Division. Responsible for tracking the process of Sailors being administratively discharged from the Navy for either punitive or non-punitive reasons with post-adjudicated cases per MILPERSMAN 1910-812. Sailors in the Discipline Division are mustered daily, inspected, and provided with work assignments. Only Sailors who are being administratively discharged from deployed or forward deployed commands; Sailors from the brig that served more than 30 days; or deserters that fall under CNRSW authority and have been in an unauthorized absence status for 120 days or more will be accepted to CNRSW TPU's

Discipline Division. All Service Members checking-in to CNRSW TPU in a discipline status must have the following paperwork for transient processing:

- (1) Separation BUPERS Orders.
- (2) Medical/Dental Records.
- (3) Separation Physical, Periodic Health Assessment (PHA) Part I and II.
- (4) Complete Sea Bag.
- (5) Non-Judicial Punishment (NJP) Documents (if applicable).
- (6) CO's Discharge Recommendation or Discharge Authority.
- (7) TGPS/ITP.
- (8) Transfer Evaluation/Fitness Report (FITREP).
- (9) Drug and Alcohol Program Advisor screening paperwork (if applicable).
- (10) All additional legal documents supporting/pertaining to case.

14. Navy Passenger Transportation Office (NAVPTO). The NAVPTO is located at 3085 Dolphin Alley in BLDG 265, room 111 (NEX/Commissary Complex). Information regarding transportation should be directed to command CPPA or servicing PSD. To make passport appointments and inquire about passports please call (619) 556-5068, Monday-Friday 0830-1500. NAVPTO is open Monday through Friday from 0900-1500. NAVPTO's mission is to provide transportation and passport services to Department of Defense 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 orders should arrange travel through the Defense Travel System and contact their authorizing official if they encounter any problems with their transportation.

15. 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 from 0700-1530, Monday through Friday. SARP is located in BLDG 268 (dry side NEX Complex). For more detailed information, (619) 556-7633.

a. Command Drug and Alcohol Program Advisor (DAPAs) will contact SARP to make appointments for personnel who require these services. 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.

16. 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). Additionally, the Centralized Scheduling Center can provide appointments for all FFSC services through one convenient number, (866) 923-6478. Visit [www.navylifew.com](http://www.navylifew.com) for workshop schedules, points of contact, articles, and more.

b. Counseling services are - provided by licensed clinical providers. Availability is limited but FFSC can provide referrals to community resources if needed.

c. FFSC programs include the following:

(1) Family Advocacy. FFSC supports all elements of domestic abuse prevention and response, including case management and providing Victim Advocates for victims of domestic abuse.

(2) Workshops. FFSC offers workshops on areas like Mind Body Mental Fitness, effective parenting, stress management, anger management, time management, goal-setting, effective co-parenting, couples communication, new spouse orientation, and a wide variety of other educational topics for military personnel and their families.

(3) Outreach. FFSC provides services in the community as well as on the installation. Look for our portable Family Readiness Express in your neighborhood or visit one of our two off-base locations to serve you FFSC Bayview Hills Branch and FFSC Kearny Mesa Branch.

(4) New Parent Support Home Visitation Program (NPSHVP). NPSHVP provides in-home parenting education, resources, and support to new military parents.

(5) Personal Financial Management. FFSC offers Accredited Financial Counselors to provide workshops and individual consultations on all matters related to finances.

(6) Retired Affairs Office (RAO). FFSC provides information on benefits and resources to retirees and their families.

(7) 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.

(8) Relocation Assistance. FFSC professionals can provide valuable information to personnel and families moving in or out of San Diego. FFSC also offers Sailors on the Move, Sailors and Families on the Move, and Space-A travel workshops.

(9) 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. FFSC provides the Transition Assistance Program (TAP) including additional TAP tracks in Accessing Higher Education, Entrepreneurship, and Career and Technical Training.

(10) 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.

(11) 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.

(12) Command Training. FFSC facilitators can assist commands in achieving their annual training requirements by providing General Military Training (GMT) 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.

(13) Command Leadership Training. FFSC offers Leadership Resource Training to introduce all levels of military leadership to key resources that support their Sailors and families.

(14) Command Onboarding Support. FFSC can provide an overview of critical information at command onboarding briefs.

(15) Crisis Readiness and Response. FFSC may provide one or more of the following in response to a crisis: Family Information Call Center (FICC), Emergency Family Assistance Center (EFAC), Mobile Outreach Teams (MOT), or Navy Family Accountability and Assessment System (NFAAS) Case Management.

(16) Sexual Assault Prevention and Response (SAPR). FFSC provides SAPR GMTs and all required initial and ongoing training for command-appointed SAPR representatives.

(17) Family Readiness Group (FRG) Support. FFSC supports FRGs with training and resources to create a dynamic FRG for the command.

(18) Volunteer Program. FFSC offers volunteer opportunities within the organization, or can direct volunteers to several resources in the military and civilian community based on their areas of interest.

(19) 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.

(20) Emergency After-Hours Support. For immediate crisis intervention for a sexual assault, please call the DoD Safe Helpline at 877-955-5247. 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 [www.militaryonesource.com](http://www.militaryonesource.com).

17. 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. Districts served include parts of San Diego Unified, Lakeside Union, Santee, Lemon Grove, La Mesa/Spring Valley, Cajon Valley, Grossmont Unified High School, National City, Chula Vista Elementary and Sweetwater. Districts not listed are covered and supported by other Installation School Liaison Officers. To access your local School Liaison for educational resources to support your child's academic experience, contact: [NBSDSL0@navy.mil](mailto:NBSDSL0@navy.mil) or (858) 349-7678, (619) 556-9499. Services include:

- a. Information on local schools and boundaries assistance with school selection and navigation (charter, public, virtual).
- b. Communication with teachers, principals, and school personnel.
- c. Home schooling regulations and support.
- d. Inbound/outbound school transfer guidance and preparation.
- e. Interstate Compact information.
- f. Graduation requirements.
- g. Scholarship information.
- h. Schools and community outreach.
- i. Understanding the special education process.
- j. Referrals to appropriate DOE, military, and civilian agencies.
- k. Identifying resources that facilitate school success, school transitions, and relationships.
- l. College readiness.
- m. Mobilizing community resources.
- n. Initiating school and community outreach and partnerships.

CHAPTER 7  
NAVY EXCHANGE (NEX) FACILITIES

1. Locations of Facilities. Approximate location of buildings housing NEX facilities:

a. Retail Operation:

Bldg. #	Service	Location
3187A	Fashion Store	32 <sup>nd</sup> Street
3379	Home and Electronics Store	32 <sup>nd</sup> Street
1-CNRSW	Broadway Complex Mini-Mart	Broadway and Harbor Drive
1092	Murphy Canyon Mini-Mart	3401 Santo Road
3187	Package Store	32 <sup>nd</sup> Street
3301	Fleet Store	4120 Cummings Road (wetside)
332	Cabrillo Mini-Mart	3292 Afton Road
94	Bayview Mini-Mart	1802 Munda Drive
1	NMCS D Gift Shop	NMCS D Bldg. 1 Ground Floor
26	NMCS D Mini-Mart	NMCS D Bldg. 26 First Floor
3657	Q-Mart Mini-Mart	3715 Norman Scott Road
3526	Navy Lodge Mini-Mart	28th & Main Street

b. Personalized Services

3187	Food Court (Main)	32 <sup>nd</sup> Street NEX Complex (services wing)
3187	Optical Shop (Main)	32 <sup>nd</sup> Street NEX Complex (services wing)
1	Optical Shop (NMCS D)	3400 Bob Wilson Drive
3187	New Life Cleaners & Laundry	32 <sup>nd</sup> Street NEX Complex (services wing)
3301	New Life Cleaners & Laundry	Fleet Store
1092	Laundry/Dry Cleaning	3401 Santo Road (Murphy Canyon)
3187	Beauty/Barber Shop	32 <sup>nd</sup> Street NEX Complex (services wing)
3187	Flower Shop	32 <sup>nd</sup> Street NEX Complex (services wing)
1092	Barber Shop	3401 Santo Road (Murphy Canyon)
1-CNRSW	Barber Shop	Broadway and Harbor Drive
3301	Barber Shop	Fleet Store

2. Fashion Store. The Fashion Store is located in BLDG 3187. It provides a source for all authorized merchandise such as but not limited to Navy Pride, handbags, cosmetics, jewelry, watches, apparel, shoes, and toys. Hours are 0900-2100 Monday-Sunday.

a. Navy Exchange (NEX) Administrative Offices. NEX offices are located in BLDG 3187A upstairs in the Fashion Store. Telephone (619) 544-2100, hours are 0800-1630 Monday-Friday.

b. Watch and Jewelry Repair (619) 544-2238. This is located in BLDG 3187 downstairs in the Fashion Store. Hours are 1000-1900 Monday-Saturday and 1100-1700 Sunday.

c. Armed Forces Bank (Operations Office). Office is located in BLDG 3187 upstairs in the Fashion Store. Hours are 0700-1530 Monday-Friday.

3. Home and Electronics Store. The Home and Electronics Store is located in BLDG 3379. It provides a source for all authorized merchandise such as but not limited to audio and electronics, computers, housewares, linens, furniture, major appliances, pet and sporting goods, and consumables. Hours are 0900-2100 Monday-Sunday.

a. Chung's Custom Framing (619) 645-6345. Located in BLDG 3379. Hours are 0900-1900 Monday-Sunday.

b. Things Remembered (619) 236-1537. Located in BLDG 3379. Hours are 0900-2100 Monday-Sunday.

c. MWR ITT Office (619) 556-2174. Located in BLDG 3379. Hours are 0900-1700 Monday and Saturday, 0900-1900 Tuesday-Friday and 0900-1400 Sunday.

d. Armed Forces Bank (619) 239-3601. Located in BLDG 3379. Hours are 0900-1700 Monday-Friday, 0900-1500 Saturday and closed Sunday.

e. Coles Carpet (619) 645-6359. Located in BLDG 3379. Hours are 0900-1730 Monday-Friday and 1000-1730 Saturday and Sunday.

f. Wireless Advocates (619) 702-7758. Located in BLDG 3379. Hours are 0900-2100 Monday-Saturday.

g. GNC (619) 233-7244. Located in BLDG 3379. Hours are 0900-2100 Monday-Sunday.

h. Device Pros (619) 800-5125. Device Pros is located inside BLDG 3379. It provides computer and electronics repairs. Hours are 1000-1800 Monday-Saturday and 1100-1800 Sunday.

4. District (Broadway Complex) Mini-Mart (619) 544-2179. Located in BLDG 1 at Commander, Navy Region Southwest (CNRSW) (Broadway and Harbor Drive). Snacks, soft drinks, tobacco, and toiletry items are available. Hours are 0600-1630 Monday-Friday. Closed Saturday and Sunday. The Barber Shop is located in BLDG 1 at NRSW. Hours are 0730-1230 every Tuesday.

5. Package Store (619) 544-2252. Located in BLDG 3187. Soft drinks, beer, wine, distilled spirits, mixers, picnic supplies, and tobacco products are sold. Hours are 0900-2100 Monday-Sunday.

#### 6. Fleet Exchange Retail Stores

a. Fleet Exchange Store (619) 544-2248/2171. The Fleet Exchange Store is located in BLDG 3301, northeast of Piers 6 and 7, and carries a large selection of merchandise. Hours are



0700-2000 Monday-Friday and 0800-1900 Saturday and Sunday.

b. Uniform Center (619) 544-2248. The Uniform Center is located in BLDG 3301. Navy uniforms and accessories, issue type clothing and small stores items are provided. Hours of operation are 0700-2000 Monday-Friday and 0800-1900 Saturday and Sunday

c. Tailor Shop (619) 544-2248. The Tailor Shop is located in BLDG 3301. Hours are 0700-2000 Monday-Friday and 0800-1900 Saturday and Sunday.

d. Barber Shop (619) 544-2244. The Barber Shop is located in BLDG 3301. Hours are 0700-1900 Monday-Friday and 0900-1800 Saturday and Sunday. Personnel in uniform have head of line privileges from 1100-1300 Monday-Friday.

e. Enterprise Car Rental (619) 477-7697. Located on the Fleet Side next to the Fleet Store. Hours are 0800-1700 Monday-Friday, 0900-1200 Saturday and closed Sunday.

f. McDonalds (619) 696-9213. Located in BLDG 3301. Hours are 0430-2200 Monday-Friday, 0500-2200 Saturday and 0600-2200 Sunday.

g. Subway (619) 544-9342. Located at the Fleet Exchange. Hours are 0500-2200 Monday-Friday and 0600-2200 Saturday and Sunday.

h. L&L Hawaiian Barbeque (619) 696-7504. Located in BLDG 3421. Hours are 1000-1930 Monday-Friday, 1000-1400 Saturday and closed on Sunday.

i. New Life Chinese Laundry and Dry Cleaning (619) 544-2241. Located in BLDG 3301. Hours are 0700-1800 Monday-Friday, 0900-1600 Saturday and closed Sunday.

j. GNC (619) 238-3851. Located in BLDG 3301. Hours are 0700-2000 Monday-Friday and 0800-1900 Saturday and Sunday.

k. Wireless Advocates (619) 696-093. Wireless Advocates is located in BLDG 3301. Hours are 0800-2000 Monday-Friday and 0800-1900 Saturday and Sunday.

l. Armed Forces Bank (619) 239-3659. Check cashing service is provided at the Fleet Store located in BLDG 3301. Government checks and personal checks up to \$150.00 may be cashed. Hours are 0700-1700 Monday-Friday, 0800-1500 Saturday and closed on Sunday.

7. Navy Housing Convenience Stores. These stores carry a limited range of groceries and other merchandise. Located as noted below:

a. Bayview Mini-Mart (619) 470-4089. Located on Munda Drive off Paradise Valley Road. Hours are 0800-2100 Monday-Sunday.

b. Cabrillo Mini-Mart (858) 292-5936. Located on 3292 Afton Road. Hours are 0800-2100 Monday-Sunday.

c. Murphy Canyon Mini-Mart (858) 627-4070. Located on Santo Road. Hours are 0800-2100 Monday-Sunday.

(1) Service Base (Gas) Murphy Canyon (858) 527-8273. Located at the Mini-Mart on Santo Road. Hours are 0600-2100 Monday-Saturday and 0800-2100 on Sunday.

(2) Dry Cleaning Murphy Canyon (858) 576-8273. Located next to the gas station on Santo Road. Hours are 0600-2100 Monday-Saturday and 0800-2100 on Sunday.

(3) Barber Shop (858) 627-4079. Barber Shop located inside the Mini-Mart. Hours are 0900-2000 Monday-Sunday.

(4) Popeye's Fried Chicken (858) 573-0054. Located next to the Mini-Mart Murphy Canyon. Hours are 1000-2200 Monday-Sunday.

#### 8. Car Care Center

a. 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 Card, Discover, Visa, and Star Cards are accepted. Hours of operation are as follows: Gas lane hours are 0600-2100 Monday-Friday and 0800-2000 Saturday and Sunday. Service Department ((619) 544-2289/2290) hours are: 0700-1700 Monday-Friday, 0800-1700 Saturday, and closed Sunday. Accessory Store ((619) 544-2129) hours are: 0800-1900 Monday-Friday, 0800-1800 Saturday, 0800-1600 Sunday and 0800-1600 on holidays.

b. Progressive Car Service (619) 544-2203. Located behind the gas lanes at 32nd Street Service Base. Car stereos, DVD players, and car stereo installation. Hours are 0900-1730 Monday-Friday, 0900-1700 on Saturday and closed Sunday.

#### 9. NEX Naval Medical Center San Diego (NMCSD)

a. NEX NMCSD Gift Shop (619) 238-1623. This location provides drop off laundry and dry cleaning services and flower delivery within NMCSD hospital only. It is located in BLDG 1, ground floor. Hours are 0600-2000 Monday-Friday and 0900-1700 Saturday, Sunday, and holidays.

(1) Barber Shop (619) 238-1875. Located in BLDG 1, ground floor. Hours are 0700-1800 Monday-Friday.

(2) Optical Shop (619) 238-0703. Located in BLDG 1, ground floor. Hours are 0800-1600 Monday-Friday.

(3) McDonald's (619) 544-9612. Located in BLDG 1, ground floor, next to NEX Gift Shop. Hours are 0530-2300 Monday-Friday and 0600-2200 Saturday and Sunday.

(4) Subway (619) 696-0005. Located adjacent to BLDG 3 courtyard. It is open 24 hours Monday-Friday and 0700-2200 Saturday and Sunday.

(5) Dunkin Donuts (760) 415-8471. Located adjacent to BLDG 3 courtyard. Hours are 0500-1830 Monday-Friday and 0630-1200 Saturday and Sunday.

b. NEX NMCS D Mini-Mart (619) 525-1515. Located in BLDG 26, first floor. Hours are 0600-2000 Monday-Friday and 0900-1700 Saturday, Sunday and holidays. This location provides drop off laundry and dry cleaning services and tailor services. Saint Tropez Bistro is Located in BLDG 26, first floor. (619) 233-3510. Hours are 0600-1400 Monday-Friday.

10. Q-Mart Mini-Mart (619) 544-8387. Located in BLDG 3657. An assortment of snacks, drinks, beer, tobacco, bread, dairy products, and a food and beverage convenience bar that serves hot food items are available. Open 24 hours, 7 days a week.

11. Navy Lodge (619) 234-6142. The Navy Lodge, located in BLDG 3526, provides accommodations for all authorized military personnel. PCS families and personnel travelling on official government orders can make reservations anytime in advance by calling the DOD Reservation Center at 1-800-NAVY-INN or calling San Diego Navy Lodge directly at (619) 234-6142. You may also visit their website at [www.navy-lodge.com](http://www.navy-lodge.com). Room accommodations include standard rooms, business class rooms, one-bedroom family suites, Americans with Disabilities ADA accessible rooms, and pet rooms. Navy Lodge Mini-Mart is located at the Navy Lodge Lobby and open 24 hours Monday-Sunday. Snacks, soft drinks, toiletries, and souvenir items are available.

12. Food Services. A wide range of food services are available at BLDG 3187 and other locations as noted below:

a. Food Court. Located in BLDG 3187 adjacent to the Fashion Store, the Food Court offers the following restaurants:

(1) Subway (619) 239-6784. Hours are 0600-2100 Monday-Saturday, 0600-1900 Sunday.

(2) Pizza Hut (619) 677-5602. Hours are 1000-2100 Monday-Saturday, 1000-1900 Sunday.

(3) Panda Express (619) 236-8717. Hours are 1000-2100 Monday-Saturday, 1000-1900 Sunday.

(4) Five Guys (619) 236-8513. Hours are 1000-2100 Monday-Saturday, 1000-1900 Sunday.

(5) Rubio's (619) 696-3757. Hours are 1000-2100 Monday-Saturday, 1000-1900 Sunday.

(6) Cold Stone and Surf City Squeeze (619) 487-9064. Hours are 1000-2100 Monday-Saturday, 1000-1900 Sunday.

(7) Starbucks (760) 288-8069. Hours are 0600-1700 Monday-Friday, 0800-1800 Saturday and Sunday.

b. Bruegger's Bagels (619) 232-1500. Located in BLDG 3405. Hours are 0500-1700 Monday-Friday and 0600-1500 Saturday and Sunday.

c. Brueggers Express (PPV) (619) 232-2700. Located in BLDG 3631 (Pacific Beacon). Hours are 0500-1500 Monday-Friday and 0600-1400 Saturday and Sunday.

d. Subway (PPV) (619) 450-6396. Located in BLDG 3631 (Pacific Beacon). Hours are 0600-2400 Monday-Sunday.

### 13. Services

a. New Life Cleaners and Laundry (619) 544-2233. Located in BLDG 3187. Hours are 0900-1900 Monday-Saturday and closed Sunday.

b. Flower Shop (619) 544-2101/2102. Located in BLDG 3187. Hours are 0900-2000 Monday-Saturday and 0900-1900 Sunday.

c. Barber Shop (619) 544-2229. Located in BLDG 3187. Hours are 0900-2000 Monday-Sunday.

d. Beauty Shop (619) 544-2232. Located in BLDG 3187. Hours are 0900-1700 Monday-Sunday.

e. Optical Shop (619) 544-2231. Located in BLDG 3187. Hours are 0900-1900 Monday-Friday and 0900-1800 Saturday and Sunday.

f. Valvoline (619) 481-3634. Located by Gate 23, across from Navy Federal Credit Union. Valvoline provides oil, filter, and lube change services. Hours are 0800-1900 Monday-Friday, 0800-1800 Saturday and 0900-1500 Sunday.

g. Naval Base San Diego Pharmacy. Located in BLDG 3187. Provides prescription/refills to all authorized personnel. Hours are 0800-1900 Monday-Friday, 0800-1630 Saturday and closed Sunday and holidays. For information call (619) 556-9371 and for refills (619) 532-8400.

CHAPTER 8  
REGULATIONS AND SAFETY PROCEDURES

1. Alcoholic Beverages. Naval Base San Diego (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 onboard 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 NBSD is not permitted unless the individual is in a designated picnic/field recreational area or establishment where alcohol is served.

b. Possession and consumption of alcoholic beverages is authorized in the following locations:

(1) Within Anchors Catering, Main Event Amusement Center and Sports Club, Well Deck Recreation Facility, Game Room 548 (Pier 6), Navy Exchange (NEX) Cafeterias, Admiral Baker Recreation Area, and the Admiral Robinson Recreation Center; Waterfront Recreation Center.

(2) Navy Lodge Rooms.

(3) 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, party balls of beer or 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; and

(f) Violation of this provision will subject service member to disciplinary action, including, but not limited to Non-Judicial Punishment (NJP) and/or court-martial. The member may also be subject to administrative action.

2. Prohibited Dangerous and Deadly Weapons. It is recognized that certain personnel, military and civilian, onboard 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 onboard, the following restrictions on the possession or use of such items are necessary:

a. No person will possess, carry, use or have under their control, except when authorized by a proper authority in connection with the required duties of that person and then prohibited 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;

(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.

3. 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. Ship's pets and mascots will be

permitted on NBSD upon approval of the Security Officer at (619) 556-1441. Stray animals on NBSD will be impounded by NBSD Police, (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 this area. This policy is to protect the pets from probable danger should they get loose, and to protect the people in the area.

4. Swimming. Recreational swimming from ships berthed at NBSD or from NBSD piers is not permitted.

5. 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 Hazardous Material (HM) and Hazardous Waste (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 FISC. 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 Fleet Logistics Center (FLC).

c. Compressed Air

(1) The industrial compressed air system on board NBSD is owned by Naval Facilities Command (NAVFAC) which 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 on onboard 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 are 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. Hose tree assemblies can be checked out from the Southwest Regional Maintenance Center (SWRMC) Tool Room located at building 86.

e. Fueling. All welding and burning must be stopped during fueling operations. All arrangements for transfer of Aviation Gasoline onto or off ships will be requested through Port Operations, (619) 532-2777.

f. Good Housekeeping. Ships, while berthed at NBSD, will be assigned the responsibility for cleanliness of the pier or quay wall adjacent and the Fleet general parking area beyond the quay walls. The Pier Senior Officer Present Afloat (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, and 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 ensure 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/tag out 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.



1 Mar 2023

(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.

(4) Applicable brightly colored, fluorescent or reflective PPE shall be provided to and used by all personnel who are exposed to traffic hazards as a part of their assigned duties (e.g., gate sentries, troops in marching formations, traffic control personnel, road construction crews, electricians, or telephone repair personnel working on outside overhead lines).

l. 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 Type Commander, 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.

m. Secured Devices. Will not be tampered with, warning tags shall not be placed, removed, or altered except by authorized personnel.

n. 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 COMNAVREGSWINST 5530.1, OPNAVINST 6100.2A, OPNAVINST 55100.23, and OPNAVINST 5530.14C. 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.

(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 OPNAVINST 5530.14C.

(2) Smoking is not authorized anywhere on NBSD except in clearly marked, designated smoking areas per Appendix A. 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

1 Mar 2023

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 Branch Medical Clinic provides programs designed to promote smoking cessation.

o. 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, runways, 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.

p. 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.

q. 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.

r. Temporary Leads. Items 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.

s. 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.

t. Traffic rules of NBSD. These rules 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.

u. Working Aloft. Always secure tools, equipment, and material to prevent 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.

7. Pier Enclave 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 their Common Access Card (CAC) as normal, then enter their four digit PIN number on the key pad located at each turnstile.

#### 8. 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 and ID Office. Pass and ID will enroll the Service Member into the EACS database thus making their 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 and ID office. Pass and ID will enroll the Service Member into the EACS database thus making their 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.

#### 9. 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 and ID 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.

#### 10. 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 and ID 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 and ID office of name, duration, and Force Protection Condition

1 Mar 2023

(FPCON) levels in which the contractor requires access. The contractor will report to Pass and ID for EACS database enrollment and issuance of a TAC to enable access via the turnstiles (or the sliding gate at Entry Control Point (ECP) 1 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 and ID office of name, duration and FPCON levels in which the contractor is authorized access. Contractor employees must individually report to Pass and ID 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 they are 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 ECP 1 sentry. The sentry will collect the pass and grant access into the enclave. (The contractor will maintain the Bill of Lading on their person at all times, should justification be required.).

## 11. 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 and ID 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 authorized 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 and ID 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.

12. 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 and ID 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.

13. Non-Coalition Force Visitors. These situations are typically handled on a case-by-case

1 Mar 2023

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 their badge multiple times at a pre-determined turnstile (i.e. adjacent to occupied pier) to enable entry.

14. Retirees (not falling into the other categories). Retiree must be authorized to enter enclave. The authorizing official will notify the Pass and ID office of name and duration in which the retiree is authorized access. The retiree will report to Pass and ID for EACS database enrollment and TAC issuance, enabling turnstile access for the authorized time period.

15. 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 and ID, ECP 1, ECP 2 and individuals responsible (i.e. Admiral's Aide, Flag Sec, etc.) for granting access to the Distinguished Visitors.

16. 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.

17. 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 Personal Motor Vehicle (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 instruction.

b. Government Vehicles (GOV) 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 command-owned vehicles not maintained by Public Works 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 Security Officer (SECO) 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

1 Mar 2023

vehicles. Vehicles unable to maintain a speed of 15 mph shall have a slow-moving-vehicle triangle affixed to the rear of the vehicle.

c. 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 will be registered with either Public Works or NBSD Force Protection Department. Public Works will provide a listing of all cargo handling equipment along with organization and vehicle ID requirements to the NBSD SECO.

18. Requirements. Motor vehicles, except for motorcycles, bicycles, mopeds, and those vehicles specifically exempted above, are required to comply with paragraphs 17a through 17i 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 1 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 NAVBASESANDIEGOINST 10470.1, no object or material shall be placed, displayed, installed, affixed, or applied upon the windshield, or side or rear windows, to include

1 Mar 2023

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. 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 ID 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 at 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.

i. Display of Items

(1) Motor vehicles operating on NBSD will not attach flags, pennants, banners, or streamers to the outside of a vehicle. Items may become detached from vehicle and impair surrounding drivers.

19. Motorcycles and 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 serviceable brakes for both wheels.

(2) Vehicles manufactured prior to 1 January 1966 shall be equipped with serviceable 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 their 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.

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

1 Mar 2023

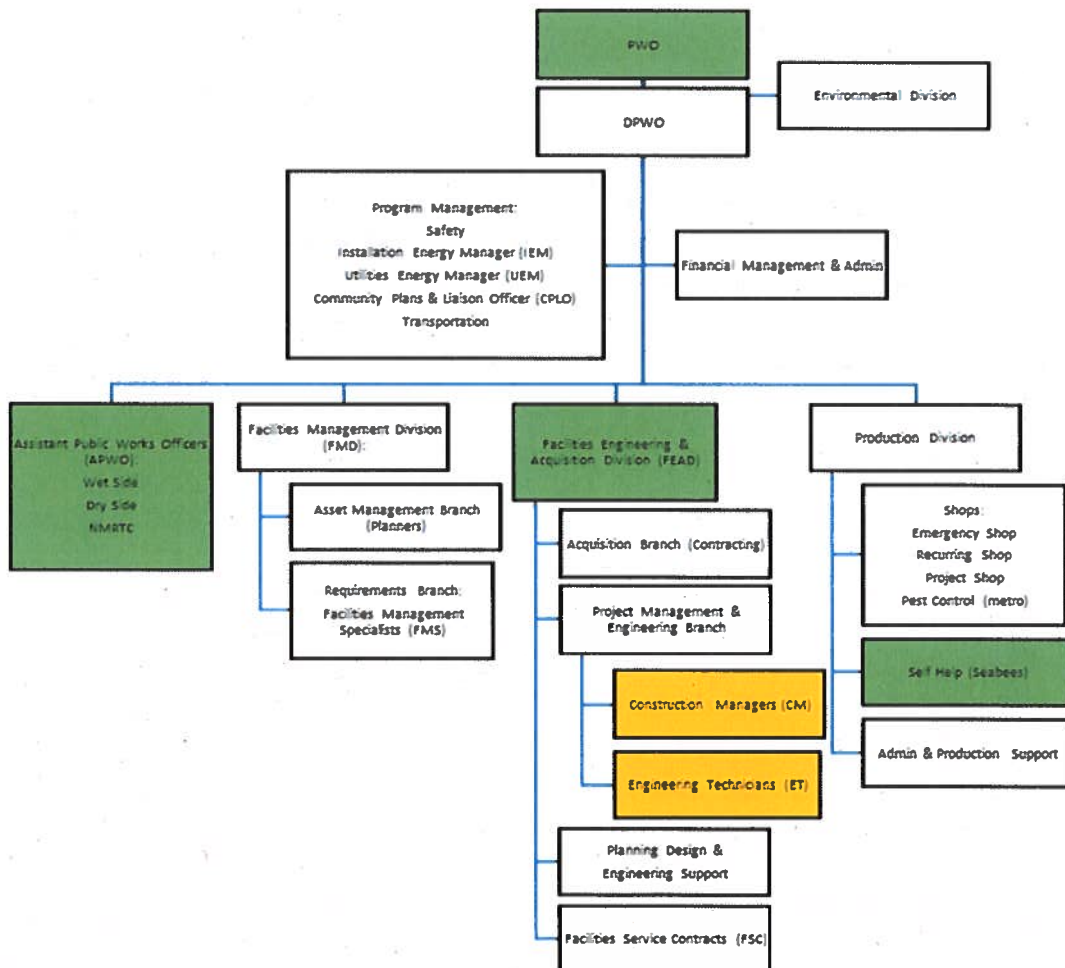
rear of the vehicle.

j. Chains, Cables, and Levers. Vehicles shall be equipped with the proper chains, chain guards, cables and levers, all of which shall be in good working condition.

**CHAPTER 9**  
**PUBLIC WORKS DEPARTMENT**

1. Overview of Public Works Department (PWD). The Public Works Department is the installation's facilities and environmental life-cycle expert, responsible and accountable for the effectiveness and efficiency of the shore establishment. The PWD strives to maintain current readiness and achieve future capabilities of the installation through proactive, quality-focused, and cost-efficient delivery of facilities engineering services. It serves as the delivery point for products and services by providing comprehensive shore facilities management, operations maintenance, construction, and environmental management for Navy installations. The PWD is the one-stop shop for a Navy installation to receive facilities engineering and acquisition support that results in a safe and fully functional, living and working environment for many supported commanders. The PWD provides diverse facilities maintenance, acquisition, transportation, utilities, housing, engineering, environmental, and life-cycle management services. The Installation Commanding Officer (ICO) relies on the PWD to deliver the services required to operate the installation during normal conditions or in times of a disaster.

2. Organizational Chart. Green – military, Gold – military & civilian, White – civilian)



3. Public Works Officer (PWO) Roles and Responsibilities. The PWO is a Civil Engineer Corps (CEC) officer accountable for life-cycle management of Naval Facilities Command (NAVFAC)/Commander, Navy Installations Command (CNIC) real property (land, facilities, and utilities), product and service delivery, supported command interface, project execution, and Facility Support Contract (FSC) performance assessment. The PWO develops and prioritizes installation requirements in coordination with the Assistant Regional Engineer (ARE) and supported commanders. The PWO works with the Assistant Operations Officer (AOPS) to coordinate and prioritize work execution. The PWO serves as the first line supervisor of the Installation Environmental Program Director. The PWO has responsibility and accountability over all work and PWD personnel at the installation.

4. Deputy Public Works Officer (DPWO) Roles and Responsibilities. The DPWO is the senior civilian in the PWD and is responsible for operational execution of the PW mission. The DPWO serves as the first line supervisor of the Facilities Management, Facilities Engineering and Acquisition Division (FEAD), and Production divisions within the PWD. The DPWO serves as Acting Public Works Officer in the absence of the PWO. The DPWO also oversees the PWO's staff functions, including safety, administration, financial management, and energy management.

5. NBSD Tenants Roles and Responsibilities. All Department Heads or Commanding Officers with oversight of government facilities are "tenants." Each tenant is directly responsible for ensuring the overall upkeep of their assigned facilities to include reasonable care and cleanliness. Tenants designate, in writing, a Building Monitor that oversees facilities under their cognizance and serves as the primary point of contact between the Facility Management Specialist (FMS) and various command support entities. All Department Heads and/or Commanding Officers should direct any facility related issues to the FMS via their Building Monitor.

6. Facilities Management Division (FMD) Director Roles and Responsibilities. The primary mission of the FMD is to identify and prioritize requirements, plan and coordinate the execution of those requirements, and manage the real property assets on the installation to include space management and real estate coordination. The FMD Director is responsible for both the Requirements and Asset Management Branches. In addition, the FMD Director acts as the DPWO and PWO in their absence. The FMD develops requirements for maintenance, repair, and recapitalization by performing the following functions:

- a. Receiving work from supported commands
- b. Setting the priorities of work and managing Class I and Class II property
- c. Managing current year Sustainment, Restoration, and Modernization (SRM) funds, and providing input for budgets
- d. Developing and managing short- and long-range installation planning

7. PWD Fiscal Year Budget. The PWD receives limited funds each fiscal year to spend on sustainment, restoration, and modernization for NBSD. Projects submitted via the FMS or tenants

are compared and evaluated based on ICO priority, CNIC directed priorities, and availability of funds. The ICO has final approval authority on all installation budgets. Customer-funded projects are ranked separately and will be estimated/executed on a first come, first serve basis.

#### 8. Overview of Requirements Branch

a. The Requirements Branch determines and manages the construction, repair, and maintenance requirements of the installation through:

- (1) Condition-Based Maintenance Management (CBMM)
- (2) Receiving and prioritizing work from supported commands
- (3) Managing assignment and execution of work
- (4) Managing current year SRM funds in concert with the FMD
- (5) Developing and providing prioritized project lists for the various SRM programs
- (6) Managing the backlog of maintenance and repair

b. The Requirements Branch is the primary interface between the PWD and the supported commands. The main functions of the Requirements Branch are:

(1) Controls and chairs the Work Induction Board (WIB). The WIB is held every Tuesday in Bldg.121. The WIB receives incoming work requests from tenants, determines the best execution method within the PWD, validates and/or sets the priority of the work request, manages resourcing of staff, oversees the execution of the current year program, develops work control processes, and trains PW staff in the processes used.

(2) Service Desk. Receives incoming work requests and inputs them into Maximo and/or dispatches crews if the work requires immediate attention.

(3) Work Prioritization. Sets priorities of work for current year execution (expressed in the Maintenance Execution Plan (MEP) and develops prioritized project lists for competing for the multiple SRM programs and sources of funding.

(4) Infrastructure Condition Assessment Program (ICAP). Coordinates and manages ongoing facilities inspections and manages the ICAP program, through which the maintenance and repair portions of the MEP, Maintenance Action Plan (MAP), and Long-Range Maintenance Plan (LRMP) are developed;

(5) Scoping Estimates. Provides scoping estimates to determine the funding required to accomplish submitted projects.

(6) Funds Management. Manages the execution of current year SRM funding.

9. Facilities Management Specialist (FMS). FMS is the first point of contact regarding NBSD tenant needs. Works with the tenants to understand their infrastructure requirements, assists them in getting work accomplished, and keeps them informed of the status of their work. The FMS receives and evaluates installation maintenance requests to determine priority, scope, and estimate and approves all requests for maintenance and repair. The FMS assists supported tenants in developing scoping requirements and estimates. This may require visits to supported tenants' sites to determine the actual nature of work orders and entering data into Maximo. The FMS recommends requests for engineering design studies and identifies needs for maintenance, repair or construction project support driven by facility conditions. For information as to who your FMS is please call either (619) 556-1312 or (619) 556-1319.

10. Building Monitor Roles and Responsibilities. Building Monitors are assigned by building tenants and are required to attend training and indoctrination held quarterly by the PWD to become familiar with the processes and procedures of the PWD, understand new policies, and get familiar with important POCs. They are responsible for the following:

- a. Serve as the command's liaison with the FMS and pass word to building personnel.
- b. Submit emergency/urgent/service work requests.
- c. Submit performance evaluations to PWD Moment of Truth (MOT Survey).
- d. Maintain files/records of work requests and inform building occupants of all planned/unplanned work.
- e. Lead Zone Inspections with NBSD command.
- f. Act as Building Energy Monitor.
- g. Document and report all damage to facility due to or from suspected negligence, abuse or property vandalism.
- h. Grant access to spaces for inspections.
- i. Inspect fire extinguishers and sign tags.
- j. Conduct monthly tests of emergency exit lighting.

11. Zone Inspections. Zone inspections are held every week with the ICO, Executive Officer (XO), and the Command Master Chief (CMC). The Building Monitor or command facilities representative will be in charge of leading the ICO, XO, or CMC throughout their assigned buildings. They will be accompanied by an FMS and a planner and should be prepared to take notes regarding discrepancies. More specific zone inspection requirements are detailed in NAVBASESANDIEGOINST 5041.1.

1 Mar 2023

12. After Hours and PWD Help Desk. During normal business hours the building monitor should contact the FMS and copy the FMS with an email request for all trouble calls. In the event of an emergency, call the Working Hours Trouble Desk (619) 556-1309. For all matters after hours call the After Hours Trouble Desk (619) 556-7349/7341.

13. Asset Management (AM) Branch. Asset Management supports the Navy's operational commitments by ensuring the proper types of facilities are available at the right place and the right time. Naval Base San Diego (NBSD) AM Branch manages all Class I and Class II property, develops short-to-long range plans for the installation, develops project documentation, and develops integrated priority lists for many programs (military construction, special projects, demolition, installation appearance, etc.) based on enterprise input via the Strategic Laydown and Dispersal (SLD) Plan, Global Shore Infrastructure Plan (GSIP), and Regional Shore Infrastructure Plan (RSIP), as well as, the condition, capacity, and configuration analyses of assets. Specific functions of the AM Branch include:

a. Site Approval Requests (SAR). Ensures planned work meets regulations and instructions, master planning, and safety requirements. Required if tenant is changing use, building, or removing walls, increasing capacity, disturbing the ground, changing exterior appearance, executing new construction, demolishing, or changing traffic patterns. Satisfactory to proceed (SAT-TO) is an additional routing process after the approved SAR. It is required when the method of execution does not identify NAVFAC/FEAD as having direct oversight of construction. This will be identified on the SAR under project execution. This is a function under the FEAD that shall be coordinated via the FMS.

b. Space Management. Manages physical space on the installation and works with supported commands when their space requirements change via Installation Space Allocation Committee (ISAC) for requests under 10,000SF and Regional Space Allocation Committee (RSAC) for new tenants and requests greater than 10,000SF.

c. Real estate coordination. Analyzes and recommends approval or rejection of real estate requests from other federal and non-federal entities (NFE) for use of Naval Base San Diego land or facilities.

d. Master Planning. Effective long-term development and management of NBSD land, facilities, and infrastructure; utilizes SLD, GSIP, RSIP, the Installation Development Plan (IDP), NBSD Vision 2035, and detailed planning studies (Ex: Utilities Master Plan; Traffic and Parking Study). The NBSD Vision 2035 is a detailed implementation plan depicting current and future-year base development actions. It is updated and is approved by the Installation Commanding Officer (ICO) annually.

e. Project Development. Ensures projects are planned, programmed and executed properly. Develops DD Form 1391 project documentation and ensures the following are included prior to submission for funding: proper classification of work and fund type, adequate project scope and estimate, National Environmental Policy Act (NEPA) documentation, and site approval.

1 Mar 2023

f. Asset Evaluations (AEs). Ensures accuracy and completeness of data for Internet Navy Facilities Assets Data Store (iNFADS) and Geographic Information System (GIS). Evaluate key physical asset information, cost data, use or user, and functional adequacy to support an installation or user's current mission.

14. Basic Facilities Requirements (BFR). The BFR identifies the optimal shore-based footprint, by category code, required in order to perform peacetime missions. BFRs are the result of an analysis of projected mission and personnel loading, operational considerations, installation and surrounding community conditions, and sound professional judgment. BFRs are intended to be the minimal facilities necessary for efficient operation and are not directly constrained by anticipated funding levels, individual operational priorities, or inefficiencies in existing facilities. A BFR is needed when a tenant submits an RSAC/ISAC request or when space is converted to a different use. For more information, please contact the Asset Management Branch Head, Ms. Angel Costa at (619) 556-1316.

15. Assistant Public Works Officer (APWO). Assistant Public Works Officers are established as needed to focus on supported commands, geographic areas, or program directors. Functions of an APWO include:

a. Manage emergency service, urgent service, and routine service work requests as well as recurring/preventative maintenance work.

b. Coordinate scopes and estimates.

c. Plan execution of Sustainment, Restoration, and Modernization (SRM) dollars for supported commands.

d. Coordinate execution of Maintenance Action Plan (MAP).

e. Coordinate all supported command facilities requirements/execution.

f. Coordinate PWD "cradle-to-grave" NAVFAC project management.

g. Coordinate energy conservation.

h. Support management of regional budget (Special Interest Codes (SICs)).

i. Ensure safety of all personnel.

j. Manage product and service delivery within area of responsibility (AOR).

16. Facilities Engineering Acquisition Division (FEAD). The FEAD is composed of the Project Management and Engineering, Acquisition, and Facilities Management Facilities Service branches. The Project Management Engineering Branch develops the scopes of works for projects. The Facilities Management Facilities Service manages the projects post award.



17. FEAD Director Roles and Responsibilities. The FEAD is responsible for engineering acquisition support, construction project management, and service contract management. The group is composed of Project Development, Engineers and Architects, Contract Specialists and post award Contract Oversight personnel. The Supervisory Contracting Specialist manages the Contract Specialists that have the warrants to obligate the government.

a. Contract Procurement Timelines

(1) Contract Awards

(a) Major renovation to include multiple trades less than \$5 million is four to six months.

(b) Repair to major building system (HVAC, ELEC) is three months.

(2) Task Order Awards

(a) Indefinite Delivery/Indefinite Quantity (IDIQ) (painting/roofing/paving) less than \$500, 000 is two months.

(b) Minor Renovation; Sole Source 8(a) less than \$150, 000 is one and a half months.

18. Production Division Roles and Responsibilities. The Production Division is responsible for the accomplishment of facility maintenance at the installation, except work that may be done by private contract. The division is also responsible for preventive maintenance, pest control, and for receiving and accomplishing emergency/service work. The division is composed of the Facilities, Alteration, and Repair (FAR) Shop, Recurring Shop, the Emergency/Services (E/S) Shop, and the NMCSD Recurring and Services Shop. The FAR shop is responsible for minor work and projects. The Recurring Shop is responsible for preventive maintenance. The E/S Shop is responsible for accomplishing 50 percent or more of all work on an emergency/service nature, thus allowing other shops to devote their time to scheduled maintenance work. Pest Control eradicates pests. Pest Control also at times traps and removes the pest to a safe area for release. The NMCSD Recurring and Services Shop is responsible for emergency work and recurring maintenance at NMCSD. Definitions of Emergency/Urgent/Routine:

a. Emergency. Response within one hour and resolved within 24 hours. Addresses immediate impacts to life, health, safety, or loss of mission. Always includes failure of any utility fire protection, environmental control, or security alarm system.

b. Urgent. Will be resolved within five working days. Addresses work that does not immediately endanger personnel or property, but extended delays of repairs could negatively affect the property, security, health, or mission. All urgent work will be subject to funding availability.

c. Routine. Will be resolved within 30 calendar days. Addresses work that does not

qualify as emergency or urgent but is still needed to main the agreed upon facility condition. All routine work will be subject to funding availability.

19. Energy. Installation Energy Managers (IEM) are NAVFAC General Fund (GF) employees who are funded reimbursable from CNIC Facility Planning. An IEM's duties include; energy audit planning and oversight, energy policy implementation, energy project execution tracking, and energy project measurement and verification. Any specific questions regarding energy shall be directed to the FMS.

20. Heating and A/C Policies. Non-warehouse occupied heating setpoint is 68F and cooling setpoint is 78F as established by CNIC. For long term supplemental heating or cooling, tenants should contact their building FMS and/or the Installation Energy Manager. Dataloggers will be used to record the temperatures over several days to verify additional conditioning is warranted. Once temperatures are verified, a waiver will be filled out and submitted. This includes portable tenant purchased air conditioning units and heaters. For more info please contact your FMS.

21. Seabee Self-Help. The Self-Help program is a method of performing maintenance or repair on personnel support facilities by non-PWD shops personnel under the technical guidance of CEC officers and/or PWD personnel, including any assigned Seabees. Any specific questions regarding Seabee Self-Help shall be directed to the FMS.

22. Facility Services. Facility support services is one of the core business areas under the FEAD for which NAVFAC procures contracts such as grounds, janitorial, pest control, refuse, facility operations, and maintenance. Examples for the grounds services include landscaping services and tree trimming. Janitorial includes cleaning of the restrooms, vacuuming the floors and removing the recycling and trash to the large outdoor containers. Please note that due to CNIC funding, the periodicity for the janitorial services often change from year to year. Refuse and recycling are the dumping of the large outdoor containers by the trash trucks. For specific services covered by the PWD contact your FMS.

23. NAVFAC Southwest Support. The PWD uses NAVFAC Southwest as reach back support for NAVFAC products and services beyond the PWD capability or capacity.

24. PWD Safety. Serves as the principal for execution of the NAVFAC safety program, and are the command's forward-deployed Safety Program Managers (SPMs). SPMs facilitate the operational risk management (ORM) processes and continuously assess mishap trends, opportunities for performance and process improvements, requirements for employee training, and compliance with Safety and Occupational Health and Contract Safety requirements. They also ensure timely, high-quality mishap investigation and reporting. SPM functional areas oversight include Navy Occupational Safety and Health (NAVOSH), contract safety, and crane safety (including contractors).

25. Utilities. Procures adequate and cost effective utility commodity services including electricity, gas, water, wastewater and steam; executes energy efficiency projects; provides energy management services; oversees the region's energy program; provides utility support services such as budgeting, metering, utilities mapping, and major maintenance program

1 Mar 2023

management. The Metro Production Office (MPO) is a part of the NAVFAC organization and supports the entire San Diego metro area regarding all utility and transportation matters serving NBSD, NMCSO, Naval Base Coronado, Naval Base Point Loma, and Marine Corps Air Station Miramar. Responsibilities include operating and maintaining utility distribution systems to include water, wastewater, steam, natural gas, compressed air systems, boilers, cogen plant at NMCSO; providing weight handling, motor vehicle transportation, and heavy motorized equipment support; conducting crane, automobile, and heavy equipment maintenance; and crane certification. Tenants shall report the issues with their facility by contacting the trouble desk at (619) 556-1309.

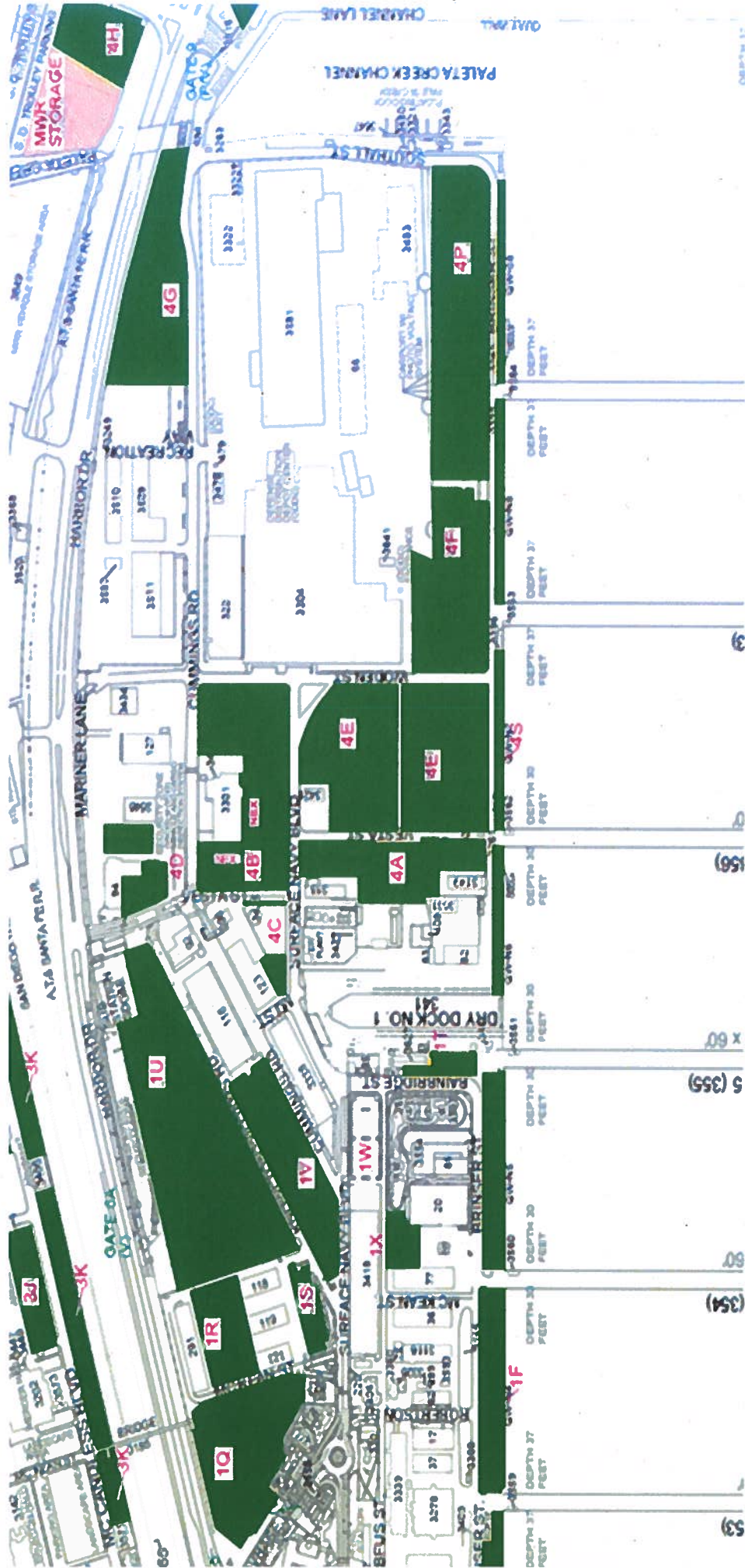
26. Reporting Facility Issues: Tenants shall report the issues with their facility by contacting the NAVFAC Trouble Desk at (619) 556-1309 during normal business hours. Tenants will also notify your FMS if issues arise after hours, contact NBSD CDO to determine if overtime is authorized and the CDO will handle the issue with the PWD.







APPENDIX B  
NBSD PARKING LOT LEGEND

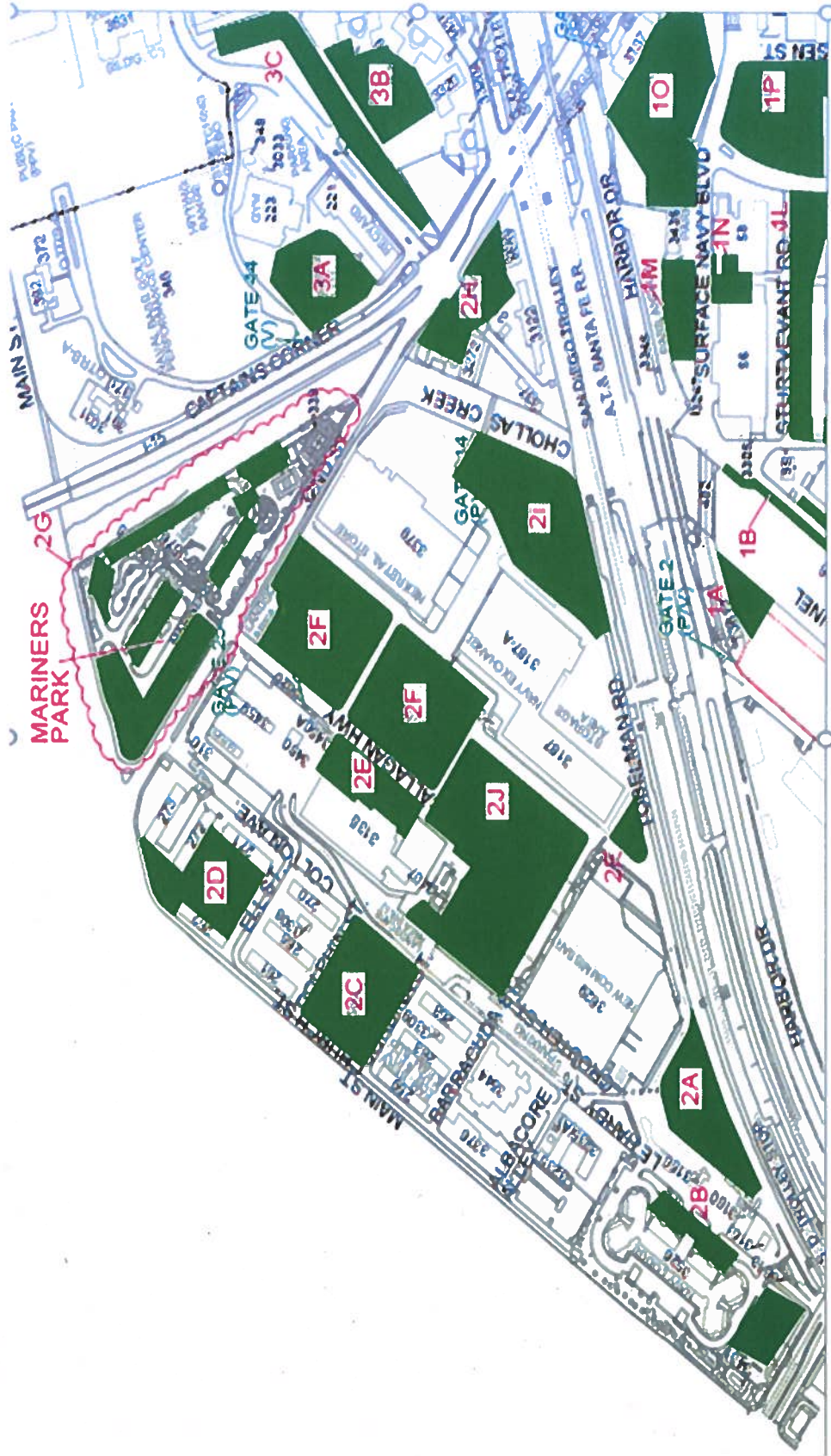




APPENDIX B  
NBSD PARKING LOT LEGEND



APPENDIX B  
NBSD PARKING LOT LEGEND







1 Mar 2023

APPENDIX C  
SAMPLE PARKING REQUEST MESSAGE

RTTUZYUW RUOIADJ0016 3031425-UUUU--RHMCSUU

ZNR UUUUU

R XXXXXXXX MMM YY ZYB

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//

1. CHANGE OF COMMAND WILL BE HELD ON BOARD USS NEVERSAIL  
AT 1000 ON 10 FEB 2019. REQUEST 10 PARKING SPACES IVO PIER 1 TO  
BE RESERVED FOR GUESTS.//

2. POC IS MAC PUBLIC 619-556-0000 OR EMAIL JOHN.Q.PUBLIC(AT)NEVERSAIL.NAVY.MIL

BT

#0016

NNNN

1 Mar 2023

APPENDIX D  
SAMPLE LAYDOWN REQUEST LETTER FORMAT

1200  
Ser N00/

From: Requesting Command/Organization

To: Naval Base San Diego, Port Operations Director

Subj: LAYDOWN REQUEST FOR PIER, QUAYWALL, ETC.

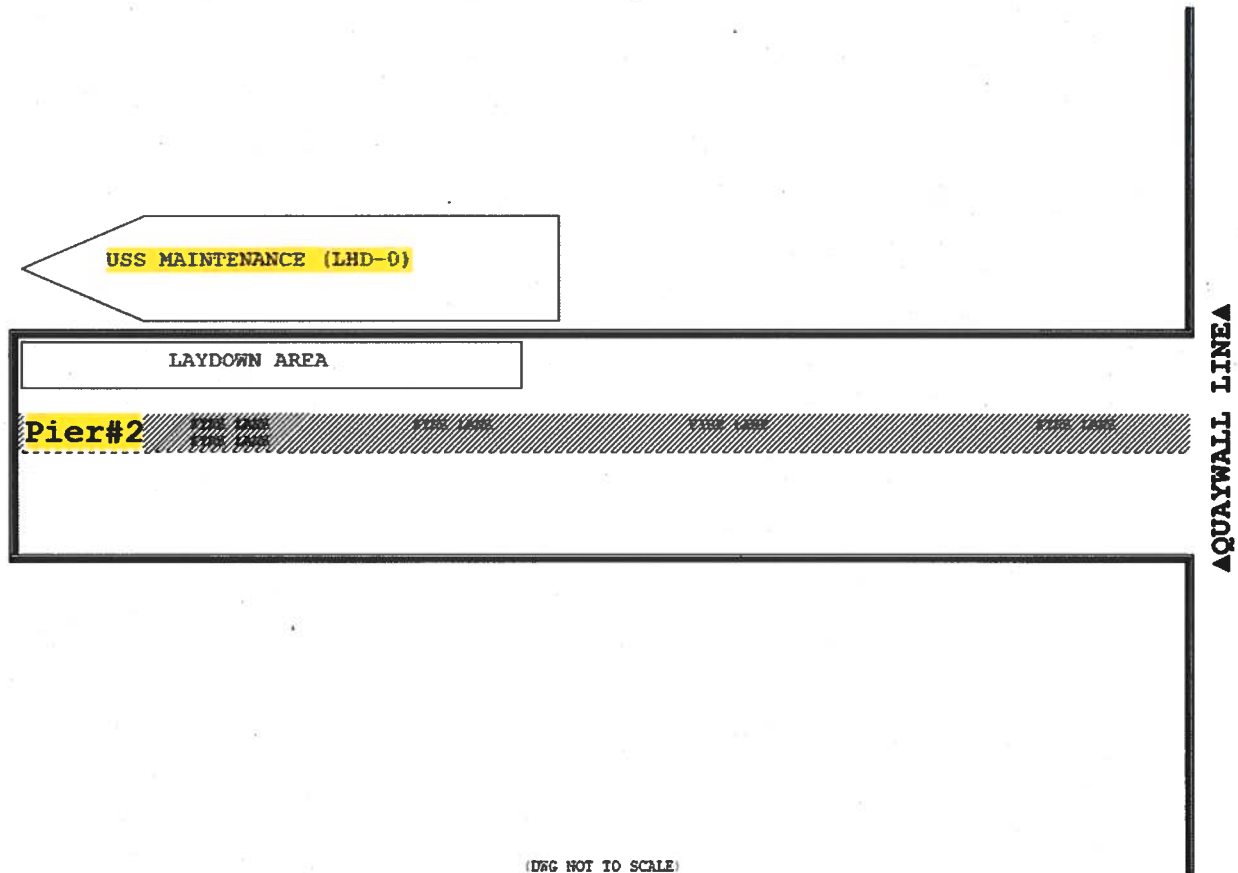
Encl: (1) Schematic of Requesting Area

1. Request laydown area for ship, pier, berth, etc.
2. The following specific information required by reference (a) is provided:
  - a. Project Title:
  - b. Location:
  - c. Size:
  - d. Dimensions:
  - e. Start Date:
  - f. Completion Date:
  - g. Impact on traffic or parking:
3. The point of contact is:
  - a. Name:
  - b. Phone number:
  - c. E-mail address:

Signature of Official  
Name/Title of Requesting Official

1 Mar 2023

APPENDIX E  
SAMPLE LAYDOWN SCHEMATIC



(DRG NOT TO SCALE)

APPENDIX F  
EQUIPMENT IDENTIFICATION SIGN

**CONTRACTOR:**

---

**LEAD (PRIME) CONTRACTOR:**

---

**SHIP NAME:**

---

**POC NAME:**

---

**PHONE NUMBER:**

---

**DATES OF CONTRACT:**

---

**SPONSOR POC NAME:**

---

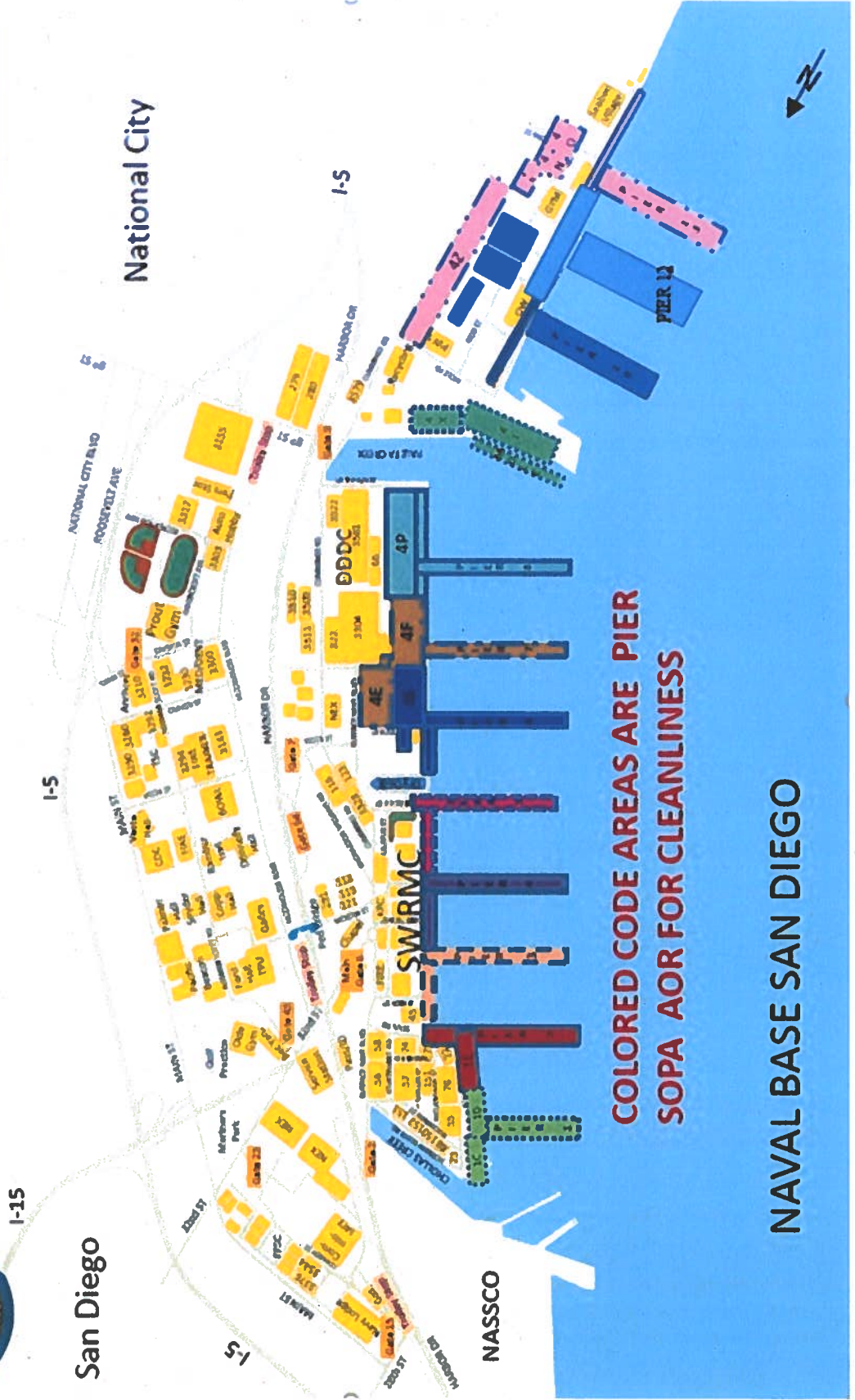
**SPONSOR PHONE NUMBER:**

---



APPENDIX G  
PIER SOPA AREAS OF RESPONSIBILITY

**Pier SOPA AOR**



NAVAL BASE SAN DIEGO

1 Mar 2023

APPENDIX H  
CDO QUICK REFERENCE GUIDE

COMMANDING OFFICER	6-2400
EXECUTIVE OFFICER	6-2400
COMMAND MASTER CHIEF	6-2415
PUBLIC AFFAIRS OFFICER	6-7359
ADMINISTRATIVE OFFICE	6-2406
COMMAND MASTER-AT-ARMS	6-7213
PARKING COORDINATOR	6-6717
ANGELLEY HALL	6-5623
REGELIN HALL	6-1077
COPP HALL	6-9392
FORD HALL	6-9392
RAMBUR HALL	6-5930
SNYDER HALL	6-3603
VESTA HALL	6-9392
PALMER HALL	6-3400
NAVY GATEWAY INN & SUITES	6-8672
COMMAND CHAPLAIN	6-2658
ENVIRONMENTAL MANAGER	6-1537
FLEET AND FAMILY SUPPORT CENTER	6-7404
FOOD SERVICE OFFICER	6-7036
FAMILY HOUSING OFFICE	6-8443
PORT OPERATIONS	6-7615
EXPLOSIVES SAFETY	6-5700/6379
SAFETY AND HEALTH	6-0728
PASS AND DECAL	6-1652
PHYSICAL SECURITY SPECIALIST	6-6062
FUNERAL AND HONORS SAN DIEGO	6-9790
SMALL ARMS RANGE	6-1835
MILITARY WORKING DOGS	6-6859
PUBLIC WORKS OFFICER	6-1332
FACILITY MANAGER	6-1312
LEAD PLANNER	6-1316
PW MAINTENANCE SUPERVISOR	6-8881
FIRST LIEUTENANT	6-9259
SELF HELP	6-1551
STAFF JUDGE ADVOCATE	6-5533
LEGAL ASSISTANT	6-5533
FRAUD, WASTE AND ABUSE HOTLINE	6-3526

APPENDIX I  
AFLOAT CDO/OOD QUICK REFERENCE SHEET

<p><b><u>**EMERGENCY**</u></b></p> <p>CNRSW DISPATCH-FEDERAL FIRE DEPARTMENT, SECURITY, MEDICAL, NCIS</p>	<p>MANNED</p> <p>24/7</p>	<p>DIAL 9-911 FROM AN OFFICE LINE DIAL 911 FROM AN OUTSIDE LINE STATE THAT YOU ARE ON NBSD</p>
<p><b><u>**NON-EMERGENCY**</u></b></p> <p>CNRSW DISPATCH NBSD WATCH COMMANDER</p>	<p>MANNED</p> <p>24/7</p>	<p>(619) 524-6999 (619) 556-7615</p>
<p><b><u>NBSD COMMAND DUTY OFFICER</u></b></p> <p>NOTIFY OF ANY SITUATION IMPACTING BASE, PIERS OR SURROUNDING WATERSPACE</p>	<p>MANNED</p> <p>24/7</p>	<p>(619) 247-8897</p>
<p><b><u>NBSD BASE WATCH SUPERVISOR</u></b></p> <p>GENERAL COORDINATION AND/OR NOTIFICATION</p>	<p>MANNED</p> <p>24/7</p>	<p>(619) 556-5888</p>
<p><b><u>NBSD ATTWO</u></b></p> <p>WATERFRONT AT/FP, HARBOR SECURITY</p>	<p>MANNED</p> <p>24/7</p>	<p>(619) 556-5555 HARBOR DEFENSE COMMON UHF RADIO "SAN DIEGO ATTWO"</p>
<p><b><u>NBSD LIQUID CARGO Duty Port Operations</u></b></p> <p>OIL SPILL RESPONSE, BOOM PLACEMENT AND REMOVAL</p>	<p>MANNED</p> <p>24/7</p>	<p>(619) 556-8006</p>
<p><b><u>CNRSW PORT OPS DISPATCHER</u></b></p> <p>SCHEDULING, TUGS/PILOTS, FLEET SUPPORT</p>	<p>MANNED</p> <p>24/7</p>	<p>(619) 556-1433</p>
<p><b><u>CHAPLAIN SERVICES</u></b></p> <p>FLEET CENTER (DAY HOURS)</p>		<p>(619) 556-2658</p>



APPENDIX J  
HAZMAT PICK UP SCHEDULE

Used hazmat is picked up **daily** on each pier (see schedule below). For further information or to make emergency arrangements, contact (619) 556-9600/9601.

	0800-0830	0850-0920	1000-1030	1050-1120	1205-1300
Route -1	1	2	7	8	MISC
Route -2	3	4	9	10	MISC
Route -3	5	6	13	12	MISC

OFF BASE PICK UPS	WEEKLY
Monday	NMCS D
Tuesday	MCAS MIRAMAR
Wednesday	SWRMC
Thursday	SHIP YARD
Friday	

Hazardous Waste Facility

1. To obtain a control number, call (619) 532-2353.
2. Assigned Pier Pick Up Time. Depending on the pier, time, and date, have the waste out, and on the pier forward of all cranes before the assigned time accompanied with someone from the ship to sign the receipt. Please limit off loads to two pallets of waste per day as the drivers have limited time and room on their trucks and must save room to pick up from other ships on the pier.
3. Items Hazmat Can Take
  - a. Acetylene Cylinders. All others will be taken by Stoodly Industrial & Welding Supply, Inc. The address is 3316 National Ave. San Diego, Ca. 92113. The phone number is (619) 234-6750.
  - b. Dry paint debris will be double bagged, providing it is completely dry.
  - c. Reagents and chemicals of all kinds.
  - d. Calcium Hypochlorite in its original container, in a Ziploc bag, and then placed inside of another Ziploc bag.
  - e. All batteries. Terminals must be taped on all but the alkaline batteries. An example would be the large, car type batteries. Those can be placed on a pallet.
  - f. Oily rags, doubled bagged.
  - g. Drums of cooking oil, AFFF, various oil. If drums are full, arrangements would have to be made to have a forklift load the drums onto the truck. Lids have to be tight. Empty plastic and metal containers/drums can be taken as well.

- h. Grease.
  - i. Aerosols.
  - j. Paint cans.
4. Items HAZMAT Cannot Take
- a. Any biohazards, explosives or sharps (needles).
  - b. Any containers where the integrity has been compromised (i.e.: Bungs or lids missing, holes).
  - c. Trash.
5. Special Accommodations. Spread out ship offloads throughout the week; if an excessive offload is required, coordinate a special pick up. To coordinate call (619) 890-3411.
6. HAZMAT Contact information

Wendy Shindledecker  
NBSD Hazardous Waste Facility Supervisor  
Noreas Environmental Services (NES)  
office 619-556-9600  
cell 619-890-3411  
fax 619-556-9620  
wendy.shindledecker@nesllc.com  
wendy.shindledecker.ctr@navy.mil

APPENDIX K  
COMPENSATING WATER DISCHARGE STANDARD OPERATING PROCEDURE

Compensating Water Discharge

1. The in-port vessel compensating water (comp water) discharge SOP shall apply to all vessels of the armed forces that meet requirements identified in the uniform national discharge standards (UNDS). In support of the UNDS, this SOP presents procedures that address incidental comp water discharges resulting from in-port vessel refueling operations at NBSD. Compliance with this SOP is mandatory to prevent spill mishaps.

2. Hours of operation. NBSD in-port refueling operations will not be conducted outside of normal working hours, which are defined as 0800 to one hour before sunset. The only exceptions are in cases of immediate hazards (i.e. potential loss of life or imminent damage to ships) or by direction of the type commander (TYCOM) or numbered fleet commander.

3. Procedures. This SOP is implemented to reduce the potential for pollutants associated with in-port refueling operations. The following are process specific procedures:

a. Notification of the planned compensating water discharge must be made to NBSD port operations (Port Ops) to ensure evolution does not conflict with other base operations. Notification must be made by phone to Port Ops dispatch no later than 48 hours in advance of planned compensating water discharge: (619) 556-1433.

b. Ensure spill containment equipment is readily available on-site.

c. Ensure an oil containment boom is rigged and provides full coverage around the discharge area to capture any potential petroleum products and or residuals that may be inadvertently discharged.

d. Ensure vessel fuel connections and equipment are in good operational condition. Inspect transferring fuel line, hoses, and fittings for integrity and damage.

e. Remove unnecessary obstructions from side of vessel that may hamper or obstruct a spill response.

f. Review, instruct, and comply with engineering operating sequencing systems (EOSS) fueling procedure standard refueling, fuel oil (SRFO) and other pertinent references: (fuel oil system checklist, standard notes for the oil king (SNOK), and fuel tank seawater compensating system). For a copy of the reference documents or clarification, contact Port Ops or Navy On Scene Coordinator (NOSC).

Note: If there is conflicting information between the in-port vessel compensating water discharge SOP and other references, the SOP shall supersede the reference.

g. Vessel topside watch standers must be positioned so the discharge can be observed, and they shall remain in radio contact with the tanker man for the duration of the evolution.

1 Mar 2023

h. Compensating water shall not be discharged at a rate greater than 400 gallons per minute (GPM). Additionally, only one compensating water tank group (bank) may be discharged at a time.

i. The last storage tank of any compensating water group (bank) shall be refueled to no greater than 50 percent. This SOP supersedes EOSS - SRFO procedure and all other procedures pertaining to compensating water draw down.

j. Releases of visible sheen must be reported to port operations liquid cargo (NBSD spills response), California office of emergency service (CAL OES), national response center (NRC), and Region Operations Center (ROC).

k. If, for any reason, the conditions of this SOP cannot be met, contact the Port Operations Officer and/or NOSC for further instruction.

#### 4. Other Compensating Water Discharge Options Available at NBSD

a. Barge. A request must be made to TYCOM N43 for approval and coordination to obtain a contracted barge

b. Bilge and oily water treatment system (BOWTS). If practical and proper fittings are available, compensating water discharge into BOWTS is permitted. Notification and coordination must be made with BOWTS in advance via phone or by e-mail.

#### 5. Contact Information

a. NBSD Port Operations Liquid Cargo (619) 556-8006

b. CNRSW Regional Operations Center (ROC) (619) 524-1198/97, email: [cnrsw\\_roc\\_gpmx.fct@navy.mil](mailto:cnrsw_roc_gpmx.fct@navy.mil)

c. NOSC (619) 556-6232, Cell phone (619) 954-3147

d. NBSD Port Operations Dispatch (619) 556-1433, email: [mail-cnrsw\\_port\\_ops@navy.mil](mailto:mail-cnrsw_port_ops@navy.mil)

e. TYCOM (CNSP) N43 (619) 437-2383

f. BOWTS, NOREAS Environmental Services (619) 556-9688

g. NBSD Environmental Water Quality Program:

Water Quality Lead (619) 556-5048

Water Quality Specialist (619) 556-1566

h. California office of emergency service (CAL OES) (800) 852-7550

i. National Response Center (NRC) (800) 424-8802A-XI-2