



NAVAL BASE SAN DIEGO RETURN TO HOMEPORT GUIDE

FLEET & FAMILY SUPPORT CENTER SAN DIEGO

www.sandiego.navy.lifesw.com/ffsc

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HOMECOMING



Homecoming is a long-standing tradition enjoyed by Sailors and their families. This guide provides resource contact information to those responsible for coordinating events on Homecoming day at Naval Base San Diego (NBSD).

Included in this guide are base policies, security procedures and preparation checklists, per Naval Base San Diego Instruction (NBSDINST) 5450.

Not every command returns home in the same manner; therefore prior to initiating any plans for a Homecoming event, specific guidance must be obtained from the returning command's Commanding Officer (CO).

To prepare, consider enlisting the support of a Host Ship. A working party from a Host Ship can provide the muscle needed to set up tents, chairs and awnings and then break everything down once the event is over.

OMBUDSMAN

The Ombudsman will become as involved in the planning process as requested by the CO. The Ombudsman should consult the Homecoming Command Point of Contact (POC) regarding Homecoming plans. The Ombudsman should not take on the sole responsibility for coordinating and conducting command-sanctioned Homecoming activities per OPNAVINST 1750.1G.

Consider designating a Homecoming POC within the command, someone other than the Ombudsman (typically the Family Readiness Group (FRG) coordinates Homecoming on the shore side). Some commands do not have FRGs and in those specific cases, it may become necessary for the Ombudsman to have a distinct role in the Homecoming process. Remember that the CO must approve all command-related decisions.

For more information about the role of an Ombudsman in regards to Homecoming planning, please email the FFSC Ombudsman Coordinator at sdffscombudsman@us.navy.mil.

FRG SUPPORT

With the guidance from the homecoming POC, (established by the Command) the FRG should have a Homecoming Committee set up near the beginning of the deployment and encourage others to contribute to the event. The Homecoming Committee should have a leader or Homecoming Chairperson. The Chairperson should attend all Homecoming planning meetings if possible.

FRGs are considered a non-federal entities (NFE), which prevents endorsement by the Navy but they may choose to raise money to support their activities. For current updates and guidelines see OPNAVINST 1754.5C and fundraising regulations. Please contact the Fleet & Family Support Center (FFSC) FRG Coordinator at 619-556-7404.



Keep in mind that the command will come home regardless of how much money is raised for an event. Certain items are taken care of by the Host Ship and Homecoming command. It is vital to have a clear understanding of what those items are before fundraising.

FLYING INTO SAN DIEGO

Some of the support resources will come to the airport to provide a Homecoming for Sailors and their families. If your Command will be returning via the airport, you will want to connect with the USO Neil Ash Center at the San Diego International Airport. Please call 619-296-3192 for more information.

The USO has a large meeting space to accommodate the gathering of families and support resources. They will also coordinate with the Airport Ambassadors to assist command families with a quicker security process, which may include going directly to the gate to meet Sailors. In addition, the USO assists with parking validation.



BASE ACCESS

Many family members and friends want to attend a loved one's homecoming, but do not possess the necessary valid military I.D. card to enter military installations. Base access is a privilege and not a right and access to government property requires a sponsor. The command coordinates the process of inviting all guests. All guests are required to be vetted for access. Commands or guests are responsible to submit base access request/paperwork at least seven working days prior to homecoming. This process can be started by emailing nbsdsvcc_status@us.navy.mil. More information about base access is at <https://cnrsw.cnic.navy.mil/Installations/NAVBASE-San-Diego/About/Base-Access/>.

Security procedures are subject to change at a moment's notice and some areas on base are restricted to guests without a command escort, including the piers. Impacts to base access will be posted on base social media pages [@navalbasesd](#).

PEDESTRIAN TURNSTILES - NBSD has exterior automated pedestrian turnstiles to access the installation on the wet-side, dry-side, NEX Complex and along the pier enclaves. These turnstiles require two-factor authentication via a DoD or DBIDS ID and a pin. To ensure the crew can access the base and/or piers, commands are required to submit rosters 30 days out from return to the Visitor Control Center (VCC) with the names and DoD ID numbers (not socials) of the crew. The VCC will code all crew and provide any additional information to the command POC. Individuals can also go to the VCC to get their DoD or DBIDS ID coded in person Monday – Friday from 1300 to 1530. More info about base access is on the base website at <https://cnrsw.cnic.navy.mil/Installations/NAVBASE-San-Diego/About/Base-Access/>.

VISITOR CONTROL CENTERS (PASS & ID)

NAVAL BASE SAN DIEGO

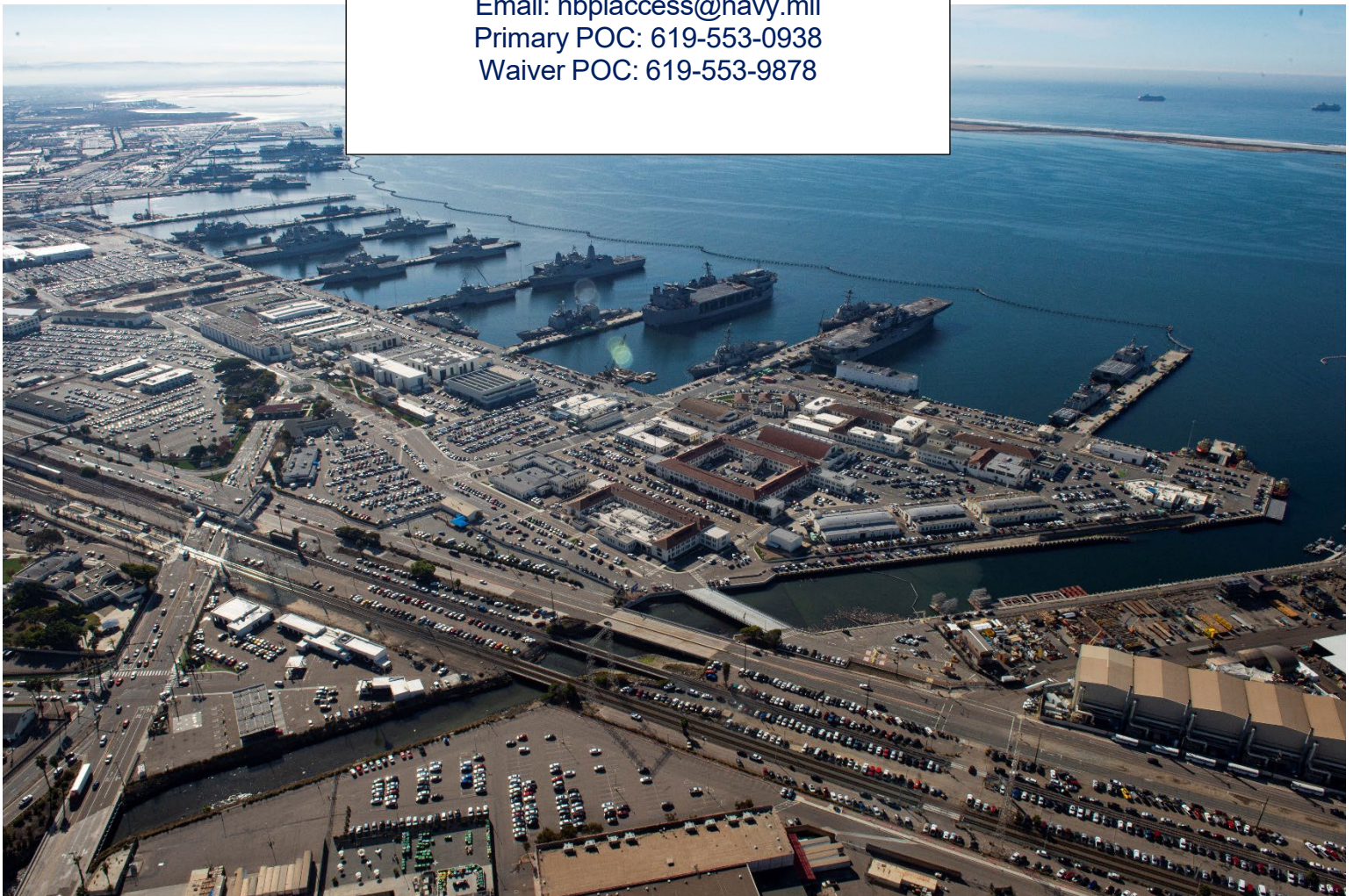
Hours/Days of Operation: M-F 0630 -1530
(closed weekends and holidays)
3101 Harbor Dr. San Diego, CA 92136
Email: nbsdvcc_status@navy.mil
Primary POC: 619-556-7467
Secondary POC: 619-556-1652
Waiver POC: 619-556-3317

NAVAL BASE CORONADO

Hours/Days of Operation: M-F 0630 -1600
(closed weekends and holidays)
Bldg. 680 (4th & Alameda) Coronado, CA 92135
Primary POC: 619-545-7413
Secondary POC: 619-545-8871

NAVAL BASE POINT LOMA

Hours/Days of Operation: M-F 0630 -1445
(closed weekends and holidays)
174 Rosecrans St., San Diego, CA. 92106
Email: nbplaccess@navy.mil
Primary POC: 619-553-0938
Waiver POC: 619-553-9878





RESTRICTED ITEMS

The following items are NOT allowed at Homecoming events:

- balloons
- confetti
- large coolers
- alcohol
- pets (unless it is a service animal with proper documentation)

Any family members requesting base access for a Homecoming must be referred to their sponsor, who is responsible for adding family members that do not have base access. The requirement for base access for all non-affiliated, unescorted workers/guests is to complete and submit SECNAV Form 5512/1 via their sponsor. This policy is effective for all one-time events, such as: weddings, retirement ceremonies, PAO functions, changes of command, special events, job applicants and for vendors/service providers not enrolled in the Defense Biometric Identification System (DBIDS), Transportation Workers Identification Card (TWIC) holders without a Merchant Mariner Credential (MMC) and civilian retiree card holders prior to official re-issuance of expired credentials. Please email our Base Access team for more information at nbsdsvcc_status@us.navy.mil or visit <https://cnrsw.cnmc.navy.mil/Installations/NAVBASE-San-Diego/About/Base-Access/>.

REQUIREMENTS FOR NFE'S NON-FEDERAL ENTITIES

It is against Department of Defense and Department of the Navy policy for DoD/DoN employees to endorse any non-federal entity (NFE)/organization. This includes marketing or selling products or services without going through the same process all NFEs are required to use when they desire to work with the DoD/DoN. For NFEs wishing to support a unit's homecoming all products and services must be provided free of charge to those participating in the homecoming. Often, Homecoming Coordinators want to provide snacks and other items to families on the pier however, soliciting for an organization (company banners or signs) is NOT allowed.

Some organizations may want to donate products and distribute them to families. The utilization of any products or services by organizations/companies must not appear to be endorsed by the command nor the United States Navy. Before inviting specific organizations to a Homecoming event, please seek guidance from Naval Base San Diego Public Affairs at nbsd.pao@us.navy.mil or call 619-556-7359.



PARKING

One month prior to Homecoming, contact the Naval Base San Diego at NBSD_PARKING@us.navy.mil to request reserved parking for your homecoming event. The parking office will provide you guidance on the number of spaces you are authorized based on your command. A naval message is also required to formalize your request; template provided by the parking office. Ensure you follow up two weeks prior to homecoming to validate requirements and confirm berth location.

VIP PARKING

The ship's Commanding Officer designates VIP parking within their approved reserved area.

A typical list includes:

- Handicapped
- Leadership spouses
- Ombudsman
- FRG
- New parents
- First Kiss/Hug
- CO's guests

HOST SHIP SUPPORT

Prior to the arrival of newly reporting ships or ships returning from extended cruises, a host ship is normally designated by the Type Commander (TYCOM) or Immediate Superior in Command (ISIC) to provide a working party assisting with chairs, tents, parking signs; providing light refreshments and event breakdown of equipment after the event.

A host ship should be identified as early as possible, normally at least two months prior to homecoming.

The host ship should reference the **NBSD Information Handbook 5450.8** located on the base website at, <https://cnrsw.cnic.navy.mil/Installations/NAVBASE-San-Diego/About/Policies/> for details and responsibilities. Please communicate with the host ship as soon as possible to ensure understanding of roles and expectations of support. The Command determines the budget and scope of the event.

Provide the host ship POC with the contact information for the NBSD Port Operations Dock Masters/Parking Coordinator at (619) 556-3147.

HOMEPORT ASHORE

Homeport Ashore Coordinators (HPA) should send the following information via a secure method such as encrypted email or DODSAFE (<https://safe.apps.mil>) to ensure PII is protected. Please email sandiego_unaccompaniedhousing@us.navy.mil to start the process at least 90 days prior to return.

Package must include:

1. Approved request chit from the command bottom lined by CMDCM or above.
2. Most recent LES.
3. Member must sign application and include full SSN and DoD ID #.
4. Orders (Pages 1-3 only) with ULTIMATE ACTIVITY and PRD.
5. Should your sailors request both GOV or Public Private Venture (PPV) unaccompanied housing (UH), please annotate this on the request chit.

Pacific Beacon and Palmer Hall are available under the PPV program and are considered luxury UH and have minimum lease requirements similar to rentals out in town. Both Pacific Beacon and Palmer Hall require at least a 12-month lease. Palmer Hall is open to E-3 and below sailors, while Pacific Beacon is open to E-4 only (both frocked and paid). Sailors residing in these facilities are authorized Higher Rate of Partial BAH Palmer Hall is 68% while Pacific Beacon is 82%.

Email sandiego_unaccompaniedhousing@us.navy.mil or call (619) 556-1179, (619) 556-1143 or (619) 556-9713.

EQUIPMENT RENTAL

Chairs and tables for Homecomings are available for rent from the Outdoor Adventure Center (OAC) on Naval Base San Diego. A memo from the Commanding Officer is required. All equipment must be reserved in advance with a credit card or check deposit at least 10 days in advance.

Contact 619-556-7493 with any questions or for further details. Please remember that the more lead time you give them the better able they will be to accommodate your request. Homecoming canopies are now available free of charge, courtesy of MWR. These reservations must be made through the OAC and are subject to availability.

To reserve or check on the availability of equipment, please call 619-556-7493.

MEDIA & PHOTOGRAPHY

Media and all film/photography must be coordinated through the Public Affairs team. In the interest of maintaining appropriate operational security (OPSEC), media will be notified and invited to cover Homecomings by the appropriate Navy Public Affairs office on a case-by-case basis. If media engagement is desired please reach out to Naval Base San Diego Public Affairs to begin coordination at nbsd.pao@us.navy.mil or 619-556-7359.

The public affairs team can also ensure families are prepared to interact with the media as commands and family members desire and may be able to provide media training weeks in advance.

Additionally, family and friends of ships' crew are reminded not to post anything on social media - even personal ones - that would divulge location or other sensitive information.

FIRST KISS/HUG/NEW PARENT

Be sure to get command approval before proceeding with your plans for the First Kiss and/or First Hug opportunity drawing. It is completely up to your individual command how this tradition will be utilized, if at all. Also, commands will sometimes provide an opportunity for new parents to disembark first.

First Kiss opportunity drawings are part of a long-standing Navy tradition. In keeping with this tradition, it is important to keep a few rules in mind when planning these events. Raffles are not allowed. An opportunity drawing should ensure that every sailor has at least one entry into the drawing. Commands may also consider holding First Hug opportunity drawings.



NAVY BAND

The Navy Band, if available, will play by request for official military events such as homecomings. Please contact the Operations Chief at 619-556-6959 or via email navybandswoperations@us.navy.mil. To submit a request, the Operations Chief prefers a direct request from the CO of the ship or an official Ombudsman.

If you choose not to have NBSW perform the National Anthem, the priority of your request will be downgraded and if anyone other than the CO or Ombudsman is making the request, please submit a completed form DD2536. More information about Navy Band Southwest is at <https://cnrsw.cnmc.navy.mil/About/Navy-Band/Requesting-Band-Support/>.



FLEET & FAMILY SUPPORT CENTER INFO TABLE

The Fleet & Family Support Center (FFSC) provides a resource information table by request at Homecoming events for families to obtain information about FFSC programs and services. For more information please visit <https://sandiego.navylifesw.com/> or contact FFSCSDTrainingRequest@us.navy.mil.

FFSC POST-DEPLOYMENT WORKSHOP

The Post-Deployment Workshop, also referenced as the Homecoming Workshop, is available for FRG meetings. Homecoming and Reintegration workshops are designed for spouses, partners, adult family members and children of service members who are returning from deployment. The purpose of these workshops is to help families re-establish connections with their service member by re-learning face-to-face communication, celebrating growth, managing expectations and understanding operational stress. The general Homecoming brief gives family members an opportunity to celebrate deployment milestones, prepare for the emotional stages of deployment and identify behaviors associated with combat and operational stress.

To learn more about onboard training for Sailors or the Return & Reunion Program, please email FFSCSDTrainingRequest@us.navy.mil.

Please provide one table and chair and one parking space for our representative.

HOMECOMING BEST PRACTICES

Murphy's Law is always at play at these events, so expect the unexpected.

- Plan ahead – never too early to start!
- Consider the weather and the participants who will attend.
- Some Homecoming Coordinators have found it useful to bring a First Aid kit and/or appoint someone with medical training to assist with any cuts, scrapes, or medical issues that require more serious attention.
- Bring sunscreen, umbrellas and wear comfortable shoes.
- Children may have heightened emotions during the long waiting hours.
- It is best to anticipate the needs of the participants.



EVENT RESOURCES

Hosting deployment readiness or homecoming events at your command conference/classrooms, onboard ship or in a hangar are all viable locations if your space can accommodate the number of participants you anticipate. The San Diego Metro area has the following alternate sites available for you to consider should you need to host your events outside of command spaces. This is not all- encompassing, but is intended to be a starting point for planning meeting locations.

Location	Seating	Contact Information	Additional Information
Admiral Baker Picnic Area	200	(619) 487-0019	To reserve command must complete application in Bldg 3606 at the park. Picnic tables & benches/outdoor area, covered pavilion with barbecue pit
Admiral Robinson Bowling Center, Bldg. 3223, NBSD	200	(619) 556-7486	Large room with tables and chairs. Bring your own laptop & projector. Wi-Fi is available. All refreshments must be provided by the bowling alley/MWR catering
Argonaut Hall, Bldg. 138 Deck 2, NBPL	60 – With Tables & Chairs 100 – Chairs only	(619) 553-8858	
Island Club “I” Bar	50 – Inside 100 – Outside patio	(619) 545-9199	Seating only, no tables inside. Bring laptop, projector & screen. Not user friendly for slide presentations- too sunny
Murphy Canyon Chapel Center 3200 Santo road – off Aero drive	200 big chapel 60 – in small chapel 20 – in each classroom	(858) 268-2213	Must complete application at the Chapel to confirm event. Refreshments ok in Fellowship Hall
Naval Base San Diego Chapel Annex Bldg. 277	30-40	(619) 556-2658	To reserve classrooms complete application at bldg. 1134. Bring laptop, projector & screen
Waterfront Recreation Center 2375 Recreation way, NBSD across from Pier 2 and theater	20–30 in each room, rooms can be combined	(619) 556-9597	Both Blue & Gold rooms are available with tables and chairs. Bring a laptop. Eating area & Starbucks on site.

ADDITIONAL RESOURCES

The following is a list of additional local resource agencies that may be able to support your command throughout the various stages of deployment, from pre-deployment workups and preparation through homecoming and reintegration. This is not a comprehensive list, nor do any of the NFE's listed imply endorsement or preference of these specific organizations by the Navy, Naval Base San Diego or Fleet and Family Support Center.

American Red Cross: 619-310-2144

Armed Services YMCA (ASYMCA): 858-751-5755

Families Overcoming Under Stress (FOCUS): 619-556-6075

Fleet & Family Support Center: 619-556-7404

Liberty Military Housing: 858-633-2105

Military OneSource: 800-342-9647

Navy League San Diego: 619-230-0301

Navy-Marine Corps Relief Society: 619-767-6800

Navy Region Southwest Legal Services Office: 619-556-0049

Operation Homefront: 858-242-4995

School Liaison Officer: 619-349-7678 or 619-556-6201

Tricare Beneficiary Educator, San Diego: 619-372-1208

Unaccompanied Housing: 619-556-1077

United Through Reading (Family Literacy): 858-481-7323

USO San Diego: 619-235-6503



CHECKLISTS & POCs

<p>FRG / OMBUDSMAN sdffsombudsman@us.navy.mil 619-556-7404</p> <p><input type="checkbox"/> Flowers <input type="checkbox"/> Lei <input type="checkbox"/> Banners/signage <input type="checkbox"/> First Welcome Coordination</p> <p>(Page 3)</p>	<p>PORT OPERATIONS NBSD_PORTOPS@us.navy.mil 619-556-3147</p> <p><input type="checkbox"/> Host Ship <input type="checkbox"/> Logistics Request <input type="checkbox"/> Customs <input type="checkbox"/> Port Operations <input type="checkbox"/> Pier side support</p>
<p>BASE ACCESS nbsdsvcc_status@us.navy.mil 619-556-1653</p> <p><input type="checkbox"/> Base Access request for families/guests (vetting required) <input type="checkbox"/> Roster with DoD ID numbers for two- factor identification for pedestrian turnstile access for ship's crew <input type="checkbox"/> List of DVs attending homecoming</p> <p>(Page 4)</p>	<p>PUBLIC AFFAIRS Nbsd.pao@us.navy.mil 619-556-7359</p> <p><input type="checkbox"/> Media <input type="checkbox"/> Photography <input type="checkbox"/> General information</p> <p>(Page 9)</p>
<p>PUBLIC WORKS NBSDFMD22@us.navy.mil</p> <p><input type="checkbox"/> Transportation <input type="checkbox"/> Trash Receptacles</p>	<p>MWR nbsd_mwrstorage@us.navy.mil</p> <p><input type="checkbox"/> Equipment Rentals – 619-556-7493 <input type="checkbox"/> POV & HHG Storage pickup – 619-556-3320</p> <p>(Page 9)</p>
<p>PARKING NBSD_PARKING@us.navy.mil</p> <p><input type="checkbox"/> Reservation Request</p> <p>(Page 7)</p>	<p>FLEET & FAMILY FFSCSDTrainingRequest@us.navy.mil 619-556-7404</p> <p><input type="checkbox"/> Reintegration <input type="checkbox"/> Counseling</p>
<p>HOMEPORT ASHORE Sandiego_unaccompaniedhousing@us.navy.mil (619) 556-1179, (619) 556-1143 or (619) 556-9713</p> <p><input type="checkbox"/> Reservation Request</p> <p>(Page 8)</p>	<p>NAVY BAND navybandswoperations@us.navy.mil 619-556-6959</p> <p><input type="checkbox"/> Reservation Request</p> <p>(Page 10)</p>