



DEPARTMENT OF THE NAVY  
NAVAL AIR STATION  
NORTH ISLAND  
BOX 357033  
SAN DIEGO, CALIFORNIA 92135-7033

NASNIINST 5512.18B  
15  
10 NOV 1994

NASNI INSTRUCTION 5512.18B

Subj: PERSONNEL IDENTIFICATION BADGES AND PASSES

Ref: (a) OPNAVINST 5530.14B  
(b) NASNIINST 5512.6P  
(c) NAVAVNDEPOTINST 5510.3  
(d) BUPERSINST 1750.10

1. Purpose. To publish procedures for issuing identification badges and passes to personnel entering NASNI on a regular basis. This instruction is punitive in nature and any violation subjects the offender to prosecution per Article 90/92 of the UCMJ or federal law as appropriate.
2. Cancellation. NASNIINST 5512.18A
3. Policy. All civilian personnel authorized to enter NASNI on a regular basis must possess valid station photographic identification badges, per references (a) through (d).
4. Action. Per reference (a), badges and passes will be issued by the Security Department Access Control Office, Building 605, to those personnel in the following categories:
  - a. Civil Service Employees. Photographic identification badges will be issued to all federal civil service employees as a part of the initial hiring and check-in process.
    - (1) YELLOW-coded photographic identification badges will (R) be issued to all employees in supervisory positions. Naval Aviation Depot, North Island (NAVAVNDEPOT) supervisory badges will be issued as outlined in reference (c). Department heads may request designated employees be issued supervisory badges when their positions do not indicate supervisory status or when they are in key positions.
    - (2) BLUE-coded photographic identification badges will be issued to all nonsupervisory employees.
    - (3) Presentation of a Standard Form SF 50 or SF 52 promoting an employee to supervisory level will effect the change from nonsupervisory status.
    - (4) Badges will reflect a three year expiration date (R) for career or career conditional appointments. Temporary employees will be issued badges bearing date of termination of employee's appointment.
  - b. Nonappropriated Fund Employees. Employees of the Morale, Welfare and Recreation Department and the Navy Exchange will be issued badges as outlined in paragraph 4a.
    - (1) Badges will be issued predicated on submission of (R) COMNAVBASE-NASNI 5512/40 (Request for Identification) signed by club managers for club employees; Navy Exchange Personnel Officer; Morale, Welfare and Recreation Director and Human Resources Personnel Director for their respective activities.

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(2) Initial issue badges will expire one year from date of issue. Renewals will expire three years from renewal date.

c. Contractor Personnel. Private contractors working aboard NASNI will be issued a Representative Identification Badge to expire at the end of the government contract or one year, whichever is first. (Exception: Naval Aviation Engineering Service Unit (NAESU) contractors are issued badges bearing a two year expiration date.) Contractors will submit lists of their employees requiring badges to the Security Department Access Control Office, with verifying endorsement by the sponsor, prior to commencement of work. New personnel reporting to work after submission of the original list will be required to submit a Request for Identification form signed by the project foreman, the Resident Officer in Charge of Construction or the NAESU department head.

d. Optional Form 55. Government employees and contractors traveling overseas or deploying with ships will be issued an Optional Form 55 (which replaces the Geneva Convention Card). Issuance is predicated upon a memorandum from the requesting department head. The card expires two years from date of issue for NAESU contractors and three years for civil service employees.

e. Vendors and Company Representatives. Representative Identification Badges will be issued to representatives of commercial firms conducting business aboard NASNI on a regular basis. Badges will be issued upon submission of a Request for Identification form validated by authorized personnel, per reference (b). Expiration date will not exceed one year from date of issue.

f. Agent Identification. Commissary/Navy Exchange Agent Badges shall be issued upon submission of documentation as prescribed in reference (d). The Representative Identification Badge will be processed with an expiration date not to exceed one year from date of issue.

g. Driver's Pass. Upon application by the sponsor, the spouse of a civilian employee may be issued a driver's pass for the sole purpose of transporting that employee to and from the place of work in cases of hardship. Such badges will be processed with an expiration date not to exceed six months from date of issue. Application must be made by sponsor with documentation of hardship.

h. Quarters Guests. Guests on extended stays with personnel residing in quarters may be issued identification passes for the length of their visits based upon request from quarters occupant to the Security Department Access Control Office.

5. Badge Replacement. Employees may request replacement of lost, stolen or mutilated badges by presenting a completed 11ND-NASNI-(15)5512/49 or a memorandum from their supervisor furnishing all appointment data. Whenever an employee is reporting for work without a badge, the individual must be escorted from the gate to the place of work by their supervisor.

6. Name Change. Badges may be reissued to civil service and nonappropriated personnel upon presentation of an SF 50 noting name change has been completed on official records.

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7. Gun and Camera Passes

a. Gun passes may be issued to personnel bringing a weapon aboard the station to store in the Armory or to use at the range. The pass will contain all identifying criteria of the weapon(s) and will expire one year from the date of issue. **WEAPONS MAY NOT BE STORED IN VEHICLES AT ANY TIME.** When transporting weapons and ammunition aboard station, the weapon must be secured in a separate locked compartment from the ammunition.

b. Camera Passes. Based on a request from the sponsor, camera passes may be issued to civilian personnel. The pass will contain exact location(s) where photography is authorized. Military personnel are not required to have camera passes. All personnel taking pictures aboard NASNI must have the permission of the person in charge of the area prior to taking photographs.

8. Authorized Use of Badges and Passes. NASNI badges and passes remain the property of the U.S. Government and are for official use by the person to whom issued. Use or possession by any other person is a violation of Section 499 and 701, Title 18, U.S. Code and makes the offender liable for severe penalty and fine.

9. Form. COMNAVBASE-NASNI 5512/40 (Identification Request Form) is available at the Security Department Access Control Office, Building 605.



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