

OPERATING AGREEMENT
BETWEEN
NAVAL SUPPORT ACTIVITY ANNAPOLIS
AND
[FINANCIAL INSTITUTION]

This Agreement is made and entered into this day by and between the installation Commander of Naval Support Activity (NSA) Annapolis in his or her official capacity as installation Commanding Officer, hereinafter referred to as the "CO", and [Bank Name] having its principal office in [City, State] hereinafter referred to as the "Financial Institution," together hereinafter referred to as "the parties." Whereas the CO and the Financial Institution enter into this Operating Agreement, hereinafter referred to as "Agreement", upon the mutual consideration of the promises, covenants, and agreements hereinafter contained. The Executive Director of Naval District Washington is included as a signatory in support of the responsibilities of the Regional Bank Liaison Officer.

1. The Financial Institution agrees to operate a federally chartered bank on base in accordance with the policies and procedures set forth in Department of Defense (DoD) Instruction 1000.11, "Financial Institutions on Military Installations;" and Volume 12, Chapter 33, of the DoD Financial Management Regulation as codified in Title 32 of the Code of Federal Regulations. The banking hours of operation will be set within the hours operation of the building where an office is currently located, except on government holidays when the financial institution may be closed.

2. The Financial Institution shall provide the following services:

a. Services for Individuals.

- (1) Offer demand (checking) account services, including wire transfers
- (2) Offer cashing personal checks and government checks for account holders
- (3) Offer and maintain savings accounts, nonnegotiable certificates of deposit and other interest bearing accounts
- (4) Sell official checks, money orders, and traveler's checks
- (5) Providing direct deposit services
- (6) Provide loan services
- (7) Provide electronic banking (i.e., automated teller machines (ATMs), internet banking).

b. Services for Disbursing Officers.

- (1) Furnishing cash
- (2) Accepting deposits for credit to the Treasury General Account (if established).

c. Services for Non-appropriated Fund Instrumentalities and Private Organizations.

- (1) Offer demand (checking) account services, including wire transfers
- (2) Offer savings accounts, non-negotiable certificates of deposit and other interest bearing accounts
- (3) Provide currency and coin for change.

3. Service charges shall be as follows:

a. Service for Individuals.

(1) No fees shall be charged to individuals for the services listed in subparagraphs 2.a.(2), and 2.a.(5), above, except for subparagraph 2.a.(2), wherein checks drawn on other financial institutions may be treated in accordance with the financial institution's established policy. Any charge levied to cash a federal government-issued check shall not exceed that typically charged by financial institutions in the vicinity of the installation. Fees assessed to account holders and non-account holders for use of automated teller machines shall be the customary service charges of the Financial Institution.

(2) Checking and savings accounts. Fees for individual checking and savings accounts shall be those customarily service charges of the Financial Institution.

(3) Sale of official checks, money orders, traveler's checks, and other types of financial paper. Charges for these services shall be the customary charges of the Financial Institution.

b. Service for Disbursing Officers. No charge shall be made for the services listed in subparagraph 2.b.(2), above. Compensation to the Financial Institution shall be per its separate agreement with the Department of the Treasury. Charges, if any, for the services stated in subparagraph 2.b.(1) shall be as locally negotiated with the Financial Institution.

c. Services for Non-appropriated Fund Instrumentalities and Private Organizations. The Financial Institution will provide its current schedule of charges to the CO or Bank Liaison Officer as well as the Regional Bank Liaison Officer prior to signing this Agreement.

4. It is agreed that the Financial Institution shall:

a. Notify the CO or Bank Liaison Officer and the Regional Bank Liaison Officer of any proposed changes to the schedule of fees and services associated with this agreement at least 30 days prior to implementation and furnish copies of such changes to the CO or Bank Liaison Officer as well as the Regional Bank Liaison Officer upon their issuance.

b. Follow the requirements in Volume 12, Chapter 33, of the DoD Financial Management Regulation, and any changes thereto.

c. Comply with Department of the Treasury requirements for establishment and operation of a Treasury General Account where the Financial Institution agrees to act as a depository for government funds.

d. Absolve the Department of the Navy and its representatives of responsibility or liability for the financial operation of the Financial Institution; and for any loss (including losses due to criminal activity), expenses, or claims for damages arising from Financial Institution operations.

e. Indemnify, and hold harmless the United States from (and against) any loss, expense, claim, or demand, including attorney fees, court costs, and costs of litigation, to which the government may be subjected as a result of death, loss, destruction, or damage in connection with the use and occupancy of Department of the Navy premises occasioned in whole or in part by officers, agents or employees of the Financial Institution operating an office of the Financial Institution. Hold neither the Department of defense nor its representatives responsible or liable for the financial operations of the on-base Financial Institution.

f. Favorably respond, whenever feasible, to reasonable local command requests for lectures and printed materials to support consumer credit education programs, financial management program, and newcomer's briefings. Ensure that officials invited to participate in such programs shall not use the occasion to promote the exclusive services of the Financial Institution, or any other particular financial institution.

g. Prominently post in the lobby of the Financial Institution the name, duty telephone number of the NSA Annapolis Bank Liaison Officer as well as the Regional Bank Liaison Officer. This posting shall also include any automated teller machines located outside the Financial Institution office area.

h. Accept the government travel card in all on-base automated teller machines operated by the Financial Institution.

i. Abide by the installation fire protection program, including immediate correction of fire hazards noted by the installation fire inspector during periodic fire prevention inspections.

j. Provide security services to guard its cash shipments in order to avoid excessive insurance costs to the Financial Institution. Further, ensure that physical security for cash and other assets associated with this Agreement is in a manner consistent with the requirements of the Financial Institution's insurer. A copy of those requirements shall be provided to the CO upon request. No security services for cash shipments will be provided by the NSA Annapolis installation security department.

k. Obtain written approval from the CO prior to the initiation of new financial services, offices, or automatic teller machines on NSA Annapolis.

l. Be responsible for all communications services to include telephone lines, long distance data services, and internet connections. The Financial Institution shall also pay for any space alterations.

m. Participate in the on-base emergency management program, including public awareness training, sheltering and/or evacuation planning, and related programs designed to ensure the safety of the Financial Institution employees and customers during a major emergency.

n. Provide copies of its financial reports and other local publications on an “as needed” basis, in response to a formal request from the CO.

o. Provide no less than one hundred eighty (180) days advance written notification to the CO before ceasing operations.

p. Terminate on-base Financial Institution operations when required under the provision of Volume 12, Chapter 33, of the DoD Financial Management Regulation.

q. Follow all related requirements in Volume 12, Chapter 33, of the DoD Financial Management Regulation, including any changes thereto.

5. The CO shall provide and administer the following space and support:

a. Space requirements for Financial Institution operations shall be administered in accordance with any existing outgrant (i.e. lease, permits, or licenses) covering permanent bank facilities and automated teller machines.

b. Utilities (i.e., electricity, natural gas or fuel oil, water and sewage), heating and air conditioning, intrastation telephone service (if available), and common area custodial and janitorial services to include garbage disposal and outdoor maintenance (such as grass cutting and snow removal), fixtures, and maintenance shall be furnished without cost to the Financial Institution.

6. Termination of this Agreement shall be consistent with the termination provision of the real property Lease/Licenses and Volume 12, Chapter 33, of the DoD Financial Management Regulation. The Secretary of the Navy shall have the right to terminate this Agreement at any time. Any termination of the right of the Financial Institution to operate on the installation shall render this Agreement terminated without any applicable action by the CO.

7. Any provision of this Agreement that is contrary to or violates any laws, rules, or regulations of the United States, its agencies, or the state of Maryland that apply on federal installations, shall be void and have no force or effect; however, both parties to this Agreement agree to notify the other party promptly of any known or suspected continuing violation of such laws, rules, or regulations.

8. This agreement shall be reviewed jointly by the CO and Financial Institution at least every five (5) years to ensure compatibility with current DoD issuances and to determine if any changes are required to this Agreement.

IN WITNESS WHEREOF, the parties by their duly authorized office, have hereunto set their hands. This Agreement shall become effective on the date of the last affixed signature.

NAME _____ DATE _____
 POSITION/TITLE _____
 FINANCIAL INSTITUTION NAME _____

H. R. DENIUS, III
Captain, U. S. Navy
Commanding Officer
Naval Support Activity, Annapolis

M. S. SINDER
Executive Director
Naval District Washington



Department of Defense INSTRUCTION

NUMBER 1000.11

January 16, 2009

Incorporating Change 1, Effective May 17, 2018

USD(C)

SUBJECT: Financial Institutions on DoD Installations

- References:
- (a) DoD Directive 1000.11, "Financial Institutions on DoD Installations," June 9, 2000 (hereby canceled)
 - (b) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
 - ~~(c) DoD Directive 5118.03, "Under Secretary of Defense (Comptroller) (USD(C))/Chief Financial Officer (CFO), Department of Defense," January 6, 1997~~
 - (c) DoD Directive 5118.03, "Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO)," April 201, 2012*
 - (d) DoD 7000.14-R, Volume 5, Chapter 34, "Department of Defense Financial Management Regulation (FMR)," November 2008
 - (e) Title 12, United States Code
 - (f) Part 230 of title 32, Code of Federal Regulations, current edition

1. PURPOSE. This Instruction:

- a. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).
- b. Updates policies and responsibilities for financial institutions that serve DoD personnel on DoD installations worldwide. Implementing guidance is located in Reference (d).
- c. Prescribes consistent arrangements for the provision of services by financial institutions among the DoD Components and requires that financial institutions operating on DoD installations provide, and are provided, support consistent with the policies stated herein.

2. APPLICABILITY. This Instruction applies to:

- a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other

organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”).

b. All nonappropriated fund instrumentalities, including the Military Exchange Services and morale, welfare, and recreation activities.

3. DEFINITIONS. Terms used in this Instruction are set forth in Reference (d).

4. POLICY. It is DoD policy that:

a. Except where they already existed as of May 1, 2000, no more than one banking institution and one credit union, as established in chapter 14 of title 12, United States Code (Reference (e)) shall be permitted to operate on a DoD installation consistent with part 230 of title 32, Code of Federal Regulations (Reference (f)).

b. Upon the request of an installation commander and with the approval of the Secretary of the Military Department concerned (or designee), duly chartered financial institutions may be authorized to provide financial services on DoD installations to enhance the morale and welfare of DoD personnel and facilitate the administration of public and quasi-public funds. Arrangement for the provision of such services shall be in accordance with this Instruction and the applicable provisions in Reference (d).

c. Financial institutions or branches thereof, shall be established on DoD installations only after approval by the Secretary of the Military Department concerned (or designee) and the appropriate regulatory agency in accordance with Reference (d).

5. RESPONSIBILITIES

a. The Under Secretary of Defense (Comptroller)/Chief Financial Officer, *Department of Defense* (USD(C)/CFO). The USD(C)/CFO shall develop policies governing establishment, operation, and termination of financial institutions on DoD installations and take final action on requests for exceptions to this Instruction.

b. Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)). The USD(AT&L) shall monitor policies and procedures governing logistical support furnished to financial institutions on DoD installations, including the use of DoD real property and equipment.

c. Under Secretary of Defense for Personnel and Readiness (USD(P&R)). The USD(P&R) shall advise the USD(C)/CFO on all aspects of on-base financial institution services that affect the morale and welfare of DoD personnel.

d. Heads of the DoD Components. The Heads of the DoD Components shall adhere to responsibilities pertaining to this Instruction and as set forth in Reference (d).

6. RELEASABILITY. ~~UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.~~
Cleared for public release. This instruction is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.

7. EFFECTIVE DATE. This Instruction is effective ~~immediately.~~ *January 16, 2009.*

A handwritten signature in black ink, appearing to read 'D. Brook'.

Douglas A. Brook

Acting Under Secretary of Defense (Comptroller)/
DoD Chief Financial Officer

3304 DOMESTIC BANKS

330401. General Policy

Given their role in promoting morale and welfare, on-base banks shall be recognized and assisted by DoD Components at all levels.

330402. Establishment

A. The following information shall be included in the installation commander's request to the Secretary of the Military Department concerned (or designee) for establishment of banking offices:

1. The approximate number of DoD personnel at the installation, and other persons who may be authorized to use the banking office.
2. The distance between the installation and the financial institutions in the vicinity, and the names of those institutions.
3. Available transportation between the installation and the financial institutions listed in subparagraph 330402.A.2.
4. The number of DoD personnel in duty assignments that confine them to the installation or who cannot obtain transportation (such as hospital patients).
5. The name and location of the depository used to make official deposits for credit to the TGA.
6. A list of organizational and nonappropriated fund accounts, the name and location of the financial institutions where deposited, and the average daily activity and balance of each account.
7. A written description and photographs of the space proposed for banking office use.
8. A statement listing the requirements of the proposed banking office for safes and a vault, alarm systems, and surveillance equipment, when necessary.
9. Reasons for use of space controlled by the General Services Administration (GSA). All the GSA-assigned space, whether leased space or federal office building space, is reimbursable to the GSA at the standard level user charge. As such, space occupied by a banking office to serve military needs will be assigned and charged by the GSA.
10. Any other information pertinent to the establishment of a banking office.

- B. The Secretary of the Military Departments (or designee) shall:
1. Review each request for the establishment of banking offices.
 2. Conduct a solicitation for the services when warranted.
 3. Approve proposals for banking offices.
 4. Notify the selected financial institution either directly or through the installation commander. The selected banking institution will, in turn, obtain operating authority from their regulating agencies.
 5. Forward proposals to establish TGAs to the DFAS for subsequent forwarding to the Fiscal Assistant Secretary of the Treasury in accordance with Chapter 5.

330403. Solicitations

The Secretary of the Military Department concerned (or designee), or the installation commander with advice from the cognizant Secretary of the Military Department (or designee), shall conduct solicitations to include pre-proposal conferences for on-base banking. Subject to the criteria for selection outlined in subparagraph 330403.D, the preferred sources of on-base financial services at domestic installations are federally-insured, state-chartered or federally-insured, federally-chartered banking institutions operating in the local area. Subparagraph 330403.A addresses distribution of the solicitation only and does not preclude any federally-insured, state-chartered or federally-insured, federally-chartered banking institution from responding at any stage (from local distribution in subparagraph 330403.A.1, to publication in *FedBizOpps* and financial institution trade journals as outlined in 330403.A.3) of the solicitation process. No commitment may be made to any banking institution regarding its proposal until a designation is made by the appropriate regulatory agency.

A. Solicitations for banking services shall be accomplished in the following order:

1. Solicitation letters will be sent to local banking institutions and a solicitation announcement will be published in the local newspaper(s) and forwarded to financial institution associations.
2. If the Secretary of the Military Department concerned (or designee) or, where delegated, the installation commander, determines that the geographic scope of the solicitation needs to be expanded, a prospectus will be forwarded to financial institutions in a larger geographic area, as well as financial institution associations and regulatory authorities in the state where the installation is located.

3. If the Secretary of the Military Department concerned (or designee) or, where delegated, the installation commander, determines that the geographic scope of the solicitation needs to be expanded further, the prospectus will be published in FedBizOpps and financial institution trade journals.

B. For solicitations conducted at the installation level, the installation commander shall review proposals to establish banking offices, select the banking institution making the best offer and forward a recommendation to the Secretary of the Military Department concerned (or designee) for final approval.

C. Banking institutions shall not be coerced when banking arrangements are under consideration or after banking offices are established. If otherwise proper, this prohibition does not preclude:

1. Discussions with banking institutions prior to submitting a proposal for a new banking office.
2. Helping banking offices extend their operations in support of an installation requirement.
3. Discussions with banking institutions to improve services or to create savings for the banking institution or DoD personnel.
4. Seeking proposals for banking service as directed by the Secretary of the Military Department concerned (or designee).
5. Negotiations preparatory to signing a banking agreement.

D. When soliciting for banking services, proposals shall be evaluated on specific factors identified in the solicitation. These factors, at a minimum, shall be predicated on the services to be provided as outlined in Figure 33-2, paragraph 3, the financial institution's schedule of service fees and charges, and the extent of logistical support required. Prior to issuance of the solicitation, the preparing office shall identify (for internal use during the subsequent evaluation period) the weights to be applied to the factors reflected in the solicitation. Proposals shall be evaluated and ultimate selection made based upon the factors and weights developed for the solicitation.

E. The Secretary of the Military Department concerned (or designee), or the installation commander with advice from the cognizant Secretary of the Military Department (or designee), shall make the selection of the banking institution based on the provisions outlined in this section.

330404. Terminations

A. Requests for termination of financial services shall be approved by the installation commander, substantiated by sufficient evidence and forwarded to the Secretary of

the Military Department concerned (or designee). The termination of banking office operations shall be initiated by the installation commander only under one of the following conditions:

1. The mission of the installation has changed, or is scheduled to be changed, thereby eliminating or substantially reducing the requirement for financial services.
2. Active military operations prevent continuation of on-base financial services.
3. Performance of the banking office in providing services is not satisfactory according to standards ordinarily associated with the financial services industry or is inconsistent with the operating agreements or the procedures prescribed herein.
4. When merger, acquisition, change of control or other action results in violation of the terms and conditions of the existing operating agreement, the Secretary of the Military Department (or designee) shall terminate the operating agreement with the existing banking institution. When the merger, acquisition, change of control or other action does not result in violation of the terms and conditions of the existing operating agreement, the Secretary of the Military Department (or designee) shall initiate a novation action of the operating agreement identifying the change in control.

B. The installation commander shall forward requests for termination to the Secretary of the Military Department concerned (or designee). The Secretary of the Military Department (or designee) shall coordinate all termination actions with the USD(C), through the Director, DFAS, before notification to the appropriate regulatory agency. Subsequent to this coordination process:

1. The Secretary of the Military Department (or designee) shall inform the regulatory agency of the action.
2. The installation commander shall revoke the authority of the financial institution to operate. The lease will be terminated.

C. Any banking office that intends to terminate its operations should notify the installation commander at least 180 days before the closing date. This notification should precede any public announcement of the planned closure. When appropriate, the commander shall attempt to negotiate an agreement permitting the banking office to continue operations until the installation has made other arrangements. Immediately upon notification of a closing, the commander shall advise the DoD Component headquarters concerned. If it is determined that continuation of banking services is justified, action to establish another banking office shall be taken in accordance with paragraph 330403.

330405. Use of Space, Logistical Support, and Military Real Property for Domestic Banks Land Leases

A. Lease Terms

1. The consideration for a lease shall be determined by appraisal of fair market rental value in accordance with 10 U.S.C. 2667. Periodic reappraisals shall be based upon the fair market rental value exclusive of the improvements made by the banks.

2. The term of the lease shall not exceed 5 years except where the banking institution uses its own funds to improve existing government space as outlined in subparagraph 330405.E. If space occupied is assigned by the GSA, charges to financial institutions for space and services shall be at the GSA standard level user rate.

3. Leases shall include the following provisions:

a. The government has the right to terminate the lease due to national emergency; installation inactivation, closing, or other disposal action; or default by the lessee.

b. The lessee shall provide written notice 180 days prior to voluntarily terminating the lease.

c. Upon a lease termination, the government has the option to cause the title of all structures and other improvements to be conveyed to the United States without reimbursement, or require the lessee to remove the improvements and restore the land to its original condition.

B. Logistical Support

1. The banking office shall be housed in a building accessible to DoD personnel on the installation and in a location permitting reasonable security.

2. Banking institutions shall perform all maintenance, repair, improvements, alterations, and construction on the banking premises.

3. Banking institutions shall pay for all utilities (i.e., electricity, natural gas or fuel oil, water and sewage), heating and air conditioning, intra-station telephone service, and custodial and janitorial services to include garbage disposal and outdoor maintenance (such as grass cutting and snow removal) at rates set forth in the lease, operating agreement or other written agreement between the installation and the banking institution.

C. Leases executed before the issuance of Volume 12, Chapter 33 may not be altered solely as a result of the provisions of Volume 12, Chapter 33 unless a lessee specifically requests a renegotiation under these provisions. No lease may be negotiated or renegotiated, nor may any rights be waived or surrendered without compensation to the government.

D. When a banking institution participates in the construction of a shopping mall complex the lease shall cover only land where the banking office physically is located.

E. When a banking institution uses its own funds to improve existing government space, leases, for a period not to exceed 25 years subject to periodic review every 5 years to assess changes in fair market value, may be negotiated for a period commensurate with the appraised value of the leasehold improvements divided by the annual lease fee.

330406. Land Leases

A. A lease for construction of a building to house a banking office shall be at the appraised fair market rental value. Charges shall apply for the term of the lease not to exceed 25 years, subject to periodic review every 5 years to assess changes in fair market value.

B. If determined to be in the government's interest, an existing lease of land may be extended prior to expiration of its term. Passage of title to facilities shall be deferred until all extensions have expired. Such extensions shall be for periods not to exceed 5 years with lease payments set at the appraised fair market rental of the land only as determined on the date of each such extension. Banking institution lessees shall continue to maintain the premises and pay for utilities and services furnished.

C. When, under the terms of a lease, title to improvements passes to the government, arrangements normally will be made as follows:

1. When the square footage involved exceeds that authorized in the Unified Facilities Criteria and Unified Facilities Guide Specifications (*MIL-STD-3007F*), the banking institution shall be given first choice to continue occupying the excess space under a lease that provides for fair market rental for the land underlying that excess space.

2. The charge for continued occupancy of improved space by a banking office shall be at fair market rental value only for the associated land. The lessee shall continue to maintain the premises and pay the cost of utilities and services furnished.

330407. Construction

Banks may construct buildings subject to the following provisions:

A. The building shall be solely for the use of the banking institution and may not provide for other commercial enterprises or government instrumentalities.

B. Construction projects must meet the criteria in the Unified Facilities Criteria and Unified Facilities Guide Specifications (MIL-STD-3007F).

C. Construction Projects Approval Authority:

1. Projects costing \$25,000 or more shall be approved by the Major Command with an information copy sent to the Secretary of the Military Department concerned (or designee). The Secretary of the Military Department (or designee) shall have 30 days to provide comments to the Major Command before final approval can be granted.

2. Projects costing less than \$25,000, to include interior alterations and room or office additions to existing banking offices, shall be approved by installation commanders. Copies of approvals, including the identification of project cost, shall be furnished to the Secretary of the Military Department concerned (or designee).

* D. The Congress shall be notified of all construction projects, using other than appropriated funds and costing over \$750,000, in accordance with *DoD Instruction 7700.18*, "Commissary Surcharge, Nonappropriated Fund (NAF), and Privately Financed Construction Reporting Procedures."

E. Proposals for construction of structures on installations at a banking institution's expense shall be reviewed and reported in accordance with regulations of the Military Department concerned. The following information shall be listed to support each proposal:

1. Number of DoD personnel at the installation plus others who may use the banking office
2. Square footage of the proposed building
3. Land area to be leased to the banking institution
4. Term of the lease
5. Estimated cost of construction
6. Estimated fair market value of the land to be leased
7. A statement that the banking institution will be responsible for utility connections and other utility and maintenance costs
8. A statement that the building will be used only for financial services
9. A statement that financial institution officials understand the potential loss of the building in the event of installation closure or other delimiting condition
10. Justification for a waiver of space criteria if the building exceeds that specified in the Unified Facilities Criteria and Unified Facilities Guide Specifications (MIL-STD-3007F).

F. Banks shall pay for interior alterations and maintenance as well as utilities, custodial, and other furnished services.

G. Banks shall pay all construction costs.

330408. Bank Liaison Officer

Each installation commander having an on-base banking office shall appoint a Bank Liaison Officer (BLO). The BLO's name and duty telephone number shall be displayed prominently at each banking office on the installation. As appropriate, the BLO's responsibility shall be assigned to comptroller or resource management personnel. Employees, officials or directors of a financial institution may not serve as BLOs. The BLO shall:

A. Ensure that the banking institution operating the banking office has the latest version of Volume 12, Chapter 33.

B. Ensure that traveler's checks and money orders are not being sold by other on-base organizations when banking offices are open for business. Postal units and credit unions, however, are exempt from this restriction. Also, ensure that other financial services, to include vehicle financing on domestic installations, are offered only by the banking office.

C. Attend financial workshops, conferences, and seminars as appropriate. These gatherings offer excellent opportunities for personnel of financial institutions and the Department to improve the military banking program. Free discussion among the attendees gives an excellent forum for planning, developing, and reviewing programs that improve financial services made available to DoD personnel and organizations.

D. Assist, when requested by the banking office manager or the installation commander, in locating and collecting from individuals tendering uncollectible checks, overdrawing accounts, or defaulting on loans (within the guidelines of Figure 33-1) if not otherwise prohibited by law.

E. Maintain regular contact with the banking office manager to confer and discuss quantitative and qualitative improvements in the services provided. In executing this authority, the BLO shall not become involved in the internal operations of the financial institution.

F. Review the schedule of service charges and fees annually, and ensure that the operating agreement is updated at least every 5 years. Renegotiate the financial services offered and related service charges and fees as necessary.

G. Assist in resolving customer complaints about banking services.

H. Assist in resolving complaints of discrimination with financial services by the banking institution. If a complaint cannot be resolved, a written request for investigation shall be forwarded to the appropriate regulatory agency. Any such request must document the problem and command efforts taken toward its resolution. Information copies of all related correspondence shall be sent through channels to the Secretary of the Military Department concerned (or designee) for transmittal to the DFAS.

I. Assist the installation commander to report to the appropriate regulatory agency any evidence suggesting malpractice by banking office personnel.

330409. In-Store Banking

Under the direction and approval of the installation commander, an on-base financial institution may provide in-store banking within the premises of a commissary operated by the Defense Commissary Agency, a Military Exchange, or any other on-base retail facility.

A. Provision of the requested services, and any associated stipulations, shall be documented as an amendment to the existing operating agreement between the installation commander and the on-base financial institution that will provide in-store services.

B. The amendment to the operating agreement shall be drafted through close coordination between the requesting DoD Component representative, the on-base financial institution representative, the bank liaison officer, and the installation commander (or designee). The final amendment shall be signed by the installation commander and the on-base financial institution with the acknowledgement of the DoD Component that will host the in store banking operation.

C. The installation commander shall extend the opportunity to provide the requested in-store banking services to all financial institutions located on the installation. Space shall be granted by the installation commander through a lease to the banking institution that will provide in-store service. The selection process must ensure an impartial and thorough process to select the best on-base financial institution to provide in-store banking services when such services are desired and approved by the installation commander. Consistent with DoD Component delegation, the final decision to solicit for an in-store banking office rests with the installation commander. The DoD Component seeking in-store banking (e.g., in buildings operated by the Defense Commissary Agency, Military Exchange Services and MWR activities) shall draft the solicitation letter. Close coordination among all cognizant DoD organizations is essential throughout the selection process.

1. The need for in-store banking service may be identified from either:

a. An unsolicited proposal from an on-base financial institution,

b. A DoD Component's request, or

c. An installation commander's request.

2. The cognizant installation commander (or designee) is responsible for assessing the environment and authorizing the Bank/Credit Union Liaison Officer(s) to pursue the acquisition of in-store banking services. If no authorization is given, no further action is required.

3. The cognizant installation commander shall determine whether a solicitation is required. (A solicitation shall be required whenever there are two or more financial institutions on a DoD installation.) If no solicitation is required, then the Bank/Credit Union Liaison Officer shall work directly with the on-base financial institution to obtain the requested services. Where there is neither a banking office nor an on-base credit union, use the solicitation process outlined in paragraph 330403, as supplemented by the provisions outlined in subparagraph 330409.A.

4. The solicitation letter shall identify the financial services being requested and classify these services as either mandatory or optional. In addition, the solicitation letter shall highlight any services that will be weighed as more important than others during the evaluation of the proposals. Any space consideration and terms of the proposed agreement also shall be identified in the letter.

5. The installation commander (or designee) formally shall notify the selected financial institution and request that institution to coordinate with the proper activity to begin any construction, modifications or renovations necessary to open the in-store banking office. The cognizant facility management personnel shall begin the process of obtaining the necessary outgrant instruments. Concurrently, the requesting DoD Component representative and the financial institution representative shall draft the appropriate amendment to the operating agreement. The amendment should contain provisions regarding: (a) the roles and responsibilities of all parties involved, (b) the financial services to be provided, and (c) the logistical support arrangements to include custodial services and security provisions. The amendment should be coordinated with the Bank/Credit Union Liaison Officer(s) prior to forwarding that document to the installation commander for signature. The amendment shall be signed by the installation commander (or designee) and the appropriate financial institution official with a copy furnished to the Secretary of the Military Department concerned (or designee) and the Director, DFAS (or designee).

330410. Domestic Military Banking Facilities

A. Domestic Military Banking Facilities (MBF) Establishment

1. Requests to establish MBFs shall be made only when a need for services cannot be met by other means. During mobilization, however, MBFs may be designated as an emergency measure.

* 2. Installation commanders shall send requests for an MBF with justification for its establishment through the Secretary of the Military Department concerned (or designee) to the Director, DFAS, for coordination with the Department of the Treasury. The Department of the Treasury may approve the designation of an MBF under provisions of 12 U.S.C. 265.

3. MBF operations may begin only after approval for MBF status is granted by the Department of the Treasury.

B. MBF Conversion

1. Where MBFs exist, installation commanders shall encourage their conversion to independent or branch banks.

2. Proposals from the on-base banking institution to convert an existing MBF to an independent or branch bank shall be sent through command channels to the Secretary of the Military Department concerned (or designee) for approval. The Secretary of the Military Department (or designee) shall forward the request to the Director, DFAS, for coordination with the Department of the Treasury.

3. Unsolicited proposals from banking institutions to establish independent or branch banks where an MBF exists shall be forwarded through command channels to the Secretary of the Military Department concerned (or designee). Each proposal shall be evaluated on its own merits.

a. The installation commander shall inform the banking institution operating the MBF that an unsolicited proposal for a banking office has been received and shall offer that incumbent institution the opportunity to submit its own proposal.

b. Preference to operate an independent or branch bank shall be given to the banking institution that has operated the MBF, provided that the banking service previously rendered has been satisfactory and that the institution's proposal is adequate.

C. MBF Termination

The Director, DFAS, shall coordinate the termination of a financial institution's authority to operate an MBF with the Department of the Treasury.

3305 OVERSEAS BANKS

330501. General Provisions of Banking Services Overseas

The Department acquires banking services overseas for use by authorized persons and organizations from the following sources.

A. MBFs operated under contract and authorized by the pertinent status of forces agreement, other intergovernmental agreements, or host-country law.

B. Domestic and foreign banking institutions located on overseas DoD installations. Each such institution shall be:

1. Chartered to provide financial services in that country.

2. A party to a formal operating agreement with the installation commander to provide such services.



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY ANNAPOLIS
58 BENNION ROAD
ANNAPOLIS, MD 21402

NAVSUPPACT ANNAPOLISINST 5530.1F

N00

6 Mar 2019

NAVAL SUPPORT ACTIVITY ANNAPOLIS INSTRUCTION 5530.1F

From: Commanding Officer, Naval Support Activity Annapolis (NSAA)

Subj: NSA ANNAPOLIS ACCESS AND CONTROL PROCEDURES

Ref: (a) CNICINST 5530.e w/CH-2
(b) ALNAV 074/11
(c) OPNAVINST 5530.14 (Series)
(d) SECNAVINST 5211.5 (Series)
(e) Directive-Type Memorandum (DTM) 09-012
(f) Waivers and Exceptions
(g) Naval District Washington Anti-Terrorism Plan

Encl: (1) Ceremonial Areas
(2) Designated Command Sponsor List
(3) SECNAV 5512/1
(4) SECNAV5512/1 Submittal Receipt
(5) Reserved Parking Request

1. Purpose. Per reference (a), this instruction establishes policy and regulations regarding the installation access and control policy for NSAA, to include the United States Naval Academy (USNA) and other tenant organizations.

2. Cancellation. NAVSUPPACT ANNAPOLISINST 5530.1E

3. Responsibilities.

a. The Commanding Officer NSA Annapolis is responsible for vetting, identity proofing, and designating special events. Entry onto NSAA, to include USNA, is only authorized with the consent of the NSAA Commanding Officer (CO). Reference (b) amends article 0802 of Navy Regulations providing the Installation Commanding Officer the responsibility to direct matters regarding safeguarding Navy owned or controlled property as well as the safety and security of the individuals on the installation. References (c) through (g) provide additional guidance.

b. The NSA Annapolis Security Director is responsible to review this plan annually and update the plan as needed.

c. The NSA Annapolis Naval Security Force will enforce this plan and will develop standardized policies and procedures in order to enforce the law, maintain good order and discipline, investigate offenses, safeguard the rights of all persons and provide service to the community.

4. Action. Authority to control access to Navy installations varies based on jurisdiction, property rights, and geographic location.

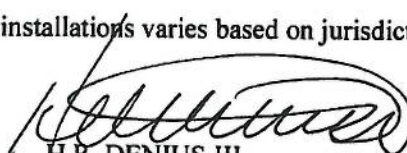

H.R. DENIUS III

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RECORD OF CHANGES

[illegible]

CHAPTER 1

INSTALLATION ACCESS CONTROL

1. **Objective.** The objective of installation perimeter access control is to physically control personnel and vehicular entry to the installation, facilities, and resources. Access will be either unescorted or escorted. Vetting Procedures will be utilized to determine the fitness of persons requesting access to the installation. All visitors shall authenticate their identity and purpose in order to access the installation.

a. *Identity proofing* is the process of providing sufficient information (e.g., identity history, credentials, and documents) when attempting to establish an identity.

b. *Vetting* is an evaluation of an applicant or a card holder's character, valid purpose for accessing the installation, and conduct for approval, or denial, of the issuance of an access control credential for physical access.

c. *Fitness* is the level of character and conduct determined necessary for the basis of access control decisions. For the purposes of this chapter, fitness criteria are further defined as:

(1) Person presenting the credential has been properly identity proofed and vetted.

(2) Person has a credential authorized to facilitate access.

(3) Person matches the credential authorized to facilitate access.

(4) The individual must have a valid purpose to be on the installation and be properly sponsored, as applicable. Possession of a valid/authorized credential does not automatically authorize access to every installation or to NSAA, to include USNA, during all events.

(5) Authorized credential is still valid and not expired.

d. Persons can be authorized "escorted" or "unescorted" access:

(1) **Escorted Individuals** - Personnel who require access, without determination of fitness, will be accompanied by a sponsor with authorization to escort the individual. The sponsor accepts responsibility for the fitness and conduct of the escorted individual, and the escort requirement is mandated for the duration of the individual's visit.

(2) **Unescorted Individuals** - Personnel who have been identity proofed and favorably vetted to have access to the installation. They are subject to any applicable area/time restrictions attached to their access:

e. Other considerations for controlling installation access include, but are not limited to:

(1) Escort qualifications, responsibilities, and authorizations.

(2) Sponsorship qualifications, responsibilities, and authorizations.

(3) Access privileges at each Force Protection Condition (FPCON).

(4) Mission-Essential Personnel (MEP) designation.

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(5) Emergency response designation, if applicable.

(6) Day and time designation for access.

(7) Locations authorized for access.

2. Acceptable Identification. The following are identification (ID) credentials or badges that are accepted for unescorted driving access onto NSAA, to include USNA, for employment or authorized activities. The DoD CAC shall be the principal card enabling access to buildings, facilities, installations, and controlled spaces.

- a. Military Active Duty Common Access Card (CAC).
- b. Military Retired and Military Dependent Cards.
- c. DoD CAC.
- d. DoD Contractor CAC with green bar.
- e. DoD Non-U.S. Citizens CAC with blue bar.
- f. DoD Civilian Retiree CAC.
- g. Navy Criminal Investigation Service (NCIS) credentials.
- h. OPM Background Investigators credentials.
- i. Defense Biometric Identification System Database (DBIDS) ID card.
- j. Transportation Worker Identification Credentials (TWIC) with bill of lading.
- k. DBIDS visitor paper pass.
- l. United States Postal Service (USPS) credentials.
- m. Department of Energy Naval Reactors PIV cards.
- n. Federal, State and Local Law Enforcement (LE) credentials as listed on the Department of Homeland Security website (<https://www.dhs.gov/real-id>).
- o. The following Non-DoD Federal Personal Identity Verification (PIV), and Personal Identity Verification-Interoperable (PIV-I) shall be coordinated at the bi-weekly special events operations meeting. Non-DoD Federal PIVs include HSPD-12 compliant credentials from the Department of State, Department of Treasury, Department of Justice, Department of the Interior, Department of Agriculture, Department of Commerce, Department of Labor, Department of Health and Human Services, Department of Housing and Urban Development, Department of Transportation, Department of Energy, Department of Education, Department of Veterans Affairs, Department of Homeland Security and White House Staff. Personnel presenting the above credentials must be DoD sponsored and have a valid reason for entry prior to being granted unescorted driving installation access.

3. Entering the Installation.

a. Sentries will control pedestrian and vehicle access at all ingress/egress points. Physical and visual inspection of identification media shall be conducted by Naval Security Forces (NSF) at physical control access points. This inspection includes:

(1) All acceptable ID cards will be scanned, verified authentic and as belonging to the individual presenting the ID card for access. The DBIDS access control system will be utilized to read all existing DoD issued identification credentials.

(2) Visual match of the photograph on the credential to the person presenting the identification; bio-metrics may be used if the picture has changed.

(3) Comparison and visual review of the credential for unique topology and security design requirements. The visual check of the card will include verifying authenticity by checking the anti-counterfeit and/or fraud protection measures embedded in the credential.

(4) Affiliated personnel are subject to random personal screening, vehicle and bag searches, but may be granted pedestrian or vehicle access without being otherwise screened.

b. The NSAA CO retains the authority to limit access to certain facilities for reasons such as local demand, facility capacity and security concerns.

c. Personnel may not use their military/DoD civilian credentials to enter the installation representing a company/agency to conduct official business (i.e. meetings, technical work, repair equipment, work on construction sites, sales, Uber, Lyft, etc.).

4. Force Protection Condition (FPCON) level access standards.

a. At any time, based on security threats or higher headquarters guidance, the NSAA CO may set a higher FPCON level which will limit installation access to specific categories of personnel or require the use of an escort or sponsor.

b. The only individuals who will be granted unlimited access to the installation at all FPCON levels are those persons identified as Mission Essential Personnel.

c. All tenant organizations or those organizations that require access during elevated FPCON, or any other situation where installation access is restricted, shall submit annually a Mission Essential Personnel List to the NSAA Emergency Management Officer at (410) 293-5771. The NSAA CO reserves the right to further limit access as needed.

5. Direct Access. Direct access allows an individual access to the installation without adhering to credential scanning, background check and vehicle inspection protocols that might otherwise be required. The NSAA CO, United States Naval Academy Superintendent and USNA Chief of Staff are the only personnel with authority to grant direct access to the installation.

6. General Visitor Access. General visitors are those who do not have required credentials to access military installations (to include guests of residents). Refer to Chapter 3 of this instruction regarding proper procedures to gain credentials.

a. General visitors are normally prohibited from driving vehicles on the USNA and North Severn Naval Complex. Exceptions to this rule are outlined in paragraph 6.b. below. General visitors are only

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allowed to walk onto the installation between general visiting hours (sunrise and 1700 or sunset, whichever is later), with a U.S. Department of Homeland Security REAL ID Act compliant government photo ID card, U.S. or foreign passport. Visitors younger than 18 years old are allowed pedestrian access if they are accompanied by an adult with a valid REAL ID Act compliant ID, U.S. or foreign passport. Guests arriving after general visiting hours for special functions must be able to explain their purpose for visiting, location of the event, or name and address of resident. General visitors will be screened with a magnetometer and have their bags X-rayed or visually inspected for contraband.

b. General visitors with government-issued disability parking/placard license plates or placards may be granted vehicle access at Gate 1 and Gate 8 during FPCON Alpha and Bravo during general visiting hours (sunrise and 1700 or sunset, whichever is later) and for special events. The individual with disabilities shall be in the vehicle and provide REAL ID Act compliant identification for identity proofing as listed on the Department of Homeland Security website (<https://www.dhs.gov/real-id>). The photo identification will be compared to the parking certification card that was issued by the Department of Motor Vehicles (DMV) along with the issued disability parking/placard. The operator of the vehicle shall submit to a vehicle inspection at the Entry Control Point (ECP).

7. Short-Term, Non-Recurring Guests. Any general visitor with unescorted access, regardless of length of stay, that require driving privileges, shall acquire credentials in accordance with Chapter 3, paragraph 4 of this instruction. Persons authorized escort privileges are defined in Chapter 1 Paragraph 2, lines a-i of this instruction. Visitors shall park in general parking areas.

8. VIP Access. VIPs are any active duty or retired Flag/General officer, currently serving civilian equivalent (Senior Executive Service (SES) or higher), member of the President's Cabinet, service secretaries and their staffs, current serving members of Congress and their staffs, members of the USNA Board of Visitors, or any other person designated by the USNA Superintendent, Chief of Staff or the NSAA CO as a VIP. These shall be coordinated prior to entry.

a. To allow for access, the NSAA Security Department must be notified at parking.nsaa.fcm@navy.mil, at least two business days prior to the VIP visit by the office receiving the VIP. The notification shall include the following information:

(1) VIPs name and rank or position

(2) Anticipated time and gate of arrival

(3) Designated Command Sponsor (DCS) contact information (name and phone number)

b. VIPs will be granted unescorted access after being positively identified by the sentry. The VIP will be required to show ID unless being driven in a government vehicle with an official placard displayed or driven by a credentialed driver during an official visit. Approved VIPs without DoD CAC cards will be exempted from DBIDS pass process for vehicular access.

9. Guest Lecturers and Invited Speakers. Shall request direct access through their cost center to the Chief of Staff.

10. Media Access. Media representatives are members of any news media organization or production company visiting USNA in a working capacity on an approved project through the Public Affairs office or Naval Academy Athletic Association.

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a. To allow for expedited access, the NSAA Security Department shall be notified at parking.nsaa.fcen@navy.mil at least two business days prior to the media visit. However, due to the short-notice nature of the media industry, day-of, escorted access may be permitted with approval from a Public Affairs representative and will be escorted by a Public Affairs representative.

(1) Media organization name and, if known at the time of request, name of crew members attending.

(2) Anticipated time and gate of arrival.

(3) Representative contact information (name and phone number)

9. Waiver of Access Requirements. In accordance with reference (e), access for special events specifically approved by the NSAA CO may deviate from these procedures. Mitigating measures will be put in place to minimize risk during these special events.

10. Trusted Traveler Program (TTP). This program allows DoD CAC and DBIDS card holders with escort privileges to vouch for occupants in their immediate vehicle; provided that the trusted traveler in the vehicle possess an approved identification (as outlined in Chapter 1 Paragraph 2, lines a-i of this instruction).

a. Housing residents with the appropriate credential are authorized to escort persons to and from their residence within the fence line.

b. Trusted travelers are responsible for the actions of all occupants in their vehicle and for meeting all security requirements for escorting as identified below.

(1) May only escort individuals who are U.S. citizens onto the installation for personal, recreational, and command events. Foreign Nationals shall be processed by the VAC prior to gaining access to the installation.

(2) All individual(s), 18 years of age and older within the vehicle must have valid federal or state issued photo ID and shall remain with their escort at all times.

(3) This program is not active during FPCON Charlie or Delta.

(4) Trusted travelers are allowed to escort the number of occupants in their immediate vehicle who are properly seated and secured or escort through pedestrian access points. TTP does not allow access for the vehicle behind them.

11. Animal Access to the Installation. Walking/exercising pets on board NSAA, to include USNA, is permitted for residents and non-residents. All pets are required to be on a leash at all times. Individuals walking their pets are limited to the outer perimeter of the USNA. Pets are forbidden from ceremonial areas as outlined in enclosure (1). Ceremonial area includes all of Stribling Walk, Porter Road housing, the Chapel, Superintendent's House, and Tecumseh Court. All pet owners are responsible for cleaning up after their pet and properly disposing of waste. Pets will not be allowed to walk the yard during Commissioning week activities.

CHAPTER 2

PASS AND ID OFFICE

1. **Purpose.** The Pass and ID Office vets requests for to the installation. The NSAA CO is the approval authority for this power. It also serves as a screening point for general guests.

2. **Hours of Operation.** The normal business hours for Pass and ID Office are between 0600-1500 Monday, Tuesday, Thursday and Friday. Business hours are 0600-1400 on Wednesdays. The Pass and ID Office is closed on all Federal holidays. DBIDS cards are issued between 0700 and 1400 every week day except Wednesday when the hours are from 0700-1300. No DBIDS cards or passes will be issued when the Pass and ID Office is closed.

3. **Contact Information.**

a. Location: Within the Visitors Access Center (351 King George St.), adjacent to Gate 1.

b. Main Phone (410) 293-5762, Supervisor Phone (410) 293-4019.

c. Email: parking.nsaa.fcm@navy.mil.

4. **Privacy Act Requirements for the Pass and ID Office.**

a. Principle Purpose. Information will be used by NSAA Pass and ID Office to comply with vetting requirements for individuals requesting access to the installations.

b. Disclosure Voluntary. Non-compliance will result in denial of access to NSAA, to include USNA.

c. Data subject to protection under the provisions of the Privacy Act of 1974 – For Official Use Only – Privacy Sensitive - Any Misuse or Unauthorized Disclosure May Result in Both Civil and Criminal Penalties.

(1) Personally Identifiable Information (PII). Pass and ID Office personnel will ensure PII is protected at all times from public scrutiny and secured in a manner that ensures unauthorized personnel cannot gain access.

(a) Employees and visitors will be required to provide PII when processing their request for accessing the installation.

(b) Pass and ID Office personnel require all PII information to be provided prior to submission.

(c) All PII will be maintained by the Pass and ID Office in authorized access applications.

CHAPTER 3

ACQUIRING CREDENTIALS

1. Purpose. All personnel requiring access to the installation that do not possess valid identification must complete the credentialing and vetting process outlined below.

2. Definitions.

a. Designated Command Sponsor (DCS): DCSs are personnel designated by the NSAA CO to collect, validate and submit requests for installation access to the Pass and ID Office. A list of the departments authorized to have DCSs can be found in enclosure (2). NSAA Notice 5530 will list names of DCSs and will be updated annually unless required more frequently.

b. SECNAV 5512/1 is the form used to vet visitors, enclosure (3).

3. Who May Receive Credentials.

a. Personnel with a valid need to access the installation (as validated by the DCS).

b. Frequently visiting guests of residents may receive credentials for up to one year.

c. Spouses/dependents of DOD civilian personnel who work on the installation and who have a valid need for access (as verified by the DCS). Child dependents between the ages of 18 and 26 of these personnel may receive credentials if they can provide proof that they are currently enrolled in school as a full time student (validated with transcript).

4. Process.

a. DCSs will collect completed enclosure (3) from any person requesting access to the installation and submit at least 10 business days in advance to the Pass and ID Office.

b. The DCS will ensure enclosure (3) is completely and correctly filled out to and validate that the requestor has a need for access to the installation.

c. DCS must ensure date of access required is legibly written in top center area of enclosure (3). Means of access must be legibly written in top right area of the SECNAV 5512/1 (i.e. Commercial Vehicle Inspection Station (CVIS) or DBIDS).

d. The DCS will sign enclosure (3), box 25 and fill out the SECNAV 5512/1 Submittal Receipt enclosure (4).

e. The DCS, or their designee, will bring enclosure (3) and enclosure (4) to the Pass and ID Office during the designated hours for processing. All forms must be turned in by the DCS, or their designee, in person. Electronic applications will not be accepted.

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f. The Pass and ID Office will review enclosures (3 and 4) for completeness prior to acceptance. Once accepted the Pass and ID Office will sign and date enclosure (4) and provide the DCS with a receipt copy for their records.

g. The Pass and ID Office will run the applicable background checks within 10 business days.

h. Once the background check is complete the Pass and ID Office will notify the DCSs via e-mail utilizing a spreadsheet, or similar format, that the background check is complete and the person is either eligible or denied access. It is the responsibility of the DCS to check e-mail notifications for requested personnel and contact the Pass and ID office with any discrepancies.

i. If identified as eligible for access to the installation the requestor must come in during walk-in hours to receive their DBIDS identification card/pass. Individuals will be required to present either one identification from List A or two from List B below, as listed in reference (d). If the individual is arriving after business hours, DCS or their representative will pick up DBIDS credentials from the Pass and ID Office during their normal business hours.

List A – One document required:

- (a) U.S. Passport (unexpired or expired)
- (b) Certificate of U.S. Citizenship (Form N-560 or N-561)
- (c) Certificate of Naturalization (Form N-550 or N-570)
- (d) Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- (e) Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)
- (f) Unexpired Temporary Resident Card (form I-688)
- (g) Unexpired Employment Authorization Card (Form I-688A)
- (h) Unexpired Reentry Permit (Form I-327)
- (i) Unexpired Refugee Travel Document (Form I-571)
- (j) Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-688B)

List B – Two documents required:

- (a) Real ID compliant driver's license or state-issued ID card
- (b) ID card issued by federal, state or local government agencies or entities
- (c) School ID card with a photograph
- (d) Voter's registration card
- (e) U.S. military card or draft card
- (f) Military dependent's ID card
- (g) U.S. Coast Guard Merchant Mariner card
- (h) Native American tribal document
- (i) Driver's license issued by a Canadian government authority
- (j) U.S. Social Security card issued by the Social Security Administration
- (k) Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

- (l) Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- (m) Native American tribal document
- (n) U.S. Citizen ID card (Form-197)
- (o) ID card for the use of Resident Citizen in the United States (Form I-179)
- (p) Unexpired employment authorization document issued by DHS (other than those listed under List A).

5. Timeline. All requests should be submitted to the Pass and ID office with as much advance notice as possible, and shall be submitted at least ten business days prior to the date access is required.

6. Credentialing Procedures for Vendor/Contractors who are NON-participants in DBIDS. The following information is for commercial vendors, contractors, sub-contractors, suppliers and service providers (vendors/contractors) who choose NOT to participate in the Enterprise wide DBIDS program but still require pedestrian or vehicular access to the NSAA, to include USNA.

a. The sponsoring department will prepare a written request using enclosure (3) and submit it to an approved DCS within their department. Once approved by a DCS, the original, hard paper copy must be submitted to the Pass and ID Office during designated hours as outlined in Chapter 2, Paragraph 2 of this instruction.

b. Applicant names will be checked against the Navy law enforcement database (CLEOC, DBIDS, NJIS, etc.) and local debarment lists.

c. Applicants will undergo an NCIC background and criminal history check.

d. If no disqualifying information is found in the background check, the Pass and ID Office will place the approved applicant on the Commercial Vehicle Access List for a period of 180 days. At the end of 180 days, access will expire and the individual must reapply following the same process.

e. If any disqualifying information is found, the Pass and ID Office will adhere to NSAA SOP Number 63 regarding approval or denial of access. Information regarding the contents of a background will not be disclosed. An applicant may request a repeal of a denial within 30 days of the disqualification. Requests must be submitted in writing to the Pass and ID office and should include a written statement from the applicant addressing why they feel an appeal is appropriate and any mitigating circumstances. Requests will be forwarded to the CO for final determination. Final determination will be communicated to the DCS within 30 days of submission.

f. Pass and ID Office will update the 180 Day Commercial Vehicle Access List every business day and send it to the Watch Commander, Pass and ID and DCSs.

g. After verification of identity and a vehicle inspection is completed, the CVIS will provide a vehicle pass which, when presented to the sentry, will authorize entry onto the installation. The vehicle pass is for valid for 10 minutes after the time of issuance. After 10 minutes, the vehicle pass expires and the vehicle will need to be re-inspected.

h. Defense Biometric Identification System (DBIDS) non-participants must be pre-approved prior to reporting to the Commercial Vehicle Inspection Station (CVIS) for ID verification and vehicle inspection. The contractor will arrive at the CVIS located on the West side of the Perry Center Complex at 306 Yew Street, Annapolis, MD 21402 between 0600 and 1400, Monday through Friday (excluding federal holidays) and provide their driver's license or government ID to the sentry. If the Perry Center Complex

is closed during normal working hours, proceed to Gate 8 for inspection. They will follow the instructions of the sentry to open compartments and prepare the vehicle for inspection. All occupants must be on the contractor access list. Occupants not on the list will be denied access to the installation.

i. Emergent circumstances requiring after hours or weekend access for non-DBIDS participants must be coordinated with the Command Duty Officer (CDO). If approved for access, the contractor will proceed to Gate 8 or Post 5. Their identity will be verified by the sentry, their names will be checked for access against the 180 day access list and their vehicles will be inspected prior to access.

j. If the contractor or vendor is not on the 180 day access list, the contractor will exit the access or inspection lane and proceed off the installation. The contractor will contact the sponsor/DCS to coordinate access. If there is an urgent requirement, the sponsor must contact the NSAA CDO at (443) 336-2635 and request access. The contractor must fill out enclosure (3) and if approved by the CDO, the sponsor will escort the vendor onto the installation and remain with them while they are on the installation or until the NCIC and other checks can be completed.

CHAPTER 4

VENDORS AND CONTRACTORS

1. Defense Biometrics Identification System (DBIDS) Program. The purpose of the DBIDS program is to enhance installation safety and security by using a common system across the CNIC Enterprise to enroll, authenticate, credential, authorize and manage access privileges of vendors/contractors coming aboard Navy installations. Participation in the program is not mandatory but this program greatly reduces the time and effort for contractors to access to the installation. Although DBIDS is an Enterprise wide program, access to one installation does not provide access to any other Navy or Military installations. Enrollment into the program is the sole responsibility of the vendor/contractor company. Vendors or contractors are not authorized to access the installation as sponsored or unsponsored visitors. Instead, they must follow the procedures outlined below. If a vendor or contractor attempts to circumvent vendor/contractor access procedures by accessing the installation as a visitor or concealing an individual's presence, future access to the installation may be denied.

a. Enrollment in DBIDS

(1) The NSA Annapolis Pass and ID Supervisor is designated as the Approved Facility Coordinator (AFC) and will identify and approve installation and tenant organization sponsor/DCS.

(2) Vendor/Contractors will only be approved for participation when they have a valid, signed contract with a tenant organization or the Department of the Navy. Once the vendor/contractor companies have submitted a request to participate in the program to their sponsor/DCS, the sponsor/DCS will confirm the validity of the contract through their approval of the 5512.

(3) Upon confirmation and approval of the vendor/contractor request, the AFC will approve participation in the DBIDS program. Once approved, the requesting company may enroll in the DBIDS program.

(4) Once approved, the process outlined in Chapter 3 will be followed to receive a DBIDS card/pass as appropriate.

2. Emergent Deliveries. DCSs requiring emergent deliveries not previously approved through enclosure (3) will be required to contact the CDO at (443) 336-2635 while the vendors await clearance. When the vendor arrives at the CVIS, they will complete enclosure (3) and the DCS must approve the form (either by signature or verbally via the CDO) before submitting to the sentry on post. The sponsor/DCS, or a credentialed representative, shall escort the vehicle and personnel until the background check has been completed. Once a background check has been completed with a positive result and the CDO has approved access, vendor/contractor will be placed on the 180 day access list and will follow procedures previously outlined. The sponsor escort does not have to remain with the vendor/contractor once the background check has been completed and access is approved by the CDO.

3. Taxicabs and Rideshare Services. Taxicabs and rideshare services are not permitted on the installation. However, both services are permitted to drop passengers off at Gate 1.

CHAPTER 5

SPECIAL CIRCUMSTANCES

1. Special Circumstances.

a. Federal Law Enforcement. Federal LE special agents and uniformed police officers will be granted access upon presentation of official credentials when on official business in all force protection conditions. Access to tenant command spaces is unauthorized without approval and escort from the affected chain of command.

b. State, County, local Law Enforcement, Fire and EMS Personnel. Members are only authorized to access the installation when responding to a mutual aid call or other official operations related business.

c. Child Protective Services. Agents will be granted access upon presentation of official credentials when on official business in all force protection conditions. Access to residences is unauthorized without approval and escort from the NSAA Police Watch Commander who can be reached by calling (410)293-5770.

d. School Buses. Anne Arundel County Public School bus drivers must be vetted and receive a DBIDS credential in accordance with Chapter 3 of this instruction.

e. Buses. In FPCON Bravo and higher, buses will not be permitted to enter the installation. Buses are required to disembark all passengers in the right lane of Gate One (1), passengers must enter through the VAC for identity proofing and screening. This must be pre-coordinated at least (5) business days in advance by e-mailing parking.nsaa.fcm@navy.mil. E-mail must come from a DCS and is to include name of bus company, name of bus driver, date and time of arrival. If re-boarding is required within the Installation, the bus driver must be vetted and credentialed in accordance with Chapter 3 of this instruction.

f. Credentialed limousine drivers shall enter Gate 1 where the vehicle will be inspected prior to granting access.

g. NAAA sponsored competitive events are designated special events. NAAA will submit a list to include the name of the bus driver and school/team name along with names of coaches and referees to parking.nsaa.fcm@navy.mil. Coaches and referees do not have escort privileges.

h. Other designated special events will be screened at the old NEX/DECA (321 Kinkaid Road) parking lot, the VAC, or other alternate location as coordinated at the USNA Special Events and Operations Meeting. Special events must be requested at least one month in advance of the event at the USNA Special Events and Operations Meeting.

i. Foreign Nationals. All visiting non DoD sponsored foreign nationals must enter the installation through the VAC. A current passport from the country in which the foreign national holds citizenship must be presented upon arrival to the sentry.

(1) Non DoD sponsored foreign nationals are not authorized to remain overnight onboard NSAA, to include USNA.

(2) Foreign national personnel stationed at NSAA, to include USNA, for extended visits (e.g., USNA Midshipmen, semester exchange students, and assigned faculty, etc.) will be allowed access with

their CAC credentials.

(3) Sponsors of foreign exchange students residing onboard the NSAA, to include USNA, shall route request to host exchange students to the Housing Office.

(4) Non DoD sponsored foreign nationals are not allowed to sponsor guests onboard NSAA, to include USNA.

(5) The NSAA Security Director will be notified within five (5) business in advance of all foreign national military personnel or officials visiting NSAA, to include USNA.

j. Personal Ceremonies. Personal ceremonies such as wedding events, baptisms, bat mitzvahs, bar mitzvahs, and retirements shall provide a credentialed individual directly involved with the event and cognizant of all guests' suitability for access with a list at Gate 1 to validate attendees. All ceremonial requests shall be submitted to parking.nsaa.fcm@navy.mil at least (10) business days in advance. List shall contain first and last name of all attendees as stated on driver's license (over the age of 18), name of event, date and time of event. Credentialed event hosts will be considered a "one-time DCS". A vehicle inspection will be conducted at the entry control point prior to granting access. Parking for these events will be routed through the Director of Special Events. Busses entering Gate 1 with a credentialed rider will be granted access if the guest list is provided at least two business days in advance. Sentry will validate the guest list by checking each guests' picture identification.

k. Funeral Attendees. Per reference (e), vehicle access for funerals will be approved at the entry control point if the attendee provides a REAL ID compliant driver's license, the name of the deceased and location of the service being held which will then be compared to services listed on the installation's approved events schedule. A vehicle inspection will be conducted at the entry control point prior to granting access.

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CHAPTER 6

PARKING

1. All personnel who work or reside on NSAA, to include USNA, must register their vehicles with the Pass and ID office. This should be accomplished during normal Pass and ID working hours as outlined in Chapter 2 Paragraph 2.

a. Required documents: Current driver's license, registration and proof of insurance.

b. Vehicles that are not registered are subject to towing at the owners' expense.

2. Parking requests:

a. Submit requests to parking.nsaa.fcml@navy.mil at least two business days in advance to exclude designated Superintendent controlled parking.

(1) Requests must contain enclosure (5) to include a diagram depicting area requested. Diagrams shall be created utilizing Google maps, using satellite view, magnified to clearly show spots to be reserved.

(2) Requestor will be responsible for creation and posting of signs as well as monitoring spaces. Signs will be created in accordance with enclosure (5). If enforcement is required, contact Police Communications by calling 410-293-5770.

b. Any requests for three or more spaces, regardless of the location on the yard, shall be routed through the Naval Academy Chief of Staff.

c. Superintendent controlled parking:

(1) Requests for the Alumni Hall lot shall be routed through the Director of Alumni Hall via email at: alumnihall@usna.edu.

(2) Requests for designated parking along Blake Road, Buchanan Road, Maryland Avenue, and Fullam Court shall be routed through the Director of Special Events via email at: specialeventsparking-group@usna.edu.

d. Parking requests for personal ceremonies, as outlined in Chapter 5 paragraph 1 (i) must be routed through the Director of Special Events via email at: specialeventsparking-group@usna.edu.

6 Mar 2019

CHAPTER 7

RESIDENTS

1. Residents are persons living on the NSA Annapolis Complex, including Bancroft Hall, Lincoln Military family housing units, Navy Gateway Inns and Suites, and Bachelor Enlisted Quarters. Guests of the Navy Lodge and NSA Annapolis Family Camp shall not normally be considered residents, although they may have reasons to access the NSA Annapolis Complex via other provisions of this instruction.

a. Housing residents with the appropriate credential (as outlined in Chapter 1, paragraph 10) are authorized to escort persons to and from their residence within the fence line.

b. Family who live in residence on base may receive DBIDS credentials.

c. Frequently visiting guests of residents may receive DBIDS credentials for up to one year.

d. Guests without credentials arriving after visiting hours may walk through the VAC. The guest must provide the name and address of the resident.

2. Residential deliveries shall, to the extent possible, be scheduled Monday through Friday from 0600-1400. A background check is required of each delivery person requiring access. In the event delivery personnel has not been vetted the resident must meet the delivery personnel at the Commercial Vehicle Inspection Station (CVIS) located at Perry Center, during regular business hours. After hours and on weekends, Gate 8 will be the CVIS. The resident will then escort the delivery crew to his/her place of residence, monitoring them while on the installation and then personally escort them off the installation when finished.

DEFINITIONS

CNIC: Commander Naval Installations Command

Contractors or Vendors: Persons or groups providing goods, services, or contracts with a DON, USNA, NSAA or NDW department for the construction, modification, repair, improvement or alteration of a building, road or other facility. This includes entities providing a service for reimbursement that is assigned to or employed by a command on the NSA Annapolis Complex.

Dependent/Family Members: Any spouse or domestic partner of an active duty service member, retired military, civilians, Federal employee or child, ward, or other family member designated by proper authority as eligible under such sponsorship to receive specific rights and benefits.

Designated Command Sponsor (DCS): DCSs are personnel designated by the NSAA CO to collect, validate need and submit requests for installation access to the Pass and ID Office for only their assigned department/cost center. A list of the departments authorized to have DCSs can be found in enclosure (2). NSAA Notice 5530 will list names of sponsors/DCSs and will be updated annually prior to the start of the new academic year.

Employees: Any military or civilian persons assigned to or employed on the NSA Annapolis Complex.

Faculty and Staff: Any military or civilian person assigned to or employed by the NSA Complex including certain long term contractors that continuously support the mission of NSA Annapolis tenant commands.

General Visitors: People not assigned to or employed by a command or resident of the NSA Annapolis Complex.

Non DoD Sponsored Foreign Nationals: Foreign Nationals without valid credentials (as listed in Chapter 1, Paragraph 2), escort, or direct access.

NSA Annapolis Complex: Includes the Federal property clearly defined by boundary, wall, or fence, and bounded by the Severn River, State Highway 450, King George Street, Wagner Street, Hanover Street, Randall Street, or Prince George Street. Additionally, the Complex includes the United States Naval Academy, Public Works industrial area at Perry Center, North Severn Complex, Naval Health Clinic Annapolis, Greenbury Point, Perry Circle and Arundel Estates housing areas.

Residents: Persons living on the NSA Annapolis Complex, including Bancroft Hall, Lincoln Military family housing units, Navy Gateway Inns and Suites, and Bachelor Enlisted Quarters. Guests of the Navy Lodge and NSA Annapolis Family Camp shall not normally be considered residents, although they may have reasons to access the NSA Annapolis Complex via other provisions of this instruction.

Special Event: If an event's population size makes the above practice prohibitive (large functions such as graduations, air shows, sporting events, concerts, change of commands, retirements, weddings, etc.), the installation will employ compensatory security measures to control circulation of un-proofed or un-vetted populations. Those personnel who have not been identity proofed or vetted will not have access to areas of the installation except for those areas where the special event is occurring.

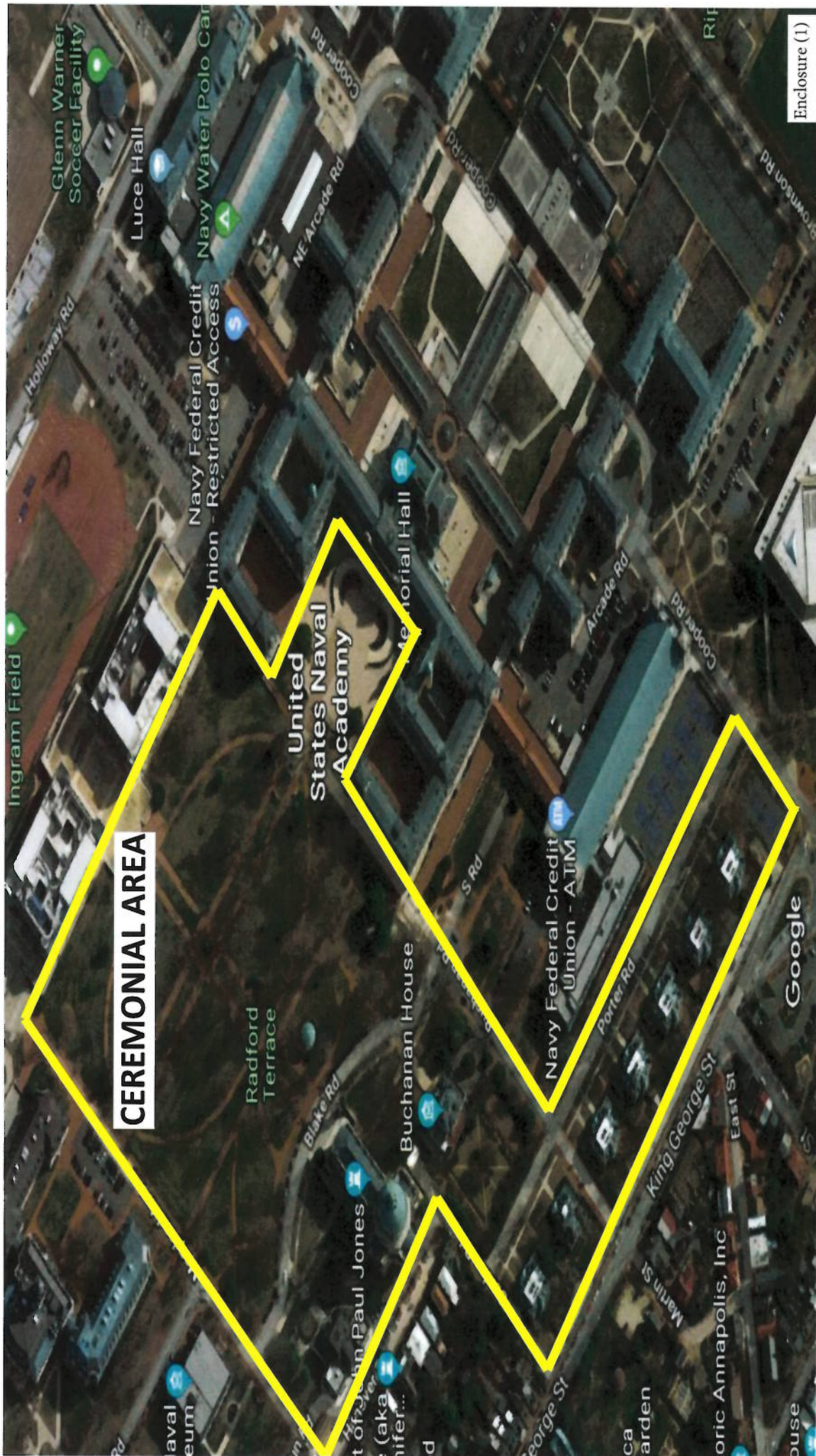
VIP's: Any retired or active duty flag/general officer, or civilian equivalent (Senior Executive Service (SES) or higher), member of the President's Cabinet, current members of Congress, members of the

NAVSUPPACT ANNAPOLISINST 5530.1F

N00

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Service-Secretary's staffs, members of the USNA Board of Visitors, or any other person designated by the Commanding Officer as a VIP.



Enclosure (1)



Designated Command Sponsor Dept List	# of People
Academic Dean's Office	2
Academic Departments	10
Admissions	2
Alumni Association	2
Alumni Foundation	2
Chaplain	2
Commandants Office	5
Human Resources	2
Leadership Education and Development (LEAD)	2
Lincoln Military Housing	2
Museum	2
MWR/FFR	2
NAAA	11
Naval Academy Aquatics/Water Polo	2
Naval Academy Business Services	2
Naval Academy Midshipmen Food Services	2
Naval Federal Credit Union	2
Nimitz Library	2
Naval Health Clinic	2
Professional Development	3
Protocol	2
Public Affairs	2
Public Works	6
Sailing Center	2
Special Events	2
Stockdale Center	2
Superintendent's Office	2
Supply	2
United States Naval Institute	2
TOTAL	83

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

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security; Marine Corps Order 5530.14A, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended, SORN NM05512-2.

PURPOSE(S): To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/national security areas of responsibility and information; to issue badges, replace lost badges, and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.

ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.

DISCLOSURE: Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.

IDENTITY PROOFING AND APPLICANT INFORMATION

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

U.S. Citizen Minimum Documentation Required:

By Birth - Social Security No and/or State ID/Drivers License.

Naturalized - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security No and/or State ID/Drivers License.

Derived - Parent's certification number, Social Security No and/or State ID/Drivers License.

Alien Minimum Documentation Required:

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

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

OTHER APPROVED IDENTITY SOURCE DOCUMENTS:

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

20. WEIGHT (Pounds):	21. HEIGHT (Inches):	22. HAIR COLOR (Check one): <input type="checkbox"/> Blond <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Auburn <input type="checkbox"/> Bald	23. EYE COLOR (Check one): <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Violet <input type="checkbox"/> Unknown
24. HOME ADDRESS (Include city, state, zip code):			HOME PHONE (Include Area Code):
25. BASE SPONSOR'S NAME			SPONSOR PHONE (Include Area Code):

EMPLOYMENT ACTIVITY INFORMATION

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

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

WORK HOURS: ☐ 0600-1800 ☐ 0800-1700 ☐ OTHER

WORK DAYS: ☐ SN ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ ST

PRIOR FELONY CONVICTIONS

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

REQUIREMENT TO RETURN LOCAL POPULATION ID CARD

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

AUTHORIZATION AND RELEASE AND CERTIFICATION

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

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

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

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

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

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

DATE SIGNATURE

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

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

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

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

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.</p> <p>Block 2: Enter the First Name.</p> <p>Block 3: Enter the Middle Name.</p> <p>Block 4: If applicable, check the box for Name Suffix.</p> <p>Block 5: Check the applicable box for Hispanic or Latino.</p> <p>Block 6: Check the applicable box for Race.</p> <p>Block 7: Check the applicable box for Gender.</p> <p>Block 8: Enter Date of Birth.</p> <p>Block 9: Enter City of Birth.</p> <p>Block 10: Enter State of Birth.</p> <p>Block 11: Enter Country of Birth.</p> <p>Block 12: Check the applicable box for US Citizenship.</p> <p>Block 13: If not a US Citizen, enter the name of the Country of Citizenship.</p> <p>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.</p> <p>Block 15: Enter the Document Number located on the Identity Proofing Source document that was checked, in Block 14.</p> <p>Block 16: Enter the State that issued the Identity Source Document.</p> <p>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.</p> <p>Block 19: Enter the Date that the Identity Source Document will expire.</p> <p>Block 20: Enter Weight in pounds.</p> <p>Block 21: Enter Height in inches.</p> <p>Block 22: Check the applicable box for Hair Color.</p> <p>Block 23: Check the applicable box for Eye Color.</p> <p>Block 24: Enter Home Address including City, State, Zip Code, and Home Telephone Number.</p> <p>Block 25: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone Number.</p> <p>Block 26: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number.</p> <p>Block 27: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number.</p> <p>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.</p> <p>Block 28: Check the applicable answer if you have been convicted of Felony and enter initials.</p> <p>Block 29: Check the applicable box for felony conviction.</p> <p>Block 30: Enter initials to accept terms for returning Local Population Identification Card.</p> <p>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"> 1. U.S. Passport or U.S. Passport Card. 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551). 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. 4. Employment Authorization Document that contains a photograph (Form I-766). 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign Passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or limitations identified on form. 6. Passport from the Federal States of Micronesia (FSM) or the Republic of the Marshall Islands (RM) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and FSM or RM. 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 3. School ID card with a photograph 4. Voter's registration card. 5. U.S. Military card or draft record. 6. Military dependent's ID card. 7. U.S. Coast Guard Merchant Mariner Card. 8. Native American tribal document. 9. Driver's license issued by a Canadian government authority. <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card. 11. Clinic, doctor, or hospital record. 12. Day-care or nursery school record. 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION. (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION. 2. Certification of Birth Abroad issued by the Department of State (Form FS-545). 3. Certification of Birth issued by the Department of State (Form DS-1360). 4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal. 5. Native American tribal document. 6. U.S. Citizen ID Card (Form I-197). 7. Identification Card for Use of Resident Citizen in the United States (Form I-179). 8. Employment authorization document issued by the Department of Homeland Security.

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

AGENCY DISCLOSURE STATEMENT:

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 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

Enclosure (3)
Enclosure 4

NAVAL SUPPORT ACTIVITY ANNAPOLIS REQUEST FOR RESERVED PARKING

PRIVACY ACT INFORMATION: Authority: 5 USC 301. Naval Support Activity Annapolis will not disclose information collected on this form to any source other than authorized under the Privacy Act of 1974, or for the routine uses necessary to extend the requested services (such as indicated in Section I of this form). No personally identifiable information (PII) shall be collected on this form.

PURPOSE: This form is to be used for submission of requests for reserved parking on the installation of Naval Support Activity (NSA) Annapolis and the United States Naval Academy (USNA), except for the areas indicated in Section I of this form.

INSTRUCTIONS: Thoroughly read Section I prior to completion of form. Type or print all entries legibly. This form must be completed in its entirety. When completed, this form should be routed for approval as prescribed in Section I.

I. Submission Process

1. Routine requests for reserved parking should be submitted to NSA Annapolis no later than two (2) business days in advance of the desired date.
2. Requesters are asked to include an overhead map image in Section III, depicting specifics of reserved spaces. The map image may be inserted from file by following the instructions in Section III.
3. Request forms must be signed in Section IV, preferably via digital certificate in the space provided. This form may optionally be signed in ink and scanned for submission, however if scanned the form must be received in PDF format.
4. Requests for three (3) or more spaces, regardless of location on the USNA yard, must additionally be routed to and approved by the USNA Chief of Staff prior to submission to NSA Annapolis.
5. Completed forms should be submitted to the NSA Annapolis parking account at parking.nsaa.fcm@navy.mil. Please use the subject line of "parking request" with desired date(s) of parking.
6. Emergent requests will be considered on a case-by-case basis and will require request from O-4 / GS-12 or above, directly to the NSA Annapolis Operations Director, NSA Annapolis Security Officer, or designated representative.
7. This form is not required for requests in the following areas:
 - a. Alumni Hall parking; requests for this area must be routed through the Director of Alumni Hall.
 - b. Parking spots with stanchions on Blake Road, Maryland Avenue, or in Fullam Court; requests for these areas should be submitted to the USNA Office of Special Events.
8. Vehicles on the installation must be legally and properly parked. Registration information will be collected and verified on improperly parked vehicles. If the vehicle is registered with NSA Annapolis, the Naval Academy Duty Officer (NADO) will be provided owner contact information for movement of the vehicle. Unregistered vehicles that are improperly parked will be towed at owner's expense by NSA Annapolis Police.

II. Request Data

Visitor Vetting Authority (VVA)

Name: Last _____ First _____ Work Phone _____	Department _____
--	------------------

Location of Reserved Space(s) *Indicate specific location(s) within affected area.*

No. of Space(s)

_____ _____	
----------------	--

Date, Time, and Purpose

Date(s) <small>From</small> _____ <small>To</small> _____ <small>mm/dd/yyyy</small>	Time _____ <small>Indicate specific time needed (e.g., "after 1200", "all day", etc)</small>	
--	---	--

Purpose of Reserved Request

Name of event or requirement, names, titles, etc _____

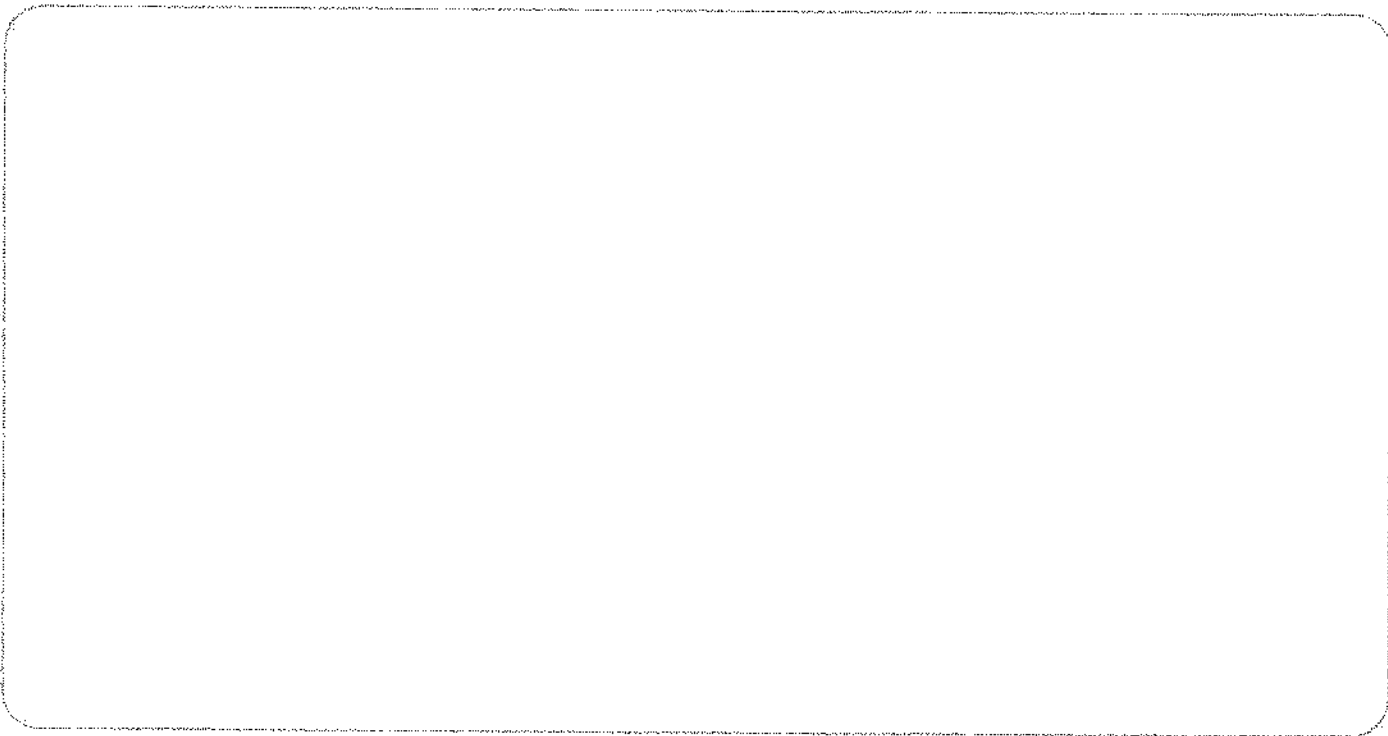
Specific Text for Sign _____

Other Pertinent Information _____

NAVAL SUPPORT ACTIVITY ANNAPOLIS REQUEST FOR RESERVED PARKING

III. Image Area


Please provide an overhead image indicating specific parking spaces desired. To insert image from file, click in below white space.
Allowable image formats are JPG, GIF, PNG, or TIF.



Additional Information

IV. Signatures

Sign digitally, or in ink with date



Visitor Vetting Authority



Chief of Staff (if applicable)

FY 2016 Economic Impact Analysis of Maryland's Military Installations

Prepared for
Maryland Department of Commerce

Daraius Irani, Ph.D., Chief Economist
Michael Siers, Interim Director of Research
Ellen Bast, Senior Research Associate
Jacob Leh, Research Associate I
Catherine Menking, Economist
Nick Wetzler, Economist

December 18, 2018

**Regional Economic
Studies Institute**



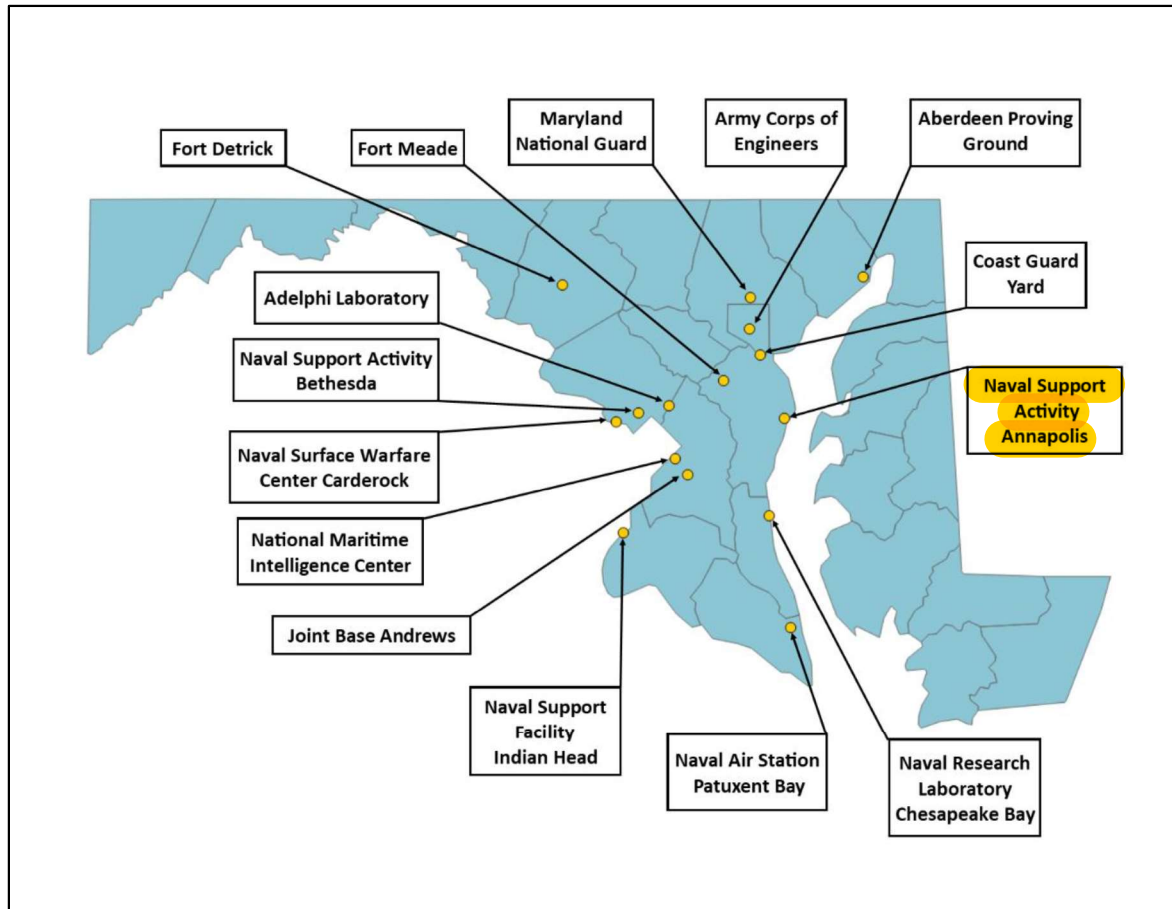
Towson, Maryland 21252 | 410-704-3326 | www.towson.edu/resi

1.0 Executive Summary

With its proximity to the nation's capital and a wealth of natural and human capital resources, Maryland is well positioned to serve the needs of the defense community, and is home to numerous military installations and other facilities. To understand the contribution that Maryland's military installations make to the statewide economy, the Maryland Department of Commerce ("Commerce") tasked the Regional Economic Studies Institute (RESI) of Towson University with enumerating the economic impacts of Maryland's military installations on the statewide economy in FY 2016. This analysis of data for FY 2016 builds upon previous analyses conducted for FY 2012 and FY 2008. Due to the extensive time and effort expended by the installations during this analysis, one installation discovered a minor error in the reporting methodology used for the previous report, which was corrected for this study. As a result, RESI has revised some impacts from the analysis of FY 2012 data to allow for more direct comparisons and to reflect the new, more accurate reporting methodologies developed for FY 2016.

Installations that contributed to these economic impacts are illustrated in Figure 1 below.

Figure 1: Maryland's Military Installations



Sources: RESI, Tableau

FY 2016 Economic Impact Analysis of Maryland's Military Installations
RESI of Towson University

Figure 3: Aggregate Statewide Economic Impacts of Maryland's Military Installations, FY 2016

Impact	Direct	Indirect	Induced	Total
Employment	149,592	90,177	134,752	374,522
Output	\$25,105,895,962	\$15,777,903,354	\$14,658,893,470	\$55,542,692,786
Employee Compensation	\$11,199,927,193	\$6,642,801,197	\$4,296,981,097	\$22,139,709,488

Sources: Commerce, IMPLAN, RESI

The total economic impact of Maryland's military installations is a significant component of Maryland's economy. In 2016, Maryland's state GDP was \$380.8 billion dollars, indicating that economic activity associated with the military installations as reported in this analysis comprised 15.4 percent of the total state GDP.³ These impacts are felt across the economic spectrum and occur in industries ranging from high-tech research and development to retail. Total impacts (the sum of direct, indirect, and induced impacts) by installation are presented in Figure 4 below. While installations vary in size, area of specialty, and branches of the military that they represent, each is an important piece of Maryland's military ecosystem.

Figure 4: Total Economic Impacts by Installation, FY 2016

Installation	Employment	Output	Employee Compensation
Aberdeen Proving Ground	39,289	\$5,141,388,739	\$2,132,379,177
Adelphi Laboratory Center	4,538	\$612,452,247	\$288,145,586
Army Corps of Engineers—Baltimore District	5,596	\$797,223,878	\$298,623,213
Coast Guard Yard	3,396	\$469,423,814	\$170,926,025
Fort Detrick	29,700	\$6,545,625,179	\$2,346,917,459
Fort Meade	153,310	\$21,635,331,400	\$8,978,093,114
Joint Base Andrews	26,709	\$4,562,338,779	\$1,459,199,646
Maryland Military Department	3,929	\$1,042,356,357	\$291,255,766
National Maritime Intelligence Center	4,976	\$851,901,391	\$347,450,914
Naval Air Station Patuxent River	61,132	\$8,696,989,140	\$3,610,337,461
Naval Research Lab—Chesapeake Bay Detachment	57	\$9,695,139	\$3,920,114
Naval Support Activity Annapolis	12,958	\$1,593,784,541	\$502,445,921
Naval Support Activity Bethesda	19,417	\$1,900,320,994	\$871,872,079
Naval Support Facility Indian Head	6,309	\$874,589,484	\$424,911,675
Naval Surface Warfare Center—Carderock Division	3,205	\$809,271,704	\$413,231,338
Total	374,522	\$55,542,692,786	\$22,139,709,488

Sources: Commerce, IMPLAN, RESI

³ FRED Economic Research, "2016 Total Gross Domestic Product for Maryland," Federal Reserve Bank of St. Louis, accessed September 4, 2018, <https://fred.stlouisfed.org/series/MDNGSP>.

Figure 35: Economic Impacts of NRL—Chesapeake Bay

Impact	Direct	Indirect	Induced	Total
FY 2016				
Employment	12	25	20	57
Output	\$2,129,258	\$4,931,445	\$2,634,437	\$9,695,139
Employee Compensation ¹³⁶	\$1,386,195	\$1,768,128	\$765,791	\$3,920,114
FY 2012				
Employment	15	41	27	83
Output	\$2,116,438	\$6,585,960	\$3,154,631	\$11,857,029
Employee Compensation	\$1,563,200	\$2,545,914	\$1,025,132	\$5,134,246

Sources: IMPLAN, RESI

As seen in Figure 35, the economic impact of NRL Chesapeake Bay fell across all categories from FY 2012 to FY 2016. This is attributable to reductions in reported civilian personnel, building construction and maintenance, and total visitors.

16.0 Naval Support Activity Annapolis

The Naval Support Activity (NSA) Annapolis is located on the opposite side of the Severn River from the U.S. Naval Academy.¹³⁷ This facility provides operating support to the Chesapeake Bay Detachment in Randle Cliff, Maryland; the Navy Operational Support Center in Baltimore, Maryland; the North Severn complex; and the United States Naval Academy.¹³⁸ Also falling under NSA Annapolis are the following:

- The Commissary,
- The Fleet and Family Support Center,
- Military housing (including Bachelor Enlisted Quarters), and
- The Navy Exchange.¹³⁹

Naval support has been provided to midshipmen since 1851 when Annapolis “became the home of naval aviation, having both the first naval air station and the first flight from a naval air station to add to its illustrious history.”¹⁴⁰ In 2006, NSA Annapolis was established, streamlining “operations to better support the U.S. Naval Academy, eliminating redundancy and providing a

¹³⁶ In the IMPLAN model, “employee compensation” impacts include both wages paid to employees and non-wage expenses, such as benefits and unemployment insurance.

¹³⁷ “Installation Information,” Commander, Navy Installations Command, accessed July 23, 2018, http://www.cnic.navy.mil/regions/ndw/installations/nsa_annapolis.html.

¹³⁸ Ibid.

¹³⁹ “History,” Commander, Navy Installation Command, accessed July 23, 2018, http://www.cnic.navy.mil/regions/ndw/installations/nsa_annapolis/about/history.html.

¹⁴⁰ Ibid.

more efficient and responsive organization for the training of Midshipmen and the support of Academy faculty, staff, and family members.”¹⁴¹

NSA Annapolis provided data on payroll, procurement, and visitor information for FY 2016. Please note that visitor spending is excluded from the analysis due to the facility's integration with the U.S. Naval Academy. Total payroll decreased from \$509.6 million to \$385.5 million from FY 2012 to FY 2016, while total employment increased from 7,765 personnel to 8,197 personnel, which includes 4,443 students. Total purchases decreased from \$206.1 million to \$100.8 million, while purchases from in-state entities also decreased from \$92.4 million to \$51.4 million. Figure 36 presents spending information at NSA Annapolis in FY 2012 and FY 2016.

Figure 36: NSA Annapolis Facility Spending, FY 2012 and FY 2016

Facility Spending	FY 2012	FY 2016
Total Spending		
Payroll	\$509,557,908	\$385,500,000
Employment (# of jobs)	7,765	8,197
Purchases	\$206,110,000	\$100,767,109
Visitor Spending	n/a	n/a
In-State Spending		
Payroll	\$483,000,441	n/a
Employment (# of jobs)	7,651	n/a
Purchases ¹⁴²	\$92,400,000	\$51,400,000
Visitor Spending	n/a	n/a

Sources: Commerce, NSA Annapolis

Figure 37 below presents the economic impacts associated with NSA Annapolis. The NSA Annapolis FY 2012 data were published in the *Maryland Military Installation Economic Impact Study* completed by RESI in 2015.¹⁴³ In FY 2012, RESI found that activity associated with NSA Annapolis supported a total of 12,850 jobs, \$1.4 billion in output, and \$0.7 billion in employee compensation. In FY 2016, activity associated with payroll and procurement supported a total of 12,958 jobs, \$1.6 billion in output, and \$0.5 billion in employee compensation.¹⁴⁴

¹⁴¹ “History,” Commander, Navy Installation Command.

¹⁴² Purchases do not include medical health services, commissary and exchange sales, or lodgings in the total to avoid double counting.

¹⁴³ Daraius Irani and Jessica Grimm, “Maryland Military Installation Economic Impact Study,” 37.

¹⁴⁴ To avoid double counting, payroll inputs into the IMPLAN model do not include badged contractors.

Figure 37: Economic Impacts of NSA Annapolis

Impact	Direct	Indirect	Induced	Total
FY 2016				
Employment	8,197	310	4,451	12,958
Output	\$1,194,970,070	\$72,754,943	\$326,059,529	\$1,593,784,541
Employee Compensation ¹⁴⁵	\$390,342,002	\$17,315,964	\$94,787,955	\$502,445,921
FY 2012				
Employment	7,765	962	4,123	12,850
Output	\$936,442,527	\$118,903,265	\$392,116,184	\$1,447,461,976
Employee Compensation	\$509,557,894	\$49,861,502	\$127,636,496	\$687,055,892

Sources: IMPLAN, RESI

As seen in Figure 37, employment and output impacts stemming from NSA Annapolis increased, while employee compensation impacts decreased. Reported payroll expenditures associated with active duty military increased, while spending on building construction and maintenance decreased. If a longer-term view is considered, impacts have increased from FY 2008 to FY 2016.

17.0 Naval Support Activity Bethesda

The Naval Support Activity Bethesda is home to over 40 tenants, including the Walter Reed National Military Medical Center, the Navy Medicine Professional Development Center, the Uniformed Services University of the Health Sciences, the Armed Forces Radiobiology Research Institute, the Armed Forces Blood Bank, the Naval Dosimetry Center, and the Warrior Transition Brigade.¹⁴⁶ The mission of the installation is to “create an environment that enables patients to heal, staff to thrive, and guests to feel at home,” which is carried out through its tenant commands.¹⁴⁷

The Naval Support Activity Bethesda provided data on payroll, procurement, and visitor information for FY 2016. The installation employed 10,204 personnel in FY 2016, comprised of 4,793 active duty personnel, five reserve personnel, 801 students, and 4,605 civilians. The \$105.9 million in in-state purchases occurred across categories such as building construction and maintenance, utilities, and other purchases. Please note that this in-state spending figure includes roughly \$50 million for the Walter Reed Medical Center. The installation received approximately one million visitors in FY 2016. While payroll and employment was lower in FY

¹⁴⁵ In the IMPLAN model, “employee compensation” impacts include both wages paid to employees and non-wage expenses, such as benefits and unemployment insurance.

¹⁴⁶ “Welcome to Naval Support Activity Bethesda,” Naval Support Activity Bethesda, accessed May 10, 2018, https://www.cnic.navy.mil/regions/ndw/installations/nsa_bethesda.html.

¹⁴⁷ “Mission and Vision,” Naval Support Activity Bethesda, accessed May 10, 2018, https://www.cnic.navy.mil/regions/ndw/installations/nsa_bethesda/about/mission_and_vision.html.