



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5512.5J
N34
13 APR 2021

NAVSUPPACT NAPLES INSTRUCTION 5512.5J

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: INSTALLATION ACCESS CONTROL TO U.S. NAVAL SUPPORT ACTIVITY,
NAPLES, ITALY

Ref: (a) NAVSUPPACTNAPLESINST 5530.1A
(b) U.S. Navy Regulations, 1990
(c) OPNAVINST 3440.17A
(d) OPNAVINST 5530.14E
(e) NAVSUPPACTNAPLESINST 11240.19G
(f) HQ USEUCOM AT OPORD 20-12
(g) CNICINST M-5530.1
(h) NAVSUPPACT Naples Security SOP 5702
(i) DoD 5200.08-R
(j) JFC NATO Post Regulation 72
(k) NAVSUPPACT Naples Security SOP 5350
(l) NAVSUPPACT Naples ltr 5512 of 24 Feb 20
(m) CNIC M-5530.2
(n) NSA NAPLES SOP #5805

Encl: (1) Unescorted Access Matrix
(2) Sample Identification Cards
(3) Temporary Access Procedures
(4) Procedures for Obtaining Local National/Contractor Identification Cards
(5) Access Procedures for Italian Environmental, Labor, and Safety Inspectors
(6) NAVSUPPACT Naples Multiple Day Pass Request Form
(7) SECNAV Form 5512/1 DON Local Population ID Card/Base Access Pass Registration
(8) Naval Support Activity Fitness Requirements
(9) Notice of Sponsorship Violation

1. Purpose. To establish procedures governing the admission of personnel and vehicles on board U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVSUPPACTNAPLESINST 5512.5H

3. Background. Per references (a) through (o), the Commanding Officer (CO), NAVSUPPACT Naples is vested with the authority to control all personnel and vehicles accessing the U.S. Navy installations at Capodichino, Gricignano Support Site, Lago Patria Receiver Site, and Admiral Carney Park.

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4. Scope. Access to NAVSUPPACT Naples is limited for reasons of military security and force protection. This instruction governs access to all NAVSUPPACT Naples installations, with the exception of Gaeta, and applies to all personnel, regardless of status, unit, organization, service affiliation, or nationality.

5. Policy

a. Per references (a) and (b), Installation COs have the authority and responsibility to protect personnel, equipment, and facilities under their control.

b. The authority to grant, deny, or restrict access to NAVSUPPACT Naples rests with the CO of NAVSUPPACT Naples. Personnel access to NAVSUPPACT Naples is a privilege, not a right. Access is granted at the CO's discretion.

6. Responsibility

a. Installation Security Officer (SECO). Responsible for the overall enforcement and implementation of the policy and procedures set forth in this instruction, to include training of Security Department, Auxiliary Security Force, and Reserve Security Force personnel. SECO will be responsible for reissuing this instruction every 2 years.

(1) Pass and Identification (ID) Office technicians. Responsible for issuing installation passes to Local National (LN) employees, and contractors. Responsible for processing and issuing temporary access requests and passes not exceeding 90 days in length. The SECO is delegated "by direction" authority for access requests of this nature. Questions concerning base access shall be directed to the NAVSUPPACT Naples Pass and ID Offices, and/or the SECO.

(2) Sentries. The safety and security of the installation, facilities, personnel, and mission are always a Sentry's first consideration. Sentries are responsible for enforcing this instruction's policies and procedures at all NAVSUPPACT Naples pedestrian and vehicle Entry Control Points. Sentries will verify all personnel seeking to gain access to the installation have proper and valid military or civilian credentials and will be responsible for administering and issuing temporary access passes when the Pass and ID Offices are closed as per reference (e). The Section Chief shall determine that a temporary access pass should be granted.

(3) Visitor Control technicians. In accordance with reference (n), Visitor Control Technicians are responsible for:

(a) Conducting background checks of all visitors to ensure they meet the minimum fitness requirements per enclosure (8);

(b) Maintain on record the SECNAV Form 5512/1 for visitors, which will be maintained for three years per reference (n).

(c) Conducting background checks when required for a positive finding from Defense Biometric Identification System (DBIDS) scanners.

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(d) Conduct all local area background checks in accordance with references (n) and (o).

b. Staff Judge Advocate (SJA). Responsible for providing legal advice to the CO, SECO, and Pass and ID supervisors regarding access inquiries, especially those not explicitly identified in this instruction. SJA shall review base access requests for agents, mission-related official visitors that include requests for Navy Exchange and Commissary shopping privileges, and all access requests from foreign vessels. Such requests shall be routed to the SECO via Pass and ID Office. Additionally, the SJA shall provide the SECO and Pass and ID Supervisor with copies of all letters issued to personnel who are barred from entering or whose access is restricted within NAVSUPPACT Naples facilities.

c. Background Checks. Background checks will be completed in the order requested, and within 30 days of receipt, prioritizing mission related background checks. Historical background checks will be conducted through Opefox, utilizing Defense Central Index of Investigations (DCII), National Crime Information Center (NCIC), and Interstate Identification Index (III). Current background checks will be conducted using DBIDS scanners or DBIDS computers through Identity Matching Engine for Security Analysis (IMESA) for U.S. citizens only. Background checks will be conducted by designated Pass and ID technicians, Command Investigators Division (CID), Naval Criminal Investigative Service (NCIS) or other capable internal agencies within the CNREURAFCENT AOR. Background checks with positive findings will have a command letterhead generated and routed to SJA. SJA may direct the member on a redress and appeals process.

7. Personnel Access Requirements

a. Personnel are required to present appropriate, valid ID to the Sentries in order to gain access to the installation.

b. The ability to access specific NAVSUPPACT Naples locations based on status, and the form of ID required is outlined in enclosure (1). The Department of Defense (DoD) Common Access Card (CAC) and DBIDS are the normal means of base access. Samples of other forms of ID, which grant access to NAVSUPPACT Naples, can be found in enclosure (2). Procedures for obtaining temporary visitor access are contained in enclosure (3). Procedures for LN employees and contractors to gain access are contained in enclosure (4). Procedures for LN inspectors to gain access, when on official business, are contained in enclosure (5).

Note. ID card samples presented in enclosure (2) are the most frequent forms of ID used to gain access to NAVSUPPACT Naples installations. Samples depicted are not all inclusive, but shall be used as a guide. Some variations may or may not grant access and questions should be directed to the SECO. In some instances, supporting documentation (i.e. travel orders, leave papers, or work contract), may be required for access.

c. During Force Protection Conditions (FPCON) CHARLIE and DELTA, the following additional rules apply: Personnel authorized base access onboard NAVSUPPACT Naples Capodichino and Lago Patria installations are limited to active duty military and mission essential civilian personnel, as defined in reference (c). Mission essential personnel must be previously

identified by commands and must be identified via roster provided to the Emergency Management Officer. Failure to submit and update these rosters will cause significant delays to access, impacting the mission. Requests for exception for emergency purposes will be addressed on a case-by-case basis.

d. All personnel entering NAVSUPPACT Naples installations who are ten years old or older are required to have a current, proper ID. Individuals who possess multiple DoD ID cards (e.g. a military retiree who is also a U.S. Government civilian employee) are required to use the appropriate form of ID that represents their affiliation with NAVSUPPACT Naples and purpose for which they are entering the installation as per reference (e).

8. Barment. Per reference (b), the CO has the authority to bar personnel from accessing the installation. Individuals barred from NAVSUPPACT Naples shall not be granted access unless permission is otherwise granted in writing by the CO. Barred personnel who possess a NAVSUPPACT Naples installation pass and attempt to gain access without an authorized exception, shall have their installation pass confiscated and denied access.

9. Lost or Stolen ID Cards. Lost or stolen ID cards represent a serious risk to safety and security. Any personnel whose CAC, DBIDS badge, or other installation pass is lost or stolen must file a statement with NAVSUPPACT Naples Security Department immediately. The Security Department will issue a lost or stolen identification form and to the issuing Pass and ID Office for lost or stolen DBIDS badges as per reference (l). Any credential reported lost or stolen that enabled the holder access to any restricted area will be reported immediately to the commands security manager so the card can be terminated in the system. Additionally, any credential with access to the aircraft apron will be reported to the Air Operations department point of contact immediately so access can be modified to deny the lost/stolen card.

10. North Atlantic Treaty Organization (NATO) Personnel

a. Host nation and foreign personnel stationed at Joint Forces Command (JFC) Naples have limited access to NAVSUPPACT Naples, depending upon FPCON and as delineated in enclosure (2). These personnel must present their JFC-issued North Atlantic Treaty Organization (NATO) ID card for access, samples of which are provided in enclosure (2).

b. NATO Forces who are assigned Temporary Additional Duty (TAD)/Temporary Duty (TDY) to a NATO command within Italy must have appropriately endorsed NATO orders. Personnel who do not have orders but require access should follow the procedures outlined in enclosure (3).

c. Due to vetting process outlined in reference (k), NATO personnel may be granted full, unescorted access to NAVSUPPACT Naples installations with the exception of Admiral Carney Park and Satellite Communication (SATCOM) Lago Patria receiver sites.

11. Distinguished Visitors. Commands requiring Distinguished Visitor access shall coordinate access with the NAVSUPPACT Naples Protocol Office.

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12. Escort Privileges

a. Personnel using their escort privileges are responsible and accountable for their guests at all times. It is the responsibility of members exercising such privileges to read and abide by this instruction and all other applicable directives. Failure to abide by the rules and regulations set forth may result in temporary or permanent loss of sponsorship privileges.

b. With the exception of active duty U.S. military personnel, sponsors must be at least 18 years to be granted escort privileges at NAVSUPPACT Naples. The following limitations apply:

(1) LN employees and LN contractors. LNs may only sponsor personnel who are a minimum of 18 years of age during working hours and for official business purposes only.

(2) During Force Protection Conditions ALPHA or BRAVO, escort privileges may be fully applied. During FPCON CHARLIE, escort privileges are limited and during FPCON DELTA, no escort privileges are permitted. A full breakdown of escort privileges and the number of guests permitted to be escorted are found in the charts below:

FPCON NORMAL, ALPHA, AND BRAVO

<p>FOLLOWING PERSONNEL HAVE <u>FULL</u> ESCORT PRIVILEGES AND MAY ESCORT FOUR VISITORS PER PERSON:</p>	<p>THE FOLLOWING PERSONNEL HAVE <u>LIMITED</u> ESCORT PRIVILEGES AND MAY ESCORT TWO VISITORS PER PERSON:</p>	<p>THE FOLLOWING PERSONNEL HAVE <u>NO</u> ESCORT PRIVILEGES:</p>
<ul style="list-style-type: none"> • U.S. Active duty military and their dependents over the age of 18. • DoD civilians/ DoD Contractor personnel and their dependents over 18 years, with DoD ID “Overseas”. • U.S. Embassy/ Consulate personnel and their spouses. • Activated reservists with their orders. • NATO/JFC personnel who have red or blue JFC ID cards and their dependents over 18 years. 	<ul style="list-style-type: none"> • U.S. military retirees and their spouses. • DoD civilians/DoD contractors personnel on TAD/TDY orders. 	<ul style="list-style-type: none"> • Non-DoD Contractors. • Italian Carabinieri/Polizia. • Inactive reservists and their dependents. • Italian Air Force with an installation badge. • NATO/JFC brown ID card holders. • All other personnel not specifically mentioned in this matrix.

FPCON CHARLIE

FOLLOWING PERSONNEL HAVE <u>FULL ESCORT PRIVILEGES</u> AND MAY ESCORT FOUR VISITORS PER PERSON:	THE FOLLOWING PERSONNEL HAVE <u>LIMITED ESCORT PRIVILEGES</u> AND MAY ESCORT TWO VISITORS PER PERSON:	THE FOLLOWING PERSONNEL HAVE <u>NO ESCORT PRIVILEGES</u>:
<p>None</p>	<ul style="list-style-type: none"> • Limited escort privileges may be granted with the CO's approval, on a case by case basis, for the personnel listed below: • U.S. Active duty military and their dependents over the age of 18. • DoD civilians/DoD contractor personnel with DoD "Overseas" ID • U.S. Embassy/ Consulate personnel. 	<ul style="list-style-type: none"> • U.S. military retirees and their spouses. • Non-DoD contractors. • NATO/JFC personnel. • Italian Air Force personnel with installation badge. • Italian Carabinieri/Polizia. • Inactive reservist and their dependents. • All other personnel not specifically mentioned in this matrix.

FPCON DELTA

THE FOLLOWING PERSONNEL HAVE <u>FULL ESCORT PRIVILEGES</u>:	THE FOLLOWING PERSONNEL HAVE <u>LIMITED ESCORT PRIVILEGES</u>:	THE FOLLOWING PERSONNEL HAVE <u>NO ESCORT PRIVILEGES</u>:
<p>None</p>	<p>None</p>	<p>None</p>

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13. Violation of Escort Policy. Personnel who violate the escort procedures and policies outlined within this instruction will be issued a sponsorship violation letter. This may result in an immediate loss of escort privileges. The CO has the authority to suspend or revoke escort privileges at any time. Personnel found in violation may submit a written request for appeal to the Security Officer via the Pass and ID office. Recommend appeal be sent to SJA via the Security Officer.

Note. For the first violation, issuing authority shall issue a 15-day suspension of sponsor privileges. Notification via e-mail shall be made to the Pass and ID Lead Petty Officer (LPO). Notification shall include a brief synopsis, the date, the time, and name of issuing authority. The military Pass and ID Technician or Sentry shall annotate the violation as a Desk Journal entry in CLEOC/NJIS. For the second violation, the issuing authority shall repeat the same steps as for the first violation, annotating that it is the second offense and issue a 30-day suspension. The military Pass and ID Technician or Sentry shall annotate the violation as a Desk Journal entry in CLEOC/NJIS. For the third violation an Incident Complaint Report (ICR) shall be generated in CLEOC/NJIS. SJA shall issue a permanent suspension of sponsorship privileges. If it is determined false or misleading information or documents are provided by the sponsor, an ICR shall be generated. The sponsor shall be advised of their Military Suspect's Acknowledgment and waiver of rights or Civilian Suspect's Acknowledgment and waiver of rights, accordingly.

Violations of NAVSUPPACT Naples and ID policy include:

- a. Loss of issued passes.
- b. Leaving visitor unattended while on the installation.
- c. Visitor attempting to return the pass without the sponsor present.
- d. Sponsor attempting to return passes without visitor present.
- e. Taking the cards off the issuing installation.
- f. Not returning cards within the 24-hour limit.
- g. Attempting to provide false or misleading information or documents to gain visitor access.

14. NCIS Special Agent Operational Escort Procedures. Per reference (e), NCIS members with credentials are afforded access to NAVSUPPACT Naples installation. NCIS members, their vehicles, and all occupants therein, shall be exempt from routine search; persons under escort by NCIS members will not be required to identify themselves or be impeded.

15. Access Procedures for Italian Labor and Environmental/Safety Inspectors. See enclosure (5) for procedures and list of personnel to contact immediately.

16. Aircrew Authorization. NAVSUPPACT Naples Operations Officer (OPSO) shall request Capodichino access for NATO aircrew from the SECO. The OPSO shall submit a memorandum on official

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letterhead to the SECO, via the Pass and ID office, stating the aircrew member's names, identification card numbers, and duration of stay. The OPSO is delegated "by direction" authority for access requests of this nature.

17. NATO Air Lifts. Prior arrangements must be made through the submission of a base access request to the SECO (ten working days in advance, as able) for access to Capodichino. NATO personnel are required to be taken directly to and remain within the air terminal. All weapons and ammunition shall be reported in the request per reference (i) and as outlined in enclosure (3).

18. Citizens of China and Russia. Citizens of China and Russia may not be sponsored onto the installations without prior arrangements via submission of a base access request to the CO (ten working days in advance, as able) for access to Capodichino and Gricignano installations.

19. Vehicle Access

a. All U.S. and NATO personnel residing in Italy are required to register their vehicles with the Motor Vehicle Registration Office (MVRO) per reference (f).

b. LN permanent employees and contractors shall register their vehicle with the Pass and ID Office when they receive or renew their installation pass. Personnel registering their vehicle are required to present all documentation required by local laws, in addition to the requirements set forth in reference (f).

c. Personnel who require temporary vehicle access will be issued a temporary vehicle pass (i.e., new vehicle purchase or use of temporary vehicle during repairs). Personnel must provide proof of insurance, Italian translation of license or other valid international driver's permit, and reason for pass. Rental cars are allowed with a valid ID card (for personnel who have installation access) and rental agreement.

20. Inspections. Per reference (e) personnel and vehicles are subject to inspections during entry, transit, and exit from NAVSUPPACT Naples installation. Vehicle drivers are reminded to obey all local traffic laws and signal directions.

21. Denied Access

a. Personnel who do not present valid and appropriate ID upon entry will be denied access.

b. Access to NAVSUPPACT Naples installations will be denied to citizens of countries designated by the U.S. Department of State as supporters of or state-sponsors of terrorism. For redress procedures and installation level approval for any of these persons who request escorted or unescorted entry, refer to the SJA. Refer to www.state.gov for a list of state sponsors of terrorism.

22. Actions. Violation of this instruction is punishable under Article 92 of the Uniform Code of Military Justice. Civilian personnel and dependents violating the regulations established herein are subject to administrative action at the discretion of the CO.

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23. Other Exceptions. Requests for exception to this instruction shall be made in writing to the CO via the SJA and Executive Officer. All requests shall be accompanied by an endorsement from the requestor's command.

24. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

25. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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UNESCORTED ACCESS MATRIX

PERSONNEL CATEGORY		NAVSUPPACT NAPLES INSTALLATION		
		CAPODICHINO	GRICIGNANO	ADM CARNEY PARK
U.S. PERSONNEL	U.S. Active Duty Military, Reserves & Dependents	w/proper DoD ID	w/proper DoD ID	w/proper DoD ID
	DoD Civilians, DoD Contractors & Dependents	w proper DoD ID	w/proper DoD ID	w/proper DoD ID
	NCIS Personnel	w/proper credentials	w/proper credentials	w/proper credentials
	U.S. Military Retirees & Dependents	w/proper DoD ID	w/proper DoD ID	w/proper DoD ID
	U.S. Embassy (EA) & Consulate (CG) Personnel (Naples) & Dependents (U.S.)	w/appropriate DoD ID, Embassy ID, or Dip Passport	w/appropriate DoD ID, Embassy ID, or Dip Passport	w/appropriate DoD ID, Embassy ID, or Dip Passport
	Government Services Administration (GSA) & other U.S. Government Federal Employee Personnel.	w/proper ID & orders	w/proper ID & orders	w/proper ID & orders
	Retired DoD CIV Employees (U.S.)	w/proper DoD ID	w/proper DoD ID	w/proper DoD ID
	Veteran Affairs ID holder	w/proper DoD ID	w/proper DoD ID	w/proper DoD ID
NON-U.S. PERSONNEL	Italian/Local Employees	w/DBIDS CARD	w/DBIDS CARD	w/DBIDS CARD & MWR Privilege Card
	Italian Carabinieri or Polizia	w/showing of credentials. Only official business.	w/showing of credentials. Only official business.	w/showing of credentials. Only official business.
	U.S. Consulate Local National Employees	w/DBIDS CARD	w/DBIDS CARD	w/DBIDS CARD or MWR Privilege Card
NON-U.S. NATO PERSONNEL	JFC/Personnel & Dependents (Except U.S.)	w/JFC Blue or Red ID	w/JFC Blue or Red ID	w/current Carney Park pass
	Italian NATO/JFC Personnel	w/JFC Blue, Red, or Brown ID	w/JFC Blue, Red, or Brown ID	w/current Carney Park pass
	NATO Personnel Assigned or TAD to NSA Naples	w/NATO ID & endorsed NATO orders	w/NATO ID & endorsed NATO orders	w/current Carney Park pass
	NATO Defense College	w/NATO Defense College ID (with prior approval from JFC)	w/NATO Defense College ID (with prior approval from JFC)	w/NATO Defense College ID (with prior approval from JFC)
OTHER	All others	CO approval and base access letter	CO approval and base access letter	CO approval and base access letter

1. Lago Patria Receiver Site. All requests for access to the Lago Patria Receiver Site must be submitted to the Security Officer for review and Commanding Officer's approval. No personally owned vehicles are allowed access to this site. Government and contractor vehicles will be allowed access with advance coordination and only after a thorough search.

SAMPLE IDENTIFICATION CARDS

1. Department of Defense Identification Card



2. JFC NATO Identification Card

JFCNP NEW ID for military and civilian personnel allowed to enter the U.S. facilities and purchase at NEX



JFCNP ITA NSE ID for military and civilian personnel allowed to use U.S. recreational facilities ONLY



3. NATO Defense College Rome Identification Card and NATO Modelling and Simulation Centre of Excellence

NATO A OTAN
DEFENSE COLLEGE - ROMA

Name: _____
Surname: _____
First Name: _____
Prenome: _____
Pass. Nr. _____
Nr. Pass. _____
Id. Card Nr. _____
Nr. Card Id. _____
Signature: _____

SAMPLE

NATO OTAN
DEFENSE COLLEGE - ROMA

Name: _____
Surname: _____
First Name: _____
Prenome: _____
Pass. Nr. _____
Nr. Pass. _____
Id. Card Nr. _____
Nr. Card Id. _____
Signature: _____

SAMPLE

NATO B OTAN
DEFENSE COLLEGE - ROMA

Name: _____
Surname: _____
First Name: _____
Prenome: _____
Pass. Nr. _____
Nr. Pass. _____
Id. Card Nr. _____
Nr. Card Id. _____
Signature: _____

SAMPLE

NATO C OTAN
DEFENSE COLLEGE - ROMA

Name: _____
Surname: _____
First Name: _____
Prenome: _____
Pass. Nr. _____
Nr. Pass. _____
Id. Card Nr. _____
Nr. Card Id. _____
Signature: _____

SAMPLE

NATO - OTAN
Modelling & Simulation Centre of Excellence



Card Number: 003
Nationality: _____
Name: _____
First Name: _____
Rank: _____
DOB: _____
Expires: _____

Property of the
Modelling, Simulation Centre of Excellence
Report the loss of this card immediately.

Issuing Authority: *S. P. P.*
INTELLIGENCE
DIVISION
OF SMC/MS

In caso di ritrovamento consegnare
il documento alla Stazione di Polizia
piu vicina o all'indirizzo sottoposto
If found, please return to the nearest
Police Station or the address below

NATO MS CODE
Piazza Roma, 10000171
00133 ROMA
ITALIA



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4. Defense Biometric Identification System ID (DBIDS) Pass



Category	Selected by the Registrar when card is issued.
Issue/Expiration	Issue date is the current date and cannot be changed. Expiration date is entered by the Registrar.
Photo Date	Date the photo was taken.
Name	Name can be updated at issuance unless authoritative data exists (DEERS Authoritative Data).
Additional Permissions	If more than two permissions apply to the cardholder an 'Additional Permissions Apply' indicator will display on the card and electronic authentication at gate will provide correct response to the guard.
Privileges	System defaults privileges based on base configuration for that category. Registrar can override defaults at issuance.
Remarks	System defaults to blank 'Remarks'. Registrar has option to update free form text. Blank space above remarks left intentionally blank if card stock with magnetic stripe is used.
Return to	Configured for the base. Not editable at issuance.

- Blue: Foreign: Gov Civ/Gov Ctr/Mil Dep/Mil Ret/Mil/Visitor
- Green : Conveyance/Facilities Services/Maintenance/US GOV CIV/US GOV CTR
- Yellow: Facilities Use/Long Term Visitor/Personal Delivery/Personal Services Privatized Housing/Real ID/VHIC/Visitor/Volunteer
- Red: Emergency Essential Civilian.

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5. Sample of non-approved Identification Cards:

JFC Naples ID Cards

NO ACCESS GRANTED TO US FACILITIES

White AMIS card with GREEN Bar



White AMIS card with YELLOW Bar



White AMIS card with GREY Bar



White AMIS card with PURPLE Bar



6. Veteran Affairs Identification Cards:



7. Twenty First Century ID card



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TEMPORARY ACCESS PROCEDURES

1. Purpose. To establish procedures for gaining temporary access to U.S. Naval Support Activity (NSA) Naples, Italy.
2. Scope. Any individual not permitted access to NSA Naples per the unescorted access matrix in enclosure (1).
3. Responsibility. Anyone who is requesting temporary access for guests must read and comply with this instruction. Sponsoring guests onto base is a privilege, not a right.
4. Types of Temporary Access. There are multiple ways an individual may be granted temporary access to NSA Naples. Types of temporary access include:

- a. Multiple Day Access Pass. This “**NO ESCORT REQUIRED**” pass is available for the guest(s) of personnel who have full escort privileges per this instruction. The purpose of this pass is for authorized personnel who desire access for visiting friends and family for more than three days, but generally no longer than 90 days. It is the intent of NSA Naples to allow guests from out of the area **who are temporarily visiting family members and friends**, to gain **short-term access** to service members and their families stationed in the Naples area of responsibility. Documentation required for issuance (Passport or European Union [EU] Identity Card), and U.S. citizens will forgo a background check utilizing SECNAV Form 5512/2 and be vetted to meet the minimum fitness requirements Enclosure (8)

Guidelines for issuance:

- (1) The intent of this instruction is to mirror Italian/EU law, which grants a 90-day tourist visa to non-EU residents. This 90-day limit is the maximum number of days non-EU resident tourists may stay within the EU out of any 180-day period. The non-EU resident is required to depart the EU for 90 days for every 90-day period in the EU. Multiple day access passes will be issued in minimum increments of three days, not to exceed a total of 90 days within any 180-day period. In rare instances, a base access letter may be issued for more than 90 days, but not longer than one year, if proof of a valid visa or EU identity card is presented, if the visa supports the purpose for the extended base access request, and if there is a valid/genuine need to grant access for up to one year. Unless otherwise noted, these passes expire at 2359 on the date of expiration.

- (2) Multiple day access passes are intended for visiting friends or family of U.S. personnel, or for North Atlantic Treaty Organization (NATO) personnel permanently assigned to Joint Forces Command (JFC) Naples who reside on Support Site.

- (3) Department of Defense retirees may only request multiple day access passes if they are staying at the Navy Lodge or Navy Gateway Inns and Suites (NGIS) and have guests staying with them. Proof of lodging at Navy Lodge or NGIS is required.

Enclosure (3)

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(4) Guests are not eligible to purchase tax free goods sold onboard NSA Naples at the Navy Exchange (NEX), NEX specialty stores, and Commissary, unless specifically authorized in a letter signed by Commanding Officer (CO), NSA Naples. Only guests who are on mission-related travel to the Naples area and who have NATO SOFA status may be eligible for tax-free shopping privileges. See paragraph (c) for procedures.

(5) Individuals with multiple day access passes may drive onboard NSA Naples only if they meet all requirements set forth by local law to operate a motor vehicle in Italy. All vehicles are subject to inspection.

(6) Multiple day access holders are not authorized to stay overnight in Unaccompanied Housing (UH).

(7) Multiple day access passes may only be issued during Force Protection Conditions (FPCON) ALPHA and BRAVO.

(8) Sponsors are responsible and accountable for the actions of their guest(s) at all times. Guest access is a privilege, not a right. The CO may limit, suspend, or revoke a sponsor's escort privileges at any time.

Note. Citizens of China and Russia. Citizens of China and Russia are not eligible to receive a multiple day pass without prior arrangements via submission of a base access request to the SECO (ten working days in advance, as able) for access to Capodichino and Gricignano.

b. One Day Visitor Passes. This "**ESCORT REQUIRED**" pass is available for guest(s), or personnel conducting work related business. A maximum of two consecutive one-day visitor passes may be issued. Guidelines for issuance:

(1) One-day visitor passes will only be issued to visitors who are present with their sponsor and provide a current, valid passport or EU Identity Card.

(2) One-day visitor passes are valid for a maximum of 24 hours from time of issuance, on a minute for minute basis (i.e. if visitor was escorted onboard at 0800, the pass will only be valid until 0759 the following day). Guests of Local National employees and contractors will have an expiration limited to the working hours for that day indicated on sponsor's installation pass.

(3) The one-day visitor pass does not grant access to the Navy Exchange (NEX) or Commissary.

(4) Those requesting re-occurring access must provide a security check verifying fitness for entrance to prevent exploitation of the requirement of such security checks for base access.

(5) Individuals issued a one-day visitor pass may drive onboard NSA Naples only if they meet all requirements set forth by local law to operate a motor vehicle in Italy.

Drivers must be able to provide valid registration and proof of insurance. All vehicles are subject to inspection at all times.

(6) One-day visitors are not authorized to stay overnight in UH.

(7) Sponsors are responsible and accountable for the actions of their guest(s) at all times.

(8) Personnel attempting to sponsor a minor (anyone under the age of 18) who normally would not have access to the installation, must possess written consent from that minor's parent, authorizing the minor to be sponsored onto the installation with the sponsor identified in the consent letter.

Note. Citizens of China and Russia. Citizens of China and Russia are not eligible to receive a one-day visitor pass without prior arrangements via submission of a base access request to the SECO (ten working days in advance, as able) for access to Capodichino and Gricignano.

c. Commercial Delivery Passes. Personnel conducting deliveries who require access but do not qualify for an installation pass, are required to be sponsored by the command representative they are delivering to. Drivers must provide valid registration and proof of insurance. All vehicles are subject to inspection.

d. Special Event Passes. This "**ESCORT REQUIRED**" pass is available for guest(s), or personnel during special events (i.e. Spooktacular, Festa Americana) or Morale, Welfare and Recreation (MWR)/Tickets and Travel (TT) tours, for members who have escort privileges. Guidelines for issuance:

(1) Special Event visitor passes will only be issued to visitors who are present with their sponsor and can provide proof of receipt of MWR/TT tour. Passes will be issued for the entire length of time of a tour.

(2) Special Event visitor passes will only be issued for the duration of the special event.

(3) Persons who have received a Special Event visitor pass are not eligible to purchase tax-free goods.

(4) Special Event visitor passes are limited to the event location(s).

(5) Sponsors are responsible and accountable for the actions of their guest(s) at all times.

Note. Guest(s) who have approved Special Event visitor pass may be left unattended at the designated point of departure without the presence of their sponsor solely for the purpose of accessing the MWR/ITT tour bus.

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e. Mission-Related Base Access Letter. This **“NO ESCORT REQUIRED”** access letter is used for official visitors when requested by command representatives who have full escort privileges. Sample format can be found on page 9 of this enclosure. Guidelines for issuance:

(1) Requests for base access must be submitted a minimum of ten working days in advance.

(2) Base access requests that do not involve requests for tax-free shopping privileges shall be forwarded to the SECO for review and final approval, via Pass and ID office. If tax-free shopping privileges at the NEX and/or Commissary are being sought for those official visitors, the base access request and explicit request for tax-free shopping privileges shall be submitted to the CO for approval via the Staff Judge Advocate (SJA).

(3) Requests must be forwarded in letter format and provide all pertinent information concerning who, what, where, when, and why access is required, visitor's full legal name, nationality, government-issued identification number, and date of birth. All requests must be dated and have ink signatures and a clear copy of the passport or EU Identity Card must accompany the request letter. Additionally, Security check for non-military personnel will be required from their nation of origin and must be provided along with their base access request. Security checks are considered valid for 12 months from the time of issue.

(4) Requests for base access that include a request for tax-free shopping privileges at the NEX and/or Commissary must be received by Pass and ID no less than ten business days prior to the requested access date. Contact Pass and ID for the template request letter. Requests will not be processed until clear copies of the passport or EU Identity Card are received for all guests.

(a) If the guest is a foreign military member and has NATO Travel Orders, the orders must accompany the request letter along with a clear copy of the guest's passport or ID card. If the guest has NATO Travel Orders, the sponsoring individual/action officer may sign the request letter. If the guest does not have NATO Travel Orders, the request letter must be signed by the Protocol Officer supporting the major overseas commander under whom the engagement or conference is occurring.

(b) If the guest is a U.S. Government civilian employee, a Travel Order should accompany the request. If the guest is a contractor, the letter should be signed by the Contracting Officer Representative. In either case, the letter must state the name of the command for which the civilian or contractor will be performing duties.

(5) It is the responsibility of the sponsor and/or point of contact to obtain the signed base access letter from Pass and ID and ensure that all parties involved have a copy of the appropriate access letter. Visitors without a letter of authorization will be denied access.

(6) Persons who received a base access letter not specifically granting shopping privileges are not eligible to purchase tax free goods at the NEX, NEX Minimart, or Commissary.

(7) Base access letters are only authorized to FPCON BRAVO. At FPCON CHARLIE, visitors with base access letters will be denied access. Sponsors must provide proper justification to CO via the SECO to extend access privileges during higher FPCON levels.

(8) Sponsors are responsible and accountable for the actions of their guest(s) at all times.

Note. Citizens of China and Russia. Citizens of China and Russia are not eligible to receive a Base Access letter without prior arrangements via submission of a base access request to the SECO (ten working days in advance, as able) for access to Capodichino and Gricignano.

f. Vendor Base Access Letter. This **“NO ESCORT REQUIRED”** access letter is used for vendors who have been authorized to sell merchandise through the NEX. Guidelines remain the same as the general base access letter with the following additional requirements:

(1) Vendors must supply a security check from their nation of origin with their base access request as well as a copy of their photo identification. Security checks are considered valid for 12 months from the time of issue.

(2) Vendors from outside of the EU must provide proof of a valid work visa.

(3) Persons who have received a base access letter are not eligible to purchase tax-free goods.

(4) Vendor access is only permitted during FPCONs ALPHA and BRAVO.

g. Admiral Robert B. Carney Park Base Access Letter. This letter authorizes access to MWR facilities on board Admiral Carney Park, for those who normally do not have Admiral Carney Park privileges. Guidelines remain the same as the general base access letter with the following additional requirements:

(1) Personnel requesting base access to Admiral Carney Park must coordinate their request via the MWR Administration Office. Requests must be submitted to MWR not less than 14 working days prior to the requested access date. Access and use fees may apply.

(2) Base access requests will be forwarded to the SECO for review and final approval.

(3) If MWR determines the request to be questionable, they will forward the request to the SJA prior to forwarding the request to Security.

h. Air Mobility Command (AMC) Terminal Access Letters. This letter authorizes personnel who do not have access to Capodichino to use the AMC Terminal located onboard the installation. Guidelines are the same as the general base access letter with the following additional requirements: NATO military personnel who do not have approved access credentials who require access to the air terminal onboard Capodichino shall submit a base access request to the SECO prior to arrival. The access request shall state whether or not the NATO military personnel will be transporting Arms, Ammunition and Explosives as well as the personnel information (names, dates of birth, and passport or EU national ID card numbers) required to produce a base access letter.

i. Lago Patria Receive Site Access Letter. Visitor access requests for Lago Patria Receiver Site must be processed through Naval Computer and Telecommunication Station (NCTS), Naples, Italy Security Manager or NCTS Assistant Security Manager.

(1) Upon approval by NCTS Security Manager or Assistant Security Manager, requests are forwarded to NSA Naples SECO for review and final approval.

(2) In addition to requesting access to Receiver Site, a visitor request to the JFC Carabinieri for access to the JFC installation must be submitted and approved prior to accessing the JFC NATO Installation.

(3) Personnel who are on the "Escort Required" access list must be escorted on the installation using a badge exchange system. Escort and sponsors must wear their badge so that it is visible at all times. Only personnel authorized escort privileges are allowed to escort visitors.

(4) No privately owned vehicles are allowed on the receiver site. Government and contractor vehicles are only allowed access with prior approval by the CO.

5. Temporary Vehicle Access. Personnel who require temporary access for vehicles not registered with NSA Naples may obtain a temporary vehicle pass. The following are the rules and procedures:

a. Proper documentation must be shown in order to receive a temporary vehicle pass to include valid insurance, registration and driver's license. All documentation must be in compliance with local regulations and reference (f).

b. The maximum length of a temporary vehicle pass is 30 days.

c. Temporary vehicle passes must be displayed at all times while on NSA Naples installations and concealed at all other times. Failure to display pass will constitute a traffic violation.

6. Navy Lodge/NGIS Access. Guests of the Navy Lodge/NGIS must meet the eligibility requirements for access to the installation per enclosure (1). It is the responsibility of the

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individual or sponsoring command to ensure these requirements are met. A reservation at the lodging facilities does not automatically grant installation access.

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SAMPLE REQUEST FOR BASE ACCESS LETTER

(Date of your letter)

From: Requestor (Rate/Rank, First, MI, Last), Command Name
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: Security Officer, U.S. Naval Support Activity, Naples, Italy

Subj: BASE ACCESS REQUEST WITH NAVY EXCHANGE AND DEFENSE
COMMISSARY AGENCY ACCESS

Encl: (1) Matrix of Individuals

1. [Name of guest] [status of guest (i.e. contractor, family friend)] will be [state purpose of visit to base (i.e. to conduct training, to visit sponsor and sponsor's family)] during the following period: [DDMMYY] through [DDMMYY]. This training (or other type of mission, if applicable) is sponsored by [applicable command (if mission related)] and requires access to [applicable NSA locations (i.e. Capodichino/Support Site/Carney Park)].
2. Respectfully request base access for the individuals listed in enclosure 1 with Navy Exchange and Defense Commissary Agency access.
3. Thank you for considering this request. The Point of Contact is (name of sponsoring official). This sponsor can be reached at 626-0000 DSN/COMM and via email at [email address] regarding any questions you may have in response to this request.

Sincerely,

Must sign the request here

ACCEPTABLE IDENTITY PROOFING DOCUMENTS

1. U.S. passport or U.S. passport card.
2. Permanent resident card or Alien Registration Receipt Card (INS.Form I-551).
3. Foreign passport.
4. Driver's license or identification card issued by a state or outlying possession of the U.S., provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.
5. Identification card issued by federal, state, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.
6. School identification card with a photograph.
7. U.S. Military or draft record.
8. U.S. Coast Guard Merchant Mariner Card or Transportation Worker ID Card.
9. Native American tribal document.
10. For persons under the age of 18 who are unable to present a document listed above:
 - a. School record or report card.
 - b. Day care or nursery school record.
 - c. Birth certificate.

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Appendix B

List of Acceptable Documents

(One from List A or one from each of Lists B and C)

List A Documents that establish both identity and employment eligibility	Or	List B Documents that establish identity	And	List C Documents that establish employment eligibility
<ul style="list-style-type: none"> • U.S. Passport (unexpired or expired) • Certificate of U.S. Citizenship (Form N-560 or N-561) • Certificate of Naturalization (Form N-550 or N-570) • Unexpired foreign passport with I551 stamp or attached Form I-94 indicating unexpired employment authorization • Permanent Resident Card • Alien Registration Receipt Card with photo (Form I-151 or I-551) • Unexpired Temporary Resident Card (Form I-688) • Unexpired Employment Authorization Card (Form I-688A) • Unexpired Reentry Permit (Form I-327) • Unexpired Refugee Travel Document (Form I-571) • Unexpired employment authorization document issued by the Department of Homeland • Security (DHS) that contains a photo (Form I-688B) 		<ul style="list-style-type: none"> • Drivers license issued by a state or outlying possession of the United States that contains a photograph or information such as name, DOB, gender, height, eye color, and address • ID card issued by federal, state, or local government agency that contains a photo, or information such as name, DOB, gender, height, eye color, and address • School ID card with photo • Voter registration card • U.S. Military card or draft record • Military dependent ID card • U.S. Coast Guard Merchant Mariner Credential or Merchant Mariner's Documents • Native American tribal document • Drivers license issued by a Canadian government authority 		<ul style="list-style-type: none"> • U.S. Social Security card (other than a card stating it is not valid for employment) • Certification of Birth Abroad issued by the State Department (Form FS-545 or DS-1350) • 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 • Native American tribal document • U.S. Citizen ID Card (Form I-197) • ID card for use of resident citizen in the United States (Form I-179) • Unexpired employment authorization document issued by DHS (other those listed in List A)

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**ACCEPTABLE PROOF OF LAWFUL ENTRY AND STATUS IN
THE REPUBLIC OF ITALY**

1. U.S. Citizen: Valid passport with entry stamp into the European Union (EU). Citizens living in Italy must have valid visa or identification (ID) issued by the Italian government.
2. Italian Citizen: Valid passport, EU, ID, or other identification issued by the Italian government.
3. European Union Citizen: Valid passport, EU, ID, or other identification issued by the Italian government.
4. Third-Country Citizen: Valid passport with entry stamp into the European Union. Third World Nations holding a valid residence permit issued by a Schengen member state are exempt from the visa requirement (for list of nations that must have a visa to enter Italy see page 11).

PROCEDURES FOR OBTAINING LOCAL NATIONAL/CONTRACTOR IDENTIFICATION CARDS

1. Purpose. To establish procedures and assign responsibilities for requesting and issuing initial, replacement or renewal contractor/Local National (LN) Installation pass.
2. Scope. Badge all personnel employed onboard U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, installations, who have not already received identification (ID) from one of the issuing authorities of the U.S. Government. Each employee must receive proper vetting to determine eligibility for issuance of a contractor/LN ID Card within 30 days of employment.
3. Definitions
 - a. LN employee. An Italian or third country national citizen, who is employed by the Department of Defense (DoD) in the NAVSUPPACT Naples area of responsibility.
 - b. Non-U.S. Contractor. A non-U.S. citizen contractor who lives in Italy or a third country, is contracted to work for the DoD specifically onboard NAVSUPPACT Naples, and is not a DoD ID card holder. A contractor must already be contracted to work for DoD in order to obtain an installation pass. Contractors who are only attempting to establish a contract with DoD may be granted access only through an individual who has escort privileges or through base access letter procedures.
 - c. Vetting. Defined as an evaluation of an applicant's or a card holder's character, and conduct for approval, acceptance or denial of an access control credential and/or physical access to an installation.
4. Policy
 - a. LN employees and non-U.S. contractor employees will be issued "Installation Passes" using the Defense Biometric Identification System (DBIDS), for the purpose of performing employment onboard NAVSUPPACT Naples installations. Commander, Navy Region Europe, Africa, Central (CNREURAFCENT) pass application, located on page 12 of this enclosure, will be used to request a pass.
 - b. Length of pass
 - (1) For LN employees a 'DBIDS Badge' is valid for up to three years or until the expiration date of the supporting document, e.g. passport that was used to obtain the "Installation Pass", whichever date occurs first.

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(2) For non-U.S. contractor employees, the 'DBIDS Badge' will be valid for the length of the contract, up to one year, or until the expiration date of the supporting document, e.g. contract that was used to obtain the "Installation Pass" or the security check, whichever occurs first.

c. Sponsorship

(1) For LN employees, the hiring command performs sponsorship duties.

(2) For non-U.S. contractor employees, the hiring command performs sponsorship duties. Hiring organizations shall specify access limitations for contractors to the time required to complete the contract.

d. Installation Pass and Parking Restrictions

(1) Location access. The specific installations a pass holder may access must be justified by the sponsor and limited to only the locations required for the employee to perform associated tasks/duties.

(2) Time access. The times and days a pass holder may access the installation must be justified by the sponsor and limited to the minimum time required for the employee to perform his or her duties.

(3) Parking Restrictions. Contractor employees will be allowed to park their vehicles onboard NAVSUPPACT Naples Installations, only during performance of their contract work. Contractors are prohibited from parking vehicles onboard NAVSUPPACT Naples Installations, when they are not performing their contract obligations.

(4) Force Protection Condition (FPCON) Restrictions. The "Installation Pass" allows access during FPCON ALPHA, BRAVO, and CHARLIE (with justification). Sponsoring officials must take care in authorizing only to the required FPCON level and must clearly justify the request for access in FPCON CHARLIE and DELTA. Sponsoring officials must first contact the Emergency Management Officer (EMO) for conditions when personnel require FPCON DELTA. Only after personnel have been submitted to the NAVSUPPACT Naples Emergency Management Officer, will LN employee or contractor be considered for access during FPCON Delta.

e. Application Requirements

(1) Security checks are used to determine if a new applicant could be determined a security risk. Security check requirements are based on an individual's category and the sponsoring organizations are responsible for ensuring the required security checks are completed. Installation Commanding Officer (ICO) will ensure that LN applicants provide required security check certificates per the legislation of the receiving State.

(2) Defense Central Index of Investigations (DCII). The DCII is an automated central index that identifies investigations conducted by DoD investigative agencies. If the applicant claims a previous affiliation with the U.S. Armed Forces or has a social security number, this check is required prior to issuing installation passes.

NOTE. Citizens of China and Russia. Citizens of China and Russia are not eligible to receive a “NAVCMS Badge” without prior authorization from the SECO (ten working days in advance, as able) for access to Capodichino and Gricignano.

5. Application Procedures

a. Designating a Command Sponsoring Official

(1) Each sponsoring command or organization shall designate individuals authorized to coordinate with NAVSUPPACT Naples Security on official base access procedures and requests. These individuals shall familiarize themselves with this instruction and all pertinent installation policies. Each command or organization may designate multiple individuals based on a valid operational need.

(2) The sponsoring official is the key to the integrity of the base access process and shall ensure the requirements and intent of this regulation are followed. The sponsoring official must personally review and sign each application he/she submits. The sponsoring official must meet the following requirements:

(a) Shall be a CAC holder.

(b) Shall be an E7, Government Service, Non-appropriated Fund equivalent, or higher.

(3) Each command or organization that sponsors installation pass applicants will designate sponsoring officials in writing and forward those “Base Access Sponsoring Official Designation Memorandum” to the NAVSUPPACT Naples Security Officer (SECO). NAVSUPPACT Naples Security Department is responsible for providing training to the designated sponsoring officials. An example of the designation memorandum can be found on page 11 of this enclosure.

(4) The designation memorandum must contain the signatures of the individuals authorized to sponsor applicants.

(5) The SECO (or their designated representative) shall retain the designation memorandum on file. The memorandum will be used to verify that the sponsoring official’s authorization is valid each time an individual applies for an installation pass and to confirm that the organization listed is the sponsoring organization. Memoranda shall be valid for two years from time of serialization, unless cancelled at an earlier time.

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b. Badge Application Required Documents

- (1) CNREURAFCENT pass application.
- (2) Official photo identification, e.g. Passport, Carta d'Identità, etc.
- (3) Copy of "Certificato Penale del Casellario Giudiziale" for LN employees or pertinent security check certificates from third country national (only valid if dated less than two months from submission).
- (4) Copy of DCII, if applicable.
- (5) Vehicle registration (if registering a vehicle).
- (6) Vehicle insurance (if registering a vehicle).
- (7) Additionally for contractors ONLY:
 - (a) Copy of individual's employment contract from the local Italian labor office.
 - (b) Contract containing company name, contracting organization and contact information, length of contract, description of work, and valid justification for requesting access to the installation.
 - (c) A copy of the individuals UNILAV (Modello Unificato Per Il Lavoro) form verifying employment, in absence of UNILAV, a notarized copy of employment letter in conjunction with "Camera di Commercio" (Chamber of commerce) or "Partita IVA" (small business license).
- (8) When the application is completed, the application will be routed to the SECO via the Pass and ID office for their endorsement (Block 35). The completed application will be returned to the Pass and ID office. The sponsoring official or designated escort must escort the applicant to the Pass and ID Office to obtain their pass. Applicants shall not be issued any pass without the sponsoring official or designated escort present. Personnel who are renewing their un-expired installation pass are excluded from the escort requirement.
- (9) Pass and ID Offices shall retain a copy of all paperwork used to obtain installation passes for three years after the expiration date of the installation pass, at which time all paperwork shall be properly destroyed.
- (10) Situations in which security checks reveal derogatory material will be forwarded to the Installation CO via the Office of General Counsel for adjudication.

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(11) Installation CO and security personnel will strictly control security background check information and treat it as "Sensitive." The CO will ensure that only persons with a "need to know" have access to individual security files.

c. Residence Permits. Installation pass applicants who are non-European Union citizens and non-DoD ID card holders are required to submit copies of residence permits before an installation pass can be issued, unless they are exempt as noted below:

(1) Members of North Atlantic Treaty Organization commands and their dependents.

(2) Members of U.S. missions and their dependents.

d. Employee Category. An applicant's category will determine the type of installation pass that may be issued and the associated restrictions. Sponsoring officials shall state the category on the application; Security personnel shall verify its correctness.

e. Specifying pass restrictions

(1) The sponsoring official must ensure the application lists only the installations to which the employee requires access by checking only the appropriate name(s) of the installation (i.e. Capodichino only). If access to multiple installations is required, the sponsor must provide justification.

(2) Access days and times must be listed. The sponsoring official must ensure the application details the specific days and times of day that access is required for the employee to perform the duties for which he or she is employed ("once in a while" is not an acceptable entry).

(3) Escort privileges. Sponsoring officials may request escort privileges for the applicant only if bona fide reason exists. This justification must extend beyond convenience for the installation pass holder or sponsoring command or organization and it must clearly explain why the installation pass holder requires escort privileges. All personnel authorized escort privileges must speak English. Escort privileges granted to LN employees and contractors are the ultimate responsibility of the sponsoring command or organization. CO or SECO may deny, modify, or revoke escort privileges at any time.

(4) FPCON Restrictions

(a) FPCON restrictions are based on an individual's operational requirements and category. Sponsoring officials must take care in authorizing access for employees only up to the necessary FPCON level and must justify the reason for access to FPCON CHARLIE or DELTA.

(b) Sponsoring officials must first contact the EMO for conditions in which personnel require access in FPCON DELTA. Only after personnel have been approved by the EMO may they be granted FPCON Delta access on their installation pass.

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f. Vehicle Registration Information

(1) All individuals applying for an "Installation Pass" shall register the vehicle(s) used to enter U.S. Forces installations.

(2) Privately owned vehicles must be registered and associated with the applicant's Installation Pass.

(3) The Pass and ID Office will issue a vehicle authorization memo for additional company vehicles, as approved the sponsoring official on the application.

(4) The following vehicle information must be included in the application CNRE Form 5530/1:

(a) License-plate number and country of issue.

(b) Color, year, make, model, and body type.

(c) Company's name and telephone number (only for company vehicles).

(5) Applicants must also provide the following original documents: vehicle registration, vehicle insurance, and any applicable safety courses required for that vehicle to access the installation.

6. Application procedures for lost or stolen pass

a. If an installation pass is lost or stolen, the installation pass holder must immediately report it to the installation Security Office and provide a written voluntary statement in addition to an Italian Denouncement.

b. The sponsoring command or organization must submit a new application to the same NAVSUPPACT Naples Security office where the original pass was obtained, in order to obtain a replacement pass.

NOTE. Second loss pass in a year may result in revocation of unescorted access to the installation.

7. Application procedures for renewal pass

a. Renewal requests must be submitted on a new application form from the sponsoring command or organization to validate the information on the original application. An application will be considered a renewal only if submitted prior to the expiration date of the current installation pass.

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- b. A new DCII will be required if one was initially required based on the person's category.
- c. An updated "Cerificato Penale del Casellario Giudiziale" is required at time of renewal.
- d. Sponsoring officials must submit a new pass application memorandum to NAVSUPPACT Naples Security at least 30 working days prior to the expiration of the current installation pass.
- e. For all contractors, the sponsoring command or organization shall submit a copy of the contract or justification memorandum for renewal of the installation pass.

8. Unserviceable Pass

- a. An unserviceable installation pass may be exchanged, one-for-one, at the pass holder's servicing Installation DBIDS office without action from the sponsoring command or organization.
- b. Security/Access control personnel shall confiscate all unserviceable passes. Individuals who have their IDs/passes confiscated shall be issued a receipt COMNAVREGEUR Form 5530/2, page 14 of this enclosure.

9. Issuing Authority. Pass and ID will process all requests for installation passes as follows:

- a. Reject any application signed by an unauthorized sponsoring official.
- b. Reject any application that does not include required documentation.
- c. Clarify any justifications that are insufficient as a quality-control check for the overall system.
- d. Before issuing the installation pass to the applicant, ensure that the applicant has signed and dated the installation pass holder "Acknowledgement of Responsibilities Memorandum," page 15 of this enclosure.

10. Confiscation of Installation Passes Due to Termination. Any person who is no longer employed on or by NAVSUPPACT Naples must surrender their NAVSUPPACT Naples installation pass. Failure to surrender the pass can and will result in immediate confiscation of the pass upon discovery.

- a. Procedures for LN Employees. LN employees will surrender their installation pass to the NAVSUPPACT Naples Human Resources Office (HRO) or to their immediate supervisor who will deliver the installation pass to the NAVSUPPACT Naples Pass and ID office.

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b. Procedures for non-U.S. Contractors. Non-U.S. contractors will surrender their installation pass to their immediate supervisor who will deliver the installation pass to the NAVSUPPACT Naples Pass and ID Office where it will be destroyed.

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SAMPLE LETTER

SSIC
Ser Nxx/
Date

From: (Enter name of authorized official)

To: (Appropriate installation name) Defense Biometric Identification System (DBIDS)

Subj: DESIGNATION OF BASE ACCESS SPONSORING OFFICIAL

1. The following individuals are designated as sponsoring officials for (enter name of the command or organization).

a. Authorized to grant multiple installation access (O5 equivalent or higher):

Full Name Position Grade Official e-mail

Signature _____

b. Authorized to grant single base access (E7 equivalent or higher):

Full Name Position Grade Official e-mail

Signature _____

2. Command specific information (if required).

3. The POC for this information is (include name, telephone number, and e-mail address).

Signature Block

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DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION					
PRIVACY ACT STATEMENT:					
<p>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 (DGN), as amended, DORN_NM05512.2.</p> <p>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 relieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.</p> <p>ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.</p> <p>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.</p>					
IDENTITY PROOFING AND APPLICANT INFORMATION					
1. LAST NAME:		2. FIRST NAME:		3. MIDDLE NAME:	
4. NAME SUFFIX: Jr. Sr. I II III IV					
5. HISPANIC OR LATINO (Check one): YES NO		6. RACE (Check one or more): WHITE AFRICAN AMERICAN OR BLACK ASIAN AMERICAN INDIAN OR ALASKAN NATIVE NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER			
7. GENDER (Check one): MALE FEMALE		8. DATE OF BIRTH:	9. CITY OF BIRTH:	10. STATE OF BIRTH:	11. BIRTH COUNTRY:
12. US CITIZEN (Check): YES NO		13. DUAL CITIZENSHIP: YES NO CITIZENSHIP IF OTHER THAN US (Country):			
<p>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.</p> <p>Alien Minimum Documentation Required: Registration Number, Expiration date, Date of entry, Port of entry.</p>					
14. IDENTITY SOURCE DOCUMENTS PRESENTED:		15. DOCUMENT NUMBER:	16. ISSUED BY STATE/COURT:	17. ISSUED BY COUNTRY:	18. ISSUED:
<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):	
				Blond Brown Black Gray Red White Silver Auburn Bald	
23. EYE COLOR (Check one):					
Brown Green Blue Hazel Black Gray Violet 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):	

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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: NO RECORDS RECORD IDENTIFIER RECORD NUMBER: _____	38. RESULTS OF LOCAL RECORDS CHECK: NO RECORDS 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. Block 2: Enter the First Name. Block 3: Enter the Middle Name. Block 4: If applicable, check the box for Name Suffix. Block 5: Check the applicable box for Hispanic or Latino. Block 6: Check the applicable box for Race. Block 7: Check the applicable box for Gender. Block 8: Enter Date of Birth. Block 9: Enter City of Birth. Block 10: Enter State of Birth. Block 11: Enter Country of Birth. Block 12: Check the applicable box for US Citizenship. Block 13: If not a US Citizen, enter the name of the Country of Citizenship. Block 14: Two forms of identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identify proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present. Block 15: Enter the Document Number located on the Identity Proofing Source document that was checked in Block 14. Block 16: Enter the State that Issued the Identity Source Document. Block 17: Enter the Country that issued the Identity Source Document.</p>	<p>Block 18: Enter the Date that the Identity Source Document was Issued. Block 19: Enter the Date that the Identity Source Document will expire. Block 20: Enter Weight in pounds. Block 21: Enter Height in inches. Block 22: Check the applicable box for Hair Color. Block 23: Check the applicable box for Eye Color. Block 24: Enter Home Address including City, State, Zip Code, and Home Telephone Number. Block 25: Enter Name of Registrant's Base Sponsor and Base Sponsors Telephone Number. Block 26: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number. Block 27: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number. Block 28: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days. Block 28: Check the applicable answer if you have been convicted of Felony and enter initials. Block 29: Check the applicable box for felony conviction. Block 30: Enter initials to accept terms for returning Local Population Identification Card. Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.</p>
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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
<p>1. U.S. Passport or U.S. Passport Card. 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551). 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. 4. Employment Authorization Document that contains a photograph (Form I-766). 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign Passport, and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or limitations identified on form. 6. Passport from the Federal States of Micronesia (FSM) or the Republic of the Marshall Islands (RM) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and FSM or RM.</p>		<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 3. School ID card with a photograph 4. Voter's registration card. 5. U.S. Military card or draft record. 6. Military dependent's ID card. 7. U.S. Coast Guard Merchant Mariner Card. 8. Native American tribal document. 9. Driver's license issued by a Canadian government authority. For persons under age 16 who are unable to present a document listed above: 10. School record or report card. 11. Clinic, doctor, or hospital record. 12. Day-care or nursery school record.</p>		<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION. (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION. 2. Certification of Birth Abroad Issued by the Department of State (Form FS-545). 3. Certification of Birth Issued by the Department of State (Form DS-1360). 4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal. 5. Native American tribal document. 6. U.S. Citizen ID Card (Form I-197). 7. Identification Card for Use of Resident Citizen in the United States (Form I-179). 8. Employment authorization document issued by the Department of Homeland Security.</p>

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

AGENCY DISCLOSURE STATEMENT:

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

PLEASE DO NOT RETURN COMPLETED FORM TO THE ABOVE ADDRESS.

Completed form should be submitted to the Base Registrar.

ACCESS PROCEDURES FOR ITALIAN ENVIRONMENTAL, LABOR, AND SAFETY INSPECTORS

1. Purpose. To outline procedures for Security Department personnel to use when an Italian Inspector requires entry to a U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Installations.
2. Responsibility. It is the responsibility of all Security Department personnel to comply with the instructions outlined herein.
3. Action. The Commanding Officer (CO) shall be notified immediately anytime environmental, labor, or safety inspectors request access to a NAVSUPPACT Naples installation.
4. Process
 - a. In addition to contacting the CO immediately, Security Department personnel shall follow the specific procedures outlined below, when an Italian environmental, labor, or safety inspector requests access to any NAVSUPPACT Naples installation. If it is unclear what type of inspector the individual is, contact India-7 immediately. India-7 personnel shall not grant access or assist in the inspection but shall assist the sentry in identifying what type of inspector is attempting to gain access, and accordingly, which offices and subject matters experts to contact and respond as escorts.
 - b. If Ministry of Labor Inspectors, Istituto Nazionale per l'Assicurazione contro gli Infortuni sul Lavoro (INAIL) Inspectors, or Azienda Sanitaria Locale (ASL) Inspectors require access on base, for official duties, they should:
 - (1) Possess a "certificate of free access" (documento di libero accesso) issued by the NATO-WEU Secretariat of the Ministry of Labor.
 - (2) Submit official request, in writing, to the Installation CO and provide the reason for the visit.
 - (3) If no prior access has been granted, contact the Office of General Counsel (OGC); they will determine if the individual has appropriate documentation. If the OGC cannot be reached, contact the Region International Law Attorney.
 - (4) Regardless of whether prior access has been granted or not, also contact the offices outlined below, depending upon the nature of the inspection, so they may respond as escorts for the inspectors until they depart the installation:
 - (a) Safety Inspectors. Contact the Safety Officer and the office Responsible for the Service of Prevention and Protection (RSPP).

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(b) Labor Inspectors. Contact the OGC. If OGC cannot be reached, contact the Region International Law Attorney.

(c) Environmental Inspectors. Contact Naval Facilities Engineering Command, the Environmental Director, and the Hazardous Waste Coordinator.

c. If Naples Inspectors (Comune di Napoli, Ispettori d'Edilizia) or Carabinieri are conducting environmental or safety inspections and require access on base for official duties:

(1) Contact OGC, and follow the same procedures outlined above in paragraph (4).

(2) If Carabinieri are acting as escorts to the inspecting party, contact the Security Officer to respond as well.

d. Regardless of the nature of the inspection, contact the Security Watch Commander, to review all restricted zones on base to which access is not authorized (C4I building, ACC dispatch, kennels, DCS vault).

CONTACT MATRIX

CO/XO	626-6289
CMC	626-5396
SJA	626-2889
Office of General Counsel	626-2935/3165
Security Officer	626-5411
Safety Officer	626-4790
RSPP	626-6342
Environmental Director	626-6644
Hazardous Waste Coordinator	626-6643
NAVFAC	626-7715
Region International Law Attorney	626-4496/4588
OPSO	626-5216/5553
NCIS	626-4401
Supply/FCC	626-5428
PSD	626-5787
HRO	626-5770
Protocol	626-4313/5176

NAVSUPPACT NAPLES MULTIPLE DAY PASS REQUEST FORM

SPONSOR NAME (PERSON SIGNING ON GUESTS) _____ RANK/DOD/DEPENDENT _____ BRANCH OF SERVICE _____

SPONSOR COMMAND (EX. C6F, FLC) _____

DUTY NUMBER _____

HOUSE/CELL NUMBER _____

SPONSOR RESIDENCE (PHYSICAL ADDRESS) _____

VISITOR RESIDENCE (PHYSICAL ADDRESS) _____

REQUEST START/END DATE _____

REASON FOR VISIT _____

GUEST NAME _____ CITIZENSHIP _____

PASSPORT NUMBER _____ DATE OF BIRTH _____

PLACE OF BIRTH _____ OCCUPATION/EMPLOYER _____

MOBILE PHONE NUMBER _____ EMAIL _____

GUEST NAME _____ CITIZENSHIP _____

PASSPORT NUMBER _____ DATE OF BIRTH _____

PLACE OF BIRTH _____ OCCUPATION/EMPLOYER _____

MOBILE PHONE NUMBER _____ EMAIL _____

GUEST NAME _____ CITIZENSHIP _____

PASSPORT NUMBER _____ DATE OF BIRTH _____

PLACE OF BIRTH _____ OCCUPATION/EMPLOYER _____

MOBILE PHONE NUMBER _____ EMAIL _____

GUEST NAME _____ CITIZENSHIP _____

PASSPORT NUMBER _____ DATE OF BIRTH _____

PLACE OF BIRTH _____ OCCUPATION/EMPLOYER _____

MOBILE PHONE NUMBER _____ EMAIL _____

I CERTIFY THAT THE ABOVE VISITORS ARE VISITING ME AND RESIDING IN MY RESIDENCE. I ALSO CERTIFY THE ABOVE VISITORS DO NOT WORK OR RESIDE IN THE CAMPANIA REGION AS PER NAVSUPPACT INST. 5512.5H. ANY FALSIFICATION OR MISREPRESENTATION OF THE ABOVE STATEMENT CAN AND WILL RESULT IN REVOCATION OF THE SPONSOR'S SPONSORSHIP PRIVILEGES.

SPONSOR'S SIGNATURE _____

Enclosure (6)

DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION						
PRIVACY ACT STATEMENT:						
<p>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 (SBN), as amended, DORN NM05512.2.</p> <p>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.</p> <p>ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.</p> <p>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.</p>						
IDENTITY PROOFING AND APPLICANT INFORMATION						
1. LAST NAME:		2. FIRST NAME:		3. MIDDLE NAME:		
4. NAME SUFFIX: Jr. Sr. I II III IV						
5. HISPANIC OR LATINO (Check one): YES NO		6. RACE (Check one or more): WHITE AFRICAN AMERICAN OR BLACK ASIAN AMERICAN INDIAN OR ALASKAN NATIVE NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER				
7. GENDER (Check one): MALE FEMALE		8. DATE OF BIRTH:	9. CITY OF BIRTH:	10. STATE OF BIRTH:	11. BIRTH COUNTRY:	
12. US CITIZEN (Check): YES NO		13. DUAL CITIZENSHIP: YES NO CITIZENSHIP IF OTHER THAN US (Country):				
<p>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.</p> <p>Alien Minimum Documentation Required: Registration Number, Expiration date, Date of entry, Port of entry.</p>						
14. IDENTITY SOURCE DOCUMENTS PRESENTED:		15. DOCUMENT NUMBER:	16. ISSUED BY STATE/COURT:	17. ISSUED BY COUNTRY:	18. ISSUED:	
<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): Blond Brown Black Gray Red White Silver Auburn Bald			23. EYE COLOR (Check one): Brown Green Blue Hazel Black Gray Violet 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):		

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OMB 0703-0061 Exp. 31 Mar 2017

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

WORK HOURS: 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)*

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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.

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DATE _____ SIGNATURE _____

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

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36. NCIC CHECK PERFORMED BY:	37. RESULTS OF NCIC CHECK: NO RECORDS RECORD IDENTIFIER RECORD NUMBER:	38. RESULTS OF LOCAL RECORDS CHECK: NO RECORDS RECORD IDENTIFIER RECORD NUMBER:	

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<p>Block 1: Enter the Last Name. Block 2: Enter the First Name. Block 3: Enter the Middle Name. Block 4: If applicable, check the box for Name Suffix. Block 5: Check the applicable box for Hispanic or Latino. Block 6: Check the applicable box for Race. Block 7: Check the applicable box for Gender. Block 8: Enter Date of Birth. Block 9: Enter City of Birth. Block 10: Enter State of Birth. Block 11: Enter Country of Birth. Block 12: Check the applicable box for US Citizenship. Block 13: If not a US Citizen, enter the name of the Country of Citizenship. Block 14: Two forms of identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identity proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present. Block 15: Enter the Document Number located on the Identity Proofing Source document that was checked in Block 14. Block 16: Enter the State that Issued the Identity Source Document. Block 17: Enter the Country that Issued the Identity Source Document.</p>	<p>Block 18: Enter the Date that the Identity Source Document was Issued. Block 19: Enter the Date that the Identity Source Document will expire. Block 20: Enter Weight in pounds. Block 21: Enter Height in inches. Block 22: Check the applicable box for Hair Color. Block 23: Check the applicable box for Eye Color. Block 24: Enter Home Address including City, State, Zip Code, and Home Telephone Number. Block 25: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone Number. Block 26: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number. Block 27: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number. Block 28: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days. Block 28: Check the applicable answer if you have been convicted of Felony and enter initials. Block 29: Check the applicable box for felony conviction. Block 30: Enter initials to accept terms for returning Local Population Identification Card. Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.</p>
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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"> U.S. Passport or U.S. Passport Card. Permanent Resident Card or Alien Registration Receipt Card (Form I-551). Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. Employment Authorization Document that contains a photograph (Form I-766). For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign Passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and 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. 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"> 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. 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. School ID card with a photograph Voter's registration card. U.S. Military card or draft record. Military dependent's ID card. U.S. Coast Guard Merchant Mariner Card. Native American tribal document. 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"> School record or report card. Clinic, doctor, or hospital record. Day-care or nursery school record. 		<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION. VALID FOR WORK ONLY WITH DHS AUTHORIZATION. Certification of Birth Abroad Issued by the Department of State (Form FS-545). Certification of Birth Issued by the Department of State (Form DS-1360). Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal. Native American tribal document. U.S. Citizen ID Card (Form I-197). Identification Card for Use of Resident Citizen in the United States (Form I-179). 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 22350-3100 OMB 0703-0061. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

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

13 APR 2021

NAVAL SUPPORT ACTIVITY NAPLES, ITALY
FITNESS REQUIRMENTS FOR INSTALLATION BASE ACCESS1. Permanently Disqualifying Fitness Determination Standards

- a. Identified in the Foreign Fugitive File
- b. Identified in the Immigration Violator File
- c. Known or Appropriately Suspected Terrorist (KST) File
- d. Felony convictions for Rape, Child Molestation, Trafficking in Humans, Espionage, Sabotage, Treason or Terrorism.

2. Other Felony Convictions

- a. Any Felony conviction within the past ten years is grounds for denying installation access. The Commanding Officer may waive this based on the necessity and purpose of the person requesting access.
- b. Any person registered on the National Sex Offender Registry database is automatically disqualified for fitness.

3. Misdemeanor Convictions

- a. Any misdemeanor conviction within the last four years is grounds for denying installation access.
- b. Misdemeanor conviction within the last ten years that was downgraded from a felony charge by rule of no contest or Plea Nolo is disqualified for fitness, but may be waved based on necessity and purpose of access. Some instances include:

4. Other Convictions

- a. Records of less than one year of cases where the person was charged with an infraction.
- b. Traffic Offenses where there was a charge of Recklessness, Endangerment, or Driving Under the Influence of an Alcoholic beverage may be granted access but will be denied driving privileges on base.

5. Cases without disposition

- a. Arrests for a disqualifying event without disposition such as conviction, dismissal, not guilty or acquittal of more than ten years old are not grounds for denying access.
- b. Awaiting trial, or on Bail. In those cases where a person is awaiting trial they may not be authorized to leave the country. These cases for awaiting trial and should be denied access.

13 APR 2021

6. The Commanding Officer has the right to deny access or access credentials based on information obtained during identity vetting such as Wanted Persons (active wants/warrants) which indicates the individual may present a threat to the good order, discipline and morale of the installation.

SPONSOR NOTICE OF VIOLATION

SPONSOR INFORMATION

Name:

Date of Violation:

Category MIL/DEP/RET/HN:

Personal and Work number:

Command:

Supervisor Name and Contact number of Violator:

VISITOR INFORMATION

Name:

Date and Time of incident:

Location of incident:

Description of incident:

You are hereby advised that you are in violation of NAVSUPPACTNAPLESINST 5512.5J and NSA Security Post Order #17. Your Violation will remain in effect 14 days from the date of reported violation. This also serves as notification that a second violation of this instruction will result in a 30 day suspension and a third violation may result in permanent suspension of sponsorship privileges. The Commanding Officer has the authority to revoke escort privileges at any time. You may appeal this violation by contacting the Commanding Officer via the Security Officer.

Printed Name of Violator

Printed Name of Patrol Officer

Signature of Violator

Signature of Patrol Officer

Date

Date

Enclosure (9)