



DEPARTMENT OF THE NAVY

U.S. NAVAL STATION  
PSC 1005, BOX 25  
FPO AE 09593-1000

NAVSTAGTMOINST 5530.4  
N3AT  
12 Mar 15

U.S. NAVAL STATION, GUANTANAMO BAY, CUBA INSTRUCTION 5530.4

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay,  
Cuba

Subj: ACCESS CONTROL

Ref: (a) DTM 09-012  
(b) OSD Memorandum for DoD Security Directors, 20NOV13  
(c) OPNAVINST 5530.14E  
(d) CNICINST 5530.14A  
(e) AMCI 24-101  
(f) CNIC HPD Advisory #09082014063

Encl: (1) Access Control Program  
(2) SECNAV Form 5512/1  
(3) Access Control Quick Reference Guide  
(4) Installation Vetting List  
(5) Access Denial Letter  
(6) NAVSTA Guantanamo Bay Form 5530/1

1. Purpose. To provide standardized installation access control policy and guidance for U.S. Naval Station (NAVSTA), Guantanamo Bay, Cuba.

2. Cancellation. NAVSTAGTMOINST 4650.1B. This instruction is a new issuance, incorporating NAVSTAGTMOINST 4650.1B and should be read in its entirety.

3. Background. The Commanding Officer (CO) of NAVSTA Guantanamo Bay is responsible for ensuring all personnel who access the installation have a justified reason and are appropriately vetted to the standards outlined in reference (a). In addition, due to NAVSTA Guantanamo Bay's isolation and difficulty of access, it is necessary to implement unique screening measures to verify lodging and means of transportation on/off the installation for all transient personnel.

4. Policy. This instruction applies to all personnel and should be read in its entirety.

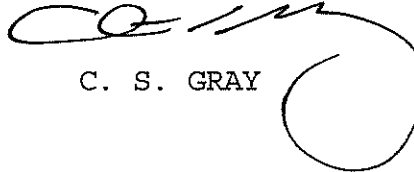
12 Mar 15

All personnel onboard NAVSTA Guantanamo Bay are responsible for reading and adhering to the guidelines outlined in this instruction.

5. Action. NAVSTA Guantanamo Bay U.S. Naval Security Forces (NSF) are tasked with enforcing the requirements outlined in this instruction and shall implement all applicable processes.

6. Availability. Enclosures (1) through (3) are available in the Access Control Office, Building 865. Any changes, corrections, and/or line-outs render enclosure (2) invalid.

7. Records Management. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAVINST 5210.8.



C. S. GRAY

Distribution:

Electronic only, via NAVSTA Guantanamo Bay Website or portal  
<https://www.webaccess.usnbgtdmo.navy.mil>

12 Mar 15

U.S. NAVAL STATION, GUANTANAMO BAY, CUBA ACCESS CONTROL PROGRAM

1. Purpose. Guidance defined in this enclosure shall be used to develop and implement a comprehensive Access Control Program. The following access control standards are intended to formalize the access control process for NAVSTA Guantanamo Bay. The access control standards contained in this instruction will closely link warfighting requirements to required installation capability, provide consistent levels of installation services, and provide the basis for Inter-Service Support Agreements (ISSAs) between Department of Defense (DoD) components. At a minimum, this instruction will be reviewed on an annual basis.

2. Access Control Standard I - Definitions. Installation access must be granted in a clear and uniform manner to reduce the likelihood of unauthorized access to the installation and to provide unambiguous indications of illegal entry attempts.

a. Access Control. For the purposes of this instruction, the term "access control" includes screening, controlling, validating and detecting authorized and unauthorized access to NAVSTA Guantanamo Bay. This term includes access control devices and physical security equipment, such as walls, barriers and gates that help prevent unauthorized access.

b. DoD Personnel. Uniformed military service members and civilian employees hired and paid from appropriated and non-appropriated funds under permanent or temporary appointment. The Common Access Card (CAC) and a valid passport are the only authorized credentials for personnel in this access category.

c. Family Member. Individuals defined as "dependent", includes spouses, unmarried widows, unmarried widowers, unmarried legitimate children, including adopted children or stepchildren who are under 21 and incapable of self-support, or under 23 and enrolled in a full-time institution of higher learning. In addition, this includes the family members of DoD civilian employees, particularly as it pertains to those assigned overseas. DD Form 1173 (Teslin) and a valid passport are the only authorized credentials for personnel in this access category.

d. Contractor. All business entities and employees thereof, that have been awarded contracts to conduct business on NAVSTA Guantanamo Bay.

e. Sponsor. A sponsor is a resident of the installation, whose position within the DoD allows him/her to sponsor guests onto the installation as identified below:

- (1) Military Personnel (Active/Reserve/National Guard).
- (2) Military Family Members.
- (3) Government Employee (AF & NAF).
- (4) Government Employee Family Member.
- (5) Government Contractor (if authorized by the CO).

f. In any circumstance, the sponsor will be fully responsible for the visitor's conduct while onboard the installation. Any violations of this requirement may result in judicial and/or other disciplinary/administrative actions as deemed prudent by the Commanding Officer.

g. Third Country National. Persons who are non-U.S. citizens. This includes lawful permanent residents in possession of Alien Registration Card (Green card) and/or Employment Authorization Document (EAD).

h. Visitor. An individual who is seeking short term access to the installation and has a sponsor assigned.

i. Guest. A guest is defined as a family member or friend visiting a sponsor on the installation. A guest receives access to the installation from the CO through the sponsor.

3. Access Control Standard II - Implementation /Administration. NAVSTA Guantanamo Bay has established program guidelines that clearly delineate operational and administrative command responsibilities.

a. Access control is an integral part of the installation's Anti-Terrorism (AT) program, and access control procedures and processes will be a part of the installation and tenant command AT Plans.

b. Tenants onboard the installation shall coordinate access control requirements, above those discussed in this instruction, with the Security Department. The Security Department will further identify any resources associated with supporting tenant needs to Navy Region Southeast.

c. Access control is a physical security measure that includes physical security equipment, procedures and devices used to protect security interests from possible threats. No single measure alone is effective in ensuring positive control of installation access. Access Control Points (ACPs) have several different, yet complementary, functions occurring at the same time, depending on the type of Entry Control Facilities (ECFs) currently in place. Functions include the following:

(1) Vehicular and pedestrian traffic control.

(2) Law enforcement responsibilities (i.e., Driving Under the Influence [DUI], administrative inspections, inspections, etc.).

(3) Random Anti-terrorism Measures (RAMs).

4. Access Control Standard III - Access Control Integration.

Access control capabilities must be configurable based upon installation criticality as well as Force Protection Condition (FPCON).

a. Required Operational Capability (ROC) levels will be the foundation for procurement and investment of access control technologies on NAVSTA Guantanamo Bay. The ROC designation for NAVSTA Guantanamo Bay is promulgated by Commander, Navy Installations Command, with input and concurrence from the CO, who must evaluate and define the criticality of assets to assist in identifying acceptable risk. Access control requirements are progressive in nature and build upon previous FPCONs within specific ROC designations.

b. The following requirements will be implemented as part of baseline access control requirements.

(1) FPCON NORMAL, FPCON ALPHA, FPCON BRAVO and FPCON CHARLIE.

(a) 100 percent check of identification documents, as outlined in enclosure (2), for all personnel entering the installation. Failure to possess and/or provide proof of identification will be grounds to refuse access.

(b) In accordance with reference (c), the installation will conduct random vehicle and personnel inspections. Failure to possess and/or provide requested documentation during an inspection may be grounds for

administrative and/or disciplinary action.

(2) FPCON DELTA:

(a) Installation is closed to normal traffic.

(b) Only those aircraft, vessels and personnel authorized by the CO will be afforded access.

(c) 100 percent check of required documentation, as outlined in enclosure (2), for all personnel entering the installation. Failure to possess and/or provide proof of identification will be grounds to refuse access.

(d) In accordance with reference (c), the installation will conduct random vehicle and personnel inspections. Failure to possess and/or provide requested documentation during an inspection may be grounds for administrative and/or disciplinary action.

5. Access Control Standard IV - Access Control Identification.

Identification is an ongoing process that drives the credentialing and access functions of the installation. People are dynamic in nature, and as a result their credentials and subsequent access to Navy installations are subject to constant scrutiny. Access control systems must be capable of verifying identity for badging considerations, but also verify changes in employment and criminal record.

a. Authorized identification media are established in reference (f). The following are accepted as access credentials for NAVSTA Guantanamo Bay:

(1) Common Access Cards (CAC). CACs meet the verification standard identified in reference (a) and are issued to active duty service members, DoD civilian employees and, in some instances, contractors who require long term access and access to U.S. Government computer networks and systems. CACs issued to Active Duty personnel are accepted as valid media for installation access at all times. CACs issued to civilian employees and contractors are not valid for access; however, can be used as a secondary identification method for certain categories of personnel requesting access to NAVSTA Guantanamo Bay. These categories are further delineated in enclosure (2) of this directive.

(2) Teslin Identification Cards. Teslin identification

cards meet the verification standard identified in reference (a) and are issued to retirees, dependents and other category personnel. Teslin cards can be used, in conjunction with additional documents, see enclosure (2), as valid media for installation access. Teslin cards are issued as follows:

- (a) DD Form 2, Retired (Blue)
- (b) DD Form 2, Reserve Retired (Red)
- (c) DD Form 2, Reserve (Green)
- (d) DD Form 1173, Dependent (Tan)
- (e) DD Form 1173-1, Reserve/NG Dependent (Red)
- (f) DD Form 2764, Non-Combatant (Tan)
- (g) DD Form 2765, Special Category (Tan)

(3) Federal Personal Identity Verification (PIV). PIVs are issued to civilian employees of U.S. Governmental agencies and meet the verification standard identified in reference (a). PIVs are similar to the CAC; however are affixed with the seal of the agency of issuance (e.g., Department of State, Department of Homeland Security, etc.). PIVs can be used, in conjunction with additional documents, see enclosure (2), as valid media for installation access.

(4) Federal Agent Credentials. Credentials issued to personnel assigned as Federal Law Enforcement Agents meet the verification standard identified in reference (a) and can be used, in conjunction with additional documents, see enclosure (2), as valid media for installation access.

(5) Passport. Passports do not inherently meet the verification standard identified in reference (a); however, are required to be used as a primary and in some cases a secondary, identification method for certain categories of personnel requesting access to NAVSTA Guantanamo Bay. These categories are further delineated in enclosure (2) of this directive.

6. Access Control Standard V - Access Control Process. A combination of active and passive measures used to control access to an installation. Persons travelling to NAVSTA Guantanamo Bay must present proof of identification, as listed in enclosure (3) and the approved copy of the form at air terminals servicing the

installation. Failure to provide identification and/or required documentation will result in a denial of access.

a. Personnel Status. The initial step used to grant or deny access is determination of status. Determination is made based upon the identification credential presented at the time of entry, as discussed in Access Control Standard IV, above.

b. Requirement Status. The second phase of the access control process is to validate the requestor's requirement to access the installation. This determination is made based on the documentation presented at the time of entry and includes:

(1) Permanent Change of Station - requires valid orders for the member and all command sponsored dependents.

(2) TAD/TDY - requires valid orders for all travelers.

(3) Resident Leave - requires valid leave form and residency/sponsorship letter for all travelers.

(4) Official Visitor (Contractor) - requires Letter of Invitation, issued by U.S. government contracting agency and completion/submittal of documentation identified in paragraph 6c, below.

(5) Official Visitor (Other) - requires completion and submittal of documentation identified in paragraph 6c, below.

(6) Visitor - requires completion and submittal of documentation identified in paragraph 6c, below.

c. Access Application. Personnel not possessing required documentation, as outlined above, will complete and submit Department of the Navy Local Population Id Card/Base Access Pass Registration (SECNAV Form 5512/1) no later than 10 days prior to estimated arrival for U.S. citizens and no later than 45 days prior to estimated arrival for Third Country National.

(1) This application authorizes installation Security Department personnel to conduct record checks on civilian applicants who request access to the installation. Completion of this application is voluntary; however, failure to provide the information will result in denial of access to the installation.

(2) All personnel must have a justifiable reason for access and be authorized by the installation commander or his designated representative.



(3) Provide an installation sponsor by name and contact number. The sponsor will verify the visitor's reason for access and is responsible for the conduct of the visitor at all times.

(4) The CO, or his designated representative, will, at a minimum, ensure procedures are established to accomplish the following:

(a) Review the application for access request to ensure proper completion.

(b) Ensure the application is stamped by the Installation Housing Office, Navy Gateway Inns and Suites, Navy Lodge or Office of Military Commissions, confirming housing assignment and availability.

(c) Ensure the applicant understands and acknowledges consent to the criminal history/citizenship checks. Parents and legal guardians accompanying minors are authorized to sign the application form as appropriate.

(d) The installation will transfer requested information contained on the application, enclosure (2), to the Installation Vetting List, enclosure (4). The vetting list shall be forwarded, on a daily basis, to federal, state or local agencies for the required checks to be conducted.

(e) Upon receipt of favorable vetting information, the installation access control office will sign, stamp and copy approved requests. The office will contact sponsors or personnel authorized to receive forms and will provide a copy of the approved form, as required.

(f) Sponsors, or designated representatives, are required to provide a scanned or facsimile copy of the approved request form to the individual requesting access. Persons travelling to NAVSTA Guantanamo Bay must present proof of identification, as listed in enclosure (3), and the approved copy of the form at air terminals servicing the installation. Failure to provide identification and/or required documentation will result in a denial of access.

(g) Original copies of all approved access requests will be maintained in the files of the installation access control Office for a period of three years.

(h) Upon receipt of derogatory vetting information,

the installation access control office will immediately inform the CO, or his designated representative, in order to make a final determination on denial of the request. The following standards shall be cause for denial of access:

(5) Any felony conviction within the past 10 years.

(6) Any conviction of an offense meeting the sexual offender criteria of the Sexual Offenders Registration and Notifications Act (SORNA) of 2006.

(7) More than one misdemeanor conviction involving drug use, drug paraphernalia, or illegal possession and/or distribution of drugs within the past 10 years.

(8) More than one conviction for larceny or theft, not classified as a felony, within the past 10 years.

(9) Any conviction of a weapons violation, within the past 10 years.

(10) Conviction of violent offenses, such as aggravated battery, resisting officer with violence, etc., within the past 10 years.

(11) Outstanding warrants from any jurisdiction, whether or not extraditable.

(12) Membership within the previous 10 years in any organization that advocates the overthrow of the U. S. Government.

(13) Any person currently barred from a Navy installation.

(a) The above list is not all inclusive and may be modified as required by the CO.

(b) Notwithstanding access denials for sexual offenders, the CO may, at his discretion, grant waivers for denial of installation access. Such waiver requests must be submitted in writing to the CO via the Security Officer and Command Judge Advocate, and must state with specificity the reason for the requested waiver.

(c) Sex Offenders denied installation access may apply for waivers per reference (d).

(d) Denial of access will be made in writing per enclosure (5), with a copy provided to the sponsor or person authorized to receive the forms. Original documentation for all denials will be maintained in the files of the installation access control Office for a period of three years.

7. Access Control Standard VI - Third Country National Access. Establishing standards and guidance for Third Country National access to the installation is a core component of the access control process and is key to installation continuity of operations.

a. Third Country Nationals requesting installation access as an employee (e.g., contractor, NAF, NEX, etc) will complete all contractual requirements and all requirements identified in Access Control Standard V, above.

b. Within 24 hours of arrival and annually thereafter, sponsors will ensure all Third Country National employees report to the Installation Access Control Office to complete the following actions:

(1) Biometric vetting via Secure Electronic Enrollment Kit (SEEK). Employees are required to provide a valid host nation passport as proof of identification at the time of enrollment into the vetting program.

(2) Issuance of NAVSTA Guantanamo Bay local identification card.

(3) Registration of privately owned vehicle, if applicable.

c. Failure to comply with the initial or annual vetting requirement may be grounds for termination of employment or other actions as deemed necessary by the CO.

d. Sponsors of Third Country National contract employees are required to complete the following actions in the event of termination or transfer to another employing entity on the installation:

(1) Document the termination/resignation on NAVSTA Guantanamo Bay 5530/1, enclosure (6), and provide to the Contracting Officer or Contracting Officer's Representative and the Access Control Office.

(2) In the case of a termination, immediately notify the Access Control Office, providing the complete name, company name, termination date and departure flight itinerary.

(3) In the case of a resignation/re-hire by another organization, complete processing of NAVSTA Guantanamo Bay 5530/1, including submission of new SECNAV Form 5512/1, within 72 hours.

(4) Sponsors of organizations hiring Third Country National employees locally will ensure the employee reports to the Access Control Office within 72 hours for vetting and re-issuance of the NAVSTA Guantanamo Bay local identification card.

(5) Failure to comply with the above listed requirements may be grounds for termination of employment or other action as deemed necessary by the CO.

e. Third Country Nationals may request status as a visitor under two circumstances:

(1) Official Visits. All official visits to the installation must be sanctioned by the appropriate foreign embassy and approved by appropriate Department of State and DoD authorities. In these cases, a sponsor of sufficient rank will be assigned to ensure all access control requirements are met in a timely manner and to escort the foreign visitors on/around the installation.

(2) Unofficial Visits. All unofficial visits are at the discretion of the CO. Third Country National visitors must complete all requirements outlined in Access Control Standard V, above.

#### 8. Access Control Standard VII - Visitor/Guest Management

a. Visitation by friends and family members of base residents is considered an important aspect of morale, thereby contributing to command readiness and effectiveness. As such, the CO may grant visitation approval for friends and families of base residents under the guidelines set forth in this instruction, and authority granted in references (a) through (f).

b. Visitation is a privilege granted to individuals at the convenience of the CO, and shall not be considered an entitlement.

c. Visitation shall not be used to circumvent the intent of an unaccompanied tour to gain long-term residency for dependents or to gain residency for dependents who have not positively screened for overseas residency.

d. Authority to grant visitation privileges may be delegated by the CO. Such delegation of authority will be in writing.

e. General unrestricted visiting aboard NAVSTA Guantanamo Bay is prohibited. Visitation is only authorized once all background checks are complete and the access control request has been signed by the appropriate official.

f. All visitors aboard NAVSTA Guantanamo Bay are the guests of the CO and will conduct themselves per the limited conditions under which the invitation is extended. Political activities, pamphlets, speeches, demonstrations, placard/banner displays or other similar conduct will not be permitted. Persons violating these conditions shall have their invitation withdrawn and be removed from the installation.

#### 9. Visitor Quarters

a. Sponsors are responsible for any damages to the unit incurred by the visitors.

##### b. Family Housing

(1) Base residents who are assigned to family housing units may sponsor visitors in their assigned units, unless in shared Fair Market Rental quarters.

(2) Residents may request and obtain furniture (beds and dressers) from the Housing Department, on an "as-available" basis, for use during the visitor's stay. Transport of such furniture shall be at the resident's expense.

(3) The number of occupants will be limited to two people per bedroom and two in the living room, including residents and guests.

c. Unaccompanied Housing (UH). Visitors are not permitted to stay in UH facilities that do not provide the sponsor and guest with a private bedroom and private bathroom. Accordingly, visitors are allowed in building 2147, 1670 and private rooms in building 1678. Visitors are not allowed in Gold Hill Towers (building 1660/1661), trailer parks, building 2146, Kittery

Beach, East Bargo, AV-620, AV-525 and AV-526 and in shared rooms in building 1678. JTF Guantanamo Bay will manage all requests for visitors to stay in JTF Guantanamo Bay housing areas.

d. Visitors are NOT allowed in contractor owned camps.

10. Regulations and Restrictions. Sponsors and visitors shall follow all rules and/or regulations set by NAVSTA Guantanamo Bay. Failure to abide by such rules and/or regulations may result in revocation of visitation permission and expulsion from the base. The sponsor is responsible for the conduct and behavior of their personal visitors in all aspects. Sponsor(s) failure to abide by rules and or regulations may result in permanent loss of sponsorship privileges and/or loss of employment at NAVSTA Guantanamo Bay. Visitors shall have sufficient monetary funds to support themselves and any expenses incurred for departure transportation. Sponsors must remain onboard NAVSTA Guantanamo Bay during the time frame listed on the access control request.

a. Personnel with the intention of obtaining employment on NAVSTA Guantanamo Bay are not permitted as visitors. Visitors are prohibited from seeking employment with any U.S. Government Agency or contractor located on the base. Failure to comply will result in permanent debarment from the base.

b. Visitation shall not be used as a means to secure a regular residence at NAVSTA Guantanamo Bay. As such, each visit is limited to 30 days, and a visitor shall not return to NAVSTA Guantanamo Bay within 60 days of the preceding visit. A visitor shall not exceed a total of 60 days onboard NAVSTA Guantanamo Bay in a calendar year. Sponsors may submit a waiver in writing for this requirement to the Commanding Officer. The waiver request should provide sufficient justification as to why the visitor needs to remain on the installation longer than the prescribed limits.

c. Visitors under the age of 18 must be under legal custody of the sponsor or under court ordered visitation privileges.

d. Visits by women beyond the 29th week of pregnancy are prohibited. Women less than six weeks post-partum and infants less than six weeks of age may be approved if considered medically sound. Written certification from a medical officer or civilian physician is required.

e. Visitors are not authorized aero-medical evacuation on DoD owned or controlled aircraft except in extenuating

circumstances. Commercial air ambulance service from continental United States is available at personal expense. Cost is approximately \$35,000 - \$50,000 or higher. It is recommended that visitors obtain aero medical evacuation insurance prior to travel. Information about this insurance can be found on the following website: <http://www.state.gov>.

f. Sponsors shall ensure that visitors are in good health prior to travel. Visitors may be treated at the U.S. Naval Hospital, Guantanamo Bay, Cuba on a space available basis for acute illness. Cost of treatment is determined each fiscal year. Prevailing rates that must be paid by the individual are based on the type of care received.

g. Visitors are allowed access to Morale/Welfare and Recreation (MWR) facilities subject to the rank/grade of the sponsor.

h. In accordance with the Commanding Officer's directive, visitors are allowed access and shopping privileges at Navy Exchange (NEX) facilities.

i. Unless sponsored by the NEX or MWR, visitors are prohibited from engaging in concessions.

j. Visitors shall maintain possession of a current U.S. or foreign-issued passport and an approved copy of enclosure (3) at all times.

k. Visitors are not permitted to transport firearms onto NAVSTA Guantanamo Bay.

11. Inspection. All persons entering NAVSTA Guantanamo Bay are subject to an inspection of their person and personal property.

12. Exceptions. Requests for exceptions to the guidelines contained within this instruction shall be submitted in writing to the Commanding Officer or his designated representative.

DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION					
<b>PRIVACY ACT STATEMENT:</b>					
<p><b>AUTHORITY:</b> 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security; Marine Corps Order 5530.14A, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended, <a href="#">GORN 5530.12.2</a>.</p> <p><b>PURPOSE(S):</b> To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied governmental/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><b>ROUTINE USE(S):</b> To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.</p> <p><b>DISCLOSURE:</b> Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.</p>					
<b>IDENTITY PROOFING AND APPLICANT INFORMATION</b>					
1. LAST NAME:	2. FIRST NAME:	3. MIDDLE NAME:	4. NAME SUFFIX: Jr. Sr. I II III IV		
5. HISPANIC OR LATINO (Check one): <input type="checkbox"/> YES <input type="checkbox"/> NO	6. RACE (Check one or more): <input type="checkbox"/> WHITE <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER				
7. GENDER (Check one): <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	8. DATE OF BIRTH:	9. CITY OF BIRTH:	10. STATE OF BIRTH:	11. BIRTH COUNTRY:	
12. US CITIZEN (Check): <input type="checkbox"/> YES <input type="checkbox"/> NO	13. DUAL CITIZENSHIP: YES NO CITIZENSHIP IF OTHER THAN US (Country):				
<p><b>U.S. Citizen Minimum Documentation Required:</b> By Birth - Social Security No and/or State ID/Drivers License. Naturalized - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security No and/or State ID/Drivers License. Derived - Parent's certification number, Social Security No and/or State ID/Drivers License.</p> <p><b>Alien Minimum Documentation Required:</b> Registration Number, Expiration date, Date of entry, Port of entry.</p>					
14. IDENTITY SOURCE DOCUMENTS PRESENTED:	15. DOCUMENT NUMBER:	16. ISSUED BY STATE/COURT:	17. ISSUED BY COUNTRY:	18. ISSUED:	19. EXPIRES:
<input type="checkbox"/> Social Security No.			United States		
<input type="checkbox"/> State ID/Drivers License			United States		
<input type="checkbox"/> Passport No.					
<input type="checkbox"/> Certification Number and Petition Number					
<input type="checkbox"/> Derived - Parent's Certification Number:			United States		
<input type="checkbox"/> Alien Registration No.			United States		
		Date of Entry:	Port of Entry:		
OTHER APPROVED IDENTITY SOURCE DOCUMENTS:					
<input type="checkbox"/>					
<input type="checkbox"/>					
20. WEIGHT (Pounds):	21. HEIGHT (Inches):	22. HAIR COLOR (Check one): <input type="checkbox"/> Blond <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Auburn <input type="checkbox"/> Bald		23. EYE COLOR (Check one): <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Violet <input type="checkbox"/> Unknown	
24. HOME ADDRESS (include city, state, zip code):				HOME PHONE (include Area Code):	
25. BASE SPONSOR'S NAME:				SPONSOR PHONE (include Area Code):	
<b>EMPLOYMENT ACTIVITY INFORMATION</b>					
26. EMPLOYER NAME AND ADDRESS (include city/state/zip code):				EMPLOYER PHONE (include Area Code):	
27. SUPERVISOR NAME AND ADDRESS (include city/state/zip code):				SUPERVISOR PHONE (include Area Code):	



12 Mar 15

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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  0600-1700  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 <input type="checkbox"/> RECORD IDENTIFIER <input type="checkbox"/> RECORD NUMBER: _____	38. RESULTS OF LOCAL RECORDS CHECK: NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER <input type="checkbox"/> 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.

INSTALLATION ACCESS PAPERWORK REQUIREMENTS FOR FLIGHTS TO GUANTANAMO BAY

TRAVELER CATEGORY	CUSTOMS/IMMIGRATION IDENTITY DOCUMENT	DOCUMENTS REQUIRED BY AMC AND NS GUANTANAMO BAY
Active Duty (AD) Military & USCG Stationed at NS Guantanamo Bay	Common Access Card	PCS Orders, TAD/TDY orders or approved leave form.
Dependents of AD Military, USCG & USG Civilian Command Sponsored	Passport AND Dependent ID card	PCS orders and Dependent Entry Approval first arrival; Sponsorship Letter or TAD/TDY orders thereafter.
Dependents of AD Military & USCG Non Command Sponsored	Passport AND Dependent ID card	SECNAV Form 5512/1 AND Non Command Sponsorship Letter.
USG Civilian Stationed at NS Guantanamo Bay	Passport	PCS Orders, TAD/TDY orders or approved leave form AND Sponsorship Letter.
USG Civilian Dependent Non-Resident of NS Guantanamo Bay	Passport	SECNAV Form 5512/1
Contractor & Contractor Dependents Residents of NS Guantanamo Bay (Official)	Passport	SECNAV Form 5512/1 AND Letter of Authorization (LOA) for first arrival. Sponsorship Letter, on official letterhead, AND LOA for subsequent arrivals.
Contractor & Contractor Dependents Residents of NS Guantanamo Bay (Leisure)	Passport	Sponsorship Letter on official letterhead.
Contractor Non-Resident of NS Guantanamo Bay	Passport	SECNAV Form 5512/1 AND Letter of Authorization (LOA) for each arrival.
Official Visitor Active Duty Military	Common Access Card	TAD/TDY Orders for each arrival.
Official Visitor Civilian/NAF/Etc.	Common Access Card AND Passport	TAD/TDY Orders for each arrival. If TAD/TDY orders are not available, then submission of SECNAV Form 5512/1 is mandatory.
Personal Visitor Active Duty Military	Common Access Card AND Passport	SECNAV 5512/1 AND approved leave form.
Personal Visitors All Others	Passport	SECNAV Form 5512/1.
Special Category Resident	Passport	Special Category Residency Letter
Unaccompanied Minors (Residents only)	Passport	Orders and AMC Form 1004. RESTRICTED TO AGES 12-17.

NOTE: IDENTIFICATION & REQUIRED DOCUMENTS WILL BE REVIEWED AT DEPARTURE TERMINALS. PERSONNEL WITHOUT PROPER DOCUMENTATION/MISSING DOCUMENTATION WILL NOT BE AUTHORIZED TO BOARD FLIGHT FOR NS GUANTANAMO BAY.

<b>Ship Name:</b> NAVSTA SECURITY ADMIN	
<b>Ship Flag:</b> NAVSTA GTMO	
<b>Submission Date:</b> 10/9/2014	
<b>Submitted by:</b> MA3 DOE, J Q	

**UNITED STATES PERSONNEL VETTING LIST FOR GUANTANAMO BAY, CUBA**

**PRIVACY ACT STATEMENT (1974)**

AUTHORITY: SECNAVINST 5211.5E, EO 9397.

PRINCIPAL PURPOSE(S): To enable NCIS and U.S. Navy (MSC) to screen personnel with unrestricted access to MSC personnel facilities, resources and/or DOD cargo over which MSC has control against relevant databases.

ROUTINE USE(S): The information will be used to ensure Force Protection of MSC and DOD personnel and assets, and may be furnished to other Navy personnel or other components of DOD who have a need for the information in the performance of their duties.

DISCLOSURE: Voluntary; however, failure to provide information may affect clearance to work under MSC contracts.

LAST NAME (no spaces, no dashes)	LAST NAME 2 (leave blank if not applicable)	FIRST NAME (complete with no initials)	MIDDLE NAME (M/N - if no middle name)	DATE OF BIRTH (MMDDYYYY)	IDENTITY SOURCE (no spaces, no dashes)	NATIONALITY (Country listed on Passport)	RATING or POSITION	COMPANY NAME	Visit Dates (Day Month Year)
0 /SAMPLE SMITH		ROBERT	M/N	12301981	123456789	USA	AB/CONT	MILITARY SEALIFT CMD	1-21 March 2013
1 /SUBJECT									
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DD MMM YY

MEMORANDUM

From: Physical Security Officer, U.S. Naval Station, Guantanamo Bay, Cuba  
To: Director, Navy Organization, U.S. Naval Station, Guantanamo Bay, Cuba  
Via: Security Officer, U.S. Naval Station, Guantanamo Bay, Cuba  
Subj: NOTICE OF DENIAL  
Ref: (a) USD Directive Type Memo 008-04  
(b) OPNAVINST 5530.14E  
(c) NAVSTAGuantanamo BayINST 5530.4

Encl: (1) SECNAV Form 5512/1 ICO Marx, Harpo S

1. On 9 Sept 2014, the NAVSTA Guantanamo Bay Security Department conducted a background check on the individual identified on Enclosure (1).
2. In accordance with references (a) and (b), the entry clearance is denied based on derogatory data disclosed during the screening.
3. If the requestor or sponsor feels this information to be in error, please contact the undersigned at extension 4505/4676.

J. Q. PUBLIC

**CONTRACTOR TERMINATION/TRANSFER OF EMPLOYMENT NOTIFICATION**

**COMPLETED ONLY BY CURRENT EMPLOYER**

STEP 1: I represent \_\_\_\_\_, who employed \_\_\_\_\_  
(Company Name) (Name, Passport Number and Nationality)  
under contract number(s): \_\_\_\_\_ with \_\_\_\_\_  
(NS Guantanamo Bay Department)

This employee has been terminated / resigned and will:  
(Circle One)

a. Depart NS Guantanamo Bay on \_\_\_\_\_ via \_\_\_\_\_  
(Date) (AMC or IBC with Flight Number)

**OR**

b. Be hired by \_\_\_\_\_ on \_\_\_\_\_  
(Company Name) (Date)

NOTE: If submitted for transfer of employment, then this form must be accompanied by SECNAV Form 5512/1, generated by the gaining activity/organization. If submitted for termination/resignation, then this form must be accompanied by locally issued identification.

\_\_\_\_\_  
(Authorized Company Representative Signature) (Date) (Phone Number)

**COMPLETED ONLY BY INSTALLATION HOUSING OFFICE**

STEP 2: The employee and dependents (if applicable) reside with the employee at \_\_\_\_\_  
(Housing Location). The installation Housing Office has been notified of transfer/termination of lease in accordance with applicable instructions.

\_\_\_\_\_  
(Authorized Housing Representative Signature) (Date) (Phone Number)

**COMPLETED ONLY BY AUTHORIZED US GOVERNMENT CONTRACTING REPRESENTATIVE**

STEP 3: The US Government Contracting Officer or Contracting Officer's Representative has been notified of the termination or transfer of employment.

\_\_\_\_\_  
(Authorized Contracting Office Signature) (Date) (Phone Number)

**COMPLETED ONLY BY INSTALLATION ACCESS CONTROL OFFICE**

STEP 4: The local identification issued to the employee identified above was returned to the Access Control Office within the allotted time. The employee's record was updated, reflecting the termination or new employer and the employee was issued a new local identification card.

\_\_\_\_\_  
(Authorized Access Control Office Signature) (Date) (Phone Number)

Information provided is protected under the Privacy Act of 1974. Distribution: Original to Employee  
CC to above entities

AUTHORITY: 10 U.S.C. 5013, OPNAVINST 5530.14E, and Executive Order 9397  
PRINCIPAL PURPOSE: To notify agencies concerned of contract employee termination/transfer to another employing agency; to issue local identification and return local issued identification to Government control upon termination; collect information to adjudicate access to the installation  
DISCLOSURE: Disclosure of information is voluntary; however, failure to provide information may impede, delay or prevent access to the installation