COMNAVRESFORCOM INSTRUCTION 5532.1

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND BUILDING ACCESS CONTROL PROCEDURES

Ref: (a) SECNAVINST 5510.30B
     (b) CNICINST 5530.14A
     (c) OPNAVINST 5530.14E
     (d) COMNAVRESFORCOMINST 3300.2B

Encl: (1) Standard Operating Procedures for Issuance of Command Building Badges for Staff Members and Visitors
      (2) Escort Procedures Acknowledgement

1. **Purpose.** Due to heightened security concerns, access to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and Commander, Naval Air Force Reserve (COMNAVAIRFORCES) is restricted to permanently assigned personnel, contracted personnel, and visitors conducting official business. This instruction promulgates policies, responsibilities, and standards for the administration of building access control procedures in accordance with references (a) through (d) and enclosures (1) and (2).

2. **Responsibilities.** This instruction applies to all civilian and military personnel, vetted contractors, volunteers, and visitors to COMNAVRESFORCOM and COMNAVAIRFORCES.

3. **Access Badges.** All authorized personnel, including military, civilian, contracted personnel, and volunteers, will be issued permanent badges during check-in process. All personnel must display a valid building badge on their person (above the waist) at all times while at the command. Issuance of command badges is based upon military orders or upon expiration of Common Access Card for government civilians and contracted personnel. Access badges issued by COMNAVRESFORCOM/COMNAVAIRFORCES remain U.S. Government property and must be surrendered to security before execution of permanent change of station orders and/or upon resignation or reassignment.

4. **Visitors.** For security purposes, the term visitor applies to any person who is not attached to or employed by COMNAVRESFORCOM/COMNAVAIRFORCES. Visitors may be sponsored for entry into COMNAVRESFORCOM/COMNAVAIRFORCES controlled spaces in connection with official government business, command sponsored events, and command endorsed social or ceremonial functions. All visitors will be issued an access badge upon entry. Enclosure (1) delineates the type of badge a visitor will be issued.
5. **Lost, Misplaced, or Forgotten Badges.** The holder is responsible for reporting any lost/stolen or misplaced badges to the security office upon discovery. Members who forget their security access badge will be escorted to the security office to obtain a temporary badge for a period of up to 72 hours to facilitate access. Lost or misplaced badges will be immediately disabled to prevent unauthorized use. Temporary badges will be returned to the security office upon issuance of new badge or locating of forgotten/lost badge.

6. **Access by Emergency Personnel.** In the event of an emergency, fire fighters and medical personnel will be allowed immediate access. Visitor control procedures are not performed to enable a timely response to emergent situations. If circumstances permit, escorts may be assigned to emergency response personnel; access will not be delayed. Duty section personnel will notify the security office as soon as possible whenever emergency response team access is necessary. Command personnel will make every attempt possible to keep sensitive or classified material from the view of emergency personnel; however, under no circumstances will personal safety be sacrificed to protect sensitive/classified information. If an inadvertent disclosure occurs during an emergency situation, the names of emergency personnel involved will be reported to the security office for appropriate action.

7. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. **Review and Effective Date.** Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 review of instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

L. D. STUFFLE
Chief of Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, [https://navyreserve.navy.mil](https://navyreserve.navy.mil)
STANDARD OPERATING PROCEDURES FOR ISSUANCE OF COMMAND BUILDING BADGES FOR STAFF MEMBERS AND VISITORS

1. **Purpose.** To establish and clarify standard operating procedures (SOP) for badge issuance for Building NH-32 staff and visitor personnel.

2. **Definition.** A command member is defined as a member (military, civilian, or contractor) who is permanently assigned under orders, billeting, or government contract to the command. A visitor is defined as a member (military, civilian or contractor) who is not a command member conducting business, whether official or unofficial, and is present at the command.

3. **Categories.** COMNAVRESFORCOM and Commander, Naval Air Force Reserve COMNAVAIRFORES building badge categories are as follows:

   a. **Military Command Member.** Military personnel who are assigned for duty under official orders to COMNAVRESFORCOM/COMNAVAIRFORES. Personnel will be issued a permanent command badge upon check-in with security office. Selected Reservists under official orders for Active Duty for Special Work, Annual Training, Active Duty Training or Inactive Duty Training with travel orders fall under this category.

   b. **Civilian Command Member.** Government assigned personnel who are assigned for duty to COMNAVRESFORCOM/COMNAVAIRFORES. Personnel will be issued a permanent command badge upon check-in with security office.

   c. **Government Contractor (on-site).** Government assigned personnel who are assigned under contract for duty to COMNAVRESFORCOM/COMNAVAIRFORES. Personnel will be issued a permanent command badge upon check-in with security office. Personal identification numbers will not be issued to contractor personnel and unescorted access is granted only during normal working hours.

   d. **Command Visitor.** Personnel not assigned to COMNAVRESFORCOM or COMNAVAIRFORES for assigned duties. Badge assignment for this category is handled under separately defined procedures as follows:

       (1) **Visitor - No Escort.** Will be issued to pre-screened personnel with an approved visit request on file with command security and listed on the authorized personnel listing is located in staff duty petty officer (SDPO) binder on quarterdeck. A green badge will be issued and is not authorized for external wear outside of the building.

Enclosure (1)
Visiting flag/general officers (and accompanying aides) will be issued a “no escort” badge regardless of inclusion to the authorized personnel listing; SDPO will contact the security office/front office upon arrival.

(2) Restricted Visitor - Escort Required. Any personnel without a visit request on file. A red badge will be issued and will require an assigned COMNAVRESFORCOM or COMNAVAIRFORES command member to escort within the building. Badges are not authorized to leave the building. In addition, “restricted visitor - escort required” will require designated escort (“E” badge) to accompany restricted visitor at all times. Each escort will acknowledge escort requirement prior to serving as an escort.

(3) Event Visitor - No Escort. Event/conference/meeting attendees with an approved visit request on file. A blue badge will be issued and is not authorized for external wear outside building.

(4) Restricted Event Visitor – Escort Required. Event/conference/meeting attendees with no visit request on file. A Orange badge will be issued and require an assigned event point of contact to provide escort within the building. Badges are not authorized for external wear outside building.

(5) Long Term Visitor. Defined as a vetted visitor, onboard for greater than one week (5 days). Long term visitors will log in on quarterdeck and issued a visitor “no escort” badge and upon reporting to security office, can be temporarily issued a permanent command badge for the duration of the visit.

4. Responsibility. All command personnel are responsible for positive identification within the command building. Each member will display command building badge within the building at all times, in a conspicuous location above the waistline. Anyone found in the building without a badge will be escorted to the duty office for resolution. All building badges should be secured from sight after departing the building.

5. The Security Manager will:

a. Issue command badges for assigned personnel based upon orders, assignment or contract. Badges will be issued for the duration of military orders for military personnel; for 2 years or upon expiration of common access card for government civilians and for contract duration for assigned contractors. Military personnel must present copies of official orders, government civilians should present their official letter, contractors will be escorted by the government official, and visitors will be escorted by authorized personnel.
All permanently assigned command personnel will be issued a command access badge upon initial reporting to the security office during check-in procedures.

b. Provide accurate authorized visitor listing to duty office based upon approved vetted visit requests received at the command.

c. Conduct a semi-annual audit of assigned command badges to include permanent issued visitor badges.

6. SDPO/Duty Section Personnel will:

   a. Conduct a daily visitor/event badge (if issued) inventory and complete log entry.

   b. Report lost, stolen, or missing badges to physical security officer.

   c. Issue visitor badges.

   d. Ensure that the appropriate N-code personnel are contacted for escort of general restricted visitors (i.e. Navy Exchange vendors, Navy Facilities, Naval Computer and Telecommunications Area Master Station Atlantic personnel).

7. Physical security personnel will:

   a. Account for and handle the replacement of visitor badges.

   b. Conduct any inquiry into the lost, stolen, or missing badges.

8. Watch section procedures

   a. The duty section will ensure that:

      (1) All SDPO personnel are trained in the proper procedures for badge issuance procedures.

      (2) The appropriate N-code provide personnel for escort of general restricted visitors (i.e. Navy Exchange vendor, Navy Facilities, Naval Computer and Telecommunications Area Master Station Atlantic personnel personnel).

   b. The SDPO will personally ensure all visitors check in and out upon arrival/departure for badge issuance and return. Badges will be issued as follows:

      (1) “Visitor – no escort” badge will be issued by the COMNAVRESFORCOM/COMNAVAIRFOR SDPO if visitor is listed on the approved
security visit listing (located in binder). The visitor will sign in visitor log and annotate “visitor no escort” badge has been issued.

(2) “Restricted visitor – escort required” badge will be issued by the SDPO if visitor is not listed on the approved security managers visit listing. SDPO will advise both the assigned escort and the visitor that they must remain in company with each other at all times and badges must be displayed on their person at all times.

c. Escorts will:

(1) Be in possession of a valid pictured building access badge.

(2) Will be issued an “E” badge, signifying member is assigned as a building escort.

(3) Ensure visitors sign in the visitors log and annotate “restricted visitor – escort required”, the designated escort will also sign the log. At no point will a “visitor – no escort” be assigned as an escort for a “restricted visitor – escort required.”

(4) Acknowledge escort duties.

(5) Long term visitors will initially be issued a “visitor – no escort” badge and can be issued a “temporary visitor” badge after coordination with the security manager’s office.

(6) Event visitor badges will be issued from the security manager’s office to the command designated point of contact. An event listing of attendees will be provided to security for confirmation of visit requests on file. If visit request is confirmed, a “COMNAVRESFORCOM event – no escort” badge will be issued. If a visit request is not on file, a “COMNAVRESFORCOM event – escort required” badge will be issued. The point of contact of the event is responsible for providing the escort duties of these visitors within the building.
<table>
<thead>
<tr>
<th>CNRFC BADGE</th>
<th>CNRFC BADGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 NO ESCORT</td>
<td>1 ESCORT REQUIRED</td>
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<table>
<thead>
<tr>
<th>CNRFC EVENT BADGE</th>
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<tr>
<td>1 NO ESCORT</td>
<td>1 ESCORT REQUIRED</td>
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Exhibit A
<table>
<thead>
<tr>
<th>Badge Type</th>
<th>Description</th>
<th>Command Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMNAVRESFORCOM</td>
<td>Access badge and COMNAVRESFORCOM command logo</td>
<td>Assigned Military &amp; Civilian Staff Personnel</td>
</tr>
<tr>
<td>COMNAVAIRFORES</td>
<td>Access badge and COMNAVAIRFORES command logo</td>
<td>Assigned Military &amp; Civilian Staff Personnel</td>
</tr>
<tr>
<td>COMNAVRESFORCOM/COMNAVAIRFORES Contractor</td>
<td>Access badge with command logo/dark green strip</td>
<td>Assigned Contractor Personnel</td>
</tr>
<tr>
<td>Frequent Visitor</td>
<td>Access badge with COMNAVRESFORCOM logo with VISITOR and numbered</td>
<td>Vetted long term visitor</td>
</tr>
<tr>
<td>Temporary Staff</td>
<td>Access badge with COMNAVRESFORCOM logo and numbered</td>
<td>Active Duty Reserve &amp; Civilian Staff Personnel</td>
</tr>
<tr>
<td>Green Visitor</td>
<td>Card Stock/COMNAVRESFORCOM Logo with Green strip and sequential numbered</td>
<td>Joint Personnel Adjudication System vetted visitor</td>
</tr>
<tr>
<td>Red Visitor</td>
<td>Card Stock/COMNAVRESFORCOM Logo with Red strip and sequential numbered</td>
<td>Non-vetted visitor</td>
</tr>
<tr>
<td>Blue Event Visitor</td>
<td>Card Stock/COMNAVRESFORCOM Logo with Blue strip and sequential numbered</td>
<td>Joint Personnel Adjudication System vetted event/ceremony visitor</td>
</tr>
<tr>
<td>Orange Event Visitor/</td>
<td>Card Stock/COMNAVRESFORCOM Logo with Orange strip and sequential numbered</td>
<td>Non-vetted event/ceremony visitor</td>
</tr>
</tbody>
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Exhibit A
ESCORT PROCEDURES ACKNOWLEDGEMENT

1. You must keep constant visual surveillance of the individual being escorted at all times. Escorts will be issued an “E” escort badge by the staff duty petty officer, indicating they are performing escort duties. All personnel being escorted will be issued a restricted visitor escort required badge prior to entering the facility. Badges will be in plain sight while inside the building.

2. All visitors will check in to the NH-32 quarterdeck and will be issued a visitor badge, either “visitor – no escort” or “restricted visitor – escort”, prior to being granted access into the command. The visitor must be signed in and out on the quarterdeck by the SDPO.

3. COMNAVRESFORCOM security will be notified prior to escorting personnel into a restricted area to perform any type of work. Non-compliance with this policy will result in a breach of security and a possible security violation.

4. Only personnel permanently assigned to COMNAVRESFORCOM or COMNAVAIRFORCES who possess a valid picture badge will be assigned escort duty.

5. Escorts will ensure all visitors are properly checked-in and issued a “restricted visitor – escort required” badge, and will return to the duty office upon visitor departure.

6. Escorts not following proper escort procedures will be subject to disciplinary or administrative actions if found to be delinquent in assigned duties.