

ONIINST 5530.5B
ONI-5
22 February 2004

ONI INSTRUCTION 5530.5B

Subj: NATIONAL MARITIME INTELLIGENCE CENTER (NMIC)
ACCESS PROCEDURES

Ref: (a) OPNAVINST 5530.14C

1. Purpose. To establish policy and procedures for gaining access to the NMIC compound and building.
2. Cancellation. ONIINST 5530.5A. This is a major revision and should be reviewed in its entirety.
3. Discussion. Per reference (a), it is incumbent upon the Installation Commander to develop and publish a plan to control the access of persons and vehicles entering the NMIC compound and building.

4. Access Procedures

a. Suitland Federal Center (SFC) Entry

(1) NMIC Employees. NMIC employees entering the SFC must present their valid Office of Naval Intelligence (ONI) security badge and have a Department of Defense (DOD) Decal (DD Form 2220) displayed on their vehicle. Personnel who do not have a DD Form 2220 on their vehicle must either use gate #0 (water tower) or stop at the SFC Main Gate Visitor Center (gate #5) and obtain a visitor pass.

(2) NMIC Visitors

(a) During Normal Duty Hours - 0600-1700,
Monday through Friday

1. All NMIC visitors, to include Navy Federal Credit Union (NFCU) customers, should use gate #0 for entry during normal duty hours. Coordination or preannouncement with

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Federal Protective Services or Census Security is not necessary to enter the SFC at gate #0. Visitors need only show a valid Government-issued picture identification and state they are visiting the NMIC. Upon arrival at the NMIC, visitors whose name appears on the preannounced visitor listing will be directed to the appropriate parking area.

2. Visitors whose name(s) are not on the preannounced visitor list will be directed to the Pass Office so the visit can be verified with the point of contact (POC). NFCU customers will be directed according to the current NMIC Force Protection Condition.

3. Visitors arriving via the Suitland Metro Station will enter through the Metro Gate Visitor Center (gate #7). The security officer posted at the visitor center will verify the visit via the ONI Badge Office. If the ONI Badge Office is closed, the Security Operations Center (SOC) will be contacted to verify the visit. Once verification is received, the Census security guard will issue the visitor a temporary visitor pass (yellow) and allow entry onto the SFC. The visitor pass identifies the person as an ONI visitor and allows the visitor to traverse through the SFC compound en route to and from the NMIC. The visitor pass also authorizes the NMIC visitor to use the shuttle bus to and from the NMIC.

(b) During Non-Duty Hours - 1700-0600, Monday
through Friday and All Day Saturday and Sunday

1. When possible, all visits during non-duty hours should be coordinated in advance with the Census Security Office (Visitor Coordinator) by contacting 301-763-6817. Visitor lists may be faxed to the Census Security Office at 301-457-6805. Hours of operation are from 0700 until 1700, Monday through Friday.

2. For uncoordinated official visits during non-duty hours and when the Census Security Office is closed, the SOC will call in visitor requests directly to SFC gate #5. This will be done only for official visits. In the event the Census Security Officer requires a visitor list, that responsibility rests with the sponsor of the visit.

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(3) Food Deliveries

(a) Food deliveries are the responsibility of the person requesting the delivery. During increased homeland security threat levels, food deliveries will not be allowed to enter the SFC and must be picked up at gate #5. Food delivery personnel should be reminded to call the POC once they arrive at the gate. ONI police will not be used to pick up food deliveries unless directed by the on-duty Police Watch Commander or higher authority.

(b) During lower threat levels, food deliveries may be allowed to enter the SFC compound. When the delivery person arrives at the NMIC visitor gate, he/she will be directed to the pass office to call the POC for pickup. If the pass office is closed, the police officer at the visitor gate will make the necessary notification.

(4) NFCU Customers

(a) Customers with no government affiliation must use gate #0 for entry. A valid form of picture identification and an NFCU bankcard, account card, or checkbook must be presented for entry to the SFC.

(b) Procedures for entering the SFC and the NMIC are constantly under review, as the homeland security threat level, Force Protection Condition, and threat change. Personnel may contact the following offices to verify procedures:

- Census Security Office: 301-763-1716
- Census Security Office (Visitor Coordinator):
301-763-6817
- ONI SOC: 301-669-5555
- ONI Chief of Police: 301-669-5850

b. NMIC Installation Entry. The NMIC compound is a restricted area with 24-hour security control. No one may enter the compound without the expressed permission of the Commander, ONI. All personnel onboard the NMIC must display an appropriate ONI-issued security badge. All visitors must be escorted. Visitors 10 years of age and older will be issued an Escort Required badge. This applies to inside and outside the facility.

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(1) NMIC Employees and Intelligence Community (IC) Personnel

(a) Personnel who possess a valid ONI security or IC badge, and have a valid DD Form 2220 on their vehicle will be granted access to the NMIC compound.

(b) When a vehicle containing more than one passenger attempts to enter the compound, identification need only be provided by one vehicle occupant. Exceptions to this rule are during periods of increased threat, 100 percent identification checks, or when directed by the Chief of Police or higher authority.

(2) Forgotten Badges. Personnel identifying themselves as NMIC employees who have forgotten their badge will be directed to the Pass Office adjacent to the visitors gate. Personnel assigned to the Pass Office will verify the person's identity, issue a temporary badge, and temporarily de-activate the employee's permanent badge. When the Pass Office is closed, the police officer at the visitor gate will attempt to verify the employee's identity through the SOC. Once verified, the employee will be directed to the staff entrance and be issued the appropriate temporary badge. When the employee locates his/her permanent badge, he/she will need to stop at the Pass/Badge Office to have his/her permanent badge re-activated.

(3) Pre-Announced NMIC Visitors. Visitors to the NMIC should be preannounced and must be sponsored by an ONI-issued badge holder. Preannouncement is accomplished by sending an e-mail or delivering a memorandum to the Badge Office. The following information must be provided: visitors' names, social security numbers, date of arrival, command or activity being visited, and POC. This information should be provided to the Badge Office at least 24 hours in advance of the arrival of all scheduled visitors. Sponsors of same-day visitors must notify the Badge Office by telephone and provide the documentation mentioned above. All visitors must present a valid photo identification to the police officer posted at the visitor gate. If the visitors' names appear on the visitor list, the officer will direct the visitors to the appropriate parking area (as indicated on the visitor list) and direct the visitors to the Badge Office to receive visitor badges.

(4) Unannounced NMIC Visitors

(a) Visitors whose names do not appear on the visitor list are considered unannounced and will be directed to the Pass Office. Personnel at the Pass Office will verify visitors by contacting the appropriate NMIC sponsor. If the sponsor cannot be located, the visitors will be directed off of the installation.

(b) When the Pass Office is closed, visitors will be directed out of the flow of traffic and instructed to remain in their vehicle while their visit is verified by the police officers at the visitor gate and the SOC. Once the sponsor is located, the visitors will be directed to park in the visitor parking lot and meet their sponsor/escort at the quarterdeck to receive their visitor badges. The sponsor will be directed to pick up visitor badges from the Badge Office or staff entrance (during non-duty hours) and meet their visitors at the quarterdeck.

1. Visitors will not normally be allowed to park in the parking garage unless their vehicle is essential to the nature of the visit. (This may include tow trucks, contractors performing repairs on the garage, etc.)

2. During periods when the quarterdeck is closed/unmanned, the sponsor must ensure the doors are closed after allowing visitors to enter/exit.

3. Members of the protocol/front office staff and personnel in the supervisory chain of command may deviate from these procedures, as necessary to support mission requirements.

(5) NFCU Customers

(a) A form of NFCU identification (ATM card, checkbook, etc.) and a valid photo identification will be required to be shown to gain temporary access to the compound.

(b) Customers with no government affiliation will be directed to park at the pass office and walk to the NFCU.

(c) Customers with a valid government-issued form of identification or a documented/observable disability may be

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permitted to park in the visitor lot, space permitting. They will be issued an NFCU parking pass that must be displayed in the front window of their vehicle while on the installation. Customers will not be permitted to park along the front of the building.

(6) Personnel Arriving by Taxi

(a) Any person presenting a valid ONI or IC badge may gain access to the NMIC when arriving by taxi. The taxi will be directed to the Pass Office to drop off its occupants. NFCU customers arriving by taxi must show the same identification required in subparagraph (5) above and will be required to vacate the taxi at the Pass Office.

(b) Personnel with documented/observable disabilities will be permitted to be dropped off at the building once the taxi driver's operators license is presented.

(7) Official Commercial Deliveries. All commercial deliveries will be inspected by the police and verified through the responsible POC prior to being allowed to enter the installation. Once the vehicle has been inspected and the POC has verified the delivery, the POC will be instructed to proceed to the appropriate loading dock. The delivery vehicle driver will be issued the appropriate loading dock pass and directed accordingly. Delivery drivers will be instructed to remain in their vehicle until met by the responsible POC.

(8) Personal Commercial Deliveries and Taxi Pickup. Commercial deliveries and taxi pickups will be directed to the Pass Office area. Personnel expecting deliveries of fast food, flowers, balloons, and other sundry items must ensure delivery personnel have a contact phone number to call upon their arrival at the Pass Office. Deliveries will not be allowed to be left at the Pass Office or the visitor gate.

(9) Service Personnel

(a) Service personnel are individuals who arrive at the NMIC to perform maintenance or are sub-contracted to assist on an authorized project, many of which occur outside of the facility. These individuals must be escorted at all times while on the installation.

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(b) Escorts must be in a position to monitor all personnel and stop unauthorized acts.

(10) Conferences. Conferences with 10 or more attendees must be coordinated with the Badge Office at least 3 business days prior to the function.

c. Building Entry

(1) The NMIC building is a restricted area with 24-hour security control. No one may enter the building past the quarterdeck turnstiles without an ONI security badge. Security badges must be displayed above the waist with the front showing at all times. All visitors, 10 years of age and older, will be issued a visitor badge.

(2) Naval Criminal Investigative Service special agents who display credentials will be issued a No-Escort visitor badge and access control badge for the non-sensitive compartmented information facility areas of the building only. A POC or sponsor is not required. Access to the sensitive compartmented information facility, by Naval Criminal Investigative Service special agents, must be coordinated with the ONI Special Security Officer.

d. Vehicle Registration

(1) All personnel assigned to the NMIC (military, civilian, and contractors) operating a privately owned vehicle on the installation must display a valid DD Form 2220 or Department of Transportation (Coast Guard) equivalent with a Naval District Washington (formerly ONI) colored-strip decal.

(2) An exception to this policy may be granted to specially designated organizations that are authorized to display a temporary parking pass, which is issued for a period not to exceed 1 year.

(3) The DD Form 2220 is obtained from the Badge Office after presenting the required documentation and must be affixed to the vehicle.

e. Vehicle Passes/Permits

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(1) Car-Pool Passes. Vehicles containing two or more employees may be issued a car-pool pass from the police officer at either the visitor or staff gate. Car-pool passes are issued on a first-come, first-serve basis between 0600 and 0900. Only vehicles displaying a car-pool pass may park in properly marked car-pool spaces. After 0900, car-pool spaces are open to all employees.

(2) NFCU Passes. Passes are issued to NFCU members with a government affiliation or a documented/observable disability who are allowed to park in the visitor parking lot. These passes are stamped with the current date.

(3) Temporary Parking Passes

(a) Temporary parking passes are issued to employees who have not yet been issued a DD Form 2220. These passes are normally issued for 1 day only. Police officers will remind personnel to get the DD Form 2220 when issuing these passes.

(b) Employees who are temporarily driving a vehicle that is not their own (loaner, rental, etc.) may get a temporary parking pass issued for several days by visiting the Badge Office.

(4) Loading Dock Passes

(a) Loading dock passes are issued at the visitor gate and are given to delivery personnel. This pass must be displayed in the window of their vehicle and designates that the holder is authorized to park at the loading dock for pick-ups and deliveries.

(b) Loading dock passes are color-coded and labeled to indicate the appropriate loading dock.

(5) NMIC Visitor Parking Permit

(a) Visitors are issued a pass that authorizes parking in the parking lot.

(b) Visitor parking permits are also issued to visitors/employees when parking is not available on the installation. This permit is recognized by the Federal

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Protective Services police and allows NMIC visitors to park along the roadside outside the NMIC.

(6) Oversized Vehicle Permit

(a) These permits are issued at the Badge Office to employees who own oversized vehicles (trucks, SUVs, etc.).

(b) This permit is good for 1 year and authorizes the holder to park along the perimeter in spaces specially designated for oversized vehicles.

(7) Executive Parking. Executive parking is controlled by the front office staff and is in effect 24 hours-a-day. Only properly identified vehicles may park in designated parking spaces.

5. Valid Forms of Identification

a. Numerous local, state, and federal government forms of identification are considered valid forms of

identification. However, to enter the NMIC, the valid form of identification must include a photograph of the holder and his/her physical description and be current.

b. A distinction must be made between government badges and other forms of identification. Badges may be produced locally and normally do not contain the necessary information as described above. The following are examples of some acceptable federal government forms of identification:

- Common Access Card (military (active/reserve), civilian identification card)
- DD Form 2 (Air Force, Army, Navy, and Marine active or retired military identification card)
- DD Form 25 (Reserve)
- Optional Form 55 (older version of government identification)

6. ONI Security Badges and Decals. All ONI-issued badges and DOD vehicle registration decals are the property of the U.S. Government and must be surrendered when requested by the Commander, ONI or designee. The Commander, ONI has authorized the ONI police to confiscate badges and decals as necessary.

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7. Weapons. Per reference (b), personal firearms and other dangerous weapons are prohibited on the NMIC compound. The only exception to this policy is federal, state, and local law enforcement officers, which must be coordinated through the SOC.

8. Inspection. All personnel and vehicles authorized access to the compound are subject to random searches and inspections.

9. Changes. These procedures are subject to change without prior notice as directed by the Commander, ONI or designee.

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