



CG BSU PORTSVA INST 5050.1

DEC 7 2009

BASE SUPPORT UNIT PORTSMOUTH INSTRUCTION 5050.1

Subj: REGULATIONS GOVERNING VISITORS, BASE ACCESS AND PASSES

1. PURPOSE. To establish policy and procedures for control of access to Base Portsmouth.
2. ACTION. BSU Division Officers and Commanding Officers of tenant commands shall ensure that their personnel are aware of, and comply with, the contents of this instruction.
3. DIRECTIVES AFFECTED. INTSUPRTCOM PORTSVA INST 5050.1G is cancelled.
4. SUMMARY OF CHANGES.

**Paragraph 5.** The section discussing the issuing of a locally generated vehicle sticker identification for CG Auxiliary is deleted.

**Paragraph 7.** A dependent, other than an active duty/reserve/retired member's spouse, will no longer be permitted to sponsor visitors. Sponsors must accompany and take responsibility for their visitors at all times while on the Base. Temporary vehicle pass terms are shortened from 6 months to 30 days and contractor passes from one year to 30 days. Food deliveries such as Pizza, Chinese, or others will no longer be granted access to the Base and members must retrieve the items at the front gate.

5. DISCUSSION. Controlling access and preventing unauthorized entry to Base Portsmouth are necessary to ensure operational security and safeguard government property and personnel. Military and civilian personnel assigned to Base Portsmouth, tenant commands or visiting ships are granted access to Base Portsmouth as required for the accomplishment of their assigned duties. *All vehicles entering Base Portsmouth are subject to search at all times.* Access is controlled by way of the following programs:
  - a. Coast Guard registration of privately owned motor vehicles is conducted primarily to provide security forces (i.e. gate guards, base police) with a means to easily identify, "at a glance," those vehicles that are authorized access to Coast Guard/DOD installations. Individuals operating privately-owned motor vehicles (POV) that have a properly displayed U.S. Coast Guard or Department of Defense decal, as well as federal, state or local government owned vehicles, will normally be granted access to Base Portsmouth. All other visitors will be required to obtain and present the appropriate vehicle pass in conjunction with valid picture ID prior to being granted access to Base Portsmouth.
  - b. When requested by security force personnel, the motor vehicle operator, cyclist, or pedestrian must present a valid Armed Forces, Uniformed Services or DHS/DOD/Coast

Guard Auxiliary civilian identification card at the gate or they will be denied entry to Base Portsmouth unless they have, or obtain, appropriate sponsorship.

- c. The Commanding Officer or Officer in Charge of the unit being visited is responsible for the conditions under which visits are permitted.
  - d. **SOLICITATION** onboard Base Portsmouth is **PROHIBITED** without sponsorship from the visited unit. Individuals found to be soliciting a unit without authorization may lose the privilege of doing business with all units at Base Portsmouth. A letter will be sent to their company headquarters informing them that the individual is no longer authorized to do business onboard Base Portsmouth.
6. DEFINITIONS. For the purpose of this instruction, the following terms are defined.
- a. Sponsor. An individual authorized to provide Base access to visitors.
  - b. Visitor. Any individual not assigned to a Base Portsmouth tenant command or visiting vessel.
  - c. Visitor's Pass. A vehicle pass issued at the gate for one time entry to Base Portsmouth that is valid for no more than 24 hours and is void when the vehicle departs the gate.
  - d. Temporary Pass. A vehicle pass issued at the Security Office for an extended time period not to exceed a 30 day period for the purpose of having authorized access to Base Portsmouth only.
  - e. Contractor Pass. A vehicle pass issued to contractors or vendors not to exceed a 30 day period or the duration of the current contract.
  - f. Special Event Pass. A pass issued by the sponsor of a Command approved event to attendees for access, issued one week prior to the event. The pass must show the name and date of the event.
  - g. U.S. Coast Guard or Department of Defense decal. A serialized and registered vehicle decal issued to Uniformed Services or DHS/DOD civilian employees, or retirees, for the purpose of providing authorized access to all Coast Guard/DOD installations
7. PROCEDURES. *All vehicles entering Base Portsmouth are subject to search at all times.* No person may enter Base Portsmouth by foot, bicycle or motor vehicle until permitted by the security force gate guard. All visitors requesting to enter Base Portsmouth must obtain appropriate sponsorship and meet one of the following criteria:
- a. Sponsorship. All military personnel (active duty, reserve and retired) and their spouses who are routinely authorized access to the Base may sponsor visitors both in an official and an unofficial capacity. Civilian Department of Homeland Security/Department of Defense personnel who are routinely authorized access to the Base may sponsor visitors both in an official and an unofficial capacity. It is the responsibility of the command, division or person sponsoring a visitor to provide the Security Office with timely, accurate notification of all visits by commercial sales representatives, contractor personnel, news media personnel, visiting officials, vendors or any other visitors so the appropriate pass may be issued. Under no circumstances will a sponsored visitor be

allowed to sponsor another individual on board Base Portsmouth. The sponsor must accompany and take responsibility for their visitors at all times while on the Base.

- b. Non-Motor Vehicular Traffic. Visitors requesting access to Base Portsmouth by foot or bicycle must show a valid Armed Forces, Uniformed Services, DOT/DOD/CG Auxiliary civilian identification card or obtain appropriate sponsorship and present a valid form of picture identification. Foot or bicycle traffic will have head of the line privilege over all motor vehicular traffic.
- c. Privately Owned Vehicles. Individuals operating privately owned motor vehicles without a military decal must obtain a visitor's pass at the main gate. No more than six passes will be issued to an individual or the same vehicle in a six-month period. Individuals requiring continued access to Base Portsmouth must obtain a temporary pass, contractor pass, or Coast Guard Vehicle Decal (CG-4081) at the Base Portsmouth Security Office between 0800 and 2000 hours seven days a week by presenting the following:
  - (1) A valid state motor vehicle driver's license (with picture ID) for the type of vehicle being operated. Separate picture ID may be used for those with licenses that have no photo. In addition, personnel desiring to obtain a Coast Guard Vehicle Decal must present Uniformed Services or DHS/DOD/CG AUX civilian identification. For CG Auxiliary members, the command they support must provide a memo, in writing, to the CO, BSU Portsmouth, certifying that the CG Auxiliary member requires the Coast Guard Vehicle Decal (CG-4801) for vehicular access for duty in support of Coast Guard operational missions, and that the Auxiliary member provides direct support to their unit at least once per week (on average).
  - (2) A valid state certificate of vehicle registration.
  - (3) Proof of financial responsibility (i.e. insurance, surety bond, certificate of self insurance) indicating name of the insured operator and vehicle insured by either license plate or VIN number. In cases where the vehicle license plate or VIN number is not indicated on the insurance card, the owner may have their insurance company fax documentation to the security office identifying the insured vehicle and operator. This must be presented when requested by security force personnel.
- d. Emergency Vehicles. Federal, state, and local official vehicles shall be cleared through the gate without unnecessary delay when on official business or when responding to an emergency. The Security Officer or OOD must be informed of law enforcement and emergency vehicles entering Base Portsmouth and their destination. Coast Guard Intelligence (CGI) agents may not wish to divulge their destination (in such cases, notification of their presence aboard is sufficient). All law enforcement and emergency vehicles will be logged in the Security Force gate chronological log.
- e. Tow Trucks, Wreckers or Vehicle Carriers. Will be allowed to enter and remove a vehicle from Base Portsmouth only by authorization of the owner, Security Officer or Assistant Security Officer.
  - (1) Vehicle owners wishing to have a vehicle removed from Base Portsmouth must notify the Security Office of their intent and the name of the towing company.

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- (2) Proof of vehicle ownership is required to have a vehicle removed/towed.
  - (3) No vehicle will be removed from Base Portsmouth unless the owner has complied with subparagraph (1) and (2) above.
- f. Contractors, Sales Representatives and Vendors Access List of Sponsors. Personnel requesting a contractor's pass must provide the Security Office with an access list of sponsors at Base Portsmouth, tenant commands or visiting vessels that will be verified by Security Office personnel before the issuance of the pass. All access lists must adhere to the following criteria:
- (1) Be on company letterhead (name, address, phone, POC).
  - (2) E-mail from Coast Guard personnel that sponsor them onto Base Portsmouth, and telephone number for verification purposes.
  - (3) Access list for contractors performing work on Base Portsmouth must have the first and last name, last four digits of social security number, place of birth, and citizenship of all personnel requiring access. In addition the general location and duration of contract work.
  - (4) The effective time period of an access list will be no longer than 30 days or the duration of the contract, whichever is longer.
- g. News Media. Access will be coordinated through CCGDFIVE (dpa) and the BSU Executive Officer.
- (1) The Security Officer or OOD must be informed in advance or as soon as possible of all media visits.
  - (2) The procedures governing news media access to the Base are as follows:
    - (a) All commands shall advise the BSU Portsmouth Executive Officer, Security Officer and/or OOD and the Security Watch Commander whenever news media personnel have been invited to Base Portsmouth, tenant commands or visiting vessels.
    - (b) Commands desiring news media coverage for special events will normally provide an escort unless Base Portsmouth agrees to accept the escort duty.
    - (c) Escorts will be required for access to all vessels, tenant commands and Base Portsmouth buildings. Entry to those areas must be granted by cognizant authority (Commanding Officer, Executive Officer, Security Officer or the Officer of the Day).
    - (d) The security force gate guard will deny access to media personnel when no prior notification of access approval is provided to the Security Office. The gate guard will refer all media personnel denied access to the Security Office Watch Commander. The Watch Commander will request guidance from the Security Officer or the OOD.
- h. Special Event Attendees. A wide variety of social and recreational events are held onboard Base Portsmouth that require command approval (i.e. change of command and

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retirement ceremonies, picnics, wedding receptions, recreational and athletic events, etc.) from the Commanding Officer or his/her designee. All approved events must be reported to the Security Office one week prior to the event to insure proper access and parking arrangements have been made for attendees. The sponsor of the events must make prior arrangements with the Security Office for the use of the following:

- (1) Special events with visitors in excess of 35 people will be issued special event passes (produced & issued by the sponsor and approved by the Security Officer) in advance of the planned event in lieu of issuing each vehicle a visitor pass (to reduce the time required for their visitors to gain access to Base Portsmouth). Under no circumstances will special event passes be issued at the gate, the day of the event. In addition, the sponsor of the event must provide the Security Office with a list of all attendees being sponsored to arrange their access to the event one week prior to the event. The list must be alphabetized by last name.
  - (2) Special event passes issued by the sponsor must provide the Security Office with a hard copy of the special event pass being used by their visitor for access to the event one week prior to the event.
- i. General Public. Visiting by the general public will be permitted only on specific occasions approved by the Commanding Officer of BSU Portsmouth or his/her designee. Visitors must have a government issued photo ID as appropriate for their age.
  - j. Gym Access. See the Gymnasium Usage Instruction, CG ISCPORTSVA INST 4069.3C for the gym access policy.
  - k. Carryout Food Deliveries. Delivery drivers (i.e. Dominos Pizza, Pizza Hut, China One, etc.) of this type will not be given access to the Base. Individuals are responsible for picking their food up at the front gate. Security will notify the individual ordering the food of its arrival.
  - l. Visitors Not Covered in Preceding Paragraphs. Personnel in vehicles not identified as specified in the preceding paragraphs shall be required to state their purpose for visiting Base Portsmouth and must be sponsored with the criteria listed in this instruction.
8. POLLUTION PREVENTION (P2) CONSIDERATIONS. None.
  9. FORMS/REPORTS. None.

  
S. J. ANDERSEN

Dist: List I, II & III