



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 5532.1A
N2S
18 Jan 2024

COMNAVRESFORCOM INSTRUCTION 5532.1A

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 3300.2C

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

1. Purpose. This instruction publishes policies, responsibilities, and standards for the administration of building access control procedures per references (a) through (d) and enclosures (1) and (2). Access to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and Commander, Naval Air Force Reserve (COMNAVAIRFORES), Naval Support Activity Hampton Roads, Building NH-32, is restricted to permanently assigned personnel, contract personnel, and visitors conducting official business.

2. Cancellation. COMNAVRESFORCOMINST 5532.1.

3. Responsibilities. This instruction applies to all military and civilian personnel and vetted contractors, volunteers, and visitors to Chief of Navy Reserve (OCNR), Commander, Navy Reserve Force (COMNAVRESFOR), COMNAVRESFORCOM, COMNAVAIRFORES, and Commander, Navy Reserve Forces Command Mobilization Center (NR COMNAVRESFORCOM MOB CENT). Any exceptions to this policy will be determined by the Activity Security Manager on a case-by-case basis.

4. Access Badges. All authorized personnel, including military, civilian, contractors, and volunteers must be issued a permanent facility badge during the initial security check-in process. All individuals must display a valid facility badge (permanent or temporary) on their person at all times while in the building. All badges, regardless of type, are never to be worn outside. The badge must be displayed in an area clearly visible above the individual's waistline. Issuance of a command badge is dependent on military orders or upon expiration of the Common Access Card (CAC) for government civilian and industry contract personnel. Badges issued by COMNAVRESFORCOM or COMNAVAIRFORES will remain U.S. Government property and must be surrendered to the Security Management Office before execution of a permanent change of station and/or upon resignation, reassignment, termination, or retirement.

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5. Visitors. For security purposes, the term visitor applies to any person who is not permanently attached to or employed by COMNAVRESFORCOM, COMNAVAIRFORES, and NR COMNAVRESFORCOM MOB CENT. Visitors will be sponsored for entry into controlled spaces only in connection with official government business, command sponsored events, or command endorsed social or ceremonial functions. All visitors will be issued an access badge upon entry. Enclosure (1) delineates the types of badges a visitor can be issued according to their individual circumstance. Permanent badges will not be issued to visitors solely for convenience of access.

6. Lost, Misplaced, or Forgotten Badges. The individual to which a badge is assigned is responsible for reporting lost/stolen or misplaced badges to the security office upon discovery. Members who forget their security access badge will be escorted to the Security Management Office to obtain a temporary badge, valid for a period of up to 72 hours. Lost or misplaced badges will be immediately disabled to prevent any unauthorized use. Temporary badges must immediately be returned to the Security Management Office upon issuance of new badge or upon locating a forgotten or lost badge.

7. Access by Emergency Personnel. In the event of an emergency, fire fighters and medical personnel are permitted immediate access and must never be delayed. Visitor control procedures will not be performed in order to enable a timely response in emergent situations. If circumstances permit, however, escorts may be assigned to emergency response personnel. Duty section personnel will notify the Security Management Office as soon as possible whenever an emergency response team accesses the building. Command personnel will make every attempt to keep sensitive or classified material from the view of emergency personnel; however, under no circumstance will personal safety be sacrificed to protect sensitive or classified information. If an inadvertent disclosure occurs during an emergency, the names of first responder personnel involved will be reported to the Security Management Office for appropriate action.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per the Secretary of the Navy Manual 5210.1 of September 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N2S will review this instruction annually around the anniversary of its issuance 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 is 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:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <https://www.navyreserve.navy.mil/Resource/Official-RESFOR-Guidance/Instructions/>

STANDARD OPERATING PROCEDURES FOR THE ISSUANCE OF COMMAND
BUILDING BADGES FOR STAFF MEMBERS AND VISITORS

1. Purpose. To establish and clarify badge issuance Standard Operating Procedures (SOP) for building NH-32 staff and visitor personnel.
2. Definitions. A command member is defined as an individual (military, civilian, or contractor) who is permanently assigned under orders, billeting, or government contract to the command. A visitor is defined as an individual (military, civilian, or contractor) who is not a command member conducting business, official or unofficial, but requires temporary presence at the command.
3. Categories. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and Commander, Navy Air Forces Reserves (COMNAVAIRFORES) building badge categories are as follows:
 - a. Military Command Members. Military personnel who are assigned for duty on official orders to COMNAVRESFORCOM, COMNAVAIRFORES, or NR COMNAVRESFORCOM Mobilization Center (MOB CENT). Personnel will be issued a permanent command badge upon check-in with Security Management Office. Selected Reservists under official orders for Active Duty for Special Work, Annual Training (AT), Active Duty Training (ADT), or Inactive Duty Training with Travel (IDTT) orders fall under this category.
 - b. Civilian Command Members. Federal employees who are assigned for duty to COMNAVRESFORCOM or COMNAVAIRFORES. Personnel will be issued a permanent command badge upon check-in with the security office.
 - c. Industry Contractors (On-Site). Government contracted personnel who are assigned under contract for duty to COMNAVRESFORCOM or COMNAVAIRFORES. Individuals will be issued a permanent command badge upon check-in with the security office in alignment with their period of performance of contract support. Personal identification numbers will not be issued to contract personnel and unescorted access will be granted normal working hours only. Contractors on the premises for facilities maintenance and repair will be escorted at all times regardless of their status on Naval Support Activity Hampton Roads.
 - d. Command Visitors. Any individual not assigned to OCNR, COMNAVRESFOR, COMNAVRESFORCOM, COMNAVAIRFORES, or NR COMNAVRESFORCOM MOB CENT for official duties. Badge assignment for this category is processed as follows:
 - (1) Visitor – No Escort. A green striped badge will be issued to vetted personnel with an approved Defense Information System for Security (DISS) Visit Access Request (VAR) on file with the Security Management Office and listed on the Authorized Personnel Listing (APL) located in the Staff Duty Petty Officer (SDPO) binder on the NH-32 quarterdeck. Visiting General Officers (GO), Flag Officers (FO), and accompanying aides will be issued a “No Escort” badge regardless of inclusion on the APL. The SDPO will contact the Security Management Office upon any GO/FO arrival and departure.

(2) Restricted Visitor – Escort Required. Personnel without a VAR on file will be issued a red badge and require an assigned COMNAVRESFORCOM, COMNAVAIRFORES, or NR COMNAVRESFORCOM MOB CENT command member to escort them within the building. Additionally, “Restricted Visitor – Escort Required” personnel will require a designated escort to accompany them at all times. Each escort will read enclosure (2) prior to serving escorting duties.

(3) Event Visitor – No Escort. Event, ceremony, conference, or meeting attendees with no VAR on file will be issued a blue badge for the duration of the event. No escort required. “Event Visitor” badges are typically issued to a group of individuals within a specified space (i.e. auditorium, classroom, etc.).

(4) Restricted Event Visitor – Escort Required. Event, conference, or meeting attendees with no VAR on file. An orange badge will be issued and will require an assigned COMNAVRESFORCOM, COMNAVAIRFORES, or NR COMNAVRESFORCOM MOB CENT event point of contact to provide escorting duties within the building.

(5) Long-term Visitor. A vetted visitor onboard for greater than one week (five working days). Long-term visitors will sign in at the quarterdeck and receive a “Visitor – No Escort” badge for the duration of their visit. Dependent upon circumstances, the Activity Security Manager may issue a permanent picture badge to visitors with an enduring presence at the command. In these instances, badges will be carefully tracked to ensure positive accountability for auditing purposes.

4. Responsibility. All personnel, regardless of status or badge type, are responsible for displaying their security credentials within the command building. Anyone found in the building without a badge will be escorted to the Duty Office or Security Management Office for discrepancy resolution.

a. The Security Manager will:

(1) Issue command badges for assigned personnel based on orders, assignment, or contract. For military personnel, badges will be issued for the duration of their orders. For civilian personnel, an expiration date of two years will be set, and for industry contractors, badges will remain active until the end of their service contract. Military personnel must present a copy of their official orders, government civilians must present their hiring letter, and contractors must present their contract in addition to being escorted by their government sponsor.

(2) Provide an accurate APL to the Duty Office anytime new VARs are received at the command.

(3) Conduct a semi-annual audit of assigned command badges to include “Long-term Visitor” badges.

b. The SDPO/Duty Section will:

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

(2) Report lost, stolen, or missing badges to Security Management Office.

(3) Issue visitor badges.

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

c. Physical security personnel will:

(1) Account for and handle the replacement of visitor badges.

(2) Conduct any inquiry into lost, stolen, or missing badges.

5. Watch Section Procedures

a. The duty section will ensure:

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

(2) The appropriate N-code provides personnel for the escorting duties of general restricted visitors.

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

(1) "Visitor – No Escort" badges will be issued by the COMNAVRESFORCOM or COMNAVAIRFORES SDPO if the visitor is listed on the APL, located in the main binder of the Duty Office. The individual receiving the badge will sign in to the Visitors Log and annotate "Visitor – No Escort" badge has been issued.

(2) "Restricted Visitor – Escort Required" badges will be issued by the SDPO if the individual is not listed on the APL. The SDPO will advise both the assigned escort and the visitor that they must remain in company with each other at all times and that their badges must be displayed on their person at all times.

c. Escorts will:

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

(2) Be issued an "E" badge, signifying that the individual is performing escorting duties.

(3) Ensure visitors sign into the Visitors Log and annotate "Restricted Visitor – Escort Required" while also signing into the log as well. At no point will a "Visitor – No Escort" badged individual be assigned as an escort for a "Restricted Visitor – Escort Required".

(4) Read a description of their escorting duties as outlined in enclosure (2).

(5) Long-term visitors will initially be issued a “Visitor – No Escort” badge and can only be issued a “Long-term Visitor” badge after coordination within the Security Management Office.

(6) Event visitor badges will be issued from the Security Management Office to the command designated point of contact. An event listing of attendees will be provided to Security for confirmation of a VAR on file. If a VAR is confirmed, a “COMNAVRESFORCOM Event – No Escort Required” badge will be issued. If a VAR is not confirmed, a “COMNAVRESFORCOM Event – Escort Required” badge will be issued. The point of contact for the event is responsible for providing escorting duties to their visitors within the building.

BADGE TYPE EXAMPLES



Exhibit A

BADGE DESCRIPTIONS

Badge Type	Description	Command Affiliation
COMNAVRESFORCOM	Access Badge with COMNAVRESFORCOM Command Seal	Permanently Assigned Military & Government Civilian Personnel
COMNAVAIRFORES	Access Badge with COMNAVAIRFORES Command Seal	Permanently Assigned Military & Government Civilian Personnel
COMNAVRESFORCOM/ COMNAVAIRFORES Contractor	Access Badge with Command Seal and Green Stripe	Permanently Assigned Industry Contractor Personnel
Frequent Visitor	Access Badge with COMNAVRESFORCOM Command Seal / Numbered	Vetted (DISS/National Background Investigation Services (NBIS)) Long-Term Visitors
Temporary	Access Badge with COMNAVRESFORCOM Command Seal / Numbered	Military & Government Civilian Personnel
Green Visitor	Card Stock with COMNAVRESFORCOM Seal with Green Stripe / Numbered	Vetted (DISS/NBIS) Visitors
Red Visitor (Escort Required)	Card Stock with COMNAVRESFORCOM Seal with Red Stripe / Numbered	Non-Vetted Visitors
Blue Event Visitor	Card Stock with COMNAVRESFORCOM Seal with Blue Stripe / Numbered	Vetted (DISS/NBIS) Event/Ceremony Visitors
Orange Event Visitor (Escort Required)	Card Stock with COMNAVRESFORCOM Seal with Orange Stripe / Numbered	Non-Vetted Event/Ceremony Visitors

Exhibit B

ESCORTING PROCEDURES

1. Constant visual surveillance of the individual being escorted is required at all times. Escorts will be issued an "E" Escort Required badge by the Staff Duty Petty Officer (SDPO), indicating that they are performing escorting duties. All personnel being escorted will be issued a visitor "Escort Required" badge prior to entering the building. Badges must remain in plain sight and worn above the waistband.
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 to the building. All visitors must be signed in and out on the quarterdeck by the SDPO.
3. The Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Security Management Office will be notified prior to escorting personnel into a restricted area in order to perform any type of work. Non-compliance with this policy could result in a breach of security and possible disciplinary administrative action.
4. Only personnel permanently assigned to COMNAVRESFORCOM or COMNAVAIRFORES who possess a valid picture badge will be assigned escort duty.
5. All escorts will ensure visitors are properly checked-in and issued a "Restricted Visitor-Escort Required" badge. Escorts will return these badges to the Duty Office upon departure of their visitor.
6. Escorts found not following proper escorting procedures may be subject to disciplinary administrative actions.