Commandant of Midshipmen Instruction 5530.14A

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: Bancroft Hall Physical Security Program

Ref: (a) NAVSUPPACT ANNULLISINST 5530.5A
(b) COMDTMIDNINST 5530.2D
(c) COMDTMIDNINST 1601.10R
(d) OPNAVINST 5530.14E CH-3
(e) COMDTMIDNINST 3300.1D
(f) COMDTMIDNINST 5400.6Z

Encl: (1) Bancroft Hall Physical Security Component Guide
(2) Authorized Requesting Officials
(3) Bancroft Hall Access Request Form

1. Purpose. To establish a Physical Security (PHYSEC) program, policy, and guidance as it pertains to Bancroft Hall.

2. Cancellation. COMDTMIDNINST 5530.14

3. Scope and Applicability. This instruction applies to all personnel that live, work or are conducting official business within Bancroft Hall at the U.S. Naval Academy (USNA).

4. Background

   a. The PHYSEC program at Bancroft Hall is designed with measures to safeguard personnel and protect property within the context of Bancroft Hall’s unique operating environment. Its primary goals are to deter and detect intruders through implementing security-in-depth principles and sound PHYSEC procedures.

   b. The program includes:

       (1) General guidelines and standard practices to ensure the security of Bancroft Hall and its interior components.

       (2) Lock and key policies and procedures.
(3) Physical access control policy and procedures.

(4) Electronic surveillance systems procedure.

(5) PHYSEC surveys.

5. Responsibilities

a. Commandant of Midshipmen. The Commandant of Midshipmen will provide sufficient resources, staff assistance, and authority to implement, manage and execute an effective PHYSEC program per references (a) through (f).

b. Commandant Facilities Director

(1) Manage all PHYSEC operations and programs.

(2) Submit annual budget requirements to support PHYSEC operations, maintenance and repairs.

(3) Provide operational support to staff personnel on PHYSEC matters.

(4) Be guided in specific duties as delineated in references (a) through (f) and other applicable instructions.

c. Commandant Facilities Officer

(1) Ensure occupants are familiar with the PHYSEC Plan.

(2) Disseminate pertinent information throughout the command and to all tenants.

(3) Ensure PHYSEC efforts are coordinated through the Naval Support Activity Annapolis (NSAA) PHYSEC Officer and the Commandant’s Anti-Terrorism Force Protection Officer (ATFPO).

d. Commandant Facilities Chief

(1) Be the technical advisor to the Facilities Director, ATFPO, and Commandant of Midshipmen for all PHYSEC matters of associated spaces.

(2) Train and delegate PHYSEC tasks to assigned specialists, ATFPO personnel or others as assigned, to carry out PHYSEC daily functions.

e. Bancroft Hall PHYSEC Specialist

(1) Effectively manage the electronic physical access control system.
(2) Manage the closed-circuit television system and assist law enforcement, anti-terrorism and investigative personnel when called upon.

(3) Conduct annual PHYSEC surveys in accordance with reference (a).

f. The Officer of the Watch (OOW) is designated as the building security coordinator who will be the primary point of contact for security related matters. The Staff Duty Officer (SDO) and Midshipmen OOW (MOOW) are the secondary building security coordinators.

(1) Provide internal security through the use of duty section personnel.

(2) Ensure that all duty section personnel are knowledgeable about security procedures and their inherent individual security responsibilities.

g. Bancroft Hall Personnel (midshipmen, military, civilian staff/visitors, tenant commands, contractors) will:

(1) Follow the requirements of this instruction.

(2) Be sensitive to the presence of unauthorized persons in Bancroft Hall and implement sound PHYSEC practices to aid in personal and federal property loss prevention.

6. Contact Information. For clarification of the contents in this instruction, please address questions to bancroftaccess-group@usna.edu.

7. Record Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant Facilities 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 canceled 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.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdinst.php
BANCROFT HALL PHYSICAL SECURITY COMPONENT GUIDE

GENERAL

1.1 General. This section outlines the best practices occupants/tenants of Bancroft Hall shall practice to satisfy basic PHYSEC requirements for their respective areas of responsibility (AOR) and all areas of Bancroft Hall. The PHYSEC program aims to safeguard personnel and protect property within Bancroft Hall. The Commandant of Midshipmen’s Facilities Department PHYSEC Specialist shall work in cooperation with the ATFPO and midshipmen ATFP personnel to enhance Bancroft Hall’s security posture. Minimum Security Requirements.

   a. All personnel shall conduct daily security checks of their respective spaces. Prior to securing at the close of business, they will ensure all material and systems are properly secured, no unauthorized personnel remain in the area and the space is locked/secured as required.

   b. When personnel work beyond normal work hours, or when they report at other than normal hours, the supervisor or senior person present will be responsible for conducting the security check and securing the space.

   c. Secure exterior entrance doors and doors to interior offices.

   d. Key control will be enforced to ensure that a minimum number of sensitive keys are issued as per reference (b).

   e. Identify and mark portable theft-attractive property (i.e. laptop computers, personal computers, television/monitors, etc.) for positive identification.

   f. Duty sections shall always ensure the constant security of their respective spaces; Duty sections shall secure doors that are propped open and monitor their AOR for unauthorized personnel as per reference (c). Duty sections shall immediately report facilities maintenance concerns that directly affect the security of the space (i.e. broken windows, exterior door that is not locking properly) to cmdtfacilities-group@usna.edu.

1.2 Unsecured Office

   a. When an office/unalarmed space is found open and unattended after normal work hours, the space shall be inspected by the OOW.

       (1) If there are no indications of criminal or unauthorized activity:

           (a) The OOW shall secure the space and attempt to contact the tenant/owner via phone or email to notify them of the security infraction.

           (b) The OOW shall then follow the Situation Report (SITREP) guidance outlined in reference (c).
(2) If there are indications of forced entry or property is damaged/missing:

(a) The OOW shall notify the Naval Academy Duty Officer (NADO), and report the theft to the appropriate authorities after cordonning and securing the space.

(b) Next, the OOW shall contact the tenant/owner and notify them of the security incident.

(c) OOW shall then follow reporting SITREP guidelines in reference (c).

b. When an alarmed space (range or disbursing office) is found open and unattended, the space shall be inspected by the OOW.

(1) If the alarm is not active:

(a) The OOW shall notify NADO, and Navy Security Forces; OOW shall then attempt to contact the tenant/owner via phone or email to notify them of the status of their space.

(b) The OOW shall then follow guidance outlined in reference (c).

(2) If the alarm is active:

(a) The OOW shall coordinate with Navy Security Forces and meet at the Main Office or the closest entrance to grant Bancroft Hall access.

(b) The OOW shall then follow guidance outlined in reference (c).

1.3 Exterior Doors

a. An essential component to the security of Bancroft Hall is its exterior doors. Malfunctioning doors should be immediately reported to cmdtfacilities-group@usna.edu. A door is malfunctioning if it does not latch properly, does not open properly, engages the lock before the mechanical foot secures to the frame or is otherwise inoperable.

b. A facilities technician or PHYSEC specialist will submit an urgent service request to restore the door to proper working order.

c. Preventative maintenance checks on all exterior doors shall be performed once per month by the PHYSEC specialist or a Commandant Facilities maintenance technician. The results will be recorded in the door status tracker and submitted to the Facilities Chief for review.

PHYSICAL ACCESS CONTROL

2.1 General Physical Access Control. Bancroft Hall presents challenges to implementing PHYSEC policy. Its size, historical status and public access areas are all factors that influence the security posture. To meet the complex PHYSEC requirements of Bancroft Hall, Naval
Facilities Engineering Command (NAVFAC) equipped the building with an electronic Physical Access Control System (ePACS).

2.2 Physical Access Control Policy

a. The Commandant of Midshipmen Facilities Department will assume responsibility for the operation and maintenance of the ePACS and will coordinate with Naval District Washington (NDW) and industry professionals regarding system management and hardware maintenance. The Commandant of Midshipmen Facilities Department (CFD) shall be primarily responsible for accurate and secure usage of the ePACS and management of records. The CFD shall ensure up-to-date and efficient work flow and processes as prescribed in references (a) and (d). The CFD annual budget shall cover maintenance and upgrades to existing electronic security systems.

b. The PHYSEC specialist will be the primary point of contact for Bancroft personnel to coordinate access to the building. Additionally, the PHYSEC specialist is primarily responsible for communication with NDW to troubleshoot software issues. The PHYSEC specialist shall also coordinate with the Brigade ATFPO to administer a coherent security plan as it pertains to physical access control.

c. Per reference (d), The Department of Defense (DOD) Common Access Card (CAC) shall be the principal card enabling access to buildings, facilities, installations and controlled spaces. All other forms of access control shall be eliminated with the following exception: technology that is not currently supported by the CAC. All personnel who conduct official business within Bancroft Hall and hold a valid CAC are eligible for access through the ePACS as per reference (d). Loss or theft of a CAC should be reported to the nearest Real-Time Automated Personnel Identification System (RAPIDS) site or Midshipmen Personnel (MIDPERS) and the chain-of-command.

d. A temporary Facilities Access Card (aka: FAC or Key Card) may be made available to personnel who conduct business in Bancroft Hall and hold a valid Defense Biometrics Identification System (DBIDS) card or hold a damaged DoD CAC. The FAC provides access to secured zones within Bancroft Hall. The FAC shall be treated in a similar manner as a DoD CAC.

e. ePACS failures: Personnel may grant access to those that are unable to gain entry via normal ePACS access (failed card/reader). All personnel who work or reside in Bancroft Hall may grant access to these personnel however they shall verify the failed ePACS card holder has a valid DoD CAC/DBIDS Card by verifying the expiration date and the photo matches the user. The failed ePACS user is required to display their valid photo identification (CAC/DBIDS) to gain access to the building should their identification card not work on the ePACS. Failure to present valid photo identification should be grounds for denial of entry to Bancroft Hall. Granting access to Bancroft Hall without positively identifying the requestor shall be considered a security violation. Valid identification shall be displayed on all Contract personnel via lanyard or sleeve/clip combination. It should also be displayed on all personnel not in uniform. This is a flexible requirement that is determined by the ATFPO during various threat levels and concerns.
2.3 **Loss/Termination of Access**

a. Supervisors of personnel under disciplinary separation/termination shall contact the PHYSEC Specialist to notify them of the individual’s loss of access to the facility.

b. If a CAC holder loses the functionality of the antenna in their card, it is first recommended that they obtain a new card. CAC antennas are not able to be repaired. In the event a new CAC cannot be obtained, Bancroft Hall may be accessed through the issuance of a temporary FAC. The FAC aka Key Card shall be returned in good, working order. Midshipmen may be held accountable via the conduct system as per reference (f) Section 5.2 for unreasonable damage or repeat loss of a FAC.

c. If a FAC holder loses the functionality of the antenna in their card they shall report to the PHYSEC Office for an exchange of FACS.

2.4 **Standard Procedure for Obtaining Bancroft Hall Access**

a. All personnel in possession of a DoD CAC shall follow the below process to obtain access to Bancroft Hall:

   (1) Eligible ‘W’ ‘G’ ‘B’ CAC personnel are eligible for standard access to Bancroft Hall. With the exception of those of the pay grade of student (STDT). ‘W’ is the standard white card for Active Duty, Selected Reserves, uniformed Services civilian (appropriated/non-appropriated), Contingency Contractors, Students, etc. ‘G’ (green) is for Contractors and ‘B’ (blue) is for Non-US Citizens. All of which may present their valid CAC to the PHYSEC Specialist and request standard Bancroft Hall Access without further approvals to the following zones:

   (a) Perimeter Doors

   (b) Elevators

   (c) Main Office

   (d) Standard King Hall access during meal hours

   (e) Enclosure (3) is required for access to any other restricted zone

   (2) Midshipmen may present their valid ‘W’ DoD CAC *(PayGrade: STDT. Rank: MIDSHP)* to the PHYSEC Specialist and request Bancroft Hall Access without further approvals to the following zones:

   (a) Perimeter Doors

   (b) Main Office
(c) Standard King Hall access during meal hours

(d) Enclosure (3) is required for access to any other restricted zone

(e) Elevator access may be granted temporarily via an approved Medical Chit. Elevator access will terminate once the chit expires.

b. All contract personnel in possession of a DBIDS card shall follow the below process to obtain access to Bancroft Hall:

(1) Contract personnel holding a DBIDS card shall electronically fill out the Bancroft Hall Access Request Form, enclosure (3) and submit it to the PHYSEC Specialist electronically via their Authorized Requester listed in enclosure (2).

(2) The Access Request Form can be obtained from one of the following methods:

(a) The USNA Intranet site under Administrative Department -> Forms Program -> USNA Official Forms List. https://www.usna.edu/AdminSupport/FormsProgram/USNAOfficialFormsList.php

(b) Emailing the Bancroft PHYSEC Specialist. BancroftAccess-Group@usna.edu

c. Prepare the Access Request Form. The requestor shall digitally fill in Sections I and II of the form. The authorized requesting official shall verify Sections I and II. Then they shall digitally fill in Section III and digitally sign where applicable. Access to Bancroft Hall and restricted zones via the ePACS is only issued when a completed Access Request Form is signed by the appropriate signatory authority. The digital form shall be sent to: BancroftAccess-Group@usna.edu

d. Authorized Requesting Officials. See enclosure (2).

e. Controlled and Restricted Zones. Bancroft Hall has multiple access zones within the building. Some zones limit access within a larger area to further protect equipment and occupants. A signature from the approving authority for each of these spaces may be required in the corresponding block of enclosure (3) to gain restricted zone access.

(1) Perimeter Doors – General access controlled by Commandant Facilities

(2) Elevators – General access controlled by Commandant Facilities

(3) King Hall (MIDSHIPMEN ACCESS) Meal times – General access controlled by Commandant Facilities

(4) Main Office – General access controlled by Commandant Facilities
(5) Commandant Office (Office Suite Access) - Requires permission via the Commandant’s Executive Assistant (EA) or Staff Director.

(6) U.S. Navy Band (Exterior Door) - Requires further approval via the Band Director or Leading Chief Petty Officer (LCPO)

(7) Brigade Medical Unit (BMU) Staff Door (24/7 access) - Requires further approval via the BMU Medical Director, BMU Medical Department Head or BMU LCPO

(8) King Hall Contract Floor Staff (16-hour access)

(9) Galley Kitchen Staff (24/7 access) - Requires further approval via the Midshipmen Food Services (MFSD) Director, MFSD Food Service Officer or MFSD LCPO

(10) Midshipmen Store Office (24/7 access) - May require access permission via the Naval Academy Business and Services Division (NABSD) Director, Human Resources (HR) Director, HR Specialist or Strategy and Assessment Manager.

(11) Rifle/Pistol Range* - Requires further approval via the Rifle or Pistol Coach

f. Submit the Form. When the Access Request Form is complete and checked for accuracy, the requestor should submit the form to the PHYSEC Specialist via email.

g. See the Bancroft Hall PHYSEC Specialist to Add CAC to the ePACS. Contact information shall be available on the Commandant of Midshipmen’s Facilities Department’s intranet site. Walk-in hours and scheduled appointments shall be made available to requestors who have submitted the proper Access Request Form.

Note: Pistol/Rifle Range. The weapons ranges in Bancroft Hall are on a stand-alone system managed locally by the Commandant of Midshipmen’s Facilities Department’s. The Key Control Officer is responsible for administering the access program for these spaces at the request of the tenants. The PHYSEC specialist shall communicate with the Key Control Officer and verify proper authorization by the signatory authority has been granted to personnel seeking access through the Access Request Form.

2.5 Visitor Procedures

a. Visitors shall be escorted at all times by personnel who hold a valid CAC with previously established access to Bancroft. Visitors should be prepared to present valid identification and state the nature of their business within Bancroft if asked. The escort shall ensure the visitor acts in accordance with all applicable regulations while inside Bancroft Hall. It is recommended that an escort be accountable for no more than five visitors at a time. The escort is fully accountable for the visitor’s actions.

b. Maintenance personnel who hold a valid DBIDS card (to include general maintenance, vending services, laundry, etc) do not need an escort when performing their duties in Bancroft.
Hall; if not in possession of a Key Card, entry shall be coordinated through their respective department.

c. Delivery personnel shall be escorted within Bancroft Hall if they do not possess a DoD CAC or DBIDS.

d. Any person needing access to Bancroft Hall that may or may not have access yet needs immediate access shall report to the Main Office to identify their need for access and request an escort as deemed necessary by the Watch Team. This includes staff/students that have a faulty access card or an unscheduled delivery.

**ELECTRONIC VIDEO SURVEILLANCE SYSTEM**

3.1 **General.** Select areas of Bancroft Hall are under electronic surveillance to record incidences of unauthorized entry and deter unauthorized activity. The PHYSEC specialist shall be capable of operating the Milestone software for the purpose of viewing recorded footage and responding to requests for information.

3.2 **Video Data Requests.** The PHYSEC specialist shall respond to requests for video footage from authorized personnel. Authorized personnel include NSAA security, Staff Judge Advocates, Legal Office, Conduct Officer, Commandant of Midshipmen, Deputy Commandant of Midshipmen, and Department Heads.

   a. Requestors shall e-mail the PHYSEC specialist with a date/time range and area of interest.

   b. All requests should be answered within a reasonable timeframe. In the event of extenuating circumstances, the PHYSEC specialist shall communicate with the customer regarding any delays.

   c. If there is relevant footage in the requested date/time range, the PHYSEC specialist will notify the requestor.

   d. The data will then be made available for the customer via email or hard copy.

**PHYSICAL SECURITY SURVEYS**

4.1 **General.** PHYSEC surveys are used as a tool to determine the security posture of Bancroft Hall and measures needed to maintain or improve that security posture. Security is a constantly evolving process that involves all tenants of Bancroft Hall.

   a. Continuous evaluation is required to present a positive PHYSEC posture.

   b. To assess Bancroft Hall’s PHYSEC posture, an annual survey shall be conducted each August.
c. This survey is not an inspection; it is an in-house formal assessment of the building’s PHYSEC posture. Survey results are not disseminated up the chain of command but are used primarily as a management tool to enhance the overall security posture.

d. The purpose of the survey is to identify what needs protecting, what measures are in effect and what areas may require additional security measures.

e. This information provides the Commandant of Midshipmen’s Facilities Department a basis to determine PHYSEC priorities.

4.2 Components to be surveyed

a. Offices’ or work spaces’ internal procedures.

b. Storage facilities containing sensitive and/or high value materials.

c. Perimeter and protective lighting.

d. Intrusion detection systems.

e. Areas that maintain government funds in excess of $500.00 USD.

f. Arms, Ammunition and Explosive storage facilities.

4.3 Personnel Responsibilities

a. The Commandant Facilities Director ensures all security inspections and surveys are conducted for all identified areas.

b. The PHYSEC specialist ensures surveys include a complete analysis of Bancroft Hall and the PHYSEC measures in effect. The PHYSEC specialist stores and protects the surveys in accordance with the information reported.

4.4 Preparatory Steps

a. Review recent PHYSEC surveys to ascertain the findings and comments of survey personnel.

b. Review a copy of the most current risk analysis.

4.5 Conducting the Survey

a. Conduct the survey in accordance with applicable local instruction, filing out the checklist as the survey progresses.

b. Observe the facility during all hours.
c. Interview managerial and operational personnel.

d. Survey entry and movement control of the facility.

4.6 Survey Reporting

a. Once the survey is complete, a report of the findings must be prepared and submitted to the Facilities Director.

b. The report shall have:

   (1) List of discrepancies.

   (2) Copies of any waivers or exceptions which might be in place.

   (3) Corrective action plan.
AUTHORIZED REQUESTING OFFICIALS

The following billets are authorized to request access to Bancroft Hall for their staff members (DoD or DBIDS holders) and are to ensure the request form, USNA 5500/1 is filled out correctly and verify expiration dates:

a. Academic Departments – (1) Provost Executive Assistant, (2) Provost Administrative Assistants, (1) Associate Provost for Academic Affairs

b. Brigade Branch Medical Unit – (1) BMU Director, (1) BMU Department Head (1) BMU LCPO

c. Commandant’s / Superintendent’s Staff – (1) Chief Of Staff, (1) Commandant’s Administrative Officer, (1) Commandant’s Staff Director, (1) Commandant’s Executive Assistant, (1) Brigade Master Chief

d. Midshipmen Food Service Division – (1) MFSD Director, (1) MFSD Food Services Officer

e. Naval Academy Business Services Division – (1) NABSD Director, (1) NABSD Human Resources Director, (1) NABSD HR Specialist, (1) NABSD Strategy and Assessment Manager

f. Naval Facilities Engineering Command/Public Works – (1) Facilities Support Contract Manager (BOS/Custodial/Grounds), (2) Facilities Contracting Officer Representative (Custodial Services), (2) NAVFAC Project Manager or Engineering Tech (Funded projects within Bancroft Hall)
BANCROFT HALL ACCESS REQUEST FORM

[SAMPLE]

**SECTION I. REQUESTER INFORMATION**

1. NAME (Last, First M):  
2. DATE:  
3. EMAIL ADDRESS:  
4. POSITION TITLE:  
5. DEPARTMENT:  
6. NAVAL ACADEMY STATUS:  
   - Faculty  
   - Staff  
   - Contractor  
6a. CONTRACTING COMPANY:  
6b. PRIMARY PLACE OF DUTY:  
6c. CAC  
6d. DBIDS ID NUMBER:  
6e. CAC/DBIDS EXPIRATION DATE:  

**SECTION II. ACCESS REQUIREMENTS (Check appropriate box for requested zone)**

7. BANCROFT ACCESS ZONE REQUEST:  
   - ELEVATORS  
   - MAIN OFFICE  
   - KING HALL (STD ACCESS)  
8. EXPIRATION DATE - IF LESS THAN BLOCK 8f:  
9. RESTRICTED ZONE ACCESS – REQUIRES FURTHER APPROVALS (Digital signatures required from approved authorities):  
   - COMDT OFFICE  
   - COMDT EA / Staff Dir.  
   - COMDT EA / LA  
   - KING HALL (KTR Staff)  
   - MFSD Dir. / FSO  
   - US NAVY BAND  
   - BAND Dir. / LCPO  
   - GALLEY (Kitchen Staff)  
   - MFSD Dir. / FSO  
   - BMU 24/7 Access  
   - BMU Dir. / DH / LCPO  
   - MIDN Store 24/7 Access  
   - HR Dir. / Specialist  
   - Rifle/Pistol Range  
   - Rifle / Pistol Coach  
10. WHY REQUESTER NEEDS ACCESS TO RESTRICTED ZONES:  

**SECTION III. REQUESTING OFFICIAL (See back page or refer to COMDTMIDNINST 5530.14 Encl (2))**

By signing block 16 below, I acknowledge my obligation to report any change in status of this employee to Commandant Facilities immediately.

11. NAME (Last, First):  
12. TITLE:  
13. DEPARTMENT:  
14. PHONE:  
15. OFFICIAL EMAIL:  
16. DIGITAL SIGNATURE:  
17. DATE:  
18. APPROVAL DECISION:  
   - Approved  
   - Disapproved  
19. COMMENTS:  
20. COMMANDANT FACILITIES DIRECTOR, OFFICER, LCPO - PRINTED NAME (Last, First):  
21. COMMANDANT FACILITIES DIGITAL SIGNATURE:  
22. DATE:  

USNA 5500/31 (5-23)  
Adobe LC ES4  

Enclosure (3)
### Section I. Requester Information (All sections must be filled out electronically)

Lines 1-5: Name, Date, Email, Title, & Department

Line 6: Naval Academy Status – Check box for Faculty, Staff, Contractor or other such as NCIS, NSAA, NDW, etc…

Line 6a: Contracting Company Name if applicable, 6b: Primary Place of Duty - Bancroft Hall, Luce Hall, Nimitz Library, etc…

Line 6c: DoD CAC (Civilian/Contractor) ID Number or DBIDS ID Number. 6d: CAC/DBIDS Expiration Date

### Section II. Access Requirements

Line 7: Requested Controlled Zones:

- Active duty military. DoD CAC and DoD Contract CAC personnel (Green Stripe CAC) are not required to fill out this form for access to the following zones:
  - Perimeter Doors
  - Elevators
  - Main Office
  - Commandant’s Office
  - Standard King Hall access during meal hours

- Midshipmen are not required to fill out this form for access to the following zones:
  - Perimeter Doors
  - Main Office
  - Standard King Hall access during meal ours
  - Elevator access may be granted temporarily via an approved Medical Chit. Elevator access will terminate once the chit expires.

Line 8: The requester may only need temporary access to a zone.
Line 9: All other personnel and access to any other zone will require further approvals via this section. Check the box for requested zones. COMDT Facilities will forward your request to appropriate approvers for restricted zones after the requesting official has verified and signed the form.

Line 10: Self-explanatory. Ex: To perform daily duties; Assigned staff member, etc…

### Section III. Requesting Official - To be filled out by vetting authority. See COMDTMIDINST 5530.14 Encl (2)

Line 11-15: Authorized Requesting Officials Name, Title, Department, Phone No., & Email Address

Line 16: Once all information on this form has been verified and the need for access is justified the form must be digitally signed by the authorized requesting official.

Line 17: Date

Form Submission – The Requesting Official shall now submit the form to BancroftAccess-Group@usna.edu for final approval.

### Section IV. Final Approval Via Commandant Facilities Director, Officer or LCPO

Line 18: Approved/Disapproved

Line 19: Reasoning, changes from original request, general comments.

Lines 20-22: Name, Digital Signature, Date Signed

Name, Title, Department

Commandant Facilities will reply to all with the attached approved form or further instructions if needed. Once approved the Requester will need to make an appointment via BancroftAccess-Group@usna.edu or may walk-in from 1500-1600 M-F.