



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
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GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5512.1E  
N31  
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NTC GREAT LAKES (Complex<sup>2</sup>) INSTRUCTION 5512.1E

From: Commander, Naval Training Center, Great Lakes

Subj: CIVILIAN IDENTIFICATION CARDS

1. Purpose. To update requirements for the administration of civilian identification cards.
2. Cancellation. NTCGLAKESINST 5512.1D. This instruction has been substantially revised and should be reviewed in its entirety.
3. Background. Persons aboard the Naval Training Center (NTC) complex are required at all times to establish their identity and position to security forces and other competent authorities. For this purpose, civilian employees who have a legitimate, recurring need to be aboard the NTC Complex will be provided a means of identification in accordance with this instruction.
4. Eligibility/Types of Identification Required:
  - a. Civil Service Employees. Civil Service employees of activities on the NTC Complex will be issued an identification card with photograph on Optional Form 55 upon presentation of a memorandum from Great Lakes Service Center, Human Resource Office Pensacola (HROPEN), building 1-H. This card is valid for three years or until employees's position changes.
  - b. Other Employees. Persons regularly employed by a concessionaire or quasi-official government activity (such as the Red Cross, etc.) but, who are not classified as Civil Service employees will be issued an identification card on Form NTC-5512/18 or 5512/3. The cards will be valid for one year or less if specified. Permanent and temporary employees of the Navy Exchange will be issued an Employee Identification Card, SS-161 (Rev. 3-83) by the Navy Exchange Personnel Office.
  - c. Commercial Drivers. Drivers of registered commercial vehicles (except buses, taxicabs, and deliveries) who principally work aboard the NTC complex will be issued an annual Vehicle Pass NTC-GL 5512/3 (Rev. 8-89). Prior to issuance, they must present written request from their sponsoring activity on the NTC Complex and a valid state chauffeur's license. These cards are issued to expire upon completion of contract or one year from date of issuance.

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d. Contract Workers. Upon request of the sponsoring activity (normally the Resident Officer in Charge of Construction), contract workers will be issued a Temporary Identification Card, NTC-GL 5512/18 (Rev. 5-73) for the duration of time that contract work will be performed on board NTC. In the case of large numbers, a letter of request containing the names of all contract personnel shall be sent to the Badge and Pass Office, Security Department. The temporary identification cards will then be prepared and returned to the sponsor for issuance.

e. Personnel contracted to work in Galley 535. Contract employees shall have a contractor supplied photo identification card displayed on their outer garment at all times while on Navy property.

## 5. Action

a. Sponsoring activities shall submit a memorandum request for civilian identification cards to the Badge and Pass Office, Security Department, NTC (Building 130), Great Lakes. The request shall list the name, address, position, and expected duration of employment.

b. The Badge and Pass Office shall stock and issue civilian identification cards.

c. Card Holders. Civilian identification cards must be shown to security force personnel of any activity on the complex or to any other competent authority upon request.

(1) When the identification card is insufficient to properly identify an individual, additional identification may be requested to ensure that the person is the proper holder of the identification.

(2) Use of an identification card by anyone other than the person to whom it is issued, will result in cancellation of the card and additional disciplinary action, as necessary.

(3) The person to whom the card is issued is solely responsible for the card and must immediately report its loss to his or her supervisor who shall inform the Badge and Pass Office.

(4) Civilians who possess a dependent, reserve, or retired identification card, but is on the complex due to their civilian employment, shall also possess a civilian identification card indicating such employment.

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d. Renewal

(1) Any torn or otherwise mutilated identification card must be returned immediately to the issuing activity with a request for its replacement.

(2) Civilian identification cards which have been issued on an annual basis must be renewed each calendar year during the month of original issue. A renewal request from the sponsoring activity must be presented to the Badge and Pass Office at the time of renewal. In addition, commercial drivers must present a valid state chauffeur's license.

(3) Identification cards issued to contract workers and other civilians for a limited period of time may be renewed 30 days prior to expiration upon presentation of a renewal request from the sponsoring activity.

e. Terminations

(1) Civilian identification cards issued by the Badge and Pass Office may be revoked for cause by the Commander, Naval Training Center, Great Lakes, or the sponsoring activity when considered necessary. Written notification to the Director, Security Department is required.

(2) When employment of a Civil Service employee or other employee with a permanent identification card is terminated, the civilian/personnel officer of the sponsoring activity is responsible for ensuring that the employee's identification card is returned to the Badge and Pass Office for cancellation.

6. Forms. NTC-GL 5512/3 (Rev. 8-89) and NTC-GL 5512/18 (Rev. 5-73) are located in Building 130.



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