



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY INSTALLATIONS COMMAND  
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CNICNOTE 5530  
N3/N9  
17 Jul 2023

CNIC NOTICE 5530

From: Commander, Navy Installations Command

Subj: IMPLEMENTATION OF LIMITED MORALE, WELFARE, AND RECREATION  
ACCESS FOR DEPARTMENT OF DEFENSE CIVILIAN RETIREES ON NAVY  
INSTALLATIONS

Ref: (a) UNSECNAV WASHINGTON DC memo, "Department of Defense Civilian Retiree  
Identification Card Termination," of 17 Feb 23  
(b) CNO WASHINGTON DC 051811Z May 23 (NAVADMIN 105/23)  
(c) OSD WASHINGTON DC memo "Department of Defense Civilian Retiree  
Identification Cards" of 26 Aug 09  
(d) DoD M-5200.08, VOL. 3 of 2 January 2019  
(e) DoD Instruction 1015.10 of 6 July 2009  
(f) CNIC M-5530.2 of 4 June 2020

1. Background. Reference (a), terminates the issuance of Department of Defense (DoD) Civilian Retiree Identification (ID) Cards. Reference (b) provides amplifying guidance to ensure appropriate communication and access control measures are in place directing Commander, Navy Installations Command (CNIC) to update policy for Navy installations. Per reference (c), previously issued DoD Civilian Retiree ID Cards will remain effective through 31 August 2023.

2. Purpose. Per references (a) through (f), to implement policy and procedures to provide limited Morale, Welfare, and Recreation (MWR) services for DoD civilian retirees on Navy installations.

3. Policy

a. Per references (c) and (e), the limited use of MWR activities by DoD civilian retirees will continue to be at the discretion of the Installation Commanding Officer (ICO). ICOs will consult with Region and installation MWR leaders and exercise their judgment in authorizing access to specific MWR facilities and programs, such as golf courses, bowling centers, food courts, hobby shops, and movie theaters, for DoD civilian retirees based on operational requirements, facility capacity, and resource availability. ICOs will consider the overall impact on mission readiness and the welfare of the active duty military members and their families when making such determinations.

b. Affected personnel will coordinate with the respective Visitor Control Center (VCC) where they will be processed per reference (b) and local policy. Defense Biometric

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Identifications Systems (DBIDS) credentials will be issued to eligible personnel upon positive identification of the individual, visual inspection of an appropriate Notification of Personnel Action Form (SF-50) or the respective service branch Nonappropriated Fund (NAF) employee equivalent form. The Navy, Personnel Action Report (PAR), Notification of Action Report (NAR), Notification of Personnel Action (NPA); The Army, Department of the Army (DA) Form 3434, Notification of Personnel Action - Nonappropriated Funds Employee; the Air Force, Air Force (AF) Form 2545, NAFI Notification of Personnel Action; the U.S. Marine Corps, Marine Corps Community Services (MCCS) Form 500, Nonappropriated Funds Personnel Action, indicating retirement from civilian government service, and vetting for fitness. Visit <http://www.uscis.gov/files/form/i-9.pdf> for more information on acceptable forms of identification. DBIDS credentials issued to eligible personnel will include "MWR Facility Privileges" on the back in the "Remarks" box and be assigned to the "Facility Use" (Yellow) category during enrollment, as designated in reference (d).

c. Eligibility for access to Navy Exchange (NEX) and Defense Commissary Agency (DECA) facilities is not changed under this policy. NEX and DECA eligibility is governed by the applicable regulations and guidelines established by Navy Exchange Command (NEXCOM) and DECA.

#### 4. Responsibilities

a. Region Commanders will:

(1) Ensure installations continue to follow the access procedures outlined in reference (f).

(2) Require installations to advertise the use of the DBIDS pre-registration portal located at <https://dbids-global-enroll.dmdc.mil/preenrollui/#/> to alleviate customer wait times.

b. ICOs will:

(1) Ensure DoD civilian retirees are informed of the upcoming transition and the necessary steps to obtain DBIDS credentials. Detailed guidance on the application process, required documentation, and timelines will be provided through official channels, including installation websites, public affairs messaging, town halls, and other briefings as appropriate.

(2) Advertise the use of the DBIDS pre-registration portal located at <https://dbids-global-enroll.dmdc.mil/preenrollui/#/> to alleviate customer wait times. The DBIDS pre-registration portal meets DoD requirements and can be used in place of the Secretary of the Navy (SECNAV) Form 5512/1, Local Population ID Card/Base Access Pass Registration. Installations will update local access control policies, training, and public guidance (e.g., websites, Public Affairs Officer messaging, etc.) to ensure visitors are informed about the registration process and provided the option to register prior to their arrival.

(3) Ensure installation security personnel provide a smooth transition and minimize inconveniences caused during this process. It is imperative that DoD civilian retirees comply with these requirements to maintain access privileges to MWR facilities.

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(4) Consult with Region and installation MWR personnel to determine the appropriate level of MWR facility access for DoD civilian retirees.

(5) Update local access control policies per reference (b) specifying timely revocation of access for individuals when required, and including procedures to notify cardholders when changes to MWR facility access are required due to capacity concerns or other limitations.

(6) Monitor the transition progress and continue to assess the impact on MWR activities and the overall installation access control program.


5. Additional Guidance. Follow-on guidance regarding DoD Civilian Retiree access will be provided in subsequent Naval Administrative Messages (NAVADMIN), CNIC notices and official communications as needed. It is essential that all personnel remain vigilant and comply with the requirements set forth by this notice and installation policies to maintain access to MWR facilities.

6. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division 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 notice or the records disposition schedules, contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Cancellation Contingency. This notice is in effect for one year until it is superseded by another notice or instruction, whichever occurs first.

  
J. V. MENONI  
Acting

Releasability and distribution:

This notice is cleared for public release and is available electronically only via CNIC G2 <https://g2.cnice.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>.