



DEPARTMENT OF THE NAVY  
NAVAL SUPPORT ACTIVITY SOUTH POTOMAC  
6509 SAMPSON ROAD  
DAHLGREN, VIRGINIA 22448-5108

IN REPLY REFER TO  
NAVSUPPACTSPINST 5771.2  
NOOP  
FEB 11 2009

NAVSUPPACT SOUTH POTOMAC INSTRUCTION 5771.2

From: Commanding Officer, Naval Support Activity South Potomac

Subj: POLICY AND GUIDELINES FOR USE OF BASE FACILITIES BY  
NON-DOD GROUPS AND COORDINATION OF SPECIAL EVENTS

Ref: (a) NAVSUPPACT South Potomac AT/FP Plan  
(b) Operation of MWR Programs 1710.11C  
(c) NAVSUPPACTSPINST 5090.2 Recreational Hunting Program

1. Purpose. To outline policy and guidelines related to the use of facilities on board Naval Support Activity South Potomac (NSASP) installations by non-Department of Defense groups or organizations. This instruction also encompasses the coordination of special events involving non-DoD groups or organizations or the general public that are sponsored by supported commands or tenant activities on board NSASP installations. The objective is to provide a clear and consistent process for evaluating and approving requests to conduct special events on base, as defined above, and to promulgate guidelines for coordination, planning and conduct of these events.

2. Background. Naval Support Facility (NSF) Dahlgren, VA; NSF Indian Head, MD; NSF Andrews Air Force Base, MD; and NSF Fort Belvoir, VA are controlled-access military installations that are not routinely open to the public. Individuals from the community who are not base employees may be granted access to conduct official business, to patronize Morale, Welfare and Recreation (MWR) facilities, or to hunt under guidelines and provisions contained in references (a) through (c).

The Commanding Officer for NSASP is responsible for approving activities of private organizations on NSASP installations, and may permit non-DoD civilian groups and organizations to use MWR facilities, as delineated in reference (b).

This instruction provides supplemental guidance to references (a) and (b), and establishes an approval process to accommodate requests for access to NSASP installations and use of base facilities by private organizations and non-DoD civilian groups.

FEB 11 2009

The provisions of this instruction also apply to the coordination of special events involving non-DoD groups and organizations or the general public that are sponsored by supported commands or tenant activities on board NSASP installations.

This instruction does not pertain to the conduct of official command functions, such as changes of command or retirement ceremonies.

### 3. Responsibilities

a. NSASP Commanding Officer. Reviews and provides final approval for requests for base access and use of base facilities by private organizations and non-DoD civilian groups. Also exercises review and final approval of special events sponsored by supported commands or tenant activities on board NSASP installations, where those events involve the use of MWR facilities or coordination of base access for non-DoD groups or individuals or the general public (e.g. craft fairs, expos, conferences).

b. Morale, Welfare and Recreation Director. Manages and coordinates use of MWR facilities by government personnel, family members and other approved patrons, and participation in MWR-sponsored programs (e.g. sports leagues, events, classes).

c. NSASP Public Affairs Office

(1) Serves as the initial point of contact for private organizations or non-DoD groups requesting access to NSASP installations and use of base facilities, not in conjunction with MWR programs.

(2) Serves as the initial point of contact for processing requests by supported commands or tenant activities for approval to sponsor special events on NSASP installations, which involve non-DoD groups or the general public.

(3) Coordinates review and approval of requests with cognizant parties within NSASP (e.g., Security, MWR) and with supported commands and tenant activities as required.

d. Supported Commands and Tenant Activities. Special events or activities sponsored on NSASP installations by supported commands and tenant activities, which involve base access and use of base facilities by non-DoD civilian groups or

FEB 11 2009

the public in general, require prior approval by the Commanding Officer for NSASP.

#### 4. Procedures

a. Application. Requests by private organizations and non-DoD civilian groups for access to NSASP installations or use of base facilities must be made in writing to the NSASP Public Affairs Office. Requests can be addressed to Naval Support Activity South Potomac, Public Affairs Office, 6509 Sampson Rd., Dahlgren, VA 22448-5108, or provided via email to nsasp\_pao\_dlgr@navy.mil.

##### b. Information Required:

(1) Group/Organization Name: name of local group and broader affiliation, if applicable (e.g., Boy Scout Troop #, name of Boy Scout Council).

(2) Group/Organization Point of Contact: name, phone number, email address, mailing address. Similar information for an alternate point of contact is also recommended.

(3) Purpose of Request: describe type of event to be conducted.

(4) Date/s Requested: include specific time period for all activities associated with the event.

(5) Number of Participants: in the case of youth organizations, include number of minor youth (age 17 and below) and adults.

(6) Justification for use of government facilities: other accommodations not available off base?

(7) Proof of liability insurance.

c. Conditions. The Commanding Officer, NSASP, may cancel approval or change requirements based on changes to Force Protection conditions. The Commanding Officer, NSASP, has the authority to change accommodations for an approved event or group at any time deemed necessary to meet mission requirements.

d. Deadline. Requests must be provided to the NSASP Public Affairs Office no later than 60 days in advance of the initial date of the proposed activity.

FEB 11 2009

5. Point of Contact. Queries with regard to this instruction may be addressed to the NSASP Public Affairs Office at (540) 653-8153 or toll free (866) 359-5540, or via email to nsasp\_pao\_dlgr@navy.mil.

  
C. T. HANFT

## Distribution:

NSASP (00C, 00P, N1, N3, N5, N7, N8, N9)

NSWCDD

IHDIV NSWC

JWAC

MDA/AEGIS BMD

CSCS

ATRC

20TH SPCS DET 1

CBIRF

NOSSA

NAVSEALOG DET INDIAN HEAD

NAVEODTECHDIV

JITC

NAVFAC DAHLGREN

NAVFAC INDIAN HEAD

FISCN

BMC DAHLGREN

BMC INDIAN HEAD

PSD DAHLGREN

DAHLGREN SCHOOL

LINCOLN MILITARY HOUSING DAHLGREN

LINCOLN MILITARY HOUSING INDIAN HEAD

NSWC FEDERAL CREDIT UNION

USO INDIAN HEAD

NAVY FEDERAL CREDIT UNION

DECA DAHLGREN COMMISSARY

NAVY EXCHANGE DAHLGREN

NAVY EXCHANGE INDIAN HEAD