DEPARTMENT OF THE NAVY
NAVAL AUXILIARY LANDING FIELD
SAN CLEMENTE ISLAND
PO BOX 357054
SAN DIEGO, CA 92135-7054

1700
N00T
29 Jan 13

NALF SAN CLEMENTE ISLAND STANDARD OPERATING PROCEDURE (SOP)

Subj: HOW TO DO BUSINESS ONBOARD SAN CLEMENTE ISLAND

Ref: (a) NALFSCIINST 5585.2A
(b) OPNAVINST 5585.2B

Encl: (1) Standard Operating Procedure

1. Purpose. To establish and implement the various procedures concerning traveling to/from and conducting business or training on or around Naval Auxiliary Landing Field (NALF), San Clemente Island (SCI).

2. Applicability. This standard operating procedure (SOP) is applicable to all military and civilian personnel and contractor personnel assigned to or visiting SCI.

3. Action. This SOP establishes specific guidance for procedures concerning traveling to/from, and conducting business or training on or around SCI.

W. H. GLENN

Distribution:
List I, II, III, & IV

STANDARD OPERATING PROCEDURES

1. Airfield Services

a. Personnel must have an appropriate (4790/102b or government) license to operate equipment.

b. For fuel information and support equipment availability, contact the Line Division Leading Chief at (619)524-9247 or 524-9127/9228.

c. No hangar space is available for maintenance.

d. Personnel requiring access to the airfield are required to complete an Airfield Vehicle Operators Indoctrination Course (AVOIC). The AVOIC may be scheduled by contacting Air Operations at (619) 524-9246 or (619) 524-9236.

2. Air Traffic Control

a. Detailed information concerning Air Traffic Control Services (ATCS), to include airfield lighting, requests for extended field hours and extensive support or services outside of normal working hours, must be submitted in writing to the Air Operations Officer at least 72 hours in advance.

b. Points of Contact:

ATCFO: (619)524-9000
Office: (619)524-9246
Radar: (619)524-9307

3. Base Security. Security can be contacted at (619)524-9214.

a. Vehicle Code. All motor vehicle operators must have a valid state driver's license and military or Naval Base Coronado (NBC) issued ID with them while driving onboard SCI.

b. Speed Limits. Maximum speed limit on any paved road anywhere on the island is 35 mph unless otherwise posted. Maximum speed limit on any unpaved road is 20 mph.

c. Traffic Court. If issued a citation for any traffic violation, points will be assessed against your driving record or a Los Angeles County Magistrate Ticket will be issued. To contest a citation based on points, you must report to traffic court, which is held every 2nd & 4th Wednesday of the month at

0900 in the CBH Commons. Contact Island Ops at (619)524-9121 for more detailed information. If issued a Los Angeles County Magistrate Ticket you will have to pay the ticket or appear in a Los Angeles County Court to contest the ticket.

d. Accidents. If involved in any accident, immediately notify Security at (619)524-9243. Refrain from moving the vehicle(s) until security arrives. Do not leave the scene unless required for safety. If you must leave the scene, proceed directly to security, or if warranted, to medical.

e. Roads. All tracked vehicles and all vehicles over the established 15,000 lb rating are limited to the established MTVR/AVMR trail, paralleling Ridge Road. Caution should be exercised due to the existence of deep ruts in the immediate vicinity of the road shoulder in many areas. Vehicles running off the road and into these ruts may incur severe damage. All dirt ancillary roads are off limits at night and during seasonal heavy rains unless authorized in writing by the Officer-in-Charge.

4. Billeting

a. Contact the SCI Billeting office at DSN: 524-9202 or Commercial: (619)524-9202 or (619)313-2474.

b. Travel card/credit cards will be required to establish reservations.

c. Berthing is extremely limited on San Clemente Island. All visitors will be housed in transient quarters. In cases of operational necessity, exceptions allowing transient personnel to temporarily occupy permanent party quarters for short periods may be made by the Island Operations Officer, Assistant Officer-In-Charge, or Officer-In-Charge. These requests will be handled on a case-by-case basis based on justification from the requesting command. As no housekeeping services are provided in permanent party quarters, personnel are required to supply their own cleaning gear and toiletries and must pass a room inspection prior to checkout. Failure to maintain cleanliness and preserve the material condition of quarters assigned will result in prohibition from further use by the offending command and administrative action on the offending individual.

5. Restrictions. Certain restrictions to personnel movement have been established to ensure the safety of personnel onboard SCI.

a. Driving: Vehicular travel is prohibited outside the Wilson Cove area between sunset and sunrise unless authorized in writing by the Officer-in-Charge or carrying out official business. Authorized personnel will notify Security at (619)524-9214 prior to and upon completion of traveling during hours of darkness.

b. CBH: Personnel are not allowed in rooms assigned to personnel of the opposite gender unless those personnel are related (spouses, parents and children, siblings, etc).

c. Walking: Pedestrian foot traffic is prohibited between 2100 to 0500 unless authorized in writing by the Officer-in-Charge.

6. Entry Requirements. Only those personnel with officially approved business on San Clemente Island will be allowed on the island. Each individual shall possess a valid U.S. Government/ military identification card, or a NBC issued contractor ID badge. All transient military and civilian personnel require an SCI point of contact (sponsor). This POC will coordinate flight or surface transport and ensure that transient personnel are properly manifested, accounted for, and collected upon arrival at the Air Terminal or Port Ops, as appropriate. Personnel arriving by boat and from other than the NASNI air terminal shall provide an accurate manifest and ETA to SCI Security. SCI Security will meet those personnel and verify identities.

7. Environmental and Natural Resource Programs. SCI is home to several endangered or threatened animal and plant species. Environmental compliance issues are the responsibility of all personnel and infractions can be costly to organizations that do not conform to SCI biological and cultural constraints. Ensure your SCI government sponsor informs you of any environmental compliance issues within your training or work area. For more information contact the Natural Resources Office (NRO) Island Manager at 524-9022.

a. Do NOT feed any animals, especially the foxes or feral cats. To prevent accidental feeding, all trash, food waste and training refuse shall be disposed of properly in animal proof containers.

b. No driving off-road unless in a designated training area for training purposes. Off-roading may result in the

destruction of endangered plants or animal habitats and/or could result in erosion issues.

c. Do NOT remove any archaeological artifacts. Violations will result in administrative and potential criminal action.

Note: If you hit or injure an animal, damage a plant, run off of a road, or see someone else violate any environmental laws or regulations, it is your responsibility to REPORT the incident(s) to Security IMMEDIATELY. Organizations that cause damage to archeological sites, sensitive vegetation, or wildlife will be held financially responsible for any remediation measures.

8. Fire Alarm and Fire Reporting Procedure. For emergencies, call 4-9911.

9. Fuel Use

a. Government. Prepare a DD 1149 or a funding document with the following information: Unit Identification Code (UIC), activity name, POC information, fund, signal, and Department of Defense Address Code (DODAC). The form can be faxed to Air Ops Fuel Distribution office, (619)524-8838 or (619)545-8841. Bulk or mobile fuel requirements must be requested from the Public Works Center (PWC) Transportation Supervisor at 524-9160/9161. The delivery driver will prepare documentation.

b. Military Contractors. Submit a Fuels Purchase Agreement (FPA) which can be found at http://www.desc.dla.mil/DCM/Files/FPA%201122%2018%20Jun%2007.doc and a company letterhead memorandum with your assigned contract number to:

Defense Logistics Agency
Defense Energy Support Center
Building 16241-K
2261 Hughes Avenue, Ste 128
Lackland AFB, TX 78236-9828

SUBJECT: Authority to Use Government Supply Source; Purchasing Defense Energy Support center (DESC) Owned Fuel

c. If you have any questions pertaining to this request, contact (210)925-4887 or Fax: (210)925-9520. This process can take up to thirty days, so plan accordingly.

d. Department of Defense (DOD) Personnel should utilize Military Interdepartmental Purchase Request (MIPR) funds using DD Form 448. The form should be faxed to Commander Navy Region Southwest (CNRSW), at (619)532-1184. Contact CNRSW at (619)532-3090 for any information or questions.

e. Other Navy Departments (active duty) should use NAVCOMPT 2275 form and fax it to CNRSW, at (619)532-1184. Contact CNRSW at (619)532-3090 for any information or questions.

10. Ground-Disturbing Activities. Ground-disturbing activities are prohibited without proper Site Approval Request (SAR) approval by Categorical Exclusion (CATEX) or Environmental Impact Statement/Environmental Impact Report (EIS/EIR). Additionally, all ground disturbance activities require UXO avoidance measures in accordance with EM385-1-97. POC is Ginger Strouse, NAVFAC SW SCI, (619)524-9473.

11. Mandatory In-Brief. A mandatory in-brief is required for all personnel visiting SCI and all permanent party personnel checking on board. Topics include:

a. Unexploded Ordnance (UXO)(Range Access Brief required annually)

b. Environmental Awareness do's and don'ts. Watch NRO DVD

c. Safety protocols for SCI

d. Training/operating/maneuvering boundaries and restrictions

e. Supporting infrastructure and recreation

f. Contact & SCI Government Sponsor information

12. Medical Requirements. SCI is an isolated location with a small Branch Medical Clinic (BMC). There are no doctors on the island.

a. Personnel with existing medical conditions are required to provide a list of medications to BMC.

b. Pregnant personnel are not authorized on SCI after 20-weeks. If traveling to SCI before the 20-week period, inform BMC when you are on island and when you will be departing.

c. Report any medication allergies to BMC.

Note: In the event of an emergency or accident, medical will need this information to provide proper treatment.

13. Mess Requirements.

a. Meals are paid for prior to consumption. For current meal prices, contact Galley Core at 524-9197.

b. Transient units requiring galley services shall notify the Galley Manager two weeks in advance with the total number of personnel and dates that the galley will be utilized.

c. Special hot or cold meals (Box Meals) are available upon request through the Island Operations Officer. A minimum of 24-hours advance notice is required and payment is due when the meals are ordered.

d. Clean and proper uniform/civilian attire will be worn at all times at dining facilities. NO shower shoes/sandals, tank tops or undershirts worn as outer garments, physical training (PT) gear, or hats will be allowed.

Note: Personnel operating the dining facility will refuse admittance to personnel not properly attired.

e. Phone numbers for the Galley CORE and manager DSN: 524-9197, commercial: (619)524-9197 or (619)313-2464 (leave a message) or FAX (619)524-9381.

14. Military Working Dogs. No dogs or other pets are allowed on SCI. Per references (a) and (b) the only dogs authorized on SCI are law enforcement/Military working dogs (drug, bomb, security dogs). All requests require prior coordination through security and final OIC approval.

15. Navy Contracted Air Services.

a. The SCI contract airline exists to provide transportation of active duty military personnel and DoD on a Space "A" basis to those with valid need to conduct official business on SCI. **Cargo and troop transport are not authorized.** For groups requiring transportation for 10 or more personnel, it is recommended that alternate means of air transportation be acquired. Information regarding civilian aircraft landing

permits may be obtained through the Air Operations Officer at 524-9000.

b. All passengers are subject to search. This includes persons and their baggage. Per the UCMJ and FAA, NTSB, and TSA guidelines, discovery of prohibited items will result in administrative action and potential criminal prosecution. Prohibited items include, but are not limited to, weapons, illegal drugs, explosives, flammable liquids, aerosols, compressed gas canisters, plants and animals (except military working dogs and SCI native species requiring transport for rehabilitation or release).

c. All passengers shall be positively identified and verified against the manifest at time of aircraft boarding.

d. Each passenger is allowed 20 pounds of baggage. No single bag shall weigh in excess of 20 pounds. Passengers with a need to transport more than 20 but less than 40 pounds of gear may send a second bag of not more than 20 pounds on a Space Available basis. The second bag may or may not be carried on the same flight. Passengers are advised that there is no storage area at either SCI or North Island (NI) for leftover bags. Seats may be booked by calling the SCI Air Terminal at (619)524-9182/83.

e. Uniform of the day is required for active duty military members. (At Department Head discretion, military members are authorized to wear appropriate civilian attire when departing SCI). Proper civilian attire is permissible for civilians. Open-toed shoes/sandals are not allowed. Transportation of hazardous materials is not allowed. No aircrew survival pyrotechnics are authorized.

f. The maximum allowable size of ice chests is 48 quarts.

g. All support/test equipment must be sent via the supply barge.

h. Civilian contractors working for extended periods on SCI should contact their SCI points of contact for assistance in obtaining flight scheduling web accounts.

Note: For additional information, contact the Air Terminal Manager at (619)524-9229.

16. NAVFAC PWC-SW Public Works Support: DOD and Military Units

a. For Naval Facilities Engineering Command Southwest (NAVFAC-SW) PWC support on SCI (transportation, maintenance, utilities), visiting units must submit a funding document to cover estimated cost of requested service. Funding documents received from Navy or Marine Corps activities should be provided on a NC2275 (Order For Work and Services), NC2276A (Order For Work and Service/Direct Citation or DD1149 (Requisition and Invoice/Shipping Document (only accepted from Fleet mobile units funded under a fleet operating budget). Funding documents received from DOD activities other than Navy or Marine Corps should be provided on a DD448 (Military Interdepartmental Purchase Request). The "To:" data should be addressed as identified below. For all outgoing funding document issued by NERP utilize Vendor ID 20004061.

Send all funding documents or Contractor Company Check to:

Naval Facilities Engineering Command (NAVFAC-SW)
Attn: NWCF Financial Management
Southwest Working Capital
1220 Pacific Highway
San Diego, CA 92132-5190
Fax: (619) 532-4085/2490 Phone: (619) 532-3488

b. NAVFAC PWC-SW Maintenance Support. For maintenance requirements, contact Maintenance Foreman, at DSN: 524-9174 or Commercial: (619)524-9174.

c. NAVFAC PWC-SW Facilities Support. For facilities and utilities requirements, contact Utilities Foreman, at DSN: 524-9224 or Commercial: (619)524-9224.

d. Transportation Support. For transportation needs, contact SCI Transportation Foreman, at DSN: 524-9160/9161 or Commercial: (619)524-9160/9161.

e. Port-A-Johns. Your organization will need to establish a DD Form 2275 funding document. Specify that you want to establish an Emergency Service Account for Labor and Material on board SCI. Marines use a MIPR. Contractors use a company check.

Send your funding document/MIPR or Contractors company check to:

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f. Crane & Rigging. Contact Naval Base San Diego (NBSD) NAVFAC PWC-SW Crane Operations Supervisor, at (619)556-7619. Separate DD 2275 Forms are required for each specific transaction, e.g., vehicles, crane or tractor service.

17. NAVFAC PWC-SW Public Works Support: Civilian Contractors

a. Civilian contractors must contact NAVFAC PWS-SW Comptroller, at (619)532-3488 to establish a one-time work event. A letter with company letterhead must be sent to the comptroller with the following information:

1. POC for billing

2. POC for questions

3. A Tax ID number

4. Estimate of Work

5. Person/Company giving the estimate

6. A detailed list of the services required

b. Civilian contractors performing recurring work on SCI must provide the same information required above plus the following:

1. Government contract number

2. Expiration date of the contract

c. The following is required to establish a private party account with NAVFAC PWS-SW:

1. All customers requesting a new account are required to issue a memo on their company letterhead. The following information must be included in this memo.

a. Type of services requested

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4. Estimate of Work

5. Person/Company giving the estimate

6. A detailed list of the services required

b. Civilian contractors performing recurring work on SCI must provide the same information required above plus the following:

1. Government contract number

2. Expiration date of the contract

c. The following is required to establish a private party account with NAVFAC PWS-SW:

1. All customers requesting a new account are required to issue a memo on their company letterhead. The following information must be included in this memo.

a. Type of services requested

b. Start date and end Date (estimated if necessary)

c. Point of contact information: Name, Phone, Fax, Email

d. Billing address

e. Tax ID number

f. A cost estimate in writing from the department in which services are provided. It should consist of three month estimated service and or a one-time cost including surcharge amount for non-federal. Also, estimate should have point of contact information from the department providing services.

18. Off-Limits Areas. The following areas are off-limits to all personnel except those directly assigned to the locations and activities in question:

a. The fuel farm, Space and Naval Warfare (SPAWAR) facilities south of the fuel farm and SPAWAR facilities at NOTS Pier

b. The Sand Dunes on the northwestern shore of the island, except by written consent of the Officer-in-Charge

c. All facilities at Mount Thirst

d. Shore Bombardment Area (SHOBA)

e. SCI magazine area located approximately one half mile southwest of the VC-3 area (Camping, pyrotechnics, fires, and ordnance usage are prohibited within 100 feet of the perimeter fence. Permission to pass through this area must be obtained from Security and NALF Weapons).

f. Basic Underwater Demolition/SEAL (BUDS) Camp and Maritime Operations (MAROPS) areas

g. All established UXO Restricted Access Areas (RAA). RAA cards can be obtained through government sponsor, from SCORE OPCON or by visiting www.score.net. Safety Zones have been established around the entire perimeter of SCI to support usage of island range facilities. All personnel are required to check the SCORE Schedule website at http://www.scisland.org/schedules/usageGoogle/usageGoogle.php

for an explanation of Safety Zone regulations and current status of ranges prior to engaging in any offshore or coastal activity.

Note: Only personnel on official business having permission from Range Operations or the Officer-in-Charge, San Clemente Island may drive beyond the signs that restrict access to range training areas. Personnel must stay on existing roads and maintain radio communications with Range or Island operations. No intrusive or ground disturbance activities (to include driving off-road) will be conducted.

19. Recreation.

a. Fishing on SCI requires a valid California fishing license and compliance with all applicable state and federal laws. Fishing is not authorized within Wilson Cove or Safety Zone G (Northwest side of SCI in vicinity of BUDS/MAROPS facility) at any time. Fishing is authorized in all other areas north of Wilson Cove except for those areas designated as "Hot" by SCORE Range Control. Status of all Safety Zones can be accessed at http://www.scisland.org/schedules/usageGoogle/usageGoogle.php. For more information, contact Island Operations.

b. No hunting of any kind is authorized on SCI.

c. Last call at the Salty Crab is 2130 with all alcohol consumption terminating at 2200. All patrons are required to be off the property by 2300. Proper attire is required. All patrons must be at least 21 in order to drink alcohol and no alcohol is permitted to leave the premises. Visiting commands are required to provide two uniformed shore patrol for every 10 patrons from their command. Shore Patrol must report to SCI security.

Note: Failure to comply with San Clemente Island Security or designated Shore Patrol will result in permanent banishment from the Salty Crab and possible administrative action by the Officer-in-Charge.

d. For further information contact Morale Welfare and Recreation (MWR) at (619)524-9143.

20. SCI Barge Operations.

a. Prepare two DD 1149 forms (one to and one from SCI). The DD 1149 should include: Transportation Account Code (TAC),

DODAC, requisition number; description of cargo, total weight, square footage, and POC at destination (SCI or San Diego), to include Name and Phone Number. The document must be signed bythe TAC Code Manager or designated representative. Fax the completed DD 1149 to Mr. Billy Mills, NALF/SCI Logistics Supervisor, at (619)524-9155. Voice DSN 524-9156, COMM (619)524-9156 or (619)313-2477.

b. Materials must be delivered to Pier 14, Naval Base San Diego, on Tuesday by 0800 for shipment to SCI via the barge. All material shipped from SCI to Naval Base San Diego must be picked up at Pier 14 upon completion of the barge offload on Thursday, but no later than (NLT) 1400.

c. All other arrangements must be cleared with Mr. Billy Mills.

21. Ship's Store Division.

a. Ship's Store Division operates:

1. The Retail Store (located in Bldg. 60127) - Cash or credit card purchases only.

2. The Barbershop (located in Bldg. 60101)

3. Change machines

4. The Automated Teller Machine (ATM) (located outside of the ship's store) - $1.00 surcharge per transaction (maximum transaction is $100.00).

Note: If phone service is interrupted the ATM will not operate, so ensure that you have plenty of cash (ATM is not refilled every day).

b. The barbershop provides free haircuts to all active duty personnel on island. The sign-up sheet is located at the Ship's Store.

c. Alcohol for officially sanctioned command functions can be obtained by routing a special request chit to NBC Executive Officer via NALF, SCI OIC. (see Admin Dept for format.

d. For more information, contact the Ship's Store Officer at (619)514-9146.

22. Tenant Command Responsibilities. The following are recognized tenant commands on SCI: Branch Medical, BUDS, SeaBee DET, FACSFAC, FEDFIRE, MAROPS, MWR, NAVFAC PWC-SW, NBC Weapons, NRO, NUWC, SCORE, and SPAWAR. All tenant commands are fully responsible and accountable for the actions or omissions of their sponsored contractors and training groups and will comply with the following:

a. Ensure that the appropriate island access procedures are followed.

b. Ensure that the appropriate Operational Area (OPAREA) User's Request has been submitted and that the appropriate OPAREA Reply has been received prior to gaining access to SCI.

c. Ensure a thorough in-brief has been conducted and that all personnel fully understand all regulations and restrictions that pertain to SCI.

d. Ensure that anyone conducting ground disturbing activities has, at a minimum, a class 2 UXO Technician escort while engaged in those activities.

23. Waterfront / Pier Operations.

a. Prior written approval to moor or anchor and stage or store equipment, vehicles and/or boats in Wilson Cove will only be granted by the Island Operations Officer at (619)524-9121.

b. Vessels with prior written approval shall contact the Waterfront Supervisor via marine band radio on channel 06 or 16 (Call Sign, "Control Bravo"), and request permission to approach and enter Wilson Cove.

c. During barge days (typically Wednesdays) the pier area is secured and access by all unnecessary personnel is restricted.

24. Weapons.

a. For information, contact the Officer in Charge (619)524-9131, the SCI Explosive Safety Officer (619)524-9135, or the SCI Ordnance Supervisor (619)524-9130.

b. Ordnance Deliveries. Arms, ammunition, and explosives (AA&E) destined for delivery to units operating on SCI will

normally be scheduled to arrive via the monthly SCI Ammo Barge. The Ammo Barge departs NAS Naval Base Coronado's Bravo Pier on the second Tuesday of each month. For more information, contact the SCI Ordnance Supervisor.

25. Training Area / Range.

a. FACSFACINST instruction 3550.1 series, Range User Manual (RUM), is the source document for range operations. All users shall schedule Shore Bombardment Area (SHOBA) range times with the Southern California Offshore Range (SCORE).

b. Prior to issuing key/s, SCI Security will verify that personnel are on the SCORE schedule. Only then will personnel be issued a SHOBA key for their day/night events.

c. Keys must be returned to Security NLT 1 hour after the range event is finished. If keys are not returned and accounted for prior to commencement of next event, that event, along with all subsequent events are subject to cancellation.

d. No SHOBA keys will be kept overnight or over consecutive days without the explicit permission of the Range Manager. The Range Safety Officer (RSO) will verify that the range is cold and notify the Range Manager of his intentions.

e. Emergencies. Emergency response personnel shall first contact the Range Manager to verify that the range is cold prior to entering SHOBA. THERE WILL BE NO EXCEPTIONS.

Note: All inquiries relating to the use of any ranges shall be made to SCORE at area code (619): 313-2339, 313-2450, 313-2451. Any activities involving construction or contract work must be coordinated with Island Operations prior to conducting the activities. Island Ops and Range Manager will coordinate to maximize the situational awareness of all concerned up to and including NALF and SCORE Officers-In-Charge.

26. SCI Contact Information.

FIRE, MEDICAL or SECURITY EMERGENCY CALL 4-9911

Officer-In-Charge	619-524-9131
Assistant Officer-In-Charge	619-524-9116
Air Operations Officer	619-524-9000
Island Operations Officer	619-524-9121
Administrative Officer	619-524-9129