



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
2713 MITSCHER ROAD, SW
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CNICINST 5512.1
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CNIC INSTRUCTION 5512.1

From: Commander, Navy Installations Command

Subj: INSPECTOR GENERAL CREDENTIALS AND BADGES

Ref: (a) SECNAVINST 5430.57G

1. Purpose. To provide procedures for the issuance, control and use of the Commander, Navy Installations Command (CNIC) Inspector General (IG) credentials and badges.

2. Authority and Responsibility

a. Reference (a) authorizes personnel who are accredited by CNIC IG to conduct inspections and investigations to possess a CNIC IG investigative credential and badge.

b. The CNIC investigative credential and badge shall be used by CNIC personnel who are authorized by the CNIC IG to conduct investigative activities, including interviewing witnesses, collecting evidence, and entering into such places and inspecting such records as may be necessary. CNIC IG investigative officials are authorized to examine any CNIC mission, program, function, system or operation, with or without prior notification and are authorized immediate, unhindered access to all CNI facilities, records and information.

c. CNIC will be the approving authority for issuing all CNIC IG investigative credentials and badges. CNIC IG will be the approving authority for issuance of credentials and badges to all other CNIC or regional investigative personnel. The CNIC IG or designated representative shall manage and oversee the issuance and control of all CNIC IG credentials and badges.

3. Investigative Credentials and Badges

a. CNIC IG credentials consist of two parts. The top half identifies the bearer by name and designates their title, (i.e., "CNIC Inspector General", "CNIC Deputy IG for Investigations" or "CNIC Assistant IG for Investigations"). The bottom half displays the bearer's photograph and signature along with a statement of authority and the signature of the approving official.

b. Credentials and badges shall be controlled and serial numbered. The credentials shall not be altered except by direction of appropriate authority.

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4. Issuance and Control. A record must be maintained of all CNIC IG investigative credentials and badges. The record shall reflect the bearer's name, credential number, badge number, date of issuance and final disposition of credentials and badges. The record will be maintained by the CNIC IG designated representative.

5. Use and Disposition

a. CNIC IG investigative credentials and badges are the responsibility of the individual to whom they are issued. They are to be used only for official purposes in connection with the bearer's activities as a representative of CNIC IG. They must be safeguarded from theft, loss, or unauthorized use.

b. Loss, theft, or damage to the credential or badge shall be reported within one (1) working day to the CNIC IG and a written explanation of the circumstances surrounding the loss, theft or damage within five (5) working days. Loss or misuse of the credential and/or badge involving negligence may result in disciplinary action.

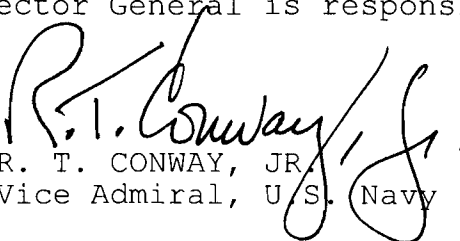
c. While conducting official investigative duties, credentials and badges shall remain in the bearer's personal possession. When not in use, credentials and badges shall be properly secured.

d. Both top and bottom parts of the credential shall be carried in a plain black folding case with clear windows to allow for verification of the entire credential.

e. Within five (5) days of either termination of employment, reassignment, transfer, or retirement the bearer shall return the credential and badge to the CNIC IG for appropriate disposition.

6. Effective Date. This instruction is effective upon receipt.

7. Responsibility. CNIC Inspector General is responsible for keeping this document current.


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Vice Admiral, U.S. Navy

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