DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
WASHINGTON, D.C. 20363-5100

SPAWARINST 5720.2C
SPAWAR 09H
6 June 1989

SPAWAR INSTRUCTION 5720.2C

From: Commander, Space and Naval Warfare Systems Command

Subj: POLICY AND PROCEDURES FOR DESIGNATION OF U.S. NAVY TECHNICIANS

Ref: (a) OPNAVINST 5720.3D
(b) OPNAVINST 4650.11E

Encl: (1) Technician Designation Letter Sample

1. Purpose. To set forth procedures and guidelines and to delegate authority for designating contractor personnel as U.S. Navy technicians under Space and Naval Warfare Systems Command (SPAWAR) sponsorship, as provided by reference (a).

2. Cancellation. SPAWAR Instruction 5720.2B is hereby cancelled.

3. Background. It is necessary at times to embark contract services personnel in U.S. Navy ships/aircraft or to visit certain overseas facilities under military jurisdiction. To maintain control over their activities when so embarked, to assure them status as non-combatants and to provide a method for their identification and control, the Chief of Naval Operations has designated certain individuals as "U.S. Navy technicians" and has assumed complete jurisdiction over such appointments. The authority to designate Navy technicians was delegated to the Commanders of the Systems Commands. Within SPAWAR, the Security Officer (SPAWAR 09H) is designated the Command's central point of contact for these matters.

4. Navy Technician Identification. U.S. Navy technicians may be issued U.S. Government identification card, Optional Form 55, as a means of identity if they are traveling overseas. The Security Office (SPAWAR 09H) will issue the cards based upon a memorandum of justification from the sponsoring SPAWAR office.

5. Definitions. Contractor engineering and technical services personnel are employees of commercial or industrial companies who provide advice, instruction, and training to DoD personnel in the installation, operation and maintenance of DoD weapons, equipment, and systems. Contractor engineering and technical services personnel provide services of the following types:

a. Contract Plant Services (CPS). Those engineering and technical services provided to DoD personnel by a manufacturer of military equipment or components. These services are provided in the plants and facilities of the manufacturer by trained and qualified engineers and technicians.

b. Contract Field Services (CFS). Those engineers and technical services provided to DoD personnel by commercial or industrial companies on site at defense locations by trained and qualified engineers and technicians.

c. Field Service Representatives (FSR). An employee of a manufacturer of military equipment or components who provides a liaison or advisory service between his company and the military user of his company's equipment or components.

d. U.S. Navy Technician. U.S. citizen contractor engineering and technical service personnel, (b) and (c) above, who also hold the additional designation of U.S. Navy technician in accordance with the guidelines of this instruction. Female U.S. Navy technicians as delineated by this instruction are normally precluded from serving aboard certain ships where appropriate accommodations are impractical.

6. Discussion

a. Designation of U.S. Navy technicians will be limited to those individuals who are required to remain aboard U.S. Navy ships when the ship proceeds beyond the area of a base or port, or who require this status to gain entry to a controlled area.

b. Contractor representatives will not be designated Navy technicians solely to gain transportation in U.S. military aircraft, or embarking in U.S. Navy ships which remain within the general area of the base or port of embarkation.

7. Transportation by Military Airlift Command

a. As a general rule, transportation of contractor's representatives by Military Airlift Command (MAC) is not authorized in the case of fixed price contracts and the contractor is obligated to provide transportation for his/her employees at company expense.

b. In the case of cost reimbursable contracts, the requirement for MAC transportation of Navy technicians must be certified on enclosure (1) by the office having technical cognizance over the contract under which the technician is employed. This certification must also include one pertinent condition from the following:

(1) Cash payment to be made by the traveler to MAC prior to embarkation.

(2) Furnishing the MAC customer identification code (CIC) number in order to permit MAC to bill the traveler's firm. (This number will be obtained

from the contractor and will exist only in those instances where the contractor has established credit arrangements with MAC and has been assigned a CIC number.)

(3) The complete accounting data chargeable, in which event a MAC transportation authorization (MTA) will be issued and paid for in accordance with Navy travel instructions.

8. Delegation of Authority. Commanders and Commanding Officers of SPAWAR activities and Heads of Headquarters Directorates are delegated authority to issue letters designating individuals employed under their contracts as U.S. Navy technicians. The letter of designation shall be in accordance with paragraph 9 of this instruction. Identification cards may be issued as specified in paragraph 4 above.

9. Action

a. SPAWAR headquarters and activities having a requirement to designate contractor personnel as U.S. Navy technicians will:

(1) Verify the currency and access level of the contract involved. This information may be obtained from the DD Form 254 for the contract.

NOTE: If the contract does not require access to classified information and no DD Form 254 has been issued, or the use of MAC is not involved, so indicate in paragraph 9 of enclosure (1).

(2) Prepare the designation letter, enclosure (1) and submit it to their directorate head.

(3) Initiate theater and/or area clearance requests as required by reference (b).

(4) Provide SPAWAR 09H a signed copy of each designation letter it has prepared.

b. Commanders and Heads of Directorate will, if satisfied of the need for the designation:

(1) Sign designation letter (enclosure (1)) and forward it to the contractor whose employees are designated as technicians.

(2) Ensure that the contractor's employees are directed to execute the agreement form (OPNAV 5720/1) in duplicate and have it witnessed by a Naval Officer at the first command to which the U.S. Navy Technician reports. The

original will be forwarded immediately to the Space and Naval Warfare Systems Command (SPAWAR 09H). Failure to execute the agreement renders this designation null and void.

10. Forms. OPNAV Form 5720/1 may be reproduced locally.

JOHN C. WEAVER
Rear Admiral, U.S. Navy

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SPAWAR List 4
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FKQ (SPAWAR Activities, 2 copies each)

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DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
WASHINGTON, D.C. 20363-5100

6 JUN 1989

IN REPLY REFER TO:
5720
Ser:
Date:

From: Commander, Space and Naval Warfare Systems Command
To: (Name and Address of contractor)

Via:

Subj: U. S. NAVY TECHNICIAN; DESIGNATION OF UNDER CONTRACT NUMBER N00039-89-C-XXX

Ref: (a) OPNAVINST 5720.3C
(b) SPAWARINST 5720.2
(c) OPNAVINST 3710.7J

Encl: (1) Agreement Form OPNAV 5720/1 (Rev. 10-78)

1. In accordance with the authority vested in the Space and Naval Warfare Systems Command, and subject to the provisions as cited in references (a) and (b), the U. S. citizen employee(s) of your firm, whose name(s) and Security Clearances listed below, are hereby designated U. S. Navy Technician(s).

NAME	CLEARANCE LEVEL	SSN
Name Contractor Employee(s)	TS, S or C (or None)	XXX-XX-XXXX

2. This designation and authorization will remain in effect until completion of assigned duties or for a period not to exceed two years, whichever occurs first.

3. In the event that travel to foreign countries or to foreign ports will result from this assignment, the persons named herein must apply to the State Department for passports in their own behalf. A letter from your firm to the State Department indicating that travel to a specific foreign country is required in connection with services to be performed under the contract number cited above will insure the inclusion of a statement in the passport, e.g., "The bearer is proceeding aboard on an official assignment to (country)." This endorsement is only used for travel to the Republic of Philippines, Japan and Korea. This endorsement does not grant entry into the foreign country in lieu of a visa.

ENCLOSURE(1)

6 JUN 1989

Subj: U. S. NAVY TECHNICIAN; DESIGNATION OF UNDER CONTRACT NUMBER N00039-89-C-XXX

4. Upon reporting aboard and departing from a Navy ship, command, or station, this letter will be endorsed by the Commanding Officer of each activity. Upon completion of the assignment or expiration of this authorization, this letter with all endorsements will be returned to the Space and Naval Warfare Systems Command (SPAWAR 09H).

5. Enclosure (1) is to be executed in duplicate and witnessed by a Naval Officer at the first command to which the U. S. Navy Technician reports. The original will be forwarded immediately to the Space and Naval Warfare Systems Command (SPAWAR 09H). Failure to execute enclosure (1) renders this designation null and void.

6. The following conditions applies specifically to flights aboard Military Airlift Command (MAC) aircraft:

(Specify conditions)

7. Travel by organic navy aircraft, if required, is authorized as provided by reference (c).

8. The need for the services provided for herein has been coordinated with and has been approved by the cognizant information addressees.

9. Scope of work to be performed:

(Extract from Statement of Work for contract)

DISTRIBUTION:
U. S. Navy Technician(s) (w/encl)

Copy to: (w/o encl)

SPAWAR 09H
COTR

AGREEMENT

In accepting the authority granted to me by the Navy Department to participate in certain operations of the Navy Department as specifically prescribed by competent Naval authorities, I agree to the following conditions:

1. That I will govern my movements and actions in accordance with instructions of the Navy Department and the Commanding Officer in the activity to which I am attached or in which I am employed. I will also be governed by the scope and limitations of my security control certification, and professional ethics.

2. That under no circumstances will I disclose any classified information or other information of military value to any unauthorized person either when serving with the Naval Establishment or forces or after termination of such service, and that I will clear all public statements and material prepared for the public press concerning my observations with the fleet commander under whom I am serving (CINCLANTFLT, CINCPACFLT CINCUSNAVEUR) or The Chief of Information, Navy Department as convenient.

3. In event of war or hostile action, I will, under the international rules of warfare, give only my name and status, and under no circumstances will I furnish the "enemy" with any information of military value.

4. That if I am authorized to accompany Naval forces, official reports are to be transmitted through the Commanding Officer, my personal correspondence shall be subject to the censorship rules prevailing within the command.

5. That this authority is subject to revocation at any time.

6. That upon termination or revocation of this authority I will surrender my credentials.

I do solemnly swear (or affirm) that I, _____, agree to these conditions freely, without any mental reservation or purpose of evasion: So help me God.

SIGNATURE: _____

Representing *(Firm)* _____

(If applicable)

OF 55[illegible] No. _____ issued this date.

Subscribed and sworn to before me this _____ day of _____ 19 _____

_____
(Name of individual authorized to administer oaths)

_____
(Official capacity)

NOTE: *This form will be executed in triplicate.*

DISTRIBUTION
Original to – Sponsoring Headquarters, Navy Dept. Command or Office
Copy retained by – U.S. Navy Technician
Copy retained by – issuing activity

OPNAV FORM-5720/1 (Rev. 10-78)