

# **PSNS&IMF – Bremerton Site SOP**

## **Portable Electronic Device Lockers**

Effective: 6/24/13 Updated: 07/24/19

Ref (a) NAVSEA M5510.2D (Access and Movement Control Manual)

Ref (b) PSNSIMFINST 5239.6B (Portable Electronic Device Policy)

1. Purpose: Establish protocols and guidelines for allowing entry and temporary storage of Portable Electronic Devices (PED) inside the Controlled Industrial Area (CIA). Outline the process to request a locker, define the user agreement, inspection process, maintenance issues, and administration of the user agreement.

2. Action:

a. International Federation of Professional and Technical Engineers (IFPTE) office will be the Point of Contact for requesting a locker, obtaining a user agreement, assigning lockers, and maintaining a waiting list. IFPTE will maintain a list of users assigned to each locker and a copy of their signed user agreement. IFPTE will manage locker agreement renewals semi-annually every month of March and September following initial locker assignment. IFPTE will assist in resolving equipment failures and forgotten combinations.

b. Upon request by Code 1120, IFPTE will provide a list of authorized locker users, user agreements, and open any locker to verify compliance with current security directives.

c. Locker users will read, understand and follow the user agreement. Users will ensure all prohibited PEDs are powered off while inside the CIA and stored in assigned lockers. User will return the locker in an empty cleaned condition to IFPTE when no longer needed.

d. Priority users are non POV commuters, e.g. ferry commuters.

3. Intent: Only for the purpose of using a locker, specifically authorized personnel are granted an exception from references (a) and (b) which prohibits PEDs from being brought into the CIA. Users agree to follow the guidance in the user agreement.

4. Retention of the user agreements will be for the duration the user has combination access to a locker. Once the combination has been reset and locker verified cleaned for next user, the agreement may be destroyed.

**User Agreement  
For the Assignment and Use of  
Portable Electronic Device Lockers  
At the PSNS&IMF – Bremerton Site**

Portable electronic devices (PED), such as laptops and camera phones, are prohibited within the Controlled Industrial Area (CIA) per NAVSEA M5510.2D and PSNS&IMFINST 5239.6B. Specifically authorized personnel are granted an exception, which allows them to bring a prohibited PED into the CIA provided they agree to and follow the guidance in this agreement.

1. Personnel must sign this user agreement prior to being assigned and allowed to use a locker.
2. Only personnel who have been issued a locker are authorized to carry their own prohibited PED into the CIA.
3. Prohibited PEDs must always be in a power off state while inside the CIA.\*  
**\*The first time your PED is found to be powered on during a security audit, you will be issued a security violation, a warning on box usage, and you will have to resign this user agreement. The second time your PED is found to be powered on, your usage of a PED locker will be terminated. If after six months you have no additional security issues you can then reapply for a PED locker.**
4. Authorized personnel may only enter the CIA with a prohibited PED through the turnstiles closest to their assigned locker after which they must proceed directly to secure their PED inside their assigned locker.
5. After retrieving their PED from their assigned locker, personnel must proceed directly to exit the CIA through the turnstiles closest to their assigned locker.
6. While carrying a prohibited PED, personnel may not enter or exit the CIA through a vehicle gate.
7. Lockers may only be used to secure personal PEDs and related accessories such as cases and chargers. Storage of other unrelated items is not allowed.
8. Locker use is at your own risk, PSNS&IMF is not responsible for any loss or damage to personal property associated with the use of these lockers, including water damage.
9. Lockers are subject to being opened by authorities as necessary to administer the locker program and verify compliance with security regulations. No notification or waiting period is required. The content of the locker is the responsibility of the party/parties named in this agreement.
10. Lockers may not be transferred directly from one user to another.
11. Locker use will be renewed semi-annually.
12. Users who no longer need a locker must promptly notify IFPTE Union office 360-476-4334.
13. IFPTE will maintain a copy of these user agreements and provide a list of locker users to Security Code 1121.3.
14. In case of equipment failure or forgotten combinations, users should call the IFPTE office for assistance. In some cases, assistance may not be available until the next business day.
15. **In the event you get to the Shipyard and your locker will not open, call Security at 360-476-9640, and they will make arrangements to store your PED for you.**

Commute method: \_\_\_\_\_ Estimated Weekly Use: \_\_\_\_\_

Locker Number: \_\_\_\_\_ Locker Primary: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

Badge: \_\_\_\_\_ Shop or Code: \_\_\_\_\_ Work telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_