

SECURITY AND ACCESS

Attention Vendors and Contractors Important information regarding Naval Base Access!

Effective October 1, 2018, the SECNAV 5512/1 Form is required throughout Navy Region Mid-Atlantic Installations and must be submitted to your Sponsor for processing and obtaining a DBIDS or NNSY NAVSEA badge.

Contractors/Vendors wishing to access Naval Bases in Hampton Roads will now be required to obtain one of the following access type passes/badges for entry:

- **DBIDS** (Defense Biometric Identification System) Credential – Access Badge (Issued by Navy Installation Pass & ID Offices)
- **CAC** (Common Access Card) – Government Issued Credential
- **Day Pass** – Issued by Navy Installation Pass & ID Offices where access is needed

For more information regarding Naval Base Access and the Defense Biometric Identifications System (DBIDS) credential, go to: <https://www.cnic.navy.mil>

NOTE 1: Accessing Norfolk Naval Shipyard (NNSY) Controlled Industrial Area, located in Portsmouth, Virginia requires a NAVSEA badge issued by NNSY Pass & ID Office in addition to having it synced with the individuals DBIDS or CAC.

NOTE 2: Accessing Puget Sound Naval Shipyard (PSNS) requires an additional badge (NAVSEA) issued by PSNS and synced with the individuals DBIDS or CAC.

NOTE 3: A Base Authorization and Visit Request (BAVR) badge is required in addition to the DBIDS or CAC to access Naval Station Everett

Please contact NASSCO-Norfolk Security/Pass Office Administrator for DBIDS Sponsor Information or for further details at passoffice@nassconorfolk.com.

NASSCO-Norfolk requires that prior to gaining access to its facilities, and/or access to naval vessels, subcontractors shall provide current Certificates of Insurance evidencing all insurance coverage and endorsements as required by the contract or agreement. For further information, please contact Risk Management at 757-543-6801 or email insurance@nassconorfolk.com.

It is your company's responsibility to know and comply with the safety requirements of each job, including work specifications, applicable NAVSEA Standard Items, Federal and VA-State OSHA standards, and other relevant standards. Your company is responsible for providing the necessary training to ensure that your employees adhere to the applicable requirements while working at NASSCO facilities.

Access to General Dynamics NASSCO-Norfolk Facilities

Government security requirements and export regulations require NASSCO-Norfolk to enforce strict access control procedures for all employees and visitors to our facility. All visitors to NASSCO-Norfolk, including customers, contractors, suppliers, vendors, and temporary employees must comply with the following procedures:

1. For access to our Ligon Street and Harper Avenue locations Controlled Industrial Area (CIA) a visit letter must be on file prior to arrival. The letter must include the following and signed by a company representative not listed on the visit letter. Please include the statement “all listed employees are U.S. citizens and proof of citizenship is on file”.

- Name – First, Middle, Last
- Date of Birth
- Place of Birth
- Citizenship
- Purpose of visit
- Duration of visit

If the employee is a **Naturalized** U.S. citizen, born outside of the U.S. you will need to include proof of citizenship.

If the employee is a **non-U.S. citizen**, the country of citizenship must be listed with an indication of temporary or permanent alien status. The alien registration/passport number must also be included. Additionally, a U.S. person escort is required at all times while on the premises or work location.

2. Each company is required to verify the citizenship status of their employees. Employees claiming to be U. S. Citizens must have their citizenship verified by their respective employers by examining one of the acceptable documents (ref. NISPOM Paragraph 2-207) indicated below:

- Birth Certificate. Birth certificates must contain the raised, impressed, or multicolor seal of the registrar's office. All documents submitted to your company as evidence of birth in the U.S. must be original or certified documents.
- Certificate of Naturalization

If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following is acceptable evidence:

- Report of Birth Abroad of a Citizen of the United States of America (form FS-240)
- Certificate of Birth (Form FS-545 or DS-1350)
- U.S. Passport or Passport Card (current or expired)
- Record of Military Processing - Armed Forces of the United States (DD Form 1966), provided it reflects U.S. citizenship.

Foreign Nationals claiming to be permanent residents of the United States must have their status verified by presenting the following document:

- Permanent Resident Card, Form I-551.

3. Visit letters must be validated by a representative attesting to the truth and accuracy of information contained on the form. The visit letter can be signed, scanned and electronically transmitted to NASSCO-Norfolk. In the alternative, a separate, signed cover letter may be crafted to accompany the visit letter. The letter can be scanned and electronically transmitted to passoffice@nassconorfolk.com.

Access to U.S. Navy Ships

Mid-Atlantic Regional Maintenance Center (MARMC) processes and approves visit requests for civilian contractors and government agencies that require access to U.S. Navy ships. Each subcontracted organization or individual requiring access onboard a U.S. Navy ship must submit to NASSCO-Norfolk's Pass Office the MARMC required Ship's Visit Request (ShVR) spreadsheet. The submission must be received prior to the start of the contracted work. Complete processing time may take 3-5 business days, not to include weekends or holidays.

1. Complete the MARMC Ship's Visit Request (ShVR) spreadsheet and email it to passoffice@nassconorfolk.com for processing by a Security Administrative Associate. Instructions for completing the spreadsheet are on the second tab.
2. Access to Joint Expeditionary Base Little Creek/Fort Story also requires the *OPCON* spreadsheet in addition to the MARMC *ShVR* spreadsheet.
3. The body of your email shall indicate what the visit request is for e.g., name of vessel, purpose of visit, and duration of visit.

Access to NORFOLK NAVAL SHIPYARD (NNSY) Portsmouth, VA

1. Complete the MARMC ShVR spreadsheet and email it to NASSCO-Norfolk Pass Office at passoffice@nassconorfolk.com for processing by a NASSCO-Norfolk Security Administrative Associate.
2. NNSY requires the individual to have a NNSY NAVSEA badge and a DBIDS or CAC for installation access.
3. The SECNAV 5512/1 Form is required for submittal to the sponsor in order to receive the NNSY NAVSEA badge and/or DBIDS.
4. The body of your email shall indicate the following: date entered, expiration date, precinct, and badge color needed.

Access to MILITARY SEALIFT COMMAND (MSC) Ships, when in-plant at NASSCO-Norfolk

Each subcontracted organization or individual requiring access aboard MSC ships must submit access. The submission must be received prior to the start of the contracted work.

Following the suspension of the MSC EPIC screening program an in-depth review was conducted and subsequently resulted in the EPIC program being terminated. New wording may be included in the solicitation or contract regarding access requirements and ship notification procedures.

1. Government agency employees and contractors that have access to JPAS need to have their Security Manager/Officer/FSO submit a JPAS visit request on their behalf to SMO Code 19468, Attention: Facility Security Officer
2. Contractors without a CAC and without JPAS access must submit a command/company letterhead document to passoffice@nassconorfolk.com for processing.

Access to PSNS-NAVAL BASE KITSAP, Bremerton, WA

1. Complete the PDOC41 spreadsheet and email to bremertonaccess@nassconorfolk.com
2. A Security Administrative Associate will review and submit your request. *NOTE*: PSNS requires a minimum of five (5) business days to process the request once they receive it.
3. Upon receipt of a PSNS approval, it will be forwarded to your company's POC.
4. If you have any questions, please call our NASSCO-Bremerton office at (360) 782-5601.