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 the Norfolk Naval Shipyard (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) credentialing, go to: <u>https://cnrma.cnic.navy.mil/</u>

<u>NOTE 1:</u> 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. <u>Contact your Prime or Sponsor for access</u>.

<u>NOTE 2:</u> Accessing Puget Sound Naval Shipyard (PSNS) requires an additional badge (NAVSEA) issued by PSNS and synced with the individuals DBIDS or CAC. <u>Contact your Prime or Sponsor for access</u>.

<u>NOTE 3</u>: A Base Authorization and Visit Request (BAVR) request is required to access Naval Station Everett. <u>https://www.bavr.cnic.navy.mil/</u>. <u>Contact your Prime or Sponsor for access</u>.

<u>NOTE 4</u>: Accessing NASSCO-Norfolk requires a visit letter for facility access <u>or if going onboard a Navy</u> vessel, the MARMC Ship's Visit Request (ShVR) spreadsheet is required.

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 your Certificate to: <u>insurance@nassconorfolk.com</u>.

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.

<u>Are You Going On Board a U.S. Navy Ship That Is Docked At</u> <u>NASSCO-Norfolk, or Are You a Visitor To The Facility</u>?

Each visiting organization or individual must submit <u>one of the following</u> to General Dynamics NASSCO-Norfolk's Pass Office at <u>passoffice@nassconorfolk.com</u>.

- 1. Visit Letter if visiting the facility and **<u>NOT</u>** going onboard a U.S Navy vessel
- 2. Ship's Visit Request (ShVR) spreadsheet if going onboard a U.S. Navy vessel

General Dynamics NASSCO-Norfolk Facility Access

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

- 1. For access to our Ligon Street and/or Harper Avenue locations Controlled Industrial Area (CIA) a visit letter must be on file prior to arrival. The letter must include the following information and signed by a company representative not listed on the visit letter. Please include the statement, if applicable, "All listed employees are U.S. citizens and proof of citizenship is on file".
 - a. FULL Name First, Middle, Last
 - b. Place of Birth (City & State)
 - c. Purpose of visit
 - d. Duration of visit
 - e. Document, if born outside of the USA
 - If the individual is a **Naturalized** U.S. citizen, born outside of the U.S. you will need to include proof of citizenship.
 - If the individual 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. Citizen 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. 32 CFR Part 117 NISPOM, Paragraph 117.10) indicated below:
 - a. A birth certificate certified with the registrar's signature, which bears the raised, embossed, impressed, or multicolored seal of the registrar's office.
 - b. A current or expired U.S. passport or passport card this is unaltered and undamaged and was originally issued to the individual
 - c. A Department of State Form FS-240, "Consular Report of Birth Abroad of a Citizen of the United States of America.
 - d. A Department of State Form FS-545 or DS-1350, "Certification of Report of Birth."
 - e. A U.S. Citizenship and Immigration Services Form N-560 or N-561, "Certification of U.S. Citizenship."
 - f. A U.S. Citizenship and Immigration Services Form N550, 551 or 570, "Naturalization Certificate."

- g. Record of Military Processing Armed Forces of the United States (DD Form 1966), provided it reflects U.S. citizenship
- 3. Foreign Nationals claiming to be permanent resident of the United States must have their status verified by examining the following document.
 - a. Permanent Resident Card, Form I-551
- 4. 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.
- 5. Suppliers / Vendors
 - a. *Delivery:* Suppliers / Vendors / Subcontractors who are required to enter NASSCO-Norfolk only for delivery or to pick up materials or supplies must go through truck inspection prior to entry.

U.S. Navy Vessel Access

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 complete and submit the MARMC required Ship's Visit Request (ShVR) spreadsheet. The submission must be received prior to the start of the contracted work. Government processing and approval time may take 3-5 business days, not to include weekends or holidays.

- Complete the MARMC Ship's Visit Request (ShVR) spreadsheet and submit to your Prime. If you are a government entity, contact your Sponsor.
- Access to Joint Expeditionary Base Little Creek/Fort Story also requires the *OPCON* spreadsheet in addition to the MARMC Ship's Visit Request (ShVR) spreadsheet.
- 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.

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 OSHA Standards, NASSCO-Norfolk Lockout/Tag out policy, 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-Norfolk facilities.

It is your company's (and any subcontractors) responsibility to know and comply with the NASSCO-Norfolk Environmental Program requirements for the activities you will perform.

- Abrasive Blasting
- Painting, Coating
- Solvent Use
- Adhesive Use
- Welding
- Thermal Spraying

- Fiberglass or Polyester Resin Layup
- Delivery of Fuel to equipment, tank or vessels
- Over Water Transfers (oil, fuel, chemical flushing, oily water, etc.)
- Generation and/or Disposal of Non-Hazardous Wastewater (bilge, ballast, hydro-blast, flushing, gray water, etc.)
- Generation of Hazardous Waste
- Transportation of Hazardous Waste
- Operation of Portable or Off-Road Diesel Engines
- Services or Repair of Refrigeration Systems or use of CFCs

Failure to follow NASSCO-Norfolk environmental procedures may result in revocation of access to NASSCO-Norfolk facilities. Contact Environmental at 757-543-6801.

Email your questions and/or required documents to <u>passoffice@nassconorfolk.com</u> (this is NOT a government office).