SHIP:	N/A	ITEM NO:	042-00
COAR:	N/A	PCN:	N/A
LWT FILE NO:	042-007	CMP:	N/A
REVISED:	21 Oct 2019	PLANNER:	N/A

1. SCOPE:

1.1 Title: Security Requirements for Work Within Norfolk Naval Shipyard; accomplish

1.2 Location of Work:

1.2.1 Not applicable

1.3 Identification:

1.3.1 Not applicable

2. REFERENCES:

2.1 None

3. REQUIREMENTS:

3.1 The following requirements shall be observed, in addition to the specific requirements of the job order, for work accomplished on naval ships/other craft within Norfolk Naval Shipyard (NNSY).

3.1.1 Contractors and their subcontractors shall provide the NNSY Pass Office (Code 1121.32) with the names of personnel authorized to receive NNSY badges and temporary vehicle permits. This list will be sent via MARMC. The NNSY Pass Office will keep these names on file. The list shall also be used to sign in deliveries of materials to the job sites or if contractor/subcontractor employees lose their badges.

3.1.2 Contractors shall initially provide NNSY (Code 1121.32), via MARMC, with a list of their own and subcontractor employees who will be employed on the job. This list shall be submitted five days in advance of the commencement of work and will include the name, place of birth, date of birth, social security number, job title, and security clearance of each individual to work on the job, and will contain certification of U.S. citizenship. Requests for access by non-U.S. citizens will be coordinated with MARMC and NNSY (Code 1121.22). This listing shall be on company letterhead and will also contain the following information: contract/job order number; dates of availability; requesting contractor's certification of facility security clearance (FCL); designate if weekend work will be required (see 3.1.5); and subcontractor listings will be submitted to NNSY Security Office (Code 1121.32) via the prime contractor and MARMC for endorsement.

3.1.3 Subject to a favorable Special Access Determination (SAD), contractor/subcontractor personnel will be issued green or white badges. A green badge will permit access to the general CIA. Green badges will not allow access to nuclear work areas, controlled nuclear information areas, or other sensitive areas. A white badge will permit access through the outer perimeter gates into non-CIA

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locations only (i.e., convenience berthing). White badges will not allow access to the CIA, nuclear work areas, or other sensitive areas (i.e., security islands). When issued a shipyard badge, contractor personnel will be required to watch a 20 minute RADCON, safety, and health video, and must sign certification that they have seen and understand the requirements of subject video.
Contractor/subcontractor employees will wear only the NNSY Security Access Control Badge issued for access to the Shipyard. Contractors are to wear only the Shipyard badge while in the Shipyard, and identification badges must be visibly worn on the outermost garment above the waist at all times while in the Shipyard.

3.1.4 Prime contractors must return all badges to NNSY Security Office(Code 1121.32) or account in writing for each missing badge. Badges are to be turned in upon completion of work or when an employee is terminated, deceased, etc. Failure to return badges will result in delays in badging personnel for future contracts awarded to the company involved.

3.1.5 Weekend Access: Contractors/subcontractors requiring access for weekend work will notify MARMC three days prior to commencement of this work. MARMC will provide the following information to the Portsmouth Precinct Commander (Code N03PT): name of company; ship's/craft name; job order number; number of employees; and, when and for how long weekend access will be required.

3.1.6 Contractor vehicle access to the NNSY CIA will be governed by the following regulations:

3.1.6.1 Only one vehicle (assigned to the prime contractor's project manager) will be given access to and allowed to park within the CIA in open, unmarked spaces near shop buildings, excluding piers, during the contract period. The vehicle pass for the contractor's project manager will be red in color, and will be issued by NNSY Parking Control Officer (Code 1102.1p). This pass will be used for parking inside the CIA only; a yellow vehicle pass, issued by NNSY Parking Control Officer (Code 1102.1P) will be used for gaining admittance to non-CIA and CIA gates. The prime contractor must notify MARMC in writing, five days in advance of the commencement of work of the individual assigned as the prime contractor project manager and the license number and make/model of the vehicle. In the case of private vehicles, the company must certify in writing to MARMC that the use of the private vehicle is necessary in the performance of the contracted work. Contractors will be required to sign for each pass issued. The name of the company shall be displayed on each side of the vehicle with magnetic signs or graphically printed on the vehicle. In the case of rental vehicles, the vehicle must be used for the business and the rental agreement must be in the company's name. Vehicle passes, when issued, shall be displayed in the windshield at all times. The maximum duration for which the pass will be issued is the duration of the contract or one year. Passes may be renewed as required.

3.1.6.2 Access will be allowed to other contractor vehicles for the purpose of transporting tools, parts, and material to/from a work site only. The vehicle will have a driver and no more than

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one passenger. The vehicle will proceed to the work site, be unloaded, and depart the CIA. Work-type vehicles (cars, station wagons, trucks, and vans) will not be allowed to park within the CIA for any longer than is required to unload tools, parts and/or material. Vehicle passes for work-type vehicles will be yellow in color, and will be issued by NNSY Parking Control Officer (Code 1102.1P). Contractors will present vehicle registration, state inspection certification, if applicable, and proof of insurance for each vehicle being issued a yellow vehicle pass. The name of the company shall be displayed on each side of the vehicle with magnetic signs or graphically printed on the vehicle. In the case of rental vehicles, the vehicle must be used for the business and the rental agreement must be in the company's name. Vehicle passes, when issued, shall be displayed in the windshield at all times. In the case of private vehicles, the company must certify in writing to MARMC that the use of the private vehicle is necessary in the performance of the contracted work. The maximum duration for which a vehicle pass will be issued is the duration of the contract or one year. Passes may be renewed as required.

3.1.6.3 Vehicle access in pier and dry-dock areas is under the control and direction of the NNSY Rigger in Charge (RIC) and the NNSY Crane Team personnel (Code 742). Vehicular traffic on piers or in dry-dock areas is prohibited unless specifically authorized by NNSY Code 742. Permission to temporarily park vehicles for the delivery or pick up of materials of substantial size or weight, and space assignment for this task, must be obtained from Code 742. Unauthorized vehicles or equipment in pier and/or dry-dock areas will be towed/removed and impounded, disabled through the use of wheel locks, and/or ticketed. NSSA contractors must coordinate all pier access via the NSSA project manager.

3.1.6.4 Access to the CIA for all contractor vehicles transporting material and equipment will be through CIA Gate "F" only, located near the west end of building 369 and Drydock 8. CIA Gate "F" is open from 0600-1800, Monday through Friday; this gate is closed from 1800-0600, Monday through Friday and on weekends and holidays. Unique circumstances requiring access via another CIA gate shall be coordinated with MARMC and NNSY Security Office (Code 1121.3). After-hours access and access during weekends and holidays will normally be through CIA Gate "P".

3.1.6.5 Transporting of Contractor personnel to/from the job site within the CIA is not authorized. Passengers may be required to exit the vehicle for a badge check. Passengers within Contractor vehicles being utilized for this purpose will be told to exit the vehicle prior to entry into the CIA. A hands on Badge check will be conducted at all CIA gates. Contractor personnel who elect to walk into the CIA may elect to walk into the CIA may enter the CIA through any turn stile gate. Those contractor employees having only a paper badge will have to enter a gate where a sentry is posted.

3.1.6.6 Parking for contractor work-type vehicles outside the

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CIA will be provided in unreserved portions of NNSY parking zones "S", "I", or "N". Large vans and buses will be parked in the large parking area located directly behind building 369 (part of zone "S"). A copy of NNSY's parking regulations will be made available to the contractor upon request.

3.1.6.7 All Commercial contractor vehicles are subject to search at the Shipyard Truck Inspection Station prior to entry into the Shipyard. No vehicle will be permitted access to a work site in the shipyard without a valid Shipyard issued Temporary Vehicle Permit (TVP). Shipyard vehicle passes will not be issued unless proof of vehicle registration, to the Contractor's company, State Inspection, and insurance, along with Driver's License, has been presented to Shipyard Pass and ID Office. No privately owned vehicles are allowed inside the CIA with the exception of handicapped personnel who work within the CIA.

3.1.6.8 Parking and Material drop-off areas in the CIA shall be identified and coordinated by the NNSY Parking Control Officer.

3.1.7 Material Movement Control:

3.1.7.1 Contractor Material (i.e., company or personal tools): Contractors are to submit to MARMC a list of each employee's personal tools and company tools. Hand tools (e.g., screwdrivers, wrenches, etc.) may be listed as "miscellaneous hand tools"; all other tools will be listed separately (e.g., "one power drill", "one Power saw", etc), and must include model and serial number. MARMC will prepare the NAVSUP Form 158,"Property Pass" and provide a copy to NNSY Gate Security Guard. This pass will be good for the duration of the availability and is to be kept in the contractor vehicle identified in the "remarks" block of the NAVSUP Form 158 that will be transporting company and /or personal tools on a daily basis within NNSY.

3.1.7.2 All other contractor or government material/equipment to be removed by the contractor is to be listed on NNSY Form 4336/1, "Delivery Manifest", and approved by the MARMC Project Manager assigned to the availability or his/her designee. This form must be completed and approved each time material/equipment will be removed from NNSY.

3.1.7.3 Material/equipment may be moved through CIA Gate "F" during the hours of 0600-0800, Monday through Friday and on weekends/holidays. After-hours access and access during weekends and holidays will normally be through CIA Gate "F" or "P" will be coordinated with MARMC and NNSY Security Office (Code 1121.3).

3.1.8 River Traffic: Coordinate the entry of river traffic (I.e. barges, etc) into NNSY piers/berths with the NNSY Port Operations/Berthing Officer and NNSY Security code 1120. Additionally, coordination with MARMC is required. All contractor craft will be subject to monitoring by NNSY Harbor Security Boats. Shipyard security access badges will be required for any boat personnel needing to enter the shipyard.

3.1.9 Photography: Contractor requests for the use of any photographic equipment, including audiovisual equipment and digital

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cameras will be coordinated with MARMC. Said request should be included in the original visit request with a copy to NNSY Security Office (Code 1121.22). Code 1120.22 will coordinate camera briefing and issuance of Photographer's Permit. All film, audiovisual tapes, and digital photographs will be reviewed by MARMC and NNSY (Code 1121.22) prior to release to contractors. Personnel cameras, including cell phone cameras, are prohibited.

4. NOTES:

4.1 None.

5. GOVERNMENT FURNISHED MATERIAL (GFM):

5.1 LLTM:

1. None.

5.2 PUSH MATERIAL:

1. None.

5.3 KITTED MATERIAL:

1. None.

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