Attachment 1

PSNS&IMF CONTRACTOR BADGING & ACCESS REQUIREMENTS

1. NAVAL BASE KITSAP (NBK) and/or PSNS & IMF CONTROLLED INDUSTRIAL AREA (CIA) ACCESS:

1.1. Contractor personnel shall comply with all current badging and security procedure requirements for gaining access to Department of Defense (DoD) Installations/Government Sites. Access to Navy Installations or Sites may only be gained by obtaining a badge (either permanent or temporary) from the Visitor Control Center (VCC) in building 981 (Pass & ID). It is the contractor's responsibility to check for, and obtain changes and updated information from the VCC on a continual basis.

1.2. The following Identification Cards (ID) are authorized by Naval Base Kitsap and Naval Station Everett to be used by visitors 12 years old or greater, while being escorted by a Civil Servant or Military member holding a current CAC Card, effective 2 February 2016:

- Drivers licenses from states other than Washington, Illinois, Minnesota, Missouri and New Mexico (unless WA, IL, MN, MO and NM licenses are the "Enhanced" version)
- U.S. passport
- U.S. passport card
- DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)
- Permanent resident card
- Border crossing card
- DHS-designated enhanced driver's license
- Federally recognized, tribal-issued photo ID
- HSPD-12 PIV card
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs-Canada card
- Transportation Worker Identification Credential (TWIC)

1.2.1. Contractor employees are required to have an individual identification badge as well as <u>one (1) of the four (4)</u> credentials listed below in their possession to gain access to job sites:

1.2.1.1. <u>Common Access Card (CAC)</u>:

1.2.1.1.1. Contractors who have a need to access a government computer system may be eligible for a contractor CAC; most contractors are not eligible for a CAC. Contact the Contracting Officer's Representative (COR) or Contracting Officer's Security Officer for assistance as needed.

1.2.1.2. <u>Single Day Pass:</u>

1.2.1.2.1. Visiting vendors/contractors requiring infrequent access may obtain daily passes directly from the individual Navy Installation by submitting identification credentials for verification and undergoing a criminal screening/background check. A new pass is required to gain access each day. Passes are issued by Naval Base Kitsap (NBK). The Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) criminal database and FBI Terrorist Watch List will be checked daily prior to entry. In addition, NBK must check the Navy's Consolidated Law Enforcement Operations Center (CLEOC) database to ensure an unescorted visitor has no objectionable criminal record, is not on the Terrorist Watch List and has not been previously debarred from entry onto any Navy Installation.

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1.2.1.3. Defense Biometric Identification System (DBIDS) Program: Commander, Navy Installations Command (CNIC) has established the Defense Biometric Identification System (DBIDS) for access control to CNIC Installations via Entry Control Points (ECP). DBIDS is an enterprise identity management and perimeter installation access control solution in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to three years, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. There are no fees associated with obtaining a DBIDS credential.

1.2.1.3.1. The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued DBIDS participation and installation access privileges. DBIDS access privileges will be immediately suspended or revoked if at any time a Contractor employee becomes ineligible.

1.2.1.3.2. Access to Installation. All Contractor personnel shall obtain access to the installation through enrollment and registration into the Defense Biometric Identification System (DBIDS). The Contractor shall provide the Contracting Officer with the name of their designated Service Contractor Administrator (SCA) for enrollment in DBIDS. Contact the Contracting Officer's Representative (COR) or Contracting Officer's Security Officer for assistance as needed. Once enrolled, the Contractor must provide the DBIDS Registrar with an approved employee list and then direct their employees to register into DBIDS.

1.2.1.3.3. DBIDS Credentials. Contractor employees shall furnish a completed copy of the SECNAV 5512/1 form to obtain the required background check and visit the local Navy Installation Visitor Control Center to obtain a DBIDS credential once approved. The SECNAV 5512/1 form and additional information about DBIDS can be found at: https://www.cnic.navy.mil/om/dbids.html.

1.2.1.3.4. The Contractor may initiate the adjudication process when a background screen failure results in disqualification from participation in DBIDS and the Contractor employees do not agree with the reason for disqualification. The Contractor may also apply for a waiver when a background screening failure results in disqualification from participation in DBIDS. The Commanding Officer will be the final waiver determination authority.

1.2.1.3.5. The Contractor shall immediately collect employee DBIDS credentials and notify the Contracting Officer in writing:

1.2.1.3.5.1. That an employee has departed the company without having properly returned or surrendered their DBIDS credentials.

1.2.1.3.5.2. That there is a reasonable basis to conclude that an employee, or former employee, might pose a risk, compromise, or threat to the safety or security of the installation or anyone therein.

1.2.1.3.6. DBIDS Paper Passes. In the event that a visitor, vendor, or Contractor employee elects not to participate in DBIDS, the individual will be issued DBIDS paper pass from the Base Pass and Identification Office in order to access to the installation. The time standard for the validity of a pass to access an installation will be not more than thirty (30) days and may be further restricted based on local policy or by Federal, DOD, Navy, and CNIC guidance. The Government will not be responsible for any cost or lost time associated with obtaining paper passes or added vetting or inspections incurred by non-participants in the DBIDS credentialing process.

1.2.1.4. Transportation Workers Identification Credential (TWIC):

1.2.1.4.1. Trucking and Longshoremen industry, to include Military Sealift Command (MSC) personnel are authorized to use this credential for unescorted access so long as the holder also has in his/her possession an original Bill Of Lading indicating that the delivery of goods is within the perimeter of the host installation, or in the case of MSC personnel, the holder has in his/her possession, a current Merchant Mariner identification card.

1.3. For contractor individuals that require higher level access requirements such as Nuclear Work Areas (NWA), Controlled Nuclear Information Areas (CNIA) areas or access to the Main Machinery Rooms of nuclear propelled ships or submarines, the Contractor's Facility Security Officer (FSO) shall; (1) submit each individual's information into the Joint Personnel Adjudication System (JPAS) Visit Request program with Security Management Office (SMO) number 002515, and (2) Submit a completed DD254 (ensuring that block 10b is checked), and that the Naval Nuclear Propulsion Information (NNPI) security clause is listed in either the Security Section of the Statement of Work (SOW) or in the list of effective clauses for review by the Industrial Security Office. Additionally, a separate Visit Request List Form (PSNS&IMF Form 5512) must be submitted to the Contracting Officer's Security Officer.

1.4. The contractor shall prepare a Visit Request List Form with Cover Letter on Company Letterhead for all prime contractor and subcontractor personnel required to access Navy Vessels in the CIA. The visit request will be submitted via email to the Contracting Officer's Security Officer at christina.tobin@navy.mil. The cover letter will be a formal request for badging and access during the contract or delivery period of performance. The letter shall include (1) the purpose of access, (2) dates of validity (period of performance), (3) contract number, and (4) name of subcontractors to be employed. The cover letter shall be signed by the Prime Contractors Facility Security Officer (FSO), and shall be received by the Contacting Officer's Security Officer NO LESS THAN FIVE (5) FULL WORKING DAYS PRIOR TO THE REQUESTED START DATE (8-10 calendar days prior is recommended). If red badges are required (for contractor personnel to access Restricted Data/Naval Nuclear Propulsion Information-NNPI) there are additional screening and higher level approval requirements, which could take considerably longer. Therefore, personnel identified in the Visit Request List must have a valid requirement to gain access to Restricted Data/NNPI. The prime contractor shall bear full responsibility for the accuracy of the Cover Letter and Visit Request List. Note: Submitting a cover letter and/or list with incomplete information, errors or a blanket list of all company personnel (especially for all red badges) can significantly delay processing requests and result in not being authorized access in time to begin the period of performance. With good cause, as determined by the Contracting Officer or appropriate Security Personnel, access requests may be refused or amended at any time. Updates to the Visit Request List shall be made on an as needed basis. The C400 security office may be contacted at (360) 979-3825 for questions regarding visit request processing.

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1.5. The Visit Request List will be organized ALPHABETICALLY BY LAST NAME and contain the following information in column form (a spreadsheet template can be obtained by contacting the Contracting Officer's Security Officer or COR).

- NAME (LAST, FIRST, MI)
- DOB (Date of Birth)
- POB (City & State)
- SSN (Social Security Number)
- CITIZENSHIP (Country)
- PROFESSION/TRADE

1.6. Contractor employees must be U.S. citizens to access PSNS & IMF owned or controlled spaces unescorted, to include ship's engineering spaces. Foreign Nationals will be issued "Escort Required" white badges only. Additionally, an approved special security plan indicating the proposed visit locations and route to and from the location must be utilized. This requirement adds 3 working days to the visit request process. U.S. citizens working for Foreign Owned or Controlled Companies requiring access, unless they fall under a Defense Security Service (DSS) security clearance, will be issued Green badges only suitable for general CIA access. Access by U.S. citizens working for Foreign Owned or Controlled Companies into more stringently controlled areas such as Nuclear Work Areas (NWA) require a security plan and escorts. Ensure personnel employed by Foreign Owned or Controlled Companies are clearly identified in Visit Request documents and in communications with the Contracting Officer's Security Officer. Security Clearance information, including confirmation of required red badges, shall be submitted to the Contracting Officer's Security Officer.

1.7. Badges will be picked up at the Naval Base Kitsap Visitor Control Center (VCC) in building 981. Each Contractor employee is REQUIRED to present proof of citizenship for on-site verification (not retention) at the VCC prior to obtaining a badge. This is a requirement for access into the CIA at PSNS&IMF, Bremerton, WA. All contractor employees requesting access shall be U.S. citizens. Acceptable proof of citizenship includes Original Birth Certificate (not a copy) or Current U.S. Passport.

1.8. Lack of a proper ID badge will result in denial of access to the Naval Installation, facility and/or the ship, resulting in a delay at the Contractor's expense. If Contractor employees are providing a document with no photo, they shall also be required to present a current authorized official issue photo ID listed in paragraph 1.2 above.

1.9. Badges must be displayed on the outermost garment above the waist at all times. The only exception would be while the contractor personnel are engaged in work which could cause a safety hazard if the badge were worn while performing the work.

1.10. Contractor personnel are authorized to retain temporary badges until the badge expiration date or termination of employment. Upon badge expiration date, termination of employment, or completion of contract, the Contractor is required to immediately notify the Contracting Officer's Security Officer and return all badges.

1.11. Lost or misplaced badges shall be reported immediately to the Contracting Officer's Security Officer and COR. If after hours, report lost or misplaced badges immediately to the Navy Emergency Services Command (NESCOM) at 360-476-3393.

1.12. Immediately notify the Contracting Officer's Security Officer and the COR of any access problems or security concerns.

1.13. Vehicles Access to the PSNS & IMF CIA:

1.13.1. To grant Contractor Vehicle Access to the PSNS & IMF CIA, a list of vehicles, drivers, a copy of each vehicle registration and a justification for access shall be submitted for processing via PSNS & IMF Form 5530/25. Only company owned vehicles with the company name displayed on the vehicle's exterior are allowed. Contractors are required to stop at PSNS & IMF Pass & ID Office with proof of valid, current Driver's License, vehicle registration and proof of insurance, prior to receiving access.

1.14. Computers in the PSNS & IMF CIA:

1.14.1. Contractor owned computers must be inspected by Code 109 prior to bringing them into the CIA and shall have a PSNS&IMF AIS Security Survey for Visitor Computer Equipment Form PSNS&IMF 5239/49 (Rev. 8-07), approved by Code 109, on site at all times.

1.15. Contractor Employees shall adhere to PSNS&IMF NOTICE 5239.6 PORTABLE ELECTRONIC DEVICE (PED) GUIDANCE.

1.15.1. Lap-top Computers and/or cell phones equipped with cameras are STRICTLY PROHIBITED inside all PSNS & IMF owned or controlled spaces or property (the CIA, DMF & YOKO Enclaves, etc.) and are subject to seizure by Installation Police and Shipyard Security Personnel.

1.15.2. ALL portable electronic devices are STRICTLY PROHIBITED onboard submarines (e.g. phones, mp3 devices, computing devices, recording equipment, removable storage media, etc.).

2. NAVAL BASE KITSAP, BANGOR OPERATIONAL AREA (OA) / INDIAN ISLAND & WATERFRONT RESTRICTED AREAS ACCESS:

2.1. PSNS & IMF CIA "Green" badges do not provide access to the NBK Bangor Operational Area (OA). PSNS & IMF CIA higher level badges (i.e. Red badges) shall provide access to the OA, but will not provide access to the Bangor Waterfront Restricted Areas (WRA).

2.2. Contractor employees that require access to the OA & Waterfront Restricted Area are required to obtain a CAC, DBIDS pass and card, or a single day pass per paragraphs 1.2.1.1 through 1.2.1.4.1 above.

2.3. The contractor shall also prepare and submit a Visit Request via the Badge Authorization and Visit Request (BAVR) at https://bavr.cnic.navy.mil for each contractor employee (See 2.3.1). The Visit Request application must be received a minimum of five (5) full working days prior to the job start date (8-10 calendar days prior is recommended). Ensure that you complete all sections in Red and include the contract number in BAVR.

2.3.1. Obtaining Visitor Badges through BAVR. IMF sponsors visitors whose primary business at Bangor is with IMF. **If your focus of business is with another command at Bangor, please contact that command for assistance with completing BAVR**. IMF-sponsored visitors should use the BAVR system when requesting an official Visitor Badge. This system electronically sends your request to any other tenant commands requested for approval of their matrix numbers. This process can take several days for tenant organizations to approve. Please submit your BAVR request **five (5) business days prior to your arrival date at Bangor.**

2.3.1.1. Go to the link https://bavrnw.cnic.navy.mil/NewRequest.ASPX. A warning page may display asking if you want to continue to page. Click on "Yes, continue to page".

2.3.1.2. All items in red are mandatory.

2.3.1.3. Most of the information is self-explanatory with exception of the following:

2.3.1.3.1. DRIVER'S LICENSE INFORMATION: Type NA.

2.3.1.3.2. WORK INFORMATION: Under "Command You Are Visiting", use TRFBANGOR on the drop down menu. Under "Company Name or Command", type in your command or company name. The "Work Phone" should be the number you use at your command or company.

2.3.1.3.3. SPONSOR/POINT OF CONTACT INFORMATION: Under "Sponsor E-Mail", type: '*christina.tobin@navy.mil'*

2.3.1.3.4. VISIT INFORMATION: Under "Purpose of Visit Describe purpose of the visit in detail: **Contract #, along with current MOD, PO, TO, DO#, as applicable Synopsis of the SOW, Contractor must ensure that TRF Industrial has an electronic copy of base contract, with all current MODS on file. Sub-contractors are not authorized to submit a visit request. The prime must submit on their behalf. A local GOVT POC must be listed. This will either be the COR, or TRF/Military personnel familiar with the work being performed.** You must list ALL LOWER BASE LOCATIONS that are to be visited. If you know the building(s) and piers you will be visiting, list them. If boat access is required, indicate such. (WRA, IMF AREAS, OCAB, etc.)

2.3.1.3.5. Under "Start Date", show date you expect to pick up your badge.

2.3.1.3.6. Under "End Date", use the last date of your visit.

2.3.2. Once submitted, your request will go to the IMF Sponsor/Security Officer to add required matrix numbers and security clearance information. You will be notified at the e-mail address you provided for yourself when all approvals have been completed. (you can use a private email if you'd like)

2.3.2.1. Badges cannot be picked up prior to the "Start Date", even if approvals are completed. Bangor's Pass & ID Office hours are: Monday-Friday, 0700-1630.

2.3.3. The contractor shall prepare and submit a Visit Request Form for each contractor employee to Commander, Navy Region Northwest (CNRNW) Pass & ID Office Bangor to receive a CNRNW badge.

2.3.4. For Vehicle Access, contractors shall provide a valid, current Driver's License, vehicle registration, and proof of insurance to Bangor's Pass & ID Office.

2.3.5. Cell phones equipped with cameras are PROHIBITED in the Waterfront Restricted Areas.

3. NAVAL BASE KITSAP, KEYPORT (NAVAL UNDERSEA WARFARE CENTER DIVISION, KEYPORT) ACCESS:

3.1. If contractor employees are required access to NUWC Keyport, they will be required to obtain a CAC, DBIDS pass and card, or a single day pass per paragraphs 1.2.1.1 through 1.2.1.4.1 above.

3.2. For all other visit requests requiring access to buildings, the Contractor's Facility Security Officer (FSO) shall; (1) submit each individual's information into the Joint Personnel Adjudication System (JPAS) Visit Request program with Security Management Office (SMO) number 002536, and (2) Submit a completed DD254

(ensuring that block 10b is checked), and that the Naval Nuclear Propulsion Information (NNPI) security clause is listed in either the Security Section of the Statement of Work (SOW) or in the list of effective clauses for review by the Industrial Security Office. Additionally, a separate Visit Request List Form (PSNS&IMF Form 5512) must be submitted to the Contracting Officer's Security Officer.

3.3. For specific security requirements see NUWC Keyport's OPSEC Guide for Defense Contractors at http://www.navsea.navy.mil/Portals/103/Documents/NUWC_Keyport/OPSEC%20%20Guide%20for%20Defense%20Contractors_2016.pdf. A copy of the guide can also be obtained by contacting the Contracting Officer's Security Officer or COR.

4. NAVAL STATION EVERETT ACCESS:

4.1. If contractor employees are required access to Naval Station Everett, they will be required to obtain a CAC, DBIDS pass and card or a single day pass per paragraph 1.2.1.1 through 1.2.1.4.1 above.

4.2. The sponsor for all visits will be Tschantre, Pamela S CIV PSNS&IMF, Code 101 pamela.tschantre@navy.mil

4.3. For Pier Access to vessels, the contractor shall prepare and submit a Visit Request via the BAVR as identified in paragraph 2.3 above.