CONTRACTOR SECURITY REQUIREMENTS FOR SUBMARINE ACCESS AT PHNSY&IMF'S CONTROLLED INDUSTRIAL AREA (Rev. FEB 2026)

Ref: (a) NAVSHIPYD&IMFPEARLINST 5510.78 (series), Information and PersonnelSecurity Program
(b) NAVSHIPYD&IMFPEARLINST 5530.1 (series), Physical Security Plan
(c) NAVSHIPYD&IMFPEARLINST 3070.1 (series), Operation Security (OPSEC) Program
(d) NAVSHIPYD&IMFPEARLINST 5239.1 (series), Activity Information Systems Security Plan (AISSP)
(e) NAVSHIPYD&IMFPEARLINST 2200.1 (series), Portable Electronic Devices Policy

Appendix: (1) Documents Acceptable for Proof of U.S. Citizenship

1. The provisions of these security requirements are in accordance with references (a) through (e) and applicable to contracts, subcontracts and Memorandums of Agreement (MOAs) for access to:

a. Controlled Industrial Area (CIA) – The large fenced-in area encompassing the waterfront and industrial shops, extending from 1274 Compound to include all of Bravo Pier 2.

b. CIA Restricted Waterways (between Landing "C" and Bravo Pier 2 or if the CIA is extended to include Bravo 4) - See paragraph 18 of this document for specific access requirements.

2. Performance of all work under this Contract or MOA is restricted to U.S. citizens only[1].

3. In accordance with reference (a), for issuance of a Red Shipyard Access Control Badge (SACB), a "classified contract" is required with a Contract Security Classification Specification (DD254) that includes:

a. Red SACB - Access to Restricted Data (RD) and Naval Nuclear Propulsion Information (NNPI).

b. The DD 254 must contain an approval signature from Naval Sea SystemsCommand (NAVSEA) SEA 08U/Chief of Naval Operations (CNO) N00N and NNPI handling requirements in accordance with OPNAVINST N9210.3 (Safeguarding of NNPI).

4. These security requirements are applicable to the prime contractor as well as to all subcontractors and suppliers thereunder. The terms "contractor or contract" shall refer to all of the above whether this document is included in a contract, subcontract or MOA.

5. The period of proposed work on the submarine is subject to further approval of the PHNSY&IMF Commander depending on the sensitivity of industrial operations in the affected areas.

6. At least three weeks prior to the visit, the Facility Security Officer (FSO) will submit a Defense Information System for Security (DISS) Visit Request (VR) or the Contractor VR form (PH-SYD 5512/28). When submitting the PH-SYD 5512/28, The FSO shall complete applicable items on Part 1 and submit it via encrypted means to the PHNSY&IMF Sponsor for completion of Part 3. Part 2 can be left blank. The PHNSY&IMF Sponsor will upload the VR and associated documents to the

Code 320 Contractor Visit Request SharePoint no later than one week prior to the visit start date. The VR must specify the submarine areas to be accessed. When submitting a DISS VR, the FSO shall submit the VR to SMO code 322536. Ensure to list the contract number in the notes section and list the PHNSY&IMF Sponsor as the Point of Contact. Note: For Yellow badge, only a DISS VR or Contractor VR is needed. For Red badge, the contract and DD 254 are required along with the DISS VR or Contractor VR and must be provided to the PHNSY&IMF Sponsor for submission. Entry into the CIA and access onboard a submarine for those listed on the VR may be authorized under the following conditions:

a. All contractor companies must have DOD Facility Clearances (FCLs) granted by the Defense Counterintelligence and Security Agency (DCSA) and their personnel who need unescorted access to the submarine must have DOD Personnel Clearances (PCLs) granted by the DOD Central Adjudication Facility (DODCAF). The FCLs, PCLs and security access (granted by the contractor) must be verifiable in the applicable DOD record system.

b. A Yellow or Red SACB will be issued depending on the areas needed to be accessed onboard the submarine. Unescorted or escorted access for Yellow SACB contractors onboard the submarine will depend on how the submarine is controlling access to the Nuclear Work Areas (NWA). For a Yellow Controlled Nuclear Information Area (CNIA) SACB, the contractor must have at least an Interim Confidential. For a Red (NWA) SACB, the contractor must have a final PCL/RD access.

c. Ensure that all contractor employees when reporting to the Pass and ID Office for PHNSY&IMF SACBs bring their valid Defense Biometric Identification Systems (DBIDS) identification cards. Also if they have interim PCLs, they must bring their proof of U.S. citizenship. See Appendix (1) for a list of acceptable documents.

d. Ensure any derogatory or questionable information concerning contractor employees possessing DOD PCLs and/or a PHNSY&IMF SACB is reported immediately to the Industrial Security Branch (Code 1123) so that PHNSY&IMF access eligibility can be evaluated.

e. Ensure that contractor employees attend the 30-minute annual orientation on safety, security, OPSEC, and radiological protection aspects of industrial operations within PHNSY&IMF.

NOTE: The annual orientation video will be shown at the Pass and ID Office in groups of 8, prior to issuance of PHNSY&IMF SACBs.

f. Ensure that contractor employees at all times while in PHNSY&IMF spaces wear and display their PHNSY&IMF SACBs in plain view, vertically, on their outer clothing positioned above the waist and with the front/photograph facing outward. If an employee is issued a temporary (i.e. no picture) SACB, the employee must also carry his or her DBIDS identification card

g. Ensure that each SACB is used only by the specific individual named on the SACB.

[2] Also includes PHNSY&IMF tenants, i.e. ships in CIA, NAVFAC, NRRO Pearl, RPCO.

h. Maintain strict accountability over SACBs and passes issued by the Pass and ID Office. Report immediately, to the Pass and ID Office, any that are missing, lost or stolen and the circumstances. Return SACBs/passes to the GCA or PHNSY&IMF Sponsor immediately upon termination of any employee, SACB expiration, completion of the work, or when no longer required, whichever occurs soonest. The GCA or PHNSY&IMF Sponsor will ensure that all SACBs/passes are forwarded to the PHNSY&IMF Pass and ID Office.

i. Restrict hours of work to first shift, i.e. 0630 to 1500 hours, Monday through Friday (except for federal holidays). In accordance with reference (b) when operational needs require the contractor to schedule work outside of first shift, weekends and/or federal holidays, submit written notification at least two weeks in advance to the PHNSY&IMF Sponsor who will obtain approval from the respective PHNSY&IMF Department, Office and Shop Heads. Such notifications will include the company name, type of work to be performed, location of work, specific dates, and hours of work. The PHNSY&IMF Sponsor will also submit a request in writing to the Operations & Physical Security Branch (Code 1121) by Wednesday of each week, to add the contractor to the "Non-Duty Hours Contractor Access List" that is issued weekly. Emergency access for contractors not on the list will be authorized by the Security Officer (Code 1120) or Code 1121, upon verification with the PHNSY&IMF Sponsor.

j. Restrict employees/representatives to the work site and control travel directly to and from the work site.

7. The Pass and ID Office is located in Building 207 at Safeguard Street and Russell Avenue. Hours of operation are Monday through Friday (except for federal holidays) 0600 to 1400 hours, except on Wednesday, 0600 to 1230 hours. Contractors must be signed in 45 minutes before closing to receive service.

8. No vehicle will be permitted access to a work site in the CIA without a PHNSY&IMF CIA vehicle pass. The CIA vehicle passes are issued for limited purposes by the PHNSY&IMF Pass and ID Office and will not be issued without proof of vehicle registration. All vehicles are required to conform to PHNSY&IMF traffic regulations. The speed limit is 15 MPH in the CIA. Outside of the CIA, the speed limit is as posted or marked.

9. Only those contractor vehicles meeting all of the following criteria will be allowed to enter the CIA with the PHNSY&IMF CIA vehicle pass:

a. Vehicles must be registered to the company.

b. All contractor/commercial vehicles must be visually inspected prior to any entry into the CIA.

c. All vehicles must clearly display an authorized company sign or logo on both sides of the vehicles. The logo must be either painted on the vehicle; a decal or vinyl sticker; or a magnetic sign. Paper or cardboard signs are not authorized. Lettering of the logo must not be less than 2-1/2 inches in height and 1/4 inch wide.

d. Every vehicle entering the CIA will display the pass on the dashboard or visor (facing outward). The pass will be visible at all times while in the CIA.

e. Vehicle access to the CIA will only be allowed for transportation of contractors' heavy tools, parts, and materials to and from the work site. Contractor vehicles found parked in the CIA, not meeting the above criteria, will lose their CIA access privilege.

NOTE: Contractor vehicles will not be used solely to transport employees to the job site. Privately owned vehicles will not be allowed in the CIA.

10. Vehicles may enter and exit from gates located on Paul Hamilton Avenue, Monday through Friday, 0600 to 1800 hours or on Chosin Street, 24 hours, 7 days a week, including federal holidays. For access before 0630 and after 1500 hours, weekends, and holidays the contractors must comply with paragraph 6.i.

11. Parking is not permitted on any piers on any dry dock/waterfront areas. Contractors shall not park on or block the marked fire lanes at any time. Vehicles may stop on the piers of dry dock/waterfront areas for 15 minutes for loading or unloading. An exception may be made for vehicles that are part of the equipment needed to do the required work and are attached or connected to the pier or ship, i.e., a truck which uses a mounted generator, a vehicle with built-in equipment, etc. The exception request must be in writing and include justification. The contractor will send the request to Code 1120 via the GCA at least two weeks prior to the date the parking space is required. Emergency notifications to the Regional Dispatch Center (RDC) may be necessary if pier access is blocked. The following information is also required:

a. The license number of the vehicle(s).

b. The type and size of the vehicle(s) (pickup truck, crane, forklift, etc.)

c. Parking location.

d. Purpose and duration.

12. Parking for privately-owned vehicles is available:

a. In the "N" parking lot on Central Avenue and "D" parking lot on Paul Hamilton Avenue, located between South Avenue and Safeguard Street or;

b. In the "C" parking lot on Lake Erie Street and Central Avenue.

13. All vehicles are subject to search while entering, remaining in, or leaving the PHNSY&IMF and/or Joint Base Pearl Harbor Hickam (JBPHH) areas. A Property Pass (OP-7) or Bill of Lading issued and signed by the GCA must cover all government material being transported out of the CIA by contractors. Material found without a Property Pass will be confiscated and a police offense report issued.

14. Entry into shop, office or ship spaces covered by this contract will be subject to prior approval of the respective Department, Office and Shop Head or Ship's Commanding Officer. Contractors will coordinate action with the PHNSY&IMF Sponsor for obtaining entry approval.

15. Code 1120 will coordinate guard services on a reimbursable basis for contractors requiring guard services. The contractor must notify and obtain approval from Code 1120 via the GCA at least two weeks prior to the time guard services will be required. Notification in writing shall (include the purpose and number of hours guard services will be required. Funding must be submitted by the GCA to JBPHH prior to the requested service date.

16. Contractor personnel will not be permitted to enter PHNSY&IMF buildings, spaces, and areas not covered by this contract except on prior approval of the Department, Office, or Shop Heads having jurisdiction of the areas. Contractors will coordinate in advance with the PHNSY&IMF Sponsor to obtain entry approval.

17. If access is needed to the restricted CIA waterways for divers and boats, the PHNSY&IMF Sponsor must coordinate access controls with Code 1121 in advance. Code 1121 will then coordinate with the CIA security force (JB2) and the RDC.

a. Access onto the CIA piers requires all personnel have SACBs that allow unescorted access to the CIA (i.e. Green, Yellow or Red). An armed JBPHH officer at the debarking point must validate SACBs of all personnel prior to their stepping onto a CIA pier.

b. EVERY TIME personnel leave the CIA perimeter and re-enter the CIA by waterway, they must meet with an armed JBPHH officer and their badges checked prior to accessing the CIA.

c. Once work is completed for the day, the PHNSY&IMF Sponsor must notify Code 1121 and the RDC.

d. If working only in the waterways, personnel must be instructed to stay in the water or boat (i.e. do not tie up to or step onto a CIA pier) and advise Code 1121 prior to starting the work.

e. All emergencies that require personnel to come onto the CIA pier without CIA SACBs and/or advance notification require notification to the RDC. Once the personnel are safe they must stand by in the area, call the RDC at 911 and explain that they have come ashore in the Pearl Harbor Naval Complex CIA, and do not have authorization to be there. The notification must include if personnel require urgent medical treatment. The RDC will dispatch a JBPHH officer and paramedics, if applicable, to the location to address the situation and notify key personnel for action or instructions. The PHNSY&IMF Sponsor must make other notifications to appropriate (non-security) personnel, i.e., PHNSY&IMF Docking Officer, Harbor Control, etc.

18. Access to unclassified and classified U.S. Navy shipbuilding, conversion, or repair technology and related technical information manuals, documents, drawings, plans, specifications, etc., by the Contractor shall be restricted to an official need-to-know basis. This type of information shall be handled, controlled, and safeguarded to prevent oral, visual, and documentary disclosure to uncleared personnel, the public, to foreign sources, and to all personnel not having an official need-to-know. It

shall be returned to PHNSY&IMF upon completion of contracted work, except when the GCA grants specific retention authorization. In addition, contractor personnel will protect unclassified PHNSY&IMF critical information in accordance with OPSEC requirements, see reference (c).

19. **Photography is prohibited in PHNSY&IMF spaces and photographic equipment are prohibited in the CIA and sensitive areas.** When operationally required, a written request containing specific justification and details will be submitted to the Security Manager (Code 1120) via the GCA for consideration. If a PHNSY&IMF photographer is unable to take the photographs, authorization will only to be granted to the contractor if the contractor has a PHNSY&IMF Sponsor and is under continuous escort of a designated PHNSY&IMF employee. The designated escort shall be briefed by Code 1124. The escort will take the film or photographic media in his or her custody and turn it over to the PHNSY&IMF Sponsor. The PHNSY&IMF Sponsor will mark and control the photographs as "Controlled Unclassified Information" (formerly For Official Use Only) and prior to release from PHNSY&IMF's custody, route them in accordance with reference (a) for review and approval of a Distribution Statement.

20. **Portable Electronic Devices (PEDs**). PED is defined in reference (e) as a portable electric device having the capability to store, record, or transmit text, images, video, or audio data. Examples of PED include, but are not limited to: pagers, laptops, cellular telephones, radios, compact disc, cassette players, cassette recorders, portable digital assistants, audio devices, watches with input capability, reminder recorders and mobile devices.

a. PEDs are allowed in the CIA and Security Islands. However, unauthorized photography or videography remains strictly forbidden. No video phone calls (i.e. Facetime, WhatsApp, etc.). PED devices may have audio recording capability but this feature cannot be used in PHNSY&IMF spaces.

b. PEDs are prohibited within spaces authorized for processing classified information or within spaces where any classified discussion is taking place including CNIAs, NWAs, CAAs, RAAs and secured rooms.

c. All personnel with PEDs in PHNSY&IMF workspaces, whether personal (includes contractor-owned) or government-owned, are required to comply with references (d) and (e).

d. Violations will result in career-damaging security violations and the confiscation and sanitization of the PEDs. The only approved method of sanitizing most PEDs is physical destruction.

21. Ensure that yellow plastic material is not used for warning signs, covering material, etc.

22. Be responsible for control and security of all contractor-owned equipment and material at the work site. Report immediately, all missing/lost/stolen property to the JBPHH Security Detachment (phone 474-2222) as each case occurs.

23. Ensure that no material is stacked within ten (10) feet of the CIA perimeter. Remove from the work site, or secure, ladders or other such equipment, which could be used to climb the CIA perimeter fence. Ensure that no vehicles are parked within ten (10) feet of the CIA perimeter.

24. Provide written notification to Code 1120 via the GCA, two (2) weeks prior to actual start of work to allow for notification of the appropriate PHNSY&IMF departments, offices, and shops of the impact resulting from the contract work. Such notifications will include specific details such as work schedules (including actual start date for PHNSY&IMF entry), and impact statements concerning tasks to be done, e.g. specific parking spaces to be vacated, inclusive dates involved, traffic rerouting, changes to traffic and parking patterns, traffic/parking controls to be instituted by the contractor, barricades to be erected by the contractor, etc., along with sketches of the particular areas involved.

25. Two weeks prior to making any penetrations (i.e. tunneling under, cutting through a fence or building, etc.) in a restricted area (e.g. CIA fence line, CNIA or NWA) the contractor shall contact Code 1120 via the GCA to make arrangements for a security guard or other measures required to meet all security requirements. The cost for the security guard will be charged to the GCA.

26. Any exceptions to these security requirements must be coordinated with Code 1120.

APPENDIX (1)

DOCUMENTS ACCEPTABLE FOR PROOF OF U.S. CITIZENSHIP
(Original documents or certified copies)

1. U.S. BIRTH REGISTRATION CARD (with Registrar's raised seal and signature)

2. U.S. BIRTH CERTIFICATE (original with raised seal from one of the 50 states or outlying U.S. territories or U.S. possessions)

3. U.S. IMMIGRATION AND NATURALIZATION SERVICE NATURALIZATION CERTIFICATE (INS N-550/570)

4. DD FORM 1966 (U.S. citizenship documents sighted are listed and attested to by a recruiting official)

5. DELAYED BIRTH CERTIFICATE (Original with Registrar's seal and signature and cites secondary evidence)

6. HOSPITAL BIRTH CERTIFICATE (Original with authenticating raised seal or signature provided all vital information is given)

7. U.S. PASSPORT or U.S. PASSPORT CARD (Not expired)

8. U.S. IMMIGRATION AND NATURALIZATION SERVICE CERTIFICATE OF CITIZENSHIP (INS N-560/561)

9. FORM FS 240 – REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA/CONSULAR REPORT OF BIRTH

10. FORM FS 545 – CERTIFICATION OF BIRTH (Issued by U.S. Consulate)

11. FORM DS 1350 – DEPARTMENT OF STATE CERTIFICATION