

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 6/2720/12

I. Introduction:

The information provided below summarizes the procedures governing security and access controls for Naval Base Kitsap at Bremerton, Puget Sound Naval Shipyards (PSNS) Controlled Industrial Area (CIA), Naval Station Everett and Naval Base Kitsap at Bangor. Subcontractors are required to consider these policies when providing a quote. This list does not include all policies and procedures, but is an overview of the most common.

Subcontractors shall provide a point of contact (POC) for security and access issues, to Vigor Shipyards Navy Programs Security 10 days prior to the start of work. The POC will be identified by name, title, office phone number, to include extension, cellular phone number and email address. This POC will be responsible for requesting access and requesting the termination of access for the subcontractor's employees, the collection of entry credentials that are no longer needed and ensuring compliance with the following directives. The POC at Vigor Shipyards for access to military installations is Vigor Shipyards Navy Programs Security Administrator, Jacqueline Barton; she can be reached at 360.782.5215 (office), 206-330-3857 (cell) and by email at jacqueline.barton@vigorshipyards.com

Subcontractors will not request access for employees or vehicles prior to being issued a valid purchase order. Subcontractors requesting access to Naval Station Everett, Naval Base Kitsap at Bangor or Naval Base Kitsap at Bremerton (excluding the Puget Sound Naval Shipyard Controlled Industrial Area and pier access at Naval Station Everett) shall enroll their company with RAPIDGate and register each employee requiring access. The RAPIDGate badge with the appropriate credentials will provide access to the exterior gates of each of the installations. For more information with regards to RAPIDGate go www.rapidgate.com. If a company has not enrolled with RAPIDGate or an employee does not have a RAPIDGate badge for the installation then one of the following will be required to access the installations:

Naval Station Everett

To access the Main Gate or North Gate the following identification will be valid:

- Command Access Card (CAC)
- Retired Armed Forces Identification Card
- Active/Retired Dependent Identification Card
- ONE DAY PASS from the Visitor Control Center (GOVT escort required)
- 28 DAY TEMPORARY PASS for RAPIDGate registrant (proof of registration is required)
- NSE CO Sponsored Guests/VIPs credentials
- NSE issued Visitor BAVR with "V" (volunteers)
- GOVT issued credential (DLA, TWIC with bill of lading, Law Enforcement, Dept. of Energy, etc.)

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 06/27/2012

Subcontractors requesting access to Naval Station Everett wharf shall provide a list of employees on the form titled "Naval Station Everett, Naval Base Kitsap at Bangor or Naval Base Kitsap at Bremerton access request" (PDOC40).

Subcontractors requesting access to the Puget Sound Naval Shipyard Controlled Industrial Area shall provide a list of employees on the form titled "Puget Sound Naval Shipyard Controlled Industrial Area access request" (PDOC41).

These forms are located on the Vigor Shipyards Public web site at www.vigorindustrial.com under Marine Businesses, Vigor Shipyards, go to Supplier Resources and then to Supplier Documents These forms must be accurately and completely filled out and received at the Vigor Shipyards Navy Programs Security office six (6) days prior to the start of work. The Navy requires five (5) business days to process access requests. For example; if you submit an access request on a Tuesday the 5th of any month, the start date (and the earliest date the badge can be picked up will be Wednesday the 13th).

Proof of citizenship will be required at the Pass & ID office. The following are accepted documents for proof of citizenship:

- 1) Original or Certified Birth Certificate (not a copy) (must be state issued not hospital issued)
- 2) Un-expired Passport/Passport Card
- 3) Alien Registration Card
- 4) Enhanced Driver's License
- 5) Naturalization Papers
- 6) Statement of Birth Born Abroad

If showing document without a current photo; you must also present state issued photo ID (i.e. Driver's License or ID cards).

These identification documents need to be in the possession of your employees every time they go to pass & I.D. to receive access credentials.

Employment verification may also be required at the Pass & I.D. office to receive entry credentials. A properly executed I-9 form with original supporting I.D. will verify employment eligibility.

Foreign Nationals and some Felons (see section IV.) are not permitted to enter the CIA.

II. PDOC40 and PDOC41 Instructions

Please retrieve and review original documents, from the web site, each time access is requested. The reason for this is the Navy adds, modifies and rescinds its directives and instructions continuously. By always going to the source you will have the most up to date information. Access requests made utilizing outdated documents will not be processed. This policy is in place

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 06/27/12

to ensure compliance with the latest DoD directives outlined in PPOTC50. Do not become complacent and assume there have been no changes.

PDOC40 LESSONS LEARNED

1. Do not modify PDOC40.
2. Do not use all upper case letters; they take up too much space. e.g. Doe John NMN, San Diego, CA. etc...
3. On line 3 enter your company's full name, the military reservation and vessel you are requesting to access.
4. Enter employees in alphabetical order, form PDOC40 does not allow for sorting after the fact.
5. Gender will be indicated using "M" for male and "F" for female.
6. States will be abbreviated using the two letter postal code only: Florida – FL., Washington – WA.
7. Middle name does not mean middle initial. If an employee has no middle name enter "NMN", if an employee's middle name consists of only one letter enter "IO" signifying (initial only) after the letter.
8. Height is in inches only not feet nor feet and inches. e.g. 68 (not 6' 2", 68", or 68 inches)
9. The only acceptable hair and eye colors are on the drop down menu. Blue, purple and Pink hair colors are not recognized by the computer.
10. Follow format for date of birth (mm/dd/yyyy)
11. If born in USA; provide City and State only, **do not provide country**. If foreign born provide City and Country only. (Country not County)
12. Citizenship must be a country, not yes or no. For the United States use "USA" for any other country spell it out, do not use abbreviations.
13. A valid driver's license or state issued I.D. number must be submitted. The format is license or I.D. number followed by the two letter postal abbreviation for issuing state.
14. Home address – Physical addresses only. No P.O. Boxes.
15. Company point of contact, company phone number and email address will be for the person responsible for requesting access. It will also be the same for all employees listed on an access request, (This is for company contact not the employee).
16. Start and stop dates will be the same format as date of birth. These dates will reflect the scope of your work. Those requiring access on a longer term will contact Vigor Shipyards' Security Manager and provide justification.
17. The disclosure of this information is voluntary, however without this information it is unlikely access will be approved.

PDOC41 LESSONS LEARNED:

1. Do not modify PDOC41.
2. Do not use all upper case letters; they take up too much space. e.g. Doe John NMN, San Diego, CA etc....

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 06/27/12

3. Enter employees in alphabetical order, form PDOC41 does not allow for sorting after the fact.
4. States will be abbreviated using the two letter postal code only: Florida= FL, Washington=WA.
5. Middle name does not mean middle initial. If an employee has no middle name enter "NMN", if an employee's middle name consists of only one letter only enter "IO" signifying (initial only) after the letter.
6. Follow format for date of birth (mm/dd/yyyy).
7. If born in USA; provide City and State only, do not provide country. If foreign born provide City and Country only (Country not County).
8. Citizenship must be a country, not yes or no. For the United States use "USA" for any other country spell it out, do not use abbreviations.
9. Company point of contact, company phone number and email address will be for the person responsible for requesting access.
10. Start and stop dates will be entered in the same format as date of birth. These dates will reflect the scope of your work. Those requiring access on a longer term will contact Vigor Shipyards Navy Program Security Office and provide justification.
11. The disclosure of this information is voluntary; however without this information it is unlikely access will be approved.

II. Mandatory Employee Indoctrination

**THE SUBCONTRACTOR WILL REVIEW THE FOLLOWING WITH ALL
EMPLOYEES PRIOR TO ALLOWING THEM TO RECEIVE ENTRY CREDENTIALS**

NOTE: Upon submitting document PDOC40/PDOC41, the subcontractor is certifying the employees on the request have received the following information and this requirement is fulfilled.

ENTRY CREDENTIALS

Definition: Entry credentials are any documents issued by a proper authority to allow access to restricted areas. For our purposes entry credentials will be issued by the Navy for access to various naval installations. Entry credentials may take the form of a plastic card or paper document bearing some or all of the following; a photograph, personal information and an expiration date.

When your employee accepts an entry credential from a DoD installation, your employee agrees to the following:

1. The employee will safeguard the entry credential against theft, loss and improper use by maintaining it in their positive personal possession at all times. This means on their person or secured in their place of residence.

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 06/27/12

2. The employee will immediately (as soon as it is physically possible after the discovery) report the loss, theft or improper use of any entry credential to the proper authorities.

3. The proper authorities are Pass and I.D. during working hours.

Puget Sound Naval Shipyard: (360) 476-4882

Naval Base Kitsap at Bremerton: (360) 476-4882

Naval Station Everett: (425)304-3260, (425)304-3261, (425)304-3265

Naval Base Kitsap at Bangor: (360) 396-4665

Vigor Shipyards Security Administrator for Navy Programs after working hours: (206) 330-3857.

4. If, due to the nature of the loss of the entry credentials, you suspect an imminent threat to a naval asset exists, call 911.

5. At the time your employee(s) no longer require access, your employee(s) will surrender their entry credentials in one of the following manners only:

a. Personally hand it to a Pass & I.D. official at the Pass & I.D. office from which they received the I.D.

b. Personally hand it to the subcontractor's POC.

The subcontractor's POC will arrange the return of all entry credentials within three (3) business days, to the Pass & I.D. office that issued the credentials.

IV. STANDING ORDERS

1. In accordance with Naval Regulations and as directed by the Commanding Officer Puget Sound Naval Shipyard and IMF. Any employees currently on **Parole, Probation, or Work Release** must be screened and approved by the Commanding Officers Office prior to the subcontractor formally requesting access for said employee. The subcontractor's POC will provide Vigor Shipyards Navy Programs Security Administrator, Jacqueline Barton with the following information:

Employees full legal name

SSN

Date of Birth

Date of Sentencing

Specific crimes convicted of or pleaded

Court of Jurisdiction

Specific sentence

Corrections point of contact and phone number (Parole Officer, Probation Officer or Corrections Officer)

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 06/27/2012

The employee's situation will be kept as confidential as possible and adjudicated with PSNS Security.

The disclosure of this information is strictly voluntary, however without this information it is unlikely that access will be approved. Accepting access credentials in defiance of this Standing Order may result in revocation of any and all access privileges for an undetermined amount of time.

V. DEBARMENT

1. In accordance with Naval Regulations any employee that is currently debarred from entry onto a Naval Installation and attempts to obtain entry credentials for such may be prosecuted under Federal Law.
2. If an employee is unsure as to whether or not a previous debarment is currently in effect they need to contact the appropriate Pass & I.D. office **PRIOR TO** any access requests being submitted on their behalf.

VI. SECURITY VIOLATIONS

Unauthorized access to restricted areas

1. If you ever find yourself, for any reason, in an area you are not authorized to be in take the following actions.
 - a) If there is nobody in view or shouting distance exit the area exactly the way you entered.
 - b) Immediately notify your shift lead or supervisor of the circumstances surrounding your unauthorized entry.
- or-
- c) If there is someone in view or shouting distance get their attention, inform them of your error and request they escort you to the nearest exit. If they cannot escort you out of the area, exit the area exactly the way you entered.
 - d) Immediately notify your shift lead or supervisor of the circumstances surrounding your unauthorized entry.
 - e) Nothing stated above should be interpreted in a manner that would jeopardize your safety or the safety of others.

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 06/27/12

Prohibited activities:

1. The following practices are forbidden anywhere anytime.
 - a) Using your badge to grant access to another through a controlled entry point. (Piggybacking)
 - b) Allowing anyone to use your I.D. or access badge for any reason.
 - c) Allowing your I.D. or access badge to be out of your positive possession at any time. Positive possession means on your person or locked up and out of public view where only you have access to it.
 - d) Discussing, in public, the material condition of any Naval vessel or government installation or any component thereof.

Prohibited items:

1. The following items are forbidden within the Controlled Industrial Area (CIA) of PSNS anytime.
 - a) Guns, Knives, Explosives, or Weapons of any kind.
 - b) Cameras of any kind. (Cell phones with cameras will be confiscated without guarantee of return).
 - c) Black berries
 - d) I-Pods, I-Phones, and any other digital storage devices
 - e) Blue Tooth headsets
 - f) Recording devices of any kind
 - g) Hand held copiers
 - h) Radio Transmitters and transceivers
 - i) Radar detectors
 - j) Computer software and hardware – flash drives, Thumb drives, and any other digital storage devices

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 06/27/12

2. Penalties for non-compliance can range from confiscation of your personal property, debarment from entry onto Federal property to Federal prosecution. Severity of the penalty will be determined by the severity of the transgression.

VII. Vehicle Access to Naval Station Everett

1. Vehicle access to Naval Station Everett requires the driver to show a valid RAPIDGate badge. If the driver does not have a valid RAPIDGate badge they will need to show proof of citizenship along with a bill of lading or electronic delivery/work document or they must be escorted by a government qualified escort.
2. There is plenty of parking on base however some lots are a 15 minute walk from the piers.
Pier access is available on a case by case basis. Pier parking is severely limited but can be authorized when it is warranted. Pier access and pier parking will be requested, upon arrival, by your driver at the Pass & I.D. office. The driver will need to provide a Vigor Shipyards point of contact and phone number to the Master-at-Arms at Pass & I.D. for pier access.

VIII. Vehicle Access to Naval Base Kitsap at Bremerton (excluding PSNS CIA)

1. Vehicle access to Naval Base Kitsap at Bremerton (excluding the PSNS CIA) requires the driver show a valid RAPIDGate badge. If the driver does not have a valid RAPIDGate badge they will need to show proof of citizenship along with a bill of lading or electronic delivery/work document or they must be escorted by a government qualified escort.
Be advised there is no on base parking for contractor/subcontractor personally owned vehicles.

IX. Vehicle Access to Puget Sound Naval Shipyard

1. Vehicle access requests will be submitted at least five (5) business days prior to the need for access.
2. The vehicle must be registered to a company not an individual (No personally owned vehicles are allowed inside the CIA).
3. Legible copies of the vehicle registration must be emailed (scanned PDF format as an attachment to your vehicle request) to Vigor Shipyards Navy Programs Security Administrator, Jacqueline Barton at jacqueline.barton@vigorshipyards.com or faxed to 360.782.5200 (PDF format is preferred because most faxed registrations contain illegible fields.)

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 06/27/12

4. The vehicle request will be emailed to jacqueline.barton@vigorshipyards.com and will include the following:
 - a. Company name.
 - b. Time frame that access is being requested for.
 - c. Vehicle make, model and description.
 - d. Vehicle VIN.
 - e. Vehicle license plate number and state of issue.
 - f. Justification for access.
 - g. Type of pass requested. (Service, Lay down, Load/Unload).

5. Example:

The Widget Company requests access for the following vehicle(s) from 15/01/2008 through 31/03/2008.

1. Ford F-150 pick-up truck 2FDHF25H3TCA28363 WA. A67734S
(Load/Unload) This vehicle is required for the delivery and pickup of heavy equipment and materials.
2. Kenworth tanker truck 7HFHF64N5DHG76321 WA. 234876B
(Service) This vehicle is required to deliver fuel.

6. When requesting access for a tractor trail, submit only the information for the tractor.
7. Vehicles are not authorized to transport more than three (3) occupants (driver plus two (2) passengers) while inside the Controlled Industrial Area of PSNS. Any contractors caught transporting more than two (2) occupants may have all vehicle access rescinded and future vehicle access denied for an indeterminate period of time.

X. Access for Radio Transceivers (Walkie-Talkies)

1. Submit your request to jacqueline.barton@vigorshipyards.com on company letterhead at least three weeks prior to your need. Your request must contain the following information at a minimum:
 - a. Location of Use: NBK Bremerton to include the PSNS CIA.
 - b. Dates of requested operation:
 - c. Radio custodian: Name and cell phone number of employee responsible for issuing and tracking your transceivers.
 - d. Equipment manufacturer name(s):
 - e. Type or model name or number:
 - f. Emission type: AM or FM.
 - g. Number of transceivers to be used:
 - h. RF wattage output: be specific, if multiple wattages list all.
 - i. Radio frequencies: e.g. 156.9255 MHz , 156.4000MHz. List all frequencies.

**Security Instructions and Access Requirements
for Vigor Shipyards Subcontractors
Working at Puget Sound Naval Shipyard,
Naval Station Everett and Naval Base Kitsap, Bangor**

Revised 06/27/2012

j. Submit legible PDF copies of your FCC license.

XI. Access for Normally Prohibited Equipment

1. Access for prohibited equipment to the Puget Sound Naval Shipyard is tightly controlled. Subcontractors requiring access for any equipment capable of recording, transmitting and or storing an image or sound will contact Vigor Shipyards Security Manager for Navy Programs at least three (3) weeks prior to the need for access.
2. Such equipment includes but is not limited to;

Still cameras	Video cameras
Laptop Computers	Bore scopes
Digital or Tape recorders	Radio transceivers

XII. Responsibility

IGNORANCE OF THESE INSTRUCTIONS IS NO EXCUSE: ASK QUESTIONS

It is your responsibility to ask for clarification of information not understood or information not clear to you or your employees. Please contact Vigor Shipyards Navy Programs Security Office anytime at the numbers provided below.

Note to managers and supervisors:

Ensure your employees have Vigor Shipyards Security Administrator's contact information:

Jacqueline Barton
Security Administrator
Vigor Shipyards
Navy Programs
Email: jacqueline.barton@vigorshipyards.com
Office: 360-782-5215
Cell: 206-330-3857
Fax: 360-782-5200