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PSNS&IMF CONTRACTOR BADGING & ACCESS REQUIREMENTS

Ref: (a) CNIC M-5530.2
(b) NAVSEAINST 5510.2D
(c) PSNS&IMFINST 5530.1E

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). Rules concerning access to Naval Bases are regulated by Commander Naval Installations Command (CNIC) per reference (a). Access to the shipyard CIA is governed by Naval Sea Systems Command (NAVSEA) per references (b) and (c). It is the contractor's responsibility to check VCC for badges on a continuous basis and obtain them in a timely manner.

1.1 **NAVAL BASE KITSAP (NBK) BREMERTON ACCESS ONLY:** Contractor personnel shall comply with all current badging and security procedure requirements for gaining access to Department of Defense (DoD) Installations/Government Sites. Rules concerning access to Naval Bases are regulated by Commander Naval Installations Command (CNIC). Contractors with the following credential types may access general areas of the installation without needing assistance from Visitor Control Center (VCC), provided the credential is current (not expired) per ref (a):

a) Common Access Card (CAC)
b) Transportation Worker Identification Card (TWIC)
c) Government issued HSPD-12 PIV

1.1.1 For contractors that do not already possess one of the above credentials, access to Navy Installations or Sites may occur via receipt of a DBIDs/BAVR badge (either permanent or temporary) from the Visitor Control Center (VCC) in building 981 (Pass & ID). Minimum requirements for unescorted access are U.S. Citizenship and pass a National Crime Information Center (NCIC) check which will occur on the date of arrival. Coordinate requests for this credential via the Government sponsor. The following credentials can be used for identity proofing and U.S. Citizenship:

(a) Birth Certificate (along with U.S. Government or State-issued photo ID)
(b) U.S. Passport
(c) U.S. Passport Card
(d) U.S.-issued Certificate of Naturalization
(e) Enhanced Driver's License (only issued in certain states)

1.1.1.1 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.

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1.1.1.1.1 Requesting 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.

1.1.1.2 **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.

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.

1.1.1.2.1 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. The following are examples of disqualifiers for access:

1) Felony conviction within the last 10 years
2) Any conviction for a sexual crime or similar
3) Outstanding warrant(s)

1.1.1.2.2 The Contractor shall immediately collect employee DBIDS credentials, along with any other related DoD access credentials, and notify the Contracting Officer in writing when:

1) An employee has departed the company without having properly returned or surrendered their DBIDS credentials, and/or
2) There is a reasonable basis to conclude an employee/former employee might pose a risk, compromise, or threat to the safety or security of the installation or anyone therein.

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1.2 Delta Pier-Bremerton. Access to Delta Pier is restricted for workers with a specific need to provide maintenance or other related services to berthed vessels or the infrastructure. Coordinate access via the Government rep or sponsor and VCC. Delta Pier access is controlled by Naval Base Kitsap Bremerton.

1.3 Puget Sound Naval Shipyard & IMF Controlled Industrial Area (PSNS & IMF CIA). Access to the shipyard CIA is governed by Naval Sea Systems Command (NAVSEA) and PSNS refs (a) and (b). Contractors with work inside the CIA must meet requirements for installation access and CIA security rules. Unescorted access is only afforded to U.S. Citizens, or dual citizens with one being U.S., with valid work scheduled unless otherwise arranged with PSNS & IMF Security via the sponsor. Permanent Residents and Green Card holders are not U.S. Citizens for the purpose of installation access. Contractors must receive a NAVSEA badge for wear while inside the CIA, and have either a DBIDs/BAVR, issued via Bremerton VCC, or possess one of the credentials in paragraph 1.1 along with the NAVSEA badge.

(a) Access to the CIA is only authorized for the period of work not to exceed 365 days. Work extended beyond this limit will require a renewal request for access.

(b) Certain spaces may require additional coordination and escort. The Building Manager or Government Sponsor will need to submit for additional controls via PSNS Security in those cases.

(c) Valid security clearances, serviced by a worker's company, satisfy citizenship along with a photo ID. PSNS Security will verify clearance eligibility upon receipt of access requests. For contractors without a security clearance, one of the forms of citizenship in paragraph 1.1.1 listed above are required.

(d) It is the contractor's responsibility to check VCC for badges on a continuous basis, obtain them in a timely manner, and obtain changes and information from the VCC on a continual basis.

1.3.1 PSNS & IMF Classified/Sensitive Area Access. For contractors who require higher level access such as Nuclear Work Areas (NWA), Controlled Nuclear Information Areas (CNIA) areas or unescorted access to the propulsion plant spaces of nuclear propelled ships or submarines: The Contractor's Facility Security Officer (FSO) shall; (1) submit each individual's information into the Defense Information System for Security (DISS) Visit Request program with Security Management Office (SMO) number 002515, and (2) submit a completed DD254 (for red badges, block 10b must be checked), and 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. This is also required for any subcontract company assigned to work and requiring the same access. Additionally, a separate Visitor Access and Badge Request Form (PSNS&IMF Form 5512/127) must be submitted to the Contracting Officer's Security Officer.

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1.4 Requesting Access. The contractor shall prepare a Visitor Access and Badge Request 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 reginald.b.deriso.civ@us.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 Contractor's 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 Visitor Access and Badge Request Form 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 Visitor Access and Badge Request Form. 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 Visitor Access and Badge Request Form shall be made on an as needed basis. The C400 security office may be contacted at (360) 204-6288 for questions regarding visit request processing.

1.4.1 The list of personnel listed in the Visitor Access and Badge Request Form 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

1.5 Foreign-Owned, Controlled, or Influenced Companies (FOCI). U.S. citizens working for Foreign-Owned or Controlled Companies requiring access will be issued Green NAVSEA 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

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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.

1.6 Foreign Nationals. Foreign Nationals are only approved for access after an Immigration and Customs Enforcement Check (ICE), and/or a Foreign Visit Request (FVR) is conducted. These workers are limited to "Escort Required" white badges for CIA access and must be escorted by a PSNS employee or government space owner. An approved special security plan indicating the proposed visit locations and route to and from the location must be drafted by the sponsoring vessel or code and approved by NAVSEA via PSNS Security. This requirement adds ten days to the visit request process.

1.7 Picking up Badges. 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. Two proofs of citizenship are required. Acceptable proof of citizenship includes Original Birth Certificate (not a copy), and Current U.S. Passport or ID/driver's license (which may include an enhanced driver's license).

1.8 No Badge. 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 1.1.1 above.

1.9 Displaying Badges. Badges must be always displayed on the outermost garment above the waist. 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 Returning Badges. 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. 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 Access Problems / Security Concerns. Immediately notify the Contracting Officer's Security Officer and the COR of any access problems or security concerns.

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1.13 Vehicle 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 Automated Information System (AIS) Security Survey for Visitor Computer Equipment Form PSNS&IMF 5239/49 (Rev. 9-2020), approved by Code 109, on site always.

1.15 PORTABLE ELECTRONIC DEVICE (PED) POLICY. Contractor Employees shall adhere to PSNS&IMFINST 5239.6D PORTABLE ELECTRONIC DEVICE (PED) POLICY.

1.15.1 Personal laptop computers, tablets, and gaming devices 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 Naval Security Forces or PSNS & IMF Security Personnel.

1.15.2 Unmodified PEDs are permitted within PSNS & IMF-controlled areas that are not designated as NWAs, open storage classified areas, and CNIAs (e.g., mock-up areas). Although these devices are permitted in certain areas, use of these devices to take photographs, record video, live stream broadcast, videotelephony engagement, or record audio is prohibited.

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

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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: "reginald.b.deriso.civ@us.navy.mil."

2.3.1.3.4 VISIT INFORMATION: Under "Purpose of Visit," describe the 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 the 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", input the date you expect to pick up your badge.

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

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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 Defense Information System for Security (DISS) 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 Visitor Access and Badge Request Form (PSNS&IMF Form 5512/127) 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 Everett visits will be Danilo Canaria, Code 101, danilo.b.canaria.civ@us.navy.mil

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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.