

Attachment A

Security Requirements, Work Restrictions, Environmental Requirements, Lifting and Handling Requirements at Portsmouth Naval Shipyard, Kittery, ME

1. REFERENCES

1.1. The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only. Note: This is not an all inclusive list of publications and other references may be applicable.

1.2. GOVERNMENT STANDARDS

NAVAL FACILITIES ENGINEERING COMMAND

NAVFAC P-307-----Management of Weight Handling Equipment (June 2016)

(Copies available online at

http://www.navfac.navy.mil/navfac_worldwide/specialty_centers/ncc/about_us/resources/p307.html)

COMBINED FEDERAL REGULATIONS

21 CFR 1040.10 ----- Laser Products

(Copies available online at <http://www.gpo.gov/fdsys>)

U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1 ----- Safety and Health Requirements Manual (2014)

(Copies available online at <http://www.usace.army.mil/Safety-and-Occupational-Health/Safety-and-Health-Requirements-Manual/>)

1.3. NON-GOVERNMENT STANDARDS

AMERICAN NATIONAL STANDARDS INSTITUTE

ANSI Z136.1----- Safe Use of Lasers (2014)

(Copies available at <http://webstore.ansi.org/> or ANSI Attn: Customer Service Department, 25 W 43rd Street, 4th Floor, New York, NY 10036)

AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)

ASME B30.5----- Mobile and Locomotive Cranes (2014)

ASME B30.22 ----- Articulating Boom Cranes (2016)

(Copies available at <http://www.asme.org> or ASME, Information Central Orders/Inquiries, P.O. Box 2300, Fairfield, NJ 07007)

NATIONAL FIRE PROTECTION AGENCY

NFPA 10----- Standard for Portable Fire Extinguishers (2018)

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NFPA 51B----- Standard for Fire Prevention During Welding,
Cutting, and Other Hot Work (2014)

(Copies available at <http://www.nfpa.org> or NFPA, 1 Batterymarch Park, Quincy, MA 02169)

2. SECURITY REQUIREMENTS

2.1. ACCESS TO THE PORTSMOUTH NAVAL SHIPYARD

Access requires Defense Biometric Identification System (DBIDS) credentialing for contractors, visitors, vendors, and suppliers requiring access to Navy Installations. Additional information may be found at the Commander, Navy Installations Command website at <https://www.cnic.navy.mil/om/dbids.html>.

Obtain security badges and vehicle passes to enter the Portsmouth Naval Shipyard at Gate #1, Pass Office. Contractor must furnish proof that employees are U.S. citizens to obtain badges to enter the Shipyard.

Contractor personnel will be subject to vehicle inspection, and will have limited access to the installation. The Government will not be responsible for any cost or lost time associated with obtaining required passes or vehicle inspections incurred.

2.2. APPLICATION AND ISSUE OF SECURITY BADGES

Immediately report instances of lost or stolen badges to the Shipyard APOC.

Application for and use of badges will be as directed below.

A. Application for long-term base access in DBIDS: contractors, vendors or suppliers will be required to do the following:

1. The main company of the contractor, vendor or supplier needs to apply for access by completing DBIDS Access Application Form (Enclosure 1) and forward it to CNI_PNSDBIDS@navy.mil.
2. The company will be informed via e-mail if their application for participation in DBIDS was accepted or denied.
3. If approved, each employee will be required to fill out a SECNAV 5512 form (Enclosure 2) and bring that form and two forms of ID on the approved identification list (Enclosure 3) to the Pass and ID Office.
4. At the Pass and ID Office, select the "DBIDS" button at the kiosk for processing.

B. Application for One-Day Pass base access in DBIDS: contractors, vendors or suppliers will be required to do the following:

1. Send a visit request (Enclosure 4) to the Pass and ID Office at fax number 207-438-2669 or email to CNI_PNSDBIDS@navy.mil.
2. All visit requests must have a Shipyard sponsor. Contractors cannot sponsor anyone.

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3. Fill out SECNAV 5512 form (Enclosure 1) and bring that form and two forms of identification (ID) on the approved ID list (Enclosure 3) to the Pass and ID Office.
4. Once at the Pass and ID Office, select the "DBIDS" button at the kiosk for processing.

In the event the Contractor requires access to contract work areas not permitted by the level of security badge issued, such need shall be demonstrated and an escort obtained. The escort shall remain visible to the Contractor at all times within areas requiring escort.

Standard access control badges shall be attached to the upper outer garment and displayed at all times while on the Portsmouth Naval Shipyard.

Contractor personnel shall not enter areas for which they have not been cleared. Where a need has been demonstrated to enter such areas, contractor shall be under constant escort by personnel who have been cleared. Failure to adhere to posted security requirements may result in removal of the employee from the shipyard with future access denied.

2.3. APPLICATION AND ISSUE OF VEHICLE PASSES

Vehicle passes will be issued upon satisfactory proof of a valid Operator's License, Vehicle Insurance, and State Vehicle Registration. Temporary passes will be issued for short term or single trip requirements on a case basis. All vehicles permitted to enter or park on the Shipyard shall comply with Shipyard traffic and parking regulations and shall only park in assigned areas, which may or may not be in the vicinity of the site of the contract work. No vehicle shall be parked in such a manner that crane tracks, railroad tracks, or vehicle access routes are blocked. Vehicles left unattended which are blocking such access routes are subject to towing and loss of vehicle passes. Parking on the Shipyard may be in excess of one-half mile from the worksite.

2.3.1. APPLICATION AND ISSUE OF VEHICLE PASSES FOR ENTRY INTO CONTROLLED INDUSTRIAL AREAS (CIA)

Contractor vehicular access to the CIA will be minimized and all vehicles will comply with the following requirements:

Vehicles must visibly display a CIA vehicle entry pass and inspection pass from the Commercial Vehicle Inspection Station (CVIS), Building 386. CIA passes will only be issued to company owned, leased vehicles or rental vehicles rented in the company name. A current license, registration, security badge, and decal number or temporary vehicle pass is required for a CIA vehicle entry pass. Contractor's company name must appear on the registration and on the vehicle. CIA passes will be issued on weekends and holidays at Building 29, from the Watch Supervisor. Contractors not possessing the level security badge required for CIA access must be accompanied by a properly badge escort to obtain the CIA vehicle pass.

Vehicles must clearly display an authorized company sign or logo, in the form of an exterior mounted magnetic signs or painted identifications on both sides of the vehicle. Paper or cardboard signs are not authorized.

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Vehicles will only be allowed in the CIA for the transportation of contractor's tools, parts, and materials to and from the worksite.

Parking of privately-owned vehicles within the CIA is prohibited.

2.4. RETURN OF BADGES AND VEHICLE PASSES

Contractor shall ensure all vehicle access permits and personnel badges are returned to the Security Officer when the need has ended. Contractor shall account in writing for each missing pass or badge prior to final payment being made on the contract.

2.5. CONTRACTOR SECURITY RESPONSIBILITIES

Contractor employees shall not transport, drink, or have in their possession any alcoholic beverages. Possession of any controlled substances without a physician's prescription is also prohibited. Any contractor employee appearing to be under the influence of alcohol or narcotics will be apprehended by Shipyard Police, escorted off of the Shipyard, and turned over to the local Police Department.

Any vehicle found to contain controlled substances, including residue, may be seized and impounded. Within 24 hours of the work day following any vehicle seizure, the Shipyard Police will have determined whether forfeiture of the vehicle is required. If not, the vehicle will be returned to the owner or authorized agent. If the vehicle is determined to be appropriate for forfeiture, the Shipyard Legal Officer will notify the Drug Enforcement Administration of such seizure and impoundment, for initiation of forfeiture proceedings pursuant to Title 21, U.S. Code, Section 881. Such actions may be taken regardless of whether the owner/operator of the vehicle had knowledge of the presence of drugs in the vehicle. The Government may pursue criminal or other disciplinary actions pursuant to Title 18, U.S. Code, Section 1382.

Possession of firearms, ammunition and explosives is prohibited. In the event explosives are required for construction work, specific handling requirements and approvals shall be obtained from the Security Officer via the Shipyard Activity Point of Contact (APOC).

Cameras, video equipment, or similar photographic equipment shall not be introduced into nor removed from the Shipyard. In the event such equipment is required for performance of contract work, approvals shall be obtained from the Security Officer via the Shipyard APOC.

Laptop computers shall not be introduced into nor removed from the Shipyard without prior approval. If laptop computers are required to perform work, obtain approvals from the Security Officer via the Shipyard APOC.

Driver use of a hand-held cellular phone in a moving vehicle on the shipyard is prohibited. This prohibition does not include hands-free cellular phone devices. Hands-free devices include console/dash-mounted or otherwise secured cellular phones with integrated features such as voice-activation, speed dial, speakerphone or other similar technology for sending and receiving calls.

Driver use of any portable, personal listening device worn inside the aural canal, around or covering the driver's ear while operating a motor vehicle is prohibited. Listening devices include

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wired or wireless earphones and headphones (including blue tooth or similar technology), and do not include hearing aids or devices designed and required for hearing protection.

The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited.

The Contractor shall indoctrinate personnel on access limitations to ensure security control is maintained as an integral part of their work pattern and habit.

Contractor shall indoctrinate his personnel on escorting procedures and responsibilities. Contractor personnel acting as escorts for other Contractor personnel assume full responsibility for their actions. Escorts shall be within sight of the persons being escorted at all times.

Contractor is advised that any unescorted personnel found in security areas requiring a higher level clearance than the level represented by the badge displayed will be removed from the area with possible confiscation of security badges and vehicle passes.

3. WORK RESTRICTIONS

3.1. FACILITIES – Electricity, water, and toilet facilities required during installation will be provided by the receiving activity.

3.2. CONTRACTOR ACCESS AND USE OF PREMISES

Deliveries to Portsmouth Naval Shipyard are limited to 13 foot widths without prior approval. Notify the Shipyard APOC 30 calendar days in advance for any wide loads exceeding 13 feet.

Ensure that Contractor personnel employed on the Shipyard become familiar with and obey Shipyard regulations. Keep within the limits of the work and avenues of ingress and egress. Do not enter restricted areas unless required to do so and until cleared for such entry.

All Contractors' equipment shall be conspicuously marked for identification.

3.2.1. ON-SITE CONTRACTOR HOUSEKEEPING

The Contractor shall be responsible for removal of debris from the installation site. This shall include all packing and packaging materials including crates, pallets, and skids.

3.3. RADIOLOGICAL INDOCTRINATION

All Contractors are required to view a 15 minute video briefing on radiological postings and controls in use at the Portsmouth Naval Shipyard. The briefing will be given at the Pass Office prior to issue of security badges and vehicle passes.

Any Contractor employee, who disregards, alters, moves, or otherwise tampers with a radiological posting, or who disobeys a radiological instruction, may be removed from the Portsmouth Naval Shipyard and denied future access.

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3.4. PHOTOGRAPHY/RECORDING

Contractor personnel are prohibited from having photographic equipment (including cell phones and watches capable of taking pictures), tape recorders, zip drives, personal electronic management devices, or other recording devices in their possession while inside the Government Controlled Industrial Area (CIA).

3.5. LASER CONTROL

Contractor shall comply with laser safety requirements under 21 CFR 1040.10 and ANSI Z136.1 for any work under this contract utilizing lasers.

3.6. FIRE PREVENTION

Contractor shall familiarize and require all their employees to become familiar with fire prevention regulations within the Shipyard to include the proper method of turning in a fire alarm, storage of flammable and combustible materials and control of combustible waste and trash. Any HOT WORK (welding, burning, grinding, cutting, etc.) requires a HOT WORK PERMIT prior to commencing such work. This permit is obtained from the Shipyard Fire Department via the Shipyard APOC.

3.7. HOT WORK

Submit and obtain a written permit prior to performing "Hot Work" (welding, burning, cutting, grinding) or operating any flame or spark producing devices, from the Portsmouth Naval Shipyard Fire Department. Prior to requesting permit from the Fire Department, an inspection checklist shall be reviewed and signed by the Shipyard's Authorized Representative. The signed checklist shall be provided to the Fire Department when requesting a Hot Work Permit. The Fire Department will not issue a Hot Work Permit unless the signed checklist is presented. CONTRACTORS ARE REQUIRED TO MEET ALL CRITERIA BEFORE A PERMIT IS ISSUED. The Contractor will provide at least two (2) twenty (20) pound 4A:20 BC rated extinguishers for normal "Hot Work". All extinguishers shall be current inspection tagged, approved safety pin and tamper resistant seal. It is also mandatory to have a designated FIRE WATCH for any "Hot Work" done at this activity. The Fire Watch shall be trained in accordance with NFPA 51B and remain on-site for a minimum of 30 minutes after completion of the task or as specified on the hot work permit. When starting work in the facility, require personnel to familiarize themselves with the location of the nearest fire alarm boxes and place in memory the emergency Fire Department phone number 207-438-2333. ANY FIRE, NO MATTER HOW SMALL, SHALL BE REPORTED TO 207-438-2333 IMMEDIATELY.

3.8. SMOKING POLICY

Smoking is prohibited except those areas specifically identified as smoking areas (e.g., smoking shelters).

3.9. DAMAGE REPORTS

In all instances where Government property and/or equipment are damaged by Contractor's employees, or if any accident involving a Contractor or Government owned crane occurs, a full

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report of the fact and extent of such damage shall be submitted to the Shipyard APOC within 24 hours of occurrence and the Contractor shall be held liable for the damage

3.10. EMERGENCY MEDICAL CARE

The Shipyard Fire Department provides emergency medical treatment and ambulance transport to the nearest medical facility outside the Shipyard. If a level of care is required that the Shipyard Fire Department cannot provide, or an outside ambulance called by the Shipyard Fire Department is needed, then the individual requiring care is responsible for any costs incurred.

3.11. ACCIDENT REPORTING

Contractor shall maintain an accurate record of and shall report to the Shipyard APOC in the manner and on the forms prescribed, exposure data and all accidents resulting in death, trauma, or occupational disease. All accidents must be reported to the Shipyard APOC within 24 hours of their occurrence.

3.12. MECHANIZED EQUIPMENT

- a. Proof of qualifications for operator shall be kept on the project site for review.
- b. Manufacturer specifications or owner's manual for the equipment shall be on-site and reviewed for additional safety precautions or requirements that are sometimes not identified by OSHA or USACE EM 385-1-1.

3.13. UTILITY CUTOVERS AND INTERRUPTIONS

Conform to procedures required in the scope of work

Ensure that new utility lines are complete, except for the connection, before interrupting existing service.

Interruption to Water, Sanitary Sewer, Storm Sewer, Telephone Service, Electric Service, Air Conditioning, Heating, Fire Alarm, Compressed Air, and other utilities shall be considered utility cutovers.

Operation of Station Utilities: The Contractor shall not operate nor disturb the setting of control devices in the station utilities system, including water, sewer, electrical, and steam services. The Government will operate the control devices as required for normal conduct of the work.

4. ENVIRONMENTAL REQUIREMENTS

4.1. HAZARDOUS MATERIAL USE

All hazardous material must receive approval prior to being brought onto the job site or prior to any other use in connection with this contract. Allow a minimum of ten (10) working days for processing of the request for use of a hazardous material.

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4.2. OIL AND HAZARDOUS SUBSTANCE SPILLS

Contractor shall report all spills and leaks of oil or other hazardous substances (e.g., oil, antifreeze, chemicals, etc.) occurring during the performance of this contract immediately upon discovery, regardless of the quantity. Call 207-438-2333 to report the spill.

The Government reserves the right to clean up, package and dispose of Contractor spills occurring on the Shipyard, and to bill such costs to the Contractor. A determination will be made following inspection of the spill site as to whether packaging and cleanup will be performed by the Government, or whether the Contractor will be allowed to perform the cleanup.

4.3. ABRASIVE BLASTING AND SPRAY PAINTING

Open abrasive blasting and spray painting (except aerosol can spray painting) are not allowed. Abrasive blasting and spray painting must take place in containment. Emissions from the containment must vent through bag houses or air filters.

5. LIFTING AND HANDLING REQUIREMENTS

5.1. ALLOWABLE SURFACE LOADS

Loads transferred to soils and pavements shall be minimized to a maximum of 3000 pounds per square foot, by placement of cribbing or steel pads under rubber-tired crane outriggers and trailer stanchions/sand shoes, or by placement of mats under treads of crawler cranes. Visually inspect areas adjacent to cribbing or plates and report any unusual bituminous pavement surface conditions, irregularities, or cracking to the Shipyard. Contact the Shipyard APOC for the maximum surface loads for concrete pier facilities.

Outriggers of rubber-tired cranes shall be landed on two layers of timbers of appropriate thickness, oriented at right angles to each other, or landed on properly designed steel pads. Treads of crawler cranes shall run on appropriate mats. Use and design of cribbing, plates and mats shall be in a manner consistent with general construction industry standards.

Position loads that will remain on trailers detached from tractors to attain a distribution of 65 percent to rear axles and 35 percent to front support stanchions/sand shoes. For example, assuming an 83000 pound maximum gross weight and a soil bearing pressure of 3000 pounds per square foot, the required support under each sand shoe would be 2.5 feet x 2.5 feet. Accordingly, two tiers of timber cribbing at right angles, each 2.5 feet x 2.5 feet x 4 inches, or a properly designed 2.5 feet x 2.5 feet steel pad would be utilized under each trailer stanchion/ sand shoe.

5.2. WEIGHT HANDLING EQUIPMENT IAW NAVFAC P307

a. Equip cranes and derricks as specified in USACE EM 385-1-1..

b. Notify the Shipyard APOC 15 days in advance of any cranes entering the activity so that necessary quality assurance spot checks can be coordinated. Prior to cranes entering federal activities, per NAVFAC P307 a Crane Access Permit must be obtained from the Shipyard. Contractor's operator shall remain with the crane during the spot check.

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- c. Comply with the crane manufacturer's specifications and limitations for erection and operation of cranes and hoists used in support of the work. Perform erection under the supervision of a designated person as defined in ASME B30.5. Perform all testing in accordance with the manufacturer's recommended procedures.
- d. Comply with ASME B30.5 for mobile cranes.
- e. Under no circumstance shall a Contractor make a lift at or above 75% of the cranes rated capacity in any configuration.
- f. When operating in the vicinity of overhead transmission lines, operators and riggers shall be alert to this special hazard and follow the requirements of USACE EM 385-1-1 section 11 and ASME B30.5 or ASME B30.22 as applicable.
- g. Do not crane suspended personnel work platforms (baskets) unless the Contractor proves that using any other access to the work location would provide a greater hazard to the workers or is impossible. Do not lift personnel with a line hoist or friction crane.
- h. Inspect, maintain, and recharge portable fire extinguishers as specified in NFPA 10, Standard for Portable Fire Extinguishers.
- i. All employees must keep clear of loads about to be lifted and of suspended loads.
- j. Use cribbing when performing lifts on outriggers.
- k. The crane hook/block must be positioned directly over the load. Side loading of the crane is prohibited.
- l. A physical barricade must be positioned to prevent personnel from entering the counterweight swing (tail swing) area of the crane.
- m. Certification records which include the date of inspection, signature of the person performing the inspection, and the serial number or other identifier of the crane that was inspected shall always be available for review by Shipyard personnel.
- n. Written reports listing the load test procedures used along with any repairs or alterations performed on the crane shall be available for review by Shipyard personnel.
- o. Certify that all crane operators have been trained in proper use of all safety devices (e.g. anti-two block devices).
- p. Take steps to ensure that wind speed does not contribute to loss of control of the load during lifting operations. Prior to conducting lifting operations set a maximum wind speed at which a crane can be safely operated based on the equipment being used, the load being lifted, experience of operators and riggers, and hazards on the work site. This maximum wind speed determination shall be included as part of the activity hazard analysis plan for that operation.

5.3. WORK ADJACENT TO OVERHEAD CRANES

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Provide a minimum clearance of three (3) inches between the highest point of the crane and the lowest overhead obstruction. For buildings where truss sag becomes a factor, increase the clearance as necessary to maintain the minimum required clearance.

The clearance between the end of the crane and the building columns, knee braces or any other obstructions shall not be less than two (2) inches with the crane centered on the runway rails. Pipes, conduits, etc. shall not reduce this clearance.

The clearance beneath a bridge crane is to be at least three (3) inches. This clearance is not applicable to the hook block unless it is in its up most position.

The Contractor shall notify the Government to verify that crane clearance has been maintained when the work performed may have changed any physical dimensions of objects or structures adjacent to the crane (e.g., changing or servicing lighting fixtures/pendant assemblies, removal and reinstallation of pipes, conduits, junction boxes, etc.). If the crane is not available (e.g., undergoing maintenance, inspection, etc.), the Contractor shall verify crane clearance by taking measurements using reference points (e.g., vertical and horizontal distance from the top of crane rail with respect to the crane envelope, vertical distance from the floor with respect to the crane envelope, etc.)

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DBIDS ACCESS REQUEST FORM (NAVSHIPYD PTSMH 5500)	
1. FIRST NAME:	
2. LAST NAME:	
3. COMPANY NAME:	
4. TITLE:	
5. PHONE NUMBER:	
DBIDS INFORMATION:	
ARE YOU THE PRIMARY DBIDS COMPANY:	
DO YOU SUB TO A GC: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes who:	
COMPANY INFORMATION:	
COMPANY NAME:	
COMPANY ADDRESS:	
COMPANY PHONE NUMBER:	
PRIMARY POINT OF CONTACT:	
FACILITY: <i>PORTSMOUTH NAVAL SHIPYARD</i>	
ACCESS TIMEFRAME REQUIRED: : <input type="checkbox"/> 0600-1800, <input type="checkbox"/> 1400-2300, <input type="checkbox"/> 24/7	
SPONSOR INFORMATION (MUST BE SHIPYARD PERSONNEL):	
SPONSOR ORGANIZATION:	
SPONSOR OR NAME:	
SPONSOR PHONE NUMBER:	
SPONSOR TITLE:	
SPONSOR EMAIL ADDRESS:	
CONFIRM SPONSOR EMAIL ADDRESS:	
CONTRACT NUMBER:	
CONTRACT EXPIRATION DATE:	
NUMBER OF EMPLOYEE REGISTERING AT THIS FACILITY:	

All applications will be submitted to CNI_PNSDBIDS@navy.mil
If you have any questions please contact CAPT Capozzi at 207-438-2147.

Enclosure 1

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DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION					
PRIVACY ACT STATEMENT: <small>AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security; Marine Corps Order 5530.14A, Marine Corps Physical Security Program Manual; and E.O. 9397 (SBN), as amended, SORN NM06612-2. PURPOSE(S): To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled Information, Installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/national security areas of responsibility and information; to issue badges, replace lost badges, and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel. ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility. DISCLOSURE: Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.</small>					
IDENTITY PROOFING AND APPLICANT INFORMATION					
1. LAST NAME:	2. FIRST NAME:	3. MIDDLE NAME:	4. NAME SUFFIX: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV		
5. HISPANIC OR LATINO (Check one): <input type="checkbox"/> YES <input type="checkbox"/> NO	6. RACE (Check one or more): <input type="checkbox"/> WHITE <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKIN NATIVE <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER				
7. GENDER (Check one): <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	8. DATE OF BIRTH:	9. CITY OF BIRTH:	10. STATE OF BIRTH:	11. BIRTH COUNTRY:	
12. US CITIZEN (Check): <input type="checkbox"/> YES <input type="checkbox"/> NO	13. DUAL CITIZENSHIP: <input type="checkbox"/> YES <input type="checkbox"/> NO CITIZENSHIP IF OTHER THAN US (Country) :				
U.S. Citizen Minimum Documentation Required: By Birth - Social Security No and/or State ID/Drivers License. Naturalized - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security No and/or State ID/Drivers License. Derived - Parent's certification number, Social Security No and/or State ID/Drivers License.					
Alien Minimum Documentation Required: Registration Number, Expiration date, Date of entry, Port of entry.					
14. IDENTITY SOURCE DOCUMENTS PRESENTED:	15. DOCUMENT NUMBER:	16. ISSUED BY STATE/COURT:	17. ISSUED BY COUNTRY:	18. ISSUED:	19. EXPIRES:
<input type="checkbox"/> Social Security No.			United States		
<input type="checkbox"/> State ID/Drivers License			United States		
<input type="checkbox"/> Passport No.					
<input type="checkbox"/> Certification Number and Petition Number					
<input type="checkbox"/> Derived - Parent's Certification Number:			United States		
<input type="checkbox"/> Alien Registration No.			United States		
		Date of Entry:	Port of Entry:		
OTHER APPROVED IDENTITY SOURCE DOCUMENTS:					
<input type="checkbox"/>					
<input type="checkbox"/>					
20. WEIGHT (Pounds):	21. HEIGHT (Inches):	22. HAIR COLOR (Check one): <input type="checkbox"/> Blond <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Auburn <input type="checkbox"/> Bald		23. EYE COLOR (Check one): <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Violet <input type="checkbox"/> Unknown	
24. HOME ADDRESS (Include city, state, zip code):				HOME PHONE (Include Area Code):	
25. BASE SPONSOR'S NAME:				SPONSOR PHONE (Include Area Code):	
EMPLOYMENT ACTIVITY INFORMATION					
26. EMPLOYER NAME AND ADDRESS (Include city/state/zip code):				EMPLOYER PHONE (Include Area Code):	
27. SUPERVISOR NAME AND ADDRESS (Include city/state/zip code):				SUPERVISOR PHONE (Include Area Code):	

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28. Check the applicable box for WORK HOURS box or check the OTHER box and enter the work hours, then check the applicable for WORK DAYS: WORK HOURS: <input type="checkbox"/> 0600-1800 <input type="checkbox"/> 0800-1700 <input type="checkbox"/> OTHER _____ WORK DAYS: <input type="checkbox"/> SN <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> ST			
PRIOR FELONY CONVICTIONS			
29. Have you ever been convicted of a Felony? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Initial			
REQUIREMENT TO RETURN LOCAL POPULATION ID CARD			
30. I understand that I am required to return my Local Population Identification Card to the Base Pass Office when it expires or if my employment is terminated for any reason. _____ (Initial)			
AUTHORIZATION AND RELEASE AND CERTIFICATION			
31. I hereby authorize the DOD/DON and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS). I have been notified of DON right to perform minimal vetting and fitness determination as a condition of access to DON installation/facilities. I understand that I may request a record identifier; the source of the record and that I may obtain records from the State Law Enforcement Office as may be available to me under the law. I also understand that this information will be treated as privileged and confidential information. I release any individual, including records custodians, any component of the U.S. Government or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance, or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me. FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS. BEFORE SIGNING THIS FORM, REVIEW IT CAREFULLY TO MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND CORRECTLY. I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE AND CORRECT DATE _____ SIGNATURE _____			
FINAL DETERMINATION ON YOUR ACCESS: The Base Commanding Officer has final authority for determination on granting physical access to DON controlled installations/facilities under his/her jurisdiction.			

BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDENTITY PROOFING and NCIC CHECK			
32. INFORMATION VERIFIED BY:	33. ENTERED IN C/S SYSTEM BY:	34. PASS ISSUE DATE:	35. PASS EXPIRATION DATE:
36. NCIC CHECK PERFORMED BY:	37. RESULTS OF NCIC CHECK: <input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER: _____	38. RESULTS OF LOCAL RECORDS CHECK: <input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER: _____	

Office of Under Secretary of Defense Directive-Type Memorandum (DTM) 08-012, "Interim Policy Guidance for DoD Physical Access Control," December 8, 2008. DTM 08-012 requires that DoD installation government representatives query the National Crime Information Center (NCIC) and Terrorist Screening Database to vet the claimed identity and to determine the fitness of non-federal government and non-DoD-issued card holders (i.e. visitors) who are requesting unescorted access to a DoD installation. The minimum criteria to determine the fitness of a visitor is: 1) not on a terrorist watch list; 2) not on a DoD installation debarment list; and 3) not on a FBI National Criminal Information Center (NCIC) felony wants and warrants list. Additionally, SECNAV Memo, Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy, of 7 Oct 08 and OPNAVINST 1752.3 established the Navy's policy on sex offenders, requiring Region Commanders (REGCOMs) and Installation Commanding Officers (COs) to prohibit sex offender access to DoN facilities and Navy owned, leased or PPV housing. This form describes the authority and purpose to collect and share the required information; and identifies the applicant/visitor and sponsor; and authorizes the DoD to perform the minimum vetting and fitness determination criteria. A favorable response on the vetting and fitness determination is required to receive access to DOD-controlled installation/facilities.

Enclosure 2

Attachment A

Security Requirements, Work Restrictions, Environmental Requirements, Lifting and Handling Requirements at Portsmouth Naval Shipyard, Kittery, ME

OMB 0703-0061 Exp. 31 Mar 2017

Instruction for completing the Local Population Access Registration Form

INSTRUCTIONS: Please complete all information in black ink (printed) or by typing. By voluntarily providing your Personal Information, you agree to the following terms and restrictions:

RESTRICTIONS: Local Population Identification Card/Base Access Pass may only be used by person to whom they are issued and for the specific business/purpose issued. Applicants are reminded that soliciting (i.e., door-to-door sales) is prohibited on the base, and that such activity is grounds for cancellation of the Pass. Additionally, such action may result in debarment from the base and legal action. The Base Commanding Officer has discretion over specifying the period of validity for any Local Population ID Cards/Base Access Passes that are issued under his/her jurisdiction. Review the Privacy At Statement that is printed at the top of the form

<p>Block 1: Enter the Last Name. Block 2: Enter the First Name. Block 3: Enter the Middle Name. Block 4: If applicable, check the box for Name Suffix. Block 5: Check the applicable box for Hispanic or Latino. Block 6: Check the applicable box for Race. Block 7: Check the applicable box for Gender. Block 8: Enter Date of Birth. Block 9: Enter City of Birth. Block 10: Enter State of Birth. Block 11: Enter Country of Birth. Block 12: Check the applicable box for US Citizenship. Block 13: If not a US Citizen, enter the name of the Country of Citizenship. Block 14: Two forms of identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identity proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present. Block 15: Enter the Document Number located on the Identity Proofing Source document that was checked in Block 14. Block 16: Enter the State that issued the Identity Source Document. Block 17: Enter the Country that issued the Identity Source Document.</p>	<p>Block 18: Enter the Date that the Identity Source Document was issued. Block 19: Enter the Date that the Identity Source Document will expire. Block 20: Enter Weight in pounds. Block 21: Enter Height in inches. Block 22: Check the applicable box for Hair Color. Block 23: Check the applicable box for Eye Color. Block 24: Enter Home Address including City, State, Zip Code, and Home Telephone Number. Block 25: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone Number. Block 26: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number. Block 27: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number. Block 28: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days. Block 28: Check the applicable answer if you have been convicted of Felony and enter Initials. Block 29: Check the applicable box for felony conviction. Block 30: Enter initials to accept terms for returning Local Population Identification Card. Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.</p>
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LIST OF ACCEPTABLE DOCUMENTS - All documents must not be expired.

Must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A - Documents that Establish Identity and Employment Authorization	OR	List B - Documents that Establish Identity	AND	List C - Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card. 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551). 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. 4. Employment Authorization Document that contains a photograph (Form I-766). 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign Passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or limitations identified on form. 6. Passport from the Federal States of Micronesia (FSM) or the Republic of the Marshall Islands (RM) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and FSM or RM. 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 3. School ID card with a photograph 4. Voter's registration card. 5. U.S. Military card or draft record. 6. Military dependent's ID card. 7. U.S. Coast Guard Merchant Mariner Card. 8. Native American tribal document. 9. Driver's license issued by a Canadian government authority. <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card. 11. Clinic, doctor, or hospital record. 12. Day-care or nursery school record. 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION. (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION. 2. Certification of Birth Abroad issued by the Department of State (Form FS-545). 3. Certification of Birth issued by the Department of State (Form DS-1360). 4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal. 5. Native American tribal document. 6. U.S. Citizen ID Card (Form I-197). 7. Identification Card for Use of Resident Citizen in the United States (Form I-179). 8. Employment authorization document issued by the Department of Homeland Security. 		

The remainder of the form will be completed by the Base Registrar Person conducting Identify Proofing process and NCIC check.

AGENCY DISCLOSURE STATEMENT:

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 OMB 0703-0061. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN COMPLETED FORM TO THE ABOVE ADDRESS.
 Completed form should be submitted to the Base Registrar.

Attachment A

Security Requirements, Work Restrictions, Environmental Requirements, Lifting and Handling Requirements at Portsmouth Naval Shipyard, Kittery, ME

Documents that Establish Identity
1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status: (a) Foreign passport; and (b) Form I-94 or Form I-94A has the following: (1) Bearing the same name as the passport; and (2) An endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Driver's license or ID card issued by a RealID Act compliant state or outlying possession of the U.S., provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address. Licenses or IDs possessing "NOT APPLICABLE FOR FEDERAL PURPOSES" will not be accepted.
7. State-issued Enhanced Driver's licenses
8. Driver's license issued by the U.S. Department of State
9. Border Crossing Card (From DSP-150)
10. Identification card issued by Federal, State, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.
11. Veteran Health Identification Card (VHIC) issued by the Department of Veterans Affairs
12. Department of Homeland Security "Trusted Traveler" Cards (Global Entry, NEXUS, SENTRI, FAST)
13. U.S. Certificate of Naturalization or Certificate of Citizenship (Form N-550)
14. School identification card with a photograph
15. Persons under the age of 18 who are unable to present a document listed above may present one of the below documents. (a) School record or report card (b) Day care or nursery school record (c) Birth certificate (original or certified copy)
16. Native American Tribal Photo ID cards
17. U.S. Coast Guard Merchant Mariner Credential (MMC) or Merchant Mariner's Documents (MMD)
18. Other documents that may be provide for identity proofing purposes, but must be accompanied by a second form of ID with photograph and biographical information. a. Social Security Number card b. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the U.S. bearing an official seal. c. Certification of birth Abroad issued by the U.S. Department of State (Form FS-545) d. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350) e. Voter's Registration Card

Attachment A

Security Requirements, Work Restrictions, Environmental Requirements, Lifting and Handling Requirements at Portsmouth Naval Shipyard, Kittery, ME

LOCAL VISITOR REQUEST FORM

To: Pass & ID Office, Building 384
(Completed form may be faxed to 207-438-2669)
CNI_PNSDBIDS@NAVY.MIL

Visit Start Date: _____
Visit End Date: _____

From: Shop/Code/Org: _____

Is this a Classified Visit? YES _____ NO _____ Is this an Escorted Visit? YES _____ No _____
(Classified Visit: Submit through JPAS to SMO 39040 or official letterhead attached with clearance information)

Company or Organization Name: _____

Purpose and Location of Visit (Bldg): _____

VISITOR(S) INFORMATION: (Additional typed/written page is authorized for multiple visitors)

NAME: Last, First, Middle Initial	US Citizen (Yes or No)	State of Residence	If NOT Escorted: SSN/DATE OF BIRTH
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Requirements (Check as appropriate): Questions? Contact your Shipyard Visit Sponsor

Camera Permit: Yes _____ No _____ Laptop/PDA Permit Yes _____ No _____
Access to U-NNPI Yes _____ No _____ Shipboard Access Yes _____ No _____

PNS Sponsor (POC): (printed name) _____ Phone: _____

Signature: _____ Date: _____

Internal Control Use Only

Route to: 1710 _____ 1730 _____ Visit Request Serial No.

NAVSEA SACB Required/COLOR: _____ Escort Required (Y/N) _____

Escort (s) Briefing: Yes _____ No _____ Date: _____

Reviewed by: _____ Date: _____ Approved: _____ (Check)

PRIVACY ACT STATEMENT

Title 5 USC §301 authorizes collection of the information contained in this form. The primary use of this information is to adjudicate access to Portsmouth Naval Shipyard, its facilities and to maintain visit statistics. The Blanket Routine Uses that appears at the beginning of the Navy's compilation of systems of records notices applies to this form. Executive Order 9397 (22 Nov 1943) as amended by Executive Order 13478 (18 Nov 2008), authorizes use of the Social Security Number (SSN) to distinguish individuals. Further, Department of Defense Instruction 1000.30 (12 Apr 2012) is also applicable. Furnishing your SSN#, as well as other data, is strictly voluntary. However, failure to do so may result in denying your request.

Form PTSMH 5521/1 (REV 11 OCT 2012)

ALL OTHER FORMS ARE OBSOLETE