

NATIONAL STEEL AND SHIPBUILDING COMPANY

ACCESS CONTROL PROCEDURES

In accordance with NASSCO's access control plan, each prospective subcontractor must agree to comply with the following procedures:

- I. Each company is required to verify the citizenship status of each employee. Employees claiming to be U. S. citizens must be verified by the sighting one of the acceptable documents (ref. NISPOM paragraph 2-207) indicated below:
 - A. **Birth Certificate**. Birth certificates must contain the raised, impressed, or multicolor seal of the registrar's office. All documents submitted as evidence of birth in the U.S. shall be original or certified documents.
 - B. **Certificate of Naturalization**
 - C. If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following is acceptable evidence:
 - (1) A **Certificate of Citizenship** issued by the Immigration and Naturalization Service (INS); or
 - (2) A **Report of Birth Abroad of a Citizen of the United States of America (form FS-240)**; or
 - (3) A **Certificate of Birth (Form FS-545 or DS-1350)**.
 - D. A **U.S. Passport** (current or expired)
 - E. A **Record of Military Processing - Armed Forces of the United States (DD Form 1966)**, provided it reflects U.S. citizenship.
- II. Each subcontractor shall conduct a check of each employee and certify that no employee who is not of "good standing and repute" is assigned to work on the awarded job. For this requirement, the definition of good standing and repute will exclude the following:
 - A. Any person on parole or probation for a felony.
 - B. Any person separated from the military under other than honorable conditions within the past ten years. All discharges other than dishonorable are subject to a review by NASSCO which may make them eligible to work.

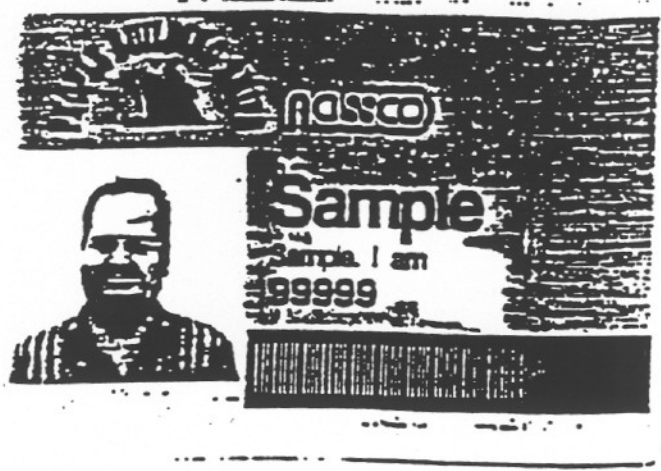
- III. Each employee must possess a photo identification card issued by his/her employer. The card must have a distinguishing feature to identify U.S. citizens from non- U.S. citizens. NASSCO will affix a color coded decal to each subcontractor identification card authorizing access to the facility for the specified period.

Advanced arrangements must be made with NASSCO's Security Office for any subcontractors who cannot issue company ID cards to its employees.

- IV. Identification cards must be worn on the outer garment and be visible at all times while in the shipyard.
- V. Each subcontractor must submit to NASSCO's Security Office a visit letter on their company letterhead. The visit letter will include the following information on each employee:
- A. Name - Last, First, Middle
 - B. Social Security Number
 - C. Employee's Job Title
 - D. Citizenship - If employee is U.S. Naturalized or a legal alien, the document number must be included, i.e.,
 - USA Naturalized (certificate number) or Mexico (alien registration number)
 - E. Date of Birth
 - F. Place of Birth - must include city, and state or country.
 - G. Level of Security Clearance (if working on a classified contract)

Employee names are to be listed in alphabetical order. If work will require access aboard a Navy Vessel, the original and three copies of the visit letter must be submitted. Otherwise, only the original request is necessary.

- VI. The cover sheet must include a statement certifying "the citizenship status for each employee as indicated on the visit letter is correct according to documentation sighted."
- VII. A photocopy sample of the company's identification card with any necessary description must be included with the visit letter (see attached sample).
- VIII. Because of time needed to forward boarding lists to Navy Vessels, subcontractors should plan to provide their visit/boarding lists to NASSCO Security at least four days before start of work.



CARD LIGHT BLUE IN COLOR
 WATERMARK FLAG INDICATES
 U.S. CITIZEN



CARD LIGHT BLUE IN COLOR .
 PLAIN CARD INDICATES NON U.S.
 CITIZEN OR NON VERIFIED U.S.
 CITIZEN

1. THE IDENTIFICATION CARD IS VALID WHEN PROPERLY SIGNED ONLY FOR THE PERSON TO WHOM ISSUED AND MUST BE SHOWN ON DEMAND UPON ENTERING OR LEAVING THE PREMISES AND WHENEVER THE HOLDER IS ON NASSCO PROPERTY.
2. THE LOSS OR MUTILATION OF THIS CARD MUST BE IMMEDIATELY REPORTED TO THE PLANT SECURITY OFFICE. IF LOST OR MUTILATED, A CHARGE OF FIVE DOLLARS WILL BE MADE FOR ITS REPLACEMENT. THE CARD MUST BE RETURNED TO THE COMPANY UPON TERMINATION OF EMPLOYMENT.
1. BORROWING OR LENDING OF ID CARD WILL SUBJECT THE OFFENDER TO DISMISSAL.

IF LOST AND FOUND, PLEASE MAIL POSTAGE FREE TO:
 P.O. BOX 8227 SAN DIEGO, CA. 92186-8278

BACK OF CARD WHITE IN COLOR

[Empty rectangular box for signature]

EMPLOYEE SIGNATURE
 PROPERTY OF NATIONAL STEEL & SHIPBUILDING