# Terms, Conditions, and Security Rules for Ingalls Shipbuilding

Welcome to Ingalls Shipbuilding!

It is our mission to provide a secure workplace and to achieve that goal requires a team effort. This form is intended to provide to you guidance on the security policies and procedures that must be followed to access any Ingalls Shipbuilding facility. Please read this document carefully!

We hope you enjoy your time here.

# Eligibility For Unescorted Access

## Background Checks and Citizenship Status

All personnel granted unescorted access at Ingalls Shipbuilding are subject to a positively adjudicated background investigation (BI) prior to being granted such access. To provide a safer and more secure workplace and to assist in the acquisition of the most suitably qualified personnel, background investigations (BIs) must be performed for the following individuals:

* Self-employed independent personal services personnel, directly contracted to perform services for HII, requiring unescorted badges and given standard and continuing unescorted access to company facilities.
* Contract labor, consultant, and service supplier personnel receiving long-term visitor badges and given standard and continuing unescorted access to company facilities.

This requirement does not apply to the following categories of visitors:

* Persons under the age of 18.
* U.S. government personnel who are badged as long-term visitors at HII facilities, e.g., DCMA, DCAA, etc.
* Foreign government customer staff.
* Program team associates, both prime and sub, and program contractor personnel determined to hold a current U.S. government security clearance.
* Certain visitors who are determined to hold a current U.S. government security clearance.

All vendors, subcontractors, consultants and service suppliers must use the HII corporate award supplier, which is currently General Information Services (GIS), to conduct background checks. GIS, using backgroundchecks.com, has partnered with HII to provide our vendors, subcontractors, consultants and service suppliers a fast and easy way to achieve compliance with our background screening requirements.

A new background investigation is a requirement for all unescorted badged visitors every three (3) years, and following any break in service in excess of 90 days, to re-verify criminal and DMV checks.

Contract labor providers, service suppliers, and consultant employers who request access for their employees, and self-employed independent personnel services personnel who request access for themselves, are required to:

* Retain copies of BIs and make available for verification by Ingalls Shipbuilding, upon request, and
* Perform a check on each employee using e-Verify and provide a copy of the certificate to Ingalls Shipbuilding to confirm action complete, and
* Provide a copy of the certificate from Backgroundchecks.Com for each employee requesting unescorted access, and
* Certify in writing to Ingalls Shipbuilding that it has performed a BI that meets the scope and other requirements of this form SSF J8953 and that the investigation disclosed no adverse information regarding the candidate in question, or
* Consult with the Ingalls Shipbuilding manager of the functional area being supported, who will consult with site Security and cognizant human resources personnel at Ingalls to determine if adverse information is disqualifying, or
* Withdraw the candidate from assignment to HII and Ingalls Shipbuilding.

**Note:** *Unescorted access to Ingalls Shipbuilding will not be granted to individuals who are not U.S. citizens or lawful permanent residents (i.e., “green card” holders).*

To register and set up your account to start ordering background investigations, please visit the HII VendorSAFE landing page at <https://www.backgroundchecks.com/solutions/huntington>.

## Compliance and Auditing

Ingalls Shipbuilding has the right to audit its suppliers for compliance with these requirements. If a supplier is determined to be non-compliant with these terms regarding background checks:

* Any cost incurred by Ingalls Shipbuilding to conduct an audit and monitor any corrective actions (such cost stipulated to be $500) for each BI determined to be non-compliant shall be deducted from any accounts payable to the supplier.
* All supplier employees for whom the background checks were determined to be non-compliant shall have their Ingalls Shipbuilding badges revoked until such time as the background checks are complete and compliant.

## Account Set-Up Process

### Account Registration

HII suppliers/vendors will register for an online account via a dedicated landing page to ensure compliance with HII’s screening requirements.

* The landing page includes additional information regarding products, pricing, and specific HII program requirements.
	+ A credit card is required to complete online account registration.
	+ Backgroundchecks.com sends a welcome email sent to the HII supplier/vendor upon successful account registration. The email will include the MVR application.
		- Email sent same day during normal business hours M-F, 7:30am-5:30pm.
		- Motor Vehicle Record (MVR) access is subject to approval, which may take up to two business days to complete.
* Backgroundchecks.com provides 24/7 account access to order the pre‐bundled “**Standard HII Contractor Screening Package**” required for HII’s basic screening.
* Should you need Professional Credentials Verifications, they are included in the “**Advanced HII Contractor Screening Package.**”
* When screening individuals who have lived, worked or gone to school outside the United States anytime during the past 10 years, you must verify those periods using the “**International HII Contractor Screening Package.**”

### Credentialing

* As a federally-regulated consumer reporting agency, backgroundchecks.com has a duty to re‐confirm that your business is a legitimate business ordering background reports for employment purposes.
* With a goal of minimizing the burden of this procedure for companies that HII has already identified as its ongoing business partners, backgroundchecks.com performs most of these tasks using publicly available information. Backgroundchecks.com may need additional information, which it will request by email.

### Motor Vehicle Record Access Approval Process

* The HII supplier must return completed application along with all required documents via fax to 800‐835‐ 2979 or email to approval@backgroundchecks.com. Omission of any required information or documentation may delay approval and product access.
* Some states require additional documentation prior to access approval. State‐specific forms are included in pages 8‐23 of the MVR application.
* MVR access will be approved and activated within two business days from receipt of the completed application.

### Placing Orders

* The required package will be available for order once MVR access is approved. Backgroundchecks.com will promptly inform the HII supplier/vendor of approval by telephone and email.
* Backgroundchecks.com will schedule a live training session to provide assistance with placing an initial order and a complete overview of all account features such as accounting, report management, and user management.

# Prohibited and Restricted Items

## Prohibited Items

The following specific items are prohibited on HII premises except when explicitly required for the performance of a contract:

* Weapons and ammunition of all types, except for law enforcement, military, or authorized security personnel.
* Explosive and incendiary devices, except those associated with or necessary for contractual work on military or similar articles.
* Alcoholic beverages.
* Illegal drugs and other controlled substances not legally authorized for the holder.

Any person that brings or attempts to bring a prohibited item on HII premises will be subject to a security report and potential disciplinary action. After the report information has been gathered by HII, the visitor typically may leave the site and return after they have removed the prohibited item.

Any person that brings or attempts to bring a firearm on HII premises shall be immediately suspended and subject to permanent exclusion from all HII premises.

## Restricted Items

Use of the types of items listed below is restricted on HII premises. Possession of these items on HII premises is only permitted on the condition that they are not used in any manner that violates the security limitations described in this form SSF J8953 or specific additional requirements in force at a particular site. Individuals’ managers are responsible for ensuring that the use of personal items, where allowed, is not abused and does not interfere with the conduct of business:

* Personal cameras, including still and video, digital and film.
* Cell phones, all features.
* Personal laptop computers; palmtop computers; and PDAs, such as Blackberry devices.
* Electronic and optical recordable media of all types.
* Sound recording devices of all types.

This list is not all-inclusive.

### Limitations on Use

Personal cameras of all types: Individuals are strictly prohibited from photographing on HII premises without prior written approval of the visitor’s Ingalls Shipbuilding host, and Ingalls Shipbuilding Site Security. Approval considerations must include export compliance implications.

Cell phones, both personal and company-owned must not be used to:

* Take digital photos
* Record sound
* Conduct telephonic conversations in areas where proprietary information is being discussed, and in no case where classified national security information is being discussed.

Personal laptop computers, palmtop computers, and PDAs must not be:

* Connected via wire or wireless means to, or synchronized with, any HII computer system or network without prior written approval of the visitor’s Ingalls Shipbuilding host, Site Security, and HII Information Security. Request and approval considerations must include export compliance implications.
* Used to process HII information without prior written approval/coordination of the Ingalls Shipbuilding host, Site Security and HII Information Security. Request and approval considerations must include export compliance implications.

Personal recordable electronic and optical media must not be used:

* On any company computer system
* To store company information

Personal sound recording devices of all types must not be used to record on HII premises without prior written approval of the visitor’s Ingalls Shipbuilding host, and Site Security.

Personal devices capable of radio frequency (RF), infrared (IR) or other wireless mode of transmission, such as but not limited to, laptop computers, palmtop computers, and PDAs, may not be used for wireless connectivity with any company information systems.

# Company Access

Entrance to any Ingalls Shipbuilding facility requires an authorized HII or Ingalls Shipbuilding badge issued by Ingalls Shipbuilding security.

Badges must be worn in plain sight on the left side of the body, between the shoulder and waist while on HII premises. The only exception to this policy is when wearing the badge creates a risk of injury to persons or equipment.

Badges shall be displayed to the Security Officer, receptionist, or admitting employee when entering any HII facility.

Badges must be removed upon leaving HII premises.

Badges shall be surrendered to security or members of Ingalls Shipbuilding management upon request.

## Type of Badges

There are two type of badges issued to non-Ingalls employees who work on Ingalls Shipbuilding property; semi-permanent or “hard badges,” and temporary or “soft badges.”

### Semi-Permanent Badges

Hard badges are issued to long term visitors/suppliers that perform their work at an Ingalls Shipbuilding facility, or frequently are required to visit these sites. To acquire a hard badge, security will verify the personal identity and citizenship status of the individual requesting the badge. Please bring adequate identification and proof of citizenship status, if necessary, with you.

Security will also verify that an active contract is in place, and that the proper insurance information is on file. See your contracting representative for more information about this.

### Temporary Badges

Soft badges are issued to most visitors/suppliers that visit an Ingalls Shipbuilding facility. Security will verify the personal identity and citizenship status of the individual requesting the badge. Please bring adequate identification and proof of citizenship status, if necessary, with you.

Temporary badges include the name of the person the badge is issued to and an expiration date. Typically these badges are issued for no longer than one week.

# Entry and Exit Inspections

All persons entering or leaving an Ingalls Shipbuilding facility are subject to an inspection of their person, any/all of their personal belonging and their vehicle. You are required to cooperate with security personnel during such inspections.

Vehicles parked on the property of Ingalls Shipbuilding are subject to inspection at any time.

## Property Passes

When you wish to take personal or company tools, packages, or property from the facility, you must obtain the required pass from authorized supervision. See your Ingalls Shipbuilding host or Supply Chain Management point of contact for more information.

Property detected during an exit inspection that is not accompanied by a property pass shall be assumed to be HII property and subject to seizure.

# Traffic and Parking

All personnel on HII / Ingalls Shipbuilding premises are required to observe all parking procedures and traffic regulations.

Ingalls Shipbuilding is not responsible for theft or damage to vehicles while on HII premises.

Violations of parking and/or traffic procedures may result in vehicle towing or the placement of a disabling lock on the wheels. Any towing costs are at the owner’s expense.

## Pedestrian Traffic

Pedestrians are required to cross all roadways using the crosswalks.

Running is prohibited.

## Vehicle Speed Limits

### Production Areas

Within the production areas the maximum speed limit is 15 MPH, but this limit is only allowed in specifically posted areas.

The default speed limit for the production area is 5 MPH.

During specifically designated time periods, driving of any kind of vehicle is prohibited within the production areas.

The following schedule identifies the **no drive periods**:

Monday through Friday

5:30-6:00 AM and 2:30-2:45 PM.

Vehicle or bicycle use during that time will constitute a serious violation.

### Non-Production Areas

On all property owned or controlled by Ingalls Shipbuilding the maximum speed limit is 25 MPH miles per hour.

Where signs post a lower speed limit, the sign supersedes this document.

Within parking areas, the speed limit is 5 MPH.

All speed limits will be rigidly enforced at all times. Security officers may use radar technology to detect and enforce these limits.

## Vehicle Parking

### Production Areas

The Main Gate security post is the primary access control point through which all vehicles must pass.

During normal first shift hours (0600-1430 hrs), only those vehicles with a valid drive-in pass are permitted to drive into the production area. The drive-in pass must be presented to the security officer at the main gate.

Park only in clearly marked, and non-reserved, parking spaces. Parking violations in the production area will be rigorously enforced and offending vehicles towed at the owner’s expense.

#### Drive-In Passes

Permanent Drive-In Passes are issued in limited numbers.

Contractor vehicles are those owned and insured by a contractor, subcontractor, or supplier/vendor that is permanently marked (magnetic is not authorized) with the company name or logo.

Suppliers that have a compelling business need (e.g., bringing in large equipment or tools on a regular basis) can be authorized a Permanent Drive-In pass for the duration of their contract or specific need, as authorized. A Permanent Drive-In Pass will be issued to the vehicle and will include the company name and vehicle description.

The following requirements apply:

* Request the pass through your designated Ingalls Shipbuilding subcontract administrator.
* Proof of vehicle insurance is required annually. Suppliers/Vendors must submit a Certificate of Insurance that complies with the required insurance coverage and limits. Contact your contracts representative for more information.
* Provide valid driver’s license.

Temporary Drive-In Passes will be issued by the Plant Protection Shift Captain or designee on an as needed basis to pick up or deliver equipment to a ship under construction or the main shipyard facility.

Temporary drive-in passes will be valid for up to thirty (30) day and renewed as needed. In order to receive a temporary drive-in pass, the Shift Captain or designee will meet with the driver requesting the temporary drive-in pass and inspect the vehicle to determine if the temporary drive-in pass is required. The following criterion applies:

* The driver is in possession of a valid Ingalls Shipbuilding temporary or semi-permanent visitor badge
* The driver has a valid driver’s license
* The driver has a valid insurance certificate for the vehicle
* The equipment being brought in or picked up cannot be hand carried because of its size or weight.

Foreign Nationals are not allowed to drive into the facilities unless authorized by the U.S. Navy Supervisor of Shipbuilding – Gulf Coast and properly escorted (e.g., truck drivers only).

Temporary Drive-In Passes will be issued at the following times:

Monday-Friday

6:30AM-10:00AM

1:00PM-3:00PM

2nd and 3rd Shift will be issued as needed throughout the shift.

### Non-Production Areas

Ingalls Shipbuilding enforces all state and municipal parking and traffic codes, as well as those additional items that are posted through the facility on signs.

Many of the parking lots in the non-production areas are unimproved (unpaved, unpainted, etc.) but possess parking bumpers that define the proper position and angle of vehicle placement.

Parking violations include, but are not limited to:

* Parking contrary to the design of the bumpers,
* Parking in a lane past the last bumper (stacking),
* Parking in a driving lane,
* Parking in a designated parking space without prominently displaying parking credentials authorizing parking in that space,
* Parking in any manner that:
	+ Blocks access by emergency vehicles
	+ Blocks another vehicle from entering or leaving a parking space or parking lot
	+ Blocks production or a production area

# PROTECTION OF PROPRIETARY INFORMATION

 “Proprietary Information” means any document, data, or other media prepared or produced by HII or any of its divisions and subsidiaries, including Ingalls Shipbuilding, that contains a proprietary legend, stamp or other marking. One example of a proprietary legend commonly used by Ingalls Shipbuilding is “HII Proprietary” or similar wording.

Each supplier organization and its personnel working on-site at any Ingalls Shipbuilding facility agrees to keep confidential and not to disclose to any other person any Proprietary Information that it receives from Ingalls Shipbuilding in connection with the performance of its work. When access to Proprietary Information is necessary for any supplier employee to perform his or her work for Ingalls Shipbuilding, the supplier organization further agrees that its employees will use the Proprietary Information only for purposes necessary for performing its work, and will destroy or return to Ingalls Shipbuilding any copies of the Proprietary Information when the work is complete.

If a supplier organization or any of its personnel are unintentionally exposed to or come across Proprietary Information while on-site at an Ingalls Shipbuilding facility, they will hold such information in confidence. To the extent the Proprietary Information is in the form of documents or other tangible media, supplier personnel finding it will contact Ingalls Shipbuilding security personnel for further instructions on proper disposition.

Upon discovery by a supplier organization that it has inadvertently or accidentally disclosed Proprietary Information, it will promptly notify Ingalls Shipbuilding and take all reasonable steps to retrieve such disclosed Proprietary Information and to cease and prevent any further disclosure of the Proprietary Information. When this form SSF J8953 is incorporated by reference into any purchase order issued by HII/Ingalls Shipbuilding, the recipient of the purchase order hereby agrees that money damages would not be a sufficient remedy for any unauthorized disclosure of Proprietary Information, and that HII shall be entitled to equitable relief as a remedy for any such unauthorized disclosure.

# EMERGENCIES PROCEDURES

Evacuation routes and assembly areas are posted in every Ingalls Shipbuilding business location. In the event of an evacuation, report to the assembly area. If you are part of a group of visitors or suppliers, establish accountability and report your findings to the assembly area leader.

# SECURITY VIOLATIONS

All personnel on HII premises have a responsibility to report any actual, suspected, or potential violations of these procedures. Report all security violations to: (228) 925-3273.

# SECURITY POINTS OF CONTACT

Director of Security – (228) 935-8639

Site Security Manager – (228) 935-4178

Facility Security Officer – (228) 935-4420

Visitor Control Center – (228) 935-2360/8446

Security Operations – (228) 935-5120