
USACE / NAVFAC / AFCEA / NASA UFGS-01 14 00 (May 2011)

Preparing Activity: NAVFAC Superseding
UFGS-01 14 00 (July 2007)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated April 2011

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SECTION 01 14 00

WORK RESTRICTIONS

05/11

NOTE: This guide specification covers the
requirements for work and site restrictions.

Adhere to UFC 1-300-02 Unified Facilities Guide
Specifications (UFGS) Format Standard when editing
this guide specification or preparing new project
specification sections. Edit this guide
specification for project specific requirements by
adding, deleting, or revising text. For bracketed
items, choose applicable items(s) or insert
appropriate information.

Remove information and requirements not required in
respective project, whether or not brackets are
present.

Comments, suggestions and recommended changes for
this guide specification are welcome and should be
submitted as a Criteria Change Request (CCR).

This guide specification includes tailoring options
for EFD and EFA regional requirements. Selection or
deselection of a tailoring option will include or
exclude that option in the section, but editing the
resulting section to fit the project is still
required.

PART 1 GENERAL

[1.1 DEFINITIONS

1.1.1 State

"State" when used in reference to states of the United States shall also
include the Territory of Guam.

] [1.2 SUBMITTALS

NOTE: Use for PACNAVFACENGCOM projects only.

NOTE: Review submittal description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project. Submittals should be kept to the minimum required for adequate quality control.

A "G" following a submittal item indicates that the submittal requires Government approval. Some submittals are already marked with a "G". Only delete an existing "G" if the submittal item is not complex and can be reviewed through the Contractor's Quality Control system. Only add a "G" if the submittal is sufficiently important or complex in context of the project.

For submittals requiring Government approval on Army projects, a code of up to three characters within the submittal tags may be used following the "G" designation to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy, Air Force, and NASA projects.

Choose the first bracketed item for Navy, Air Force and NASA projects, or choose the second bracketed item for Army projects.

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are [for Contractor Quality Control approval.][for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Visit Request for Pearl harbor Naval Shipyard Form (PHNSY 14ND-SYD-5512/28) [; G] [; G, [____]]

Completed Special Access Determination (NAVSEA 5510/15) [; G] [; G, [____]]

Pier parking authorization [; G] [; G, [____]]

Government guard services [; G] [; G, [____]]

Meal Signature Record Book (MSRB) [; G] [; G, [____]]

Dining and lodging requirements [; G] [; G, [____]]

Housing plan[; G][; G, [____]]
Medical plan[; G][; G, [____]]
Contractor regulations[; G][; G, [____]]
Transportation of personnel, materials, and equipment[; G][; G, [____]]
Purchase orders[; G][; G, [____]]
List of Contact Personnel[; G][; G, [____]]
Personnel List[; G][; G, [____]]
Vehicle List[; G][; G, [____]]
Statement of Acknowledgement Form SF 1413[; G][; G, [____]]

] [1.3 SPECIAL SCHEDULING REQUIREMENTS

NOTE: If there are special requirements, use those
portions of the following paragraph which apply to
the project.

- a. [____] shall be ready for operation as approved by Contracting Officer before work is started on [____] which would interfere with normal operation.
- b. Have materials, equipment, and personnel required to perform the work at the site prior to the commencement of the work. Specific items of work to which this requirement applies include:
 - (1) [____]
 - (2) [____]
- c. The [____] will remain in operation during the entire construction period. The Contractor shall conduct his operations so as to cause the least possible interference with normal operations of the activity.
- d. Permission to interrupt any Activity roads, railroads, and/or utility service shall be requested in writing a minimum of [15] [____] calendar days prior to the desired date of interruption.
- [e. The work under this contract requires special attention to the scheduling and conduct of the work in connection with existing operations. Identify on the construction schedule each factor which constitutes a potential interruption to operations.

The following conditions apply:

- (1) [____]
- (2) [____]

]1.4 CONTRACTOR ACCESS AND USE OF PREMISES

1.4.1 Activity Regulations

NOTE: Include the first bracketed sentence for projects at MCBH Kaneohe Bay.

Ensure that Contractor personnel employed on the Activity become familiar with and obey Activity regulations including safety, fire, traffic and security regulations. Keep within the limits of the work and avenues of ingress and egress. [Ingress and egress of Contractor vehicles at the Activity is limited to the H-3 gate.] [To minimize traffic congestion, delivery of materials shall be outside of peak traffic hours (6:30 to 8:00 a.m. and 3:30 to 5:00 p.m.) unless otherwise approved by the Contracting Officer.] Wear hard hats in designated areas. Do not enter any restricted areas unless required to do so and until cleared for such entry. The Contractor's equipment shall be conspicuously marked for identification.

1.4.1.1 Subcontractors and Personnel Contacts

Furnish a list of contact personnel of the Contractor and subcontractors including addresses and telephone numbers for use in the event of an emergency. As changes occur and additional information becomes available, correct and change the information contained in previous lists.

1.4.1.2 Identification Badges and Installation Access

NOTE: Contractor will have the option of participating in NCACS, which will be available Navy-wide in Marianas and CONUS locations, including Hawaii, or by obtaining one-day passes. Edit installation-specific paragraphs in this section accordingly. Do not use this paragraph at OCONUS locations, unless NCACS is available at that location.

When issuance of identification badges involves some time consuming process, identify process in bracketed blank space provided in following paragraph

Application for and use of badges will be as directed. Obtain access to the installation by participating in the Navy Commercial Access Control System (NCACS), or by obtaining passes each day from the Base Pass and Identification Office. Costs for obtaining passes through the NCACS are the responsibility of the Contractor. One-day passes, issued through the Base Pass and Identification Office, will be furnished without charge. Furnish a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting badges. This form is available at <http://www.uscis.gov/portal/site/uscis> by searching or selecting Employment Verification (Form I-9) [_____] Immediately report instances of lost or stolen badges to the Contracting Officer.

- a. NCACS Program: NCACS is a voluntary program in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, 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. 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 NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON). Information on costs and requirements to participate and enroll in NCACS is available at <http://www.rapidgate.com/vendors/how-to-enroll> or by calling 1-877-727-4342. Contractors should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. Any time invested, or price(s) paid, for obtaining NCACS credentials will not be compensated in any way or approved as a direct cost of any contract with the Department of the Navy.

b. One-Day Passes: Participation in the NCACS is not mandatory, and if the Contractor chooses to not participate, the Contractor's personnel will have to obtain daily passes, be subject to daily mandatory 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 daily passes or added vehicle inspections incurred by non-participants in the NCACS.

1.4.1.3 Additional Badge Requirements - NAS Patuxent River

**NOTE: Use the following paragraph for projects at
the Naval Air Station, Patuxent River, MD.**

[Identification badges will be issued to the Contractor and his employees in accordance with the Naval Air Station Security Regulations. A copy of the security regulations may be obtained from the security office. All badges must be returned or accounted for to the department of Public Safety's Pass and Identification Office upon expiration of the badge or contract, or termination of the employee.]

[1.4.1.4 Employee List

**NOTE: Include this paragraph for projects at Naval
Air Station, Patuxent River , Maryland.**

The Contractor shall provide to the Contracting officer, in writing, the names of two designated representatives authorized to request personnel and vehicle passes for employees and subcontractor's employees prior to commencement of work under this contract. The Contractor shall adhere to the requirements of "Important Clarifications - Contractors - How to Gain Access," dated 31 October 1995, in obtaining access to the Naval Air Station complex for the life of the contract. A copy of these requirements will be provided at the preconstruction meeting.

] 1.4.1.5 Personnel Entry Approval

NOTE: Include this paragraph for projects at Naval
Air Station, Patuxent River, MD.

Failure to obtain entry approval will not affect the contract price or time of completion.

] 1.4.1.6 FISC Pearl Harbor Safety/Security Policy

NOTE: Include this paragraph for projects at FISC
Pearl Harbor.

Non-FISC personnel requiring access to FISC property shall check in at the Fuel Department, FISC Operations Division, B1757 1st deck, at the beginning and end of each work day. Keys to Fuel Facilities will be issued daily between the hours of 6:30 a.m. and 4:00 p.m. Keys must be returned by 7:00 p.m. the same day. An after-hours drop box is located outside B1757.

At the end of each workday, update the check-in board in the FISC Operations Division and provide information as follows for the next workday:

- a. Contract name or number
- b. Name of person responsible for work crew(s)
- c. Emergency phone numbers
- d. Number of workers in crew
- e. Location of work
- f. Type of work to be conducted
- g. FISC support required:
 - 1) Transportation
 - 2) Draining of pipe
 - 3) Outages
 - 4) Elevator use
 - 5) Other

Route hot work permits to the FISC Fuel Department (Code 701) for approval. Following approval, submit permit to the Federal Fire Department (FFD). After approval by the FFD, submit a copy of the permit and the Marine Chemist Gas Free Certificate to the Fuels Operations Division for record.

] 1.4.1.7 No Smoking Policy

Smoking is prohibited within and outside of all buildings on installations

under the cognizance of NAVFAC [_____] except in designated smoking areas. This applies to existing buildings, buildings under construction and buildings under renovation. Discarding tobacco materials other than into designated tobacco receptacles is considered littering and is subject to fines. The Contracting Officer will identify designated smoking areas.

[1.4.2 Emergency Response Requirement

**NOTE: Add the following paragraphs for projects at
Norfolk Naval Shipyard (NNSY)**

The Norfolk Naval Shipyard has instituted a requirement for all personnel to take shelter for personal safety in the event of certain emergencies. This policy includes Contractors, Subcontractors, and any person who is employed by the Contractor.

The most appropriate protective action for certain emergencies is to take shelter. Personnel shall immediately seek shelter while an assessment is made of the threat and determinations are being made regarding subsequent actions such as "all clear" or selected building evacuations. The following procedures have been put in place in the event of an emergent condition.

1. NOTIFICATION: The primary means of alerting personnel shall be emergency alert signals. The alerting signal to seek shelter shall be three steady tones that last for thirty seconds separated by ten seconds of silence. The notification for "all clear" shall be three short tones repeated three times.

2. SHELTERING: When personnel hear the alert signal, the area of work must be secured in a manner that will leave the site in safe condition. Personnel shall seek shelter in the nearest occupied building in calm and orderly manner. If possible, secure all windows and doors and shut off ventilation. If working aboard ship, proceed into the interior of the ship and wait for further directions from official personnel. If in a vehicle, park the vehicle so that it does not block the normally traveled portion of the road and proceed into the nearest occupied building.

3. EVACUATION: In the event of an evacuation, personnel shall receive directions from team members of the Crowd Control Center (CCC) or the building custodian acting on the directions from the CCC. Contract personnel shall comply with instructions given at all times.

] [1.4.3 Shipyard Regulations

**NOTE: Add the following paragraphs for projects at
Norfolk Naval Shipyard (NNSY).**

Ensure that Contractor personnel employed on the Shipyard become familiar with and obey Shipyard regulations. Wear hard hats in designated areas. Do not enter any restricted areas unless required to do so and until cleared for such entry. The Contractor's equipment shall be conspicuously marked for identification. Comply with the following conditions:

a. Restrict employees/representatives to the work site and control travel

directly to and from the work site.

- b. Restore all traffic/parking/security signs and markings, including space numbers, designations, and lines, to their original form if such signs/markings are defaced or deleted during construction/repair.
- c. Be responsible for control and security of Contractor-owned equipment and materials at the work site. Report immediately missing/lost/stolen property to the Shipyard Police Department (phone 396-7266) as each case occurs.
- d. Ensure that no material is stacked within 10 feet of the Controlled Industrial Area (CIA) perimeter. Remove from the work site, or secure ladders or other such equipment which could be used to climb the CIA perimeter fence. Ensure that no vehicles are parked within 10 feet of the CIA perimeter.
- e. Ensure that no opening in the roof/walls/windows/fence of the building exist at the end of the work day and do not exist where penetration is possible during non-working hours. If the building cannot be secured at the end of the workday, coordinate action with the Contracting Office to notify the cognizant code to arrange for a security watch by their personnel.
- f. Seventy-two hours prior to making any penetrations (such as tunneling under, cutting through a fence or building) in a restricted area, contact the Shipyard Security Office to make arrangements for a security guard or other measures required to meet all security requirements. Cost of security guard will be charged to the Contractor.

]1.4.4 Entry to Radiologically Controlled Areas

**NOTE: Add the following paragraphs for projects at
Norfolk Naval Shipyard (NNSY)**

Contractor personnel shall not, under any circumstances, enter a radiologically controlled area or cross any posted radiological boundary. This paragraph applies to all phases of contract work. Radiation areas are posted with signs consistent with OSHA requirements. Ensure that employees are familiar with the radiation signs and symbols. All personnel entering the shipyard for the first time are required to receive radiological indoctrination training.

Should contract workers encounter radiological postings and/or boundaries which appear to limit their ability to access or carry out their intended work, they shall notify their contract administrator for resolution of the problem.

1.4.4.1 Radioactive Materials and Equipment

All testing equipment, containing a radioactive source, shall be operated in accordance with an approved radioactive equipment plan. This plan shall be submitted to the Contracting Officer and approved by the Radiation Officer (Code 105.5), prior to bringing the equipment into the shipyard. This plan shall include:

- a. The name and type of equipment.

- b. The type and size of radiation source.
- c. The dates and locations of the equipment's usage.
- d. The radiological controls that the Contractor will use while operating the equipment.

A different radioactive equipment plan will be required for each different type of equipment, type of radioactive source, or size of radioactive source. A data sheet of for each piece of new radioactive equipment shall be submitted to the Contracting Officer to forward to the shipyard's Radiation Safety Officer. The data sheet shall contain the following information:

- a. Name of equipment.
- b. Name and address of equipment manufacturer.
- c. Type and size of radiation source.
- d. The location of the installed radioactive equipment (i.e. building no., floor, code/shop area).

1.4.5 Working Hours

 NOTE: When there is a need for special work periods, such as at occupied family housing, this paragraph should be modified accordingly. Obtain this information from the Activity via the Government.

Regular working hours shall consist of an [8 1/2 hour] [[_____] hour] period [established by the Contractor Officer], between [7 a.m. and 3:30 p.m.,] [[_____] a.m. and [_____] p.m.,] Monday through Friday, [and 7 a.m. to 11 p.m. on Saturday], excluding Government holidays.

1.4.6 Work Outside Regular Hours

 NOTE: For PACNAVFACENGCOM projects, discuss with the Contracting Officer when work outside regular hours is anticipated since it generally requires overtime pay for Government employees. When there is a need for special work periods, such as at occupied family housing, modify this paragraph accordingly. For MCBH Kaneohe Bay, change to 30 calendar days.

Work outside regular working hours requires Contracting Officer approval. Make application 15 [_____] calendar days prior to such work to allow arrangements to be made by the Government for inspecting the work in progress, giving the specific dates, hours, location, type of work to be performed, contract number and project title. Based on the justification provided, the Contracting Officer may approve work outside regular hours. During periods of darkness, the different parts of the work shall be

lighted in a manner approved by the Contracting Officer. [Make utility cutovers after normal working hours or on Saturdays, Sundays, and Government holidays unless directed otherwise.]

[1.4.7 Exclusionary Period

No work shall be performed during the period [_____] to [____], inclusive, without prior written approval of the Contracting Officer. This period has not been considered in computing the time allowed for the performance of this contract.

] [1.4.8 Occupied and Existing Building[s]

NOTE: Edit for all projects as appropriate. Delete this paragraph and its subparagraphs unless the work is in or around existing occupied buildings or unless Activity operations will materially affect the Contractor's operations. Examples of the latter include:

1. Restrictions regarding the time of day (or other period) or the duration of work in an area
2. Interruptions of work in an area for operations, one time or periodic
3. Interruption of work for a specific time for operations
4. Location or restrictions on location of construction equipment
5. Maintaining access.

Contact the Government to determine the complete details of scheduling restraints which may impact on the successful bidder's time or cost of performance of the work, and incorporate such details in this paragraph. Note that this paragraph defines the impact of Activity operations upon the Contractor. If the Contractor affects Activity operations, include that information in paragraph entitled "SPECIAL SCHEDULING REQUIREMENTS" and not in this paragraph.

The Contractor shall be working [in an existing building] [around existing buildings] which [is][are] occupied. [Do not enter the building[s] without prior approval of the Contracting Officer.]

[The existing buildings and their contents shall be kept secure at all times. Provide temporary closures as required to maintain security as directed by the Contracting Officer.]

[Provide dust covers or protective enclosures to protect existing work that remains and Government material located in the [_____] during the construction period.]

[Relocate movable furniture [approximately [1.8 m] [6 feet] [_____] away from the Contractor's working area] [as required to perform the work], protect the furniture, and replace the furniture in [its] [their] original location[s] upon completion of the work.] [Leave attached equipment in place, and protect [it] [them] against damage, or temporarily disconnect, relocate, protect, and reinstall [it] [them] at the completion of the work.]

[The Government will remove [and relocate] other Government property in the areas of the building[s] scheduled to receive work.]

]1.4.9 Utility Cutovers and Interruptions

- a. Make utility cutovers and interruptions after normal working hours or on Saturdays, Sundays, and Government holidays. Conform to procedures required in the paragraph "Work Outside Regular Hours."

NOTE: Use the next two paragraphs on all projects involving potential conflicts with existing utility systems. Clearly detail the permissible extent, the sequencing, or the duration of outages. Contact the Government to determine the complete details of outage or scheduling restraints which may impact on the successful bidder's time or cost of performance of the work, and incorporate such details in this paragraph.

- b. Ensure that new utility lines are complete, except for the connection, before interrupting existing service.
- c. Interruption to water, sanitary sewer, storm sewer, telephone service, electric service, air conditioning, heating, fire alarm, compressed air, and [_____] shall be considered utility cutovers pursuant to the paragraph entitled "Work Outside Regular Hours." [Such interruption shall be further limited to [_____] hours. This time limit includes time for deactivation and reactivation.]
- [d. 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. The Contractor shall notify the Contracting Officer giving reasonable advance notice when such operation is required.]

[1.4.10 SHIPYARD AREA WORK CLEARANCE REQUEST

NOTE: Include for Pearl Harbor Shipyard projects.

Coordinate excavation and electrical work, including testing and trouble shooting of circuits, within the Pearl Harbor Shipyard with Public Works Center Code 600 and NAVSHIPYD Code 308 via the Contracting Officer. Furnish the:

- a. Contract title and number

b. Specific location of work

c. Reason for work

d. Duration of work

[1.4.10.1 Shipyard Hazardous Areas

Do not enter into work areas where Shipyard personnel are using protective equipment such as respirator and masks or marked boundary areas without prior approval.

][1.4.11 RESTRICTIONS ON USE OF YELLOW[, ORANGE-YELLOW, RED, AND MAGENTA] MATERIALS

NOTE: Add the following for projects at Norfolk
Naval Shipyard (NNSY).

[Contractor shall refrain from use of yellow or orange-yellow materials for the following purposes: sheeting, tarpaulins, polyethylene bottles or other containers, tapes, bags, banding of identification marks on tools, boundary markers such as ribbons. Contractor generated yellow waste materials such as torn foul weather gear shall be disposed of by the Contractor off-yard. Shipyard dumpsters and trash cans shall not be used for disposal of Contractor generated yellow waste materials. Yellow colored items such as described above are of specific significance within the shipyard and are subject to strict controls.]

NOTE: Add the following for shipyard projects at
NAVFAC Pacific.

[The use of yellow, yellow-orange, red and magenta materials for the following purposes is prohibited: sheeting, tarpaulins, polyethylene bottles or other containers, tapes, bags, banding of identification marks on tools, and boundary markers such as ribbons. Obtain Contracting Officer's prior approval for use of such colored materials for other purposes, such as buried vapor barrier membranes.]

] [1.5 SECURITY REQUIREMENTS

NOTE: Add special or extraordinary security requirements which are unique to the station at which the work is to be performed because of the location of the project site on the station. This information will be made available by the station through the Government. For EFA/EFD North, include if the project involves Contractor access to "Classified" information or "Classified" areas.

[Contract Clause "FAR 52.204-2, Security Requirements and Alternate II," "FAC 5252.236-9301, Special Working Conditions and Entry to Work Area," and the following apply:

[_____] .]

[1.5.1 Naval Air Station (NAS), Patuxent River, MD

Foreign Nationals: The Contractor is responsible for notifying the Contracting Officer, at least five days in advance, of any foreign nationals coming into a restricted area so that proper clearance and escort procedures may be initiated.

] [1.5.2 Naval Observatory (NOBSY), Washington, DC, Quarters "A"

Provide full name, date of birth, and social security number of all employees and representatives of the Contractor who need access to the Quarters "A" compound to the Contracting Officer at least 7 days in advance of the date on which access is desired. The Contractor will be advised should any of the proposed employees not meet security requirements for access to the Quarters "A" compound. For individual cases, access to the Quarters "A" compound can occasionally be obtained with a 4-hour advance notice; however, the Contracting Officer reserves the right to utilize the full 7 days should he determine it necessary.

[a. Personal identification: Before entering the Quarters "A" compound, all persons shall furnish personal identification and receive a badge furnished by the Government. Badges shall be worn so they are clearly visible at all times. Return badges to the issuing office when leaving the Quarters "A" compound.]

[b. Security processing: Allow for a processing period of [15] [_____] minutes as employees enter the Quarters "A" compound at the beginning of each workday. All materials entering or in the Quarters "A" compound will be subject to search.]

] [1.5.3 Naval Surface Warfare Center (NSWC), Dahlgren, VA

A copy of the security regulations may be obtained from the security office of the station.

] [1.5.4 Naval Surface Warfare Center (NSWC), Indian Head, MD

No employee or representative of the Contractor will be admitted to the work site unless he furnishes satisfactory proof that he is a citizen of the United States or is specifically authorized admittance by the OICC.

a. Identification Badges - A list of all employees to be engaged in the performance of work shall be furnished to the Security Department. In the event employees are hired or discharged, a corrected list of employees shall be furnished reflecting the change in personnel. Identification badges for the Contractor and his employees shall be furnished by the Security Department, Indian Head Division, Naval Surface Warfare Center, Indian Head, MD. Immediately report instances of lost or stolen badges to the Contracting Officer. Upon completion of the contract and/or termination of the service of any employee, the Contractor shall return the badges to the Security Pass Office. Compliance with this requirement is mandatory and certification thereof to the Contracting Officer is required prior to submitting final invoices. Failure to return badges will hold up Contractor's final payment.

b. Vehicles and Equipment - In addition to other conditions and

requirements set forth hereinbefore, attention is invited to the fact that vehicles and equipment admitted to the Indian Head Division, Naval Surface Warfare Center, Indian Head, MD will be required to meet standards established by the Station Safety Department. The vehicular and/or equipment conditions shall satisfactorily meet the following provisions:

- (1) Steering mechanism must be satisfactory and safe condition.
- (2) Horns and warning devices must be operable.
- (3) Windshield wipers must be satisfactory in place, clean and unbroken.
- (4) Rearview mirrors must be satisfactory in place, clean and unbroken.
- (5) General body conditions: Body must be satisfactory tight including fenders, bumpers, doors and latches thereto, and other parts which might become dislocated during travel.
- (6) Lights: All lights required by the type of vehicle/equipment in use shall be functional with satisfactory bulbs and lenses.
- (7) Exhaust Systems: Exhaust systems shall be completely functional with no leaks.
- (8) Fuel system must be free of leaks and show no evidence of loss of fuel and/or fumes.
- (9) Brakes: All brakes shall be functional and give evidence of the ability to halt the loaded vehicles within safe distances.
- (10) Tires need not be new but shall contain sufficient tread to indicate safety at operating speed with vehicle loaded.
- (11) Electric Wiring: All wiring shall be completed insulated as required and in cases considered appropriate waterproofing of wiring shall be required.
- (12) Motors shall be reasonably clean from excess grease, dust, and dirt, and if required shall be steam cleaned to the satisfaction of the inspection personnel.
- (13) Where applicable, inspection will include other such items as gauges, thermometers, controls, relief valves, piping, mechanical locks, limit switches, connectors, and other safety related devices associated with vehicles and equipment admitted to the Station.

] [1.5.5 NSS, Washington, DC

The station is a secured facility:

- a. Application: Furnish to the Contracting Officer a list showing, for employees and representatives to be engaged at the site, the name, address, date and place of birth, social security number, and, for anyone who is not a United States citizen, an alien registration number. Update the list with each addition and deletion to such

engagement.

- b. Passes and badges: Each individual engaged at the site shall obtain a temporary pass each day. Car passes will be issued for parking on the station. The Contractor shall allow 15 minutes for this procedure at the beginning of each day. Additionally, the Contractor shall expect to lose 25 crew hours over the duration of the contract due to delays in obtaining an escort while working in the inner compound. For the purpose of definition, a crew shall be defined as the size of the Contractor's workforce during any given workday. (If the Contractor has a crew of 10 men delayed 30 minutes on a given day, the delay period is one-half crew hour). Such delays will be at no additional cost to the Government.
- c. [Escort: Work in or around Building[s] No. [_____] is in the inner compound and includes areas where an escort furnished by the Government must accompany the Contractor and his representatives and employees at all times.]

] [1.5.6 Naval Research Laboratory (NRL), Washington, DC

The Contractor shall be working in highly secured areas. These areas include [_____]. Furnish notice to the Contracting Officer 30 days prior to working in these areas.

] [1.5.7 Marine Corps Base (MCDEC), Quantico, VA

All Contractor and its employees performing services on Marine Corps Base, Quantico (MCBQ) requiring physical access to the installation shall be properly screened. Screening consists of identity proofing and vetting in accordance with the standards set forth in Marine Corps Base Order 4200.3 (28 JUL 10). The Contractor shall request a copy of this policy from the Contracting Officer.

Hangars 2102 and 2103 are secured areas. The Contractor shall comply with the following security requirements:

[_____].

] [1.5.8 Naval Support Facility, Thurmont, MD

NOTE: Obtain information needed from EFA
Chesapeake, Code 09F.

The station is a secured facility. The Contractor shall comply with the following security requirements.

[_____].

] [1.5.9 Bolling Air Force Base (AFDW), Washington, DC

No employee or representative of the Contractor will be admitted to the work site unless he furnishes satisfactory proof that he is a citizen of the United States or is specifically authorized admittance by the OICC.

- a. Personnel Information - All duty authorized non-military personnel utilizing the base are required to have in their possession at all

times a Base Entry Pass. This pass is issued by the Visitors Control Center at the South Gate. Visitors Control is open Monday through Friday, 6:00 a.m. to 3:00 p.m. A minimum of 5 working days prior to start of work, the Contractor shall furnish to the Bolling Air Force Base (AFDW), Washington, DC, Security Department, via the Contracting Officer, the following information for Contractor and subcontractor personnel required to enter the Station:

- (1) Name of the company
 - (2) Name of the employee
 - (3) Social Security Number
 - (4) Proof of U.S. citizenship
 - (5) A completed Contractor/Vendor Criminal History Record Request
 - (6) A completed application for Base Entry Pass
- b. Proof of Citizenship - Proof of citizenship will consist of copies of birth certificates, military dependent ID card, or naturalization papers, which will be returned once entered into the security computer system. The Security Department will run a criminal history check on Contractor employees and, as a condition of employment, each employee must willingly sign an authorization form allowing the Security Department to conduct the criminal history check. Subject authorization form will be maintained on file by the Security Officer. Based on proof of U.S. citizenship and the results of the criminal history check, the Security Officer will or will not grant entry to the Station. If entry is denied, the Contractor will be immediately notified.
- c. Contractor Responsibility for Employees - The Contractor is responsible for employees under his employment. Ensure that employees are familiar with and obey station traffic, safety, and security regulations.
- d. Motor Vehicle Operation - Ingress and egress of personnel will be subject to the security regulations of the Station.
- (1) All personnel must be made aware of the base speed limits:

Housing areas	5 mph
Parking areas	10 mph
All other areas	25 mph (unless otherwise posted)
 - (2) Parking is in designed areas only, between two white lines. No parking is permitted in fire lanes, on seeded areas, in parking slots reserved for general officers and handicapped personnel.
 - (3) Traffic accidents should be reported immediately to the Security Police Law Enforcement Desk by calling 767-5000, 5001.
 - (4) All personnel entering the installation are subject to random vehicle inspections. The purpose of these inspections is to detect the theft of Government and private property, and to detect contraband or illegal drugs.
 - (5) Required Information on Privately Owned Vehicles - Advise company

employees who desire to use their privately owned vehicles to personally bring the vehicle, vehicle registration, copy of vehicle insurance policy, valid state inspection documentation, and driver's license to the Visitor Control Center at the South Gate.

- (6) Access to Restricted Areas - Base entry passes allow access to designated areas on the installation only. Entry into off limits areas is prohibited unless the contract requires it.
- (7) Current Information - Contractors will be responsible for keeping the vehicle and employee lists current, and for securing and returning identification cards belonging to terminated employees to the Command Manager's Officer.
- (8) Base Entry Passes - Contractor base entry passes will be valid for each entry aboard Bolling Air Force Base from 6:00 a.m. to 6:00 p.m., Monday through Friday only, unless prior arrangements have been made with the Resident Officer in Charge of Construction, NDW, and the Base Security Officer, Bolling AFB, has been notified. The passes are the property of the base and are to be returned to Visitors Control at the South Gate upon completion of the contract or termination of employment. Replacement passes must be requested in writing and be accomplished by written authorization from the Contracting Officer.
- (9) Providing Information to Subcontractors - Prime Contractors shall be responsible for ensuring that subcontractors receive security information. Failure to comply with the specified requirements will result in prime contractors and subcontractors being denied access to the construction site.

] [1.5.10 Naval Weapons Station, Yorktown, VA

- a. Personnel information. A minimum of 5 working days prior to start of work, the Contractor will furnish to the Naval Weapons Station (NWS), Yorktown, Security Department, via the Contracting Officer, the following information for Contractor and subcontractor personnel required to enter the station:
 - (1) Name of company
 - (2) Name of the employee
 - (3) Social Security Number
 - (4) Proof of U.S. citizenship
 - (5) Completed Contractor/Vendor Criminal History Record Request
 - (6) Completed application for gate badge
- b. Proof of citizenship. Proof of citizenship shall consist of copies of birth certificate, military dependent identification card (ID), or naturalization papers, which will be returned once entered into the security computer system. The Security Department will run a criminal history check on Contractor employees and, as a condition of employment, each employee shall willingly sign an authorization form allowing the Security Department to conduct the criminal history

check. Subject authorization form shall be maintained on file by the Security Officer. Based on proof of U.S. citizenship and results of the criminal history check, the Security Officer will or will not grant entry to the station. If entry is denied, the Contractor will be immediately notified.

- c. Contractor responsibility for employees. The Contractor is responsible for employees under his employment. Ensure that employees are familiar with and obey station traffic, safety, and security regulations.
- d. Motor vehicle operation. Ingress and egress of personnel shall be subject to the security regulations of the station. Motor vehicles operated within the NWS, Yorktown, shall comply with the vehicle codes of Virginia which are incorporated into NWS Instruction 5510.5G, "Security and Traffic Regulations." Copies may be obtained from the Resident Officer in Charge of Construction, NWS, Yorktown, VA.

] [1.5.11 Armed Forces Experimental Training Activity, Williamsburg, VA

This activity operates under strict security regulations and persons admitted to this activity will be accompanied by a military police escort or an official escort designated by the Security Officer, at all times. The activity Security Officer shall authorize issuance of badges to selected responsible employees of the Contractor which permits the person issued the badge to act as an escort for other Contractor personnel on the activity.

] [1.5.12 Norfolk Naval Shipyard, Portsmouth, VA

Contractor employees and representatives performing work under this contract are required to be United States citizens. If naturalized, the individual shall present his naturalization papers to the Security Officer for inspection. Foreign born personnel shall present evidence of citizenship regardless of citizenship of parents, as required by immigration laws. Contractors and Contractor personnel shall be the subject of a local police records check. Contractor personnel who possess a security clearance issued by the Defense Industrial Security Clearance Office (DISCO) shall be issued a shipyard badge in the appropriate category. Each Contractor employee shall be required at the time of issuance of a personnel badge to submit a signed Privacy Act Release Form, in duplicate, to complete the local police check. Requested information shall be furnished. Individuals who have felony convictions (e.g., murder, rape, drug offences, of theft) or who are deemed untrustworthy by the Security Department, Norfolk Shipyard will be denied access to the shipyard and their personnel badge will be recalled.

1.5.12.1 Shipyard CIA and Sensitive Areas

All Contractor or visitor personnel requesting access to the Controlled Industrial Area (CIA0) will be required to view an orientation videotape prior to receiving a badge. The videotape is 20 minutes in length and includes radiological indoctrination training as well as security, environmental, safety and health issues.

Entry into the CIA for those listed with the Contracting Officer may be authorized under one of the following conditions.

- a. Contractors having a DOD Facility Security clearance and whose employees have a DOD security clearance may be badged for immediate

unescorted access into the CIA.

- b. Employees and representatives having current Shipyard ID badges authorizing CIA access will be permitted entry into the CIA.
- c. Employees not holding a current DOD security clearance or current CIA access badge must establish suitability and eligibility prior to being badged for unescorted CIA access. Provide a Completed Special Access Determination (NAVSEA 5510/15) (Apr 90) for each employee.
- d. For situations other than the above, US citizens who are employees or representatives requiring a CIA access may be issued an "Escort Required" ("ER") pass for CIA access under the escort of a cleared individual employed by the activity. Processing of "ER" passes may take up to 5 days.
 - (1) The initial submittal of Visit Request forms need not be all inclusive. It may be expanded to meet essential requirements of the Contractor. Each individual added to the list, however, shall be subject to the same pre-entry screening requirements as outlined above.
 - (2) Shipyard ID badge will be issued by the Shipyard pass and Identification Office (Pass and ID Office).

1.5.12.2 Vehicle Regulations in the Shipyard CIA

No vehicle will be permitted access to a work site in the CIA without a DOD vehicle sticker and a valid Shipyard vehicle pass. The Shipyard vehicle passes are issued by the Shipyard Pass and ID Office. Shipyard vehicle passes will not be issued unless a DOD vehicle sticker has been obtained and proof of vehicle registration to the Contractor's company has been presented to Shipyard Pass and ID. Vehicles are required to conform to Shipyard traffic regulations. The speed limit is 15 mph in the CIA. Outside the CIA, the speed limit is as posted or marked. No privately owned vehicles are allowed inside the CIA with the exceptions of handicap, CO/XO/CMC of ships.

Only those Contractor vehicles meeting the following criteria will be allowed to enter the CIA with the Shipyard vehicle pass:

- (1) Vehicles must clearly display an authorized company sign or logo.
- (2) Vehicles must be company or commercial vehicles used to transport heavy equipment or material to the job site or to conduct bonafide and required inspections and surveillance at the job site. Privately owned vehicles will not be used to transport employees to the job site and will not be allowed in the CIA.

1.5.12.3 Commercial Vehicles

Vehicle passes will be issued to each commercial vehicle that is required for the job, authorizing entry and parking within the CIA. Every vehicle entering the CIA will display the pass on the dashboard or visor (facing outward). The pass will be visible at all times while in the CIA. Parking is limited to those areas that are specifically identified on the pass. If additional passes are required, present adequate justification to the Pass and ID Office via the Contracting officer.

1.5.12.4 Parking

Prohibited on any piers and dry dock/waterfront areas. Do not park on or block the marked fire lanes or crane rail traveling zones (marked in yellow) at any time. Vehicles may stop on the piers or dry dock/waterfront areas for 15 minutes for loading and unloading. An exception may be made for vehicles which are part of the equipment needed to do the required work and are attached or connected to the pier of ship; for example, a truck which uses a mounted generator or a vehicle with built-in equipment.

1.5.12.5 Vehicle Searches

Vehicles are subject to search while entering, remaining in, or leaving the Shipyard. Government material being transported out of the CIA shall be covered by a Property Pass (OP-7), issued and signed by the Security Officer. Material found without a Property Pass will be confiscated and a police officer offense report issued.

1.5.12.6 Escort

For entrance to and work inside any building inside the CIA, the cognizant Shipyard code will provide escort services in the affected area.

1.5.12.7 Areas Not Covered by Contract

Contractor personnel will not be permitted to enter Shipyard buildings, spaces, and areas not covered by this contract except on prior approval of the Shipyard department/office/shop having jurisdiction of the areas. Coordinate action with the Contracting officer to obtain such entry approval.

1.5.12.8 Access to Unclassified Information

Access to unclassified U.S. Navy shipbuilding, conversion, or repair technology and related technical information manuals, documents, drawings, plans, specifications, and other unclassified information is restricted to official need-to-know basis, designated by physical markings to show the appropriate control designations. Handle, control, and safeguard to prevent oral, visual, and documentary disclosure to the public, to foreign sources, and to personnel not having an official need-to-know. Return this information to the naval Shipyard upon completion of contracted work, except when specific retention authorization is granted by the Contracting Officer's Security Representative.

1.5.12.9 Photographs

Unofficial photograph is prohibited in the Naval Shipyard. When operationally required, submit a written request containing specific justification and details to the Security Officer prior to release.

1.5.12.10 Identification Badges

In addition to the requirements specified in Section 01 30 00, "Administrative Requirements", comply with the following:

- a. Submit a Visit Request (VR) and Special Access Determination (SAD) for each person listed to the Security Officer (Code 1125.2) via the Contracting Officer at least 6 weeks prior to the start date.

- b. Employees and representatives requiring access are U.S. citizens or U.S. Nationals.
- c. Under no circumstances shall personnel hand carry their own visit request.
- d. Employees shall provide documented proof of U.S. citizenship to the Pass and ID Office prior to being issued a Shipyard badge.
- e. Employees shall be available for interviews upon request by the Shipyard Personnel Security Specialist.
- f. Employees shall wear and display the Shipyard badge in the chest area at all times while entering, remaining in, and exiting Shipyard spaces and each badge shall be used only by the specific individual named on the badge.
- g. Maintain strict accountability over identification badges and passes issued by the Pass and ID Office. Return badges/passes to the Pass Office immediately upon termination of any employee, expiration, completion of contract, or when no longer required.

] [1.5.13 Naval Air Station, Oceana, Virginia Beach, VA

Contractor personnel shall be required to obtain personnel identification badges. In accordance with Section 01 30 00, Administrative Requirements, paragraph "Subcontractors and Personnel," the Contractor shall submit, in triplicate, a list of his subcontractors and the work each is to perform. On this listing shall appear the names of the key personnel of the Contractor and subcontractors. A copy of the list of key personnel shall be forwarded to the Naval Air Station, Oceana, Security Department by the Contracting Officer. The key personnel shall be responsible for identifying other Contractor and subcontractor personnel for the purpose of obtaining identification badges. Contractors working in restricted work areas shall also be required to obtain special identification badges for personnel requiring access to the restricted work areas. Immediately after award, the Contractor shall submit a letter to the Contracting Officer with the following information for each employee: Company name, employee's name, Social Security number, height, and weight. Also, indicate the names of persons authorized to vouch for additional employees requiring badges.

] [1.5.14 Fleet Trng Cntr Atlantic (FTCLANT), Dam Neck, Virginia Beach, VA

- a. Required Company Information. Furnish the FLTCLANT Base Security Officer (Code 14) with the following information on company letterhead:
 - (1) Contract number and duration of contract.
 - (2) List of make, model, and license number of company vehicles requiring decals.
 - (3) Copy of insurance policy covering company vehicles, indicating the Virginia State minimum insurance requirements have been met.
 - (4) List of employees who will require ID cards with normal work hours.
 - (5) Name and sample signature of the representative responsible for obtaining and returning ID cards.

The preceding information shall be received by the Commanding Officer, Fleet Training Center Atlantic, Dam Neck, Virginia Beach, VA 23461-5000, Attn: Base Security Officer (Code N31, Bldg. 543); or brought to the Base Security Office located in Building 448, prior to the first day of work.

- b. Required Information on Privately Owned Vehicles. Advise company employees who desire to use their privately owned vehicles to personally bring the vehicle, vehicle registration, copy of vehicle insurance policy, valid State inspection documentation, and driver's license to the pass and decal office located at the main gate.
- c. Current Information. Contractors shall be responsible for keeping the vehicle and employee lists current, and for securing and returning identification cards belonging to terminated employees to the command security manager's office.
- d. Valid ID Cards. Contractor ID cards shall be valid for each entry aboard FTCLANT from 6 a.m. to 6 p.m., Monday through Friday only, unless prior arrangements have been made with the Resident Officer in Charge of Construction, Naval Air Station Oceana, and the Base Police Officer, FTCLANT, has been notified.
- e. Providing Information to Subcontractors. Prime Contractors shall be responsible for ensuring that subcontractors receive security information. Failure to comply with specified requirements shall results in prime Contractors and subcontractors being denied access to construction sites.

] [1.5.15 Naval Base, Norfolk, VA

- a. Contractor registration. Register with the Base Police Truck Investigation Team, located behind pass and ID Office (Bldg CD-9) on Hampton Boulevard, Naval Air Station, Norfolk, VA 23511-5000, telephone number (757) 322-2979.
- b. Storage and office trailer registration. Register storage and office trailers to be used on base with the truck investigation team. Trailers shall meet State law requirements and shall be in good condition.
 - (1) Trailers shall be lockable and shall be locked when not in use.
 - (2) Trailers shall have a sign in the lower left hand corner of left door of trailer with the following information: Company name, address, registration number of trailer or vehicle identification number, location on base, duration of contract or stay on base, contract number, local on-base phone number, off-base phone number of main office, and emergency recall person and phone number.
- c. Equipment markings. Equipment owned or rented by the company shall have the company name painted or stenciled on the equipment in a conspicuous location. Rented equipment is to be conspicuously marked with a tag showing who rented the equipment. Register the equipment with the truck investigation team.
- d. Procedure information. For additional information regarding registration procedures, contact the Officer in Charge of Construction at (757) 445-1463 or Base Police at (757) 444-8856.

] [1.5.16 Naval Security Group Activity (NSGA), Northwest, Chesapeake, VA

- a. All Contractor personnel and vehicles shall report to Truck Control upon initial visit. All Contractors working at NSGA Northwest shall have activity badges. The Contractor shall inform the Truck Control of the expected duration of the contract and it's location. Truck Control hours are 6:00 a.m. to 5:00 p.m., Monday through Friday. Contractors required to work past 5:00 p.m. shall notify Truck Control in person or by telephone at 421-8383, no later than 2:00 p.m. of that day. Contractors required to work weekends, or on Government holidays, shall notify Truck Control no later than 11:30 a.m. the preceding normal work day.
- b. The pass/ID clerk will issue an identification badge upon completion of part A of the activity pass application form. This outlines proper procedures and instructions to be followed when issuing activity badges and vehicle passes to Contractors. The following procedures apply:
 - (1) Contractors shall submit to the Security Office via the Contracting Officer, an access list of all personnel who will be working on the contract job. The Contractor shall present a valid picture ID that the pass clerk can compare against the access list.
 - (2) A blue activity pass with photo will be issued for no longer than one year and no less than thirty days, corresponding with the length of time listed on the access list. Activity passes without photo will be issued to Contractors who will be at the job site for less than twenty nine days. Contractors who will be at the job site for less than five days are required to check in and out through Truck Control daily, between the hours of 6:00 a.m. and 5:00 p.m. A Department of Defense decal with a black NSGA decal will be issued to the Contractor vehicles that will be utilized on site for over ninety days. This will be verified by the company or the designated on site supervisor. All privately owned vehicles and company vehicles used on site less than ninety days will be issued temporary passes, renewable as required,
 - (3) Renewal of activity/vehicle passes, or decals will be done after verifying applicant against a valid access list.
 - (4) Replacement of a lost or stolen pass will be granted after the applicant completes a signed statement outlining the circumstances. The applicant will be verified against a valid access list.
- c. All vehicle operators shall have a valid state drivers license, All Contractor vehicles shall meet the state law requirements of the state in which it is registered.
- d. All Contractors will be issued a badge/pass and it shall be returned to Truck Control upon completion of the contract.
- e. Any construction materials being removed from the NSGA Northwest base shall be accompanied by a property pass signed with an original authorized signature.

] [1.5.17 AEGIS Systems Combat Center, Wallops Island, VA

- a. The Contractor will be working in the AEGIS Combat Systems Center (ACSC), a Navy facility, As soon as possible, and before work begins, the Contractor shall submit to the Contracting Officer a list of all employees who will work on the project, including names, social security numbers, and dates and places of birth. The Contractor must verify that all employees are not known felons nor have felony charges pending. Only United States citizens will be admitted to the work site.
- b. At all times, while on Government property, the Contractor, subcontractors, and their employees shall wear badges, and vehicle passes are required to access the jobsite. These badges and passes will be issued for the Navy by the Wallops Flight Facility Security Office at the direction of the Contracting Office. The Contractor must make application for badges to the Navy Contracts Office. Badges previously issued by NASA for NASA projects must not be used to access Navy jobsites. Upon entering the AEGIS Combat Systems Center facility, employees and their gear are subject to inspection.
- c. The Contractor shall be held accountable for identification badges and vehicle passes for the life of the contract. The Contractor is required to report badge loss or theft immediately to the Contracting Officer. Failure to surrender all badges and passes at the contract's end may result in the retainment of funds or the withholding of final payment by the Contracting Officer.

] [1.5.18 Commonwealth of Puerto Rico

Each employee of the Contractor shall be required to submit a good conduct certificate issued by the Commonwealth of Puerto Rico Police Department to obtain a temporary pass for the naval activity on which the work is to be performed. Contractors should allow 30 calendar days from the date of application for receipt of the certificate.

] [1.5.19 Aviano Air Base, Aviano, Italy

Additional security requirements for Aviano Air Base are specified in Section 00 73 04 SPECIAL CONDITIONS FOR PROJECTS IN MEDITERRANEAN AREA.

] [1.5.20 Employment Restrictions For NAVFAC Southwest

NOTE: Use for NAVFAC SW projects only.

The Contractor shall not employ any person, for any work required by this contract, who: (1) is a non-immigrant as described in section 101(a)(15)(H)(ii) of the Immigration and Nationality Act (8 U.S.C. 1101(a)(15)(H)(ii)), (2) is an alien having a residence in a foreign country which he has no intention of abandoning and who is coming to the United States to perform temporary services or labor.

1.5.20.1 Personnel List

NOTE: Use for NAVFAC SW projects only.

Submit for approval, at least 15 days prior to the desired date of entry, an original alphabetical list of personnel who require entry into Government property to perform work on the project. Furnish for each person:

- a. Name
- b. Date and place of birth
- c. Citizenship
- d. Home address
- [e. Social security number]
- [f. Current pass expiration date]
- [g. Naturalization or Alien Registration number]
- [h. Passport number, place of issue, and expiration date]

[The request for personnel passes shall be accompanied with the following certification:

"I hereby certify that all personnel on this list are either born U.S. citizens, naturalized U.S. citizens with the naturalization number shown[, or legal aliens with the alien registration number indicated]."

Signature/Firm Name]

]1.5.21 Employment Restrictions For NAVFAC Pacific

NOTE: Use this paragraph and its subparagraphs for
NAVFAC Pacific projects.

The Contractor shall not employ any person, for any work required by this contract, who: (1) is a non-immigrant as described in section 101(a)(15)(H)(ii) of the Immigration and Nationality Act (8 U.S.C. 1101(a)(15)(H)(ii)), (2) is an alien having a residence in a foreign country which he has no intention of abandoning and who is coming to the United States to perform temporary services or labor.

1.5.22 Personnel List

Submit for approval, at least 15 days prior to the desired date of entry, an original alphabetical list of personnel who require entry into Government property to perform work on the project. Furnish for each person:

- a. Name
- b. Date and place of birth
- c. Citizenship
- d. Home address

- [e. Social security number]
- [f. Current pass expiration date]
- [g. Naturalization or Alien Registration number]
- [h. Passport number, place of issue, and expiration date]
- [i. Guam Police clearance report for last six months]

[The request for personnel passes shall be accompanied with the following certification:

"I hereby certify that all personnel on this list are either born U.S. citizens, naturalized U.S. citizens with the naturalization number shown[, or legal aliens with the alien registration number indicated]."

Signature/Firm Name]

1.5.22.1 Citizenship Requirements

NOTE: Verify with the Activity on the security requirements for Contractor's personnel.

[Aliens will not be admitted to the work site without approval.] [Aliens are not allowed on the project site.] [Clearance for aliens may require approximately 20 work days for approval.] [Work under this contract is restricted to U.S. citizens.]

1.5.22.2 Documents Acceptable for Proof of Citizenship

NOTE: Use for NAVSHIPYD Pearl Harbor, Hawaii Controlled Industrial Area (CIA) projects.

- a. Birth registration card
- b. Certificate of live birth, birth certificate
- c. Certificate of Naturalization
- d. Certificate of registration
- e. DD-214 (Must Cite Birthplace)
- f. DD Form 4 (Contract for Enlistment and Must Cite Birthplace)
- g. DD 1966 (Application for Enlistment)
- h. Military discharge papers (must cite birthplace)
- i. Delayed birth certificate
- j. Hawaii certificate of foreign birth
- k. Hospital birth certificate

- l. Marriage license certificate
- m. Merchant marine certificate
- n. Military officer ID card
- o. Notification of birth registration
- p. State of Hawaii ID card
- q. USA passport
- r. Verbal inquiry with State of Hawaii Vital Statistics Office

[1.5.23 Vehicle List

submit an original list of vehicles to be utilized at the work site with the following information for each vehicle:

- a. Make
- b. Year
- c. Model
- d. License number
- e. Registered owner
- f. Current NAVBASE Pearl Harbor pass expiration date.

] [1.5.24 Passes

**NOTE: Choose the option below for Bases other than
 MCB Hawaii, Kaneohe.**

[Submit request for personnel and vehicle passes together. Include the Certificate of Insurance for Contractor and Subcontractor(s) and the Statement of Acknowledgement Form SF 1413 with the submittal. Passes will normally be issued within 21 days.]

**NOTE: Choose the option below for MCB Hawaii,
 Kaneohe projects. MCB Hawaii, Kaneohe does not
 issue personnel passes, just vehicle passes unique
 to the station.**

[Obtain a blank vehicle pass from the ROICC Kaneohe office, Building 566, and complete and submit it to the Contracting Officer for processing. Include with the submittal, a Certificate of Insurance for Contractor and Subcontractor(s), the [Statement of Acknowledgement Form SF 1413](#) (for Subcontractors only), a Vehicle List, and a Personnel List with Citizenship. Passes will normally be issued within 21 calendar days.]

[1.5.24.1 Control

Maintain strict accountability over passes. Immediately report to the source of issue, passes missing or lost and the circumstances. If the Contractor has another active contract or one commencing immediately, employees' names may be transferred from one contract to the other. Final payment will not be effected until employees are transferred to another contract or the records are cleared. Furnish a signed letter, countersigned by the source of issue, stating that passes have been turned in.

] [1.6 CONTRACTOR REGULATIONS FOR DIEGO GARCIA

NOTE: Use this paragraph for Diego Garcia projects.

The Contractor shall develop, promulgate and enforce operating regulations for campsite and other facilities and equipment under his control. The regulations shall include the maintenance of good discipline, security, sanitation, and a fire plan. Prepare and submit for approval after consultation with Navy authorities.

] [1.7 BRITISH INDIAN OCEAN TERRITORY (BIOT) LAWS FOR DIEGO GARCIA

NOTE: Use the following paragraphs for projects at
Diego Garcia.

Applicable on Diego Garcia (DG) and enforced by the representative of the BIOT Commissioner on DG.

[1.7.1 BIOT Immigration Requirements

Third country Contractors and personnel shall have valid passports. Requirements for Contractor employees who are residents of the BIOT shall be as specified by the Commissioner of the BIOT.

] [1.7.2 Contractor I.D.

Prepare and issue I.D. cards for each person with their equivalent General Schedule rating as prescribed in the JTR Manual Vol 11.

] [1.7.3 Contractor-Owned Vehicles

Approved Contractor-owned vehicles will be permitted on the site. Motor scooters, mopeds, motorcycles, and privately owned vehicles are prohibited on DG. Drivers must have a valid international drivers' license.

] [1.7.4 Inspection

Personnel, equipment and plant are subject to customs inspection. Personnel are also subject to physical searches at random intervals.

] [1.7.5 Business or Occupation on DG

Engaging in commercial enterprise or other than work covered by this contract is prohibited. This prohibition includes, but is not limited to,

commercial fishing, oil or mineral exploration, and production in or under those areas of the waters, Continental shelf, and seabed around DG over which the United Kingdom has sovereignty or exercises sovereign rights.

] [1.7.6 BIOT Taxes and Customs Duties

Base bids on the assumption that the Contractor's firm and employees are exempt from BIOT taxes and customs duties. There are import and export controls applicable to the BIOT. Personal household effects, privately-owned vehicles, drugs, firearms, and other controlled materials are not authorized. Authorized goods and materials for a non-U.S. Contractor must be consigned in care of the Contracting Officer.

] [1.8 BASE OPERATING SUPPORT (BOS) FOR WAKE ISLAND AND DIEGO GARCIA

NOTE: Use for Wake, Johnston Island, and Diego
Garcia projects.

The BOS Contractor as mentioned herein is a private contractor retained by the Government for base operations support services. Coordinate with the Contracting Officer for services available from the BOS Contractor.

] [1.9 FACILITIES AND SERVICES FOR WAKE ISLAND AND DIEGO GARCIA

NOTE: Use for Wake, Johnston Island, and Diego
Garcia projects.

Verify rates and available with the Activity.

[1.9.1 Meal Services for Diego Garcia

Available on a cost reimbursable basis. U.S. expatriate (EXPAT) and Third Country Nationals (TCN) personnel may obtain meals from the Navy Support Facility Consolidated Dining Facility, and the BOS Contractor TCN Dining Facility, respectively. Each employee shall sign the Meal Signature Record Book (MSRB) before each meal. Submit to the Contracting Officer the Meal Signature Record Book (MSRB) on a daily basis. The Contractor will be charged by the number of personnel on island and not by the number of meals consumed. Cost for three meals per day is \$3.85 per person for TCNs and \$5.65 per person for EXPATs.

] [1.9.2 Dining and Lodging Facilities for Wake Island

Meals and lodging facilities are available on a cost reimbursable basis. This includes furniture, bed, linen, a towel, janitorial services and shower/toilet facilities. Submit dining and lodging requirements at least 60 days prior to actual requirements for approval. Rates and schedule:

<u>MEAL</u>	<u>RATES</u>	<u>SCHEDULE (DAILY)</u>
Breakfast	\$4.85	6:30 a.m. - 8:00 a.m.
Lunch	\$6.00	11:00 a.m. - 1:00 p.m.
Dinner	\$6.00	5:00 p.m. - 7:00 p.m.
Box Lunch	\$2.50	

MEALRATESSCHEDULE (DAILY)

Lodging: \$4.00/Person/Day

] [1.9.3 Housing for Diego Garcia

Provide suitable housing for employees using the Splendidville/PWC Camp facilities or other locations as directed. Approval required to upgrade these seahuts through alteration or construction. Develop and maintain a housing plan which reflects the actual use of housing assets under Contractor control. The **housing plan** and any revisions thereto will be subject to approval. Maintenance and repair of facilities are available on a cost reimbursable basis. TCN housing shall not be air-conditioned unless approved.

] [1.9.4 Medical Facilities for Wake and Diego Garcia

Limited medical facilities and services are available on a cost reimbursable basis. Submit a **medical plan** and medical records of employees prior to transporting them to the Island. The following conditions apply.

- a. Medical plan: Include narrative description that delineates the procedures for maintaining medical records; screening physical exams and immunization requirements; testing for contagious disease, such as dengue, malaria, tuberculosis; and other diseases that may be associated with the employee's country of origin.
- b. Personnel must receive a thorough dental and physical examination and should bring unique medication/drugs and two pairs of prescription eyeglasses.
- c. Rates:

Out-patient Care	\$30.00 per visit
In-patient Care	\$100.00 per day
Pharmacy	Prevailing cost

NOTE: Also include this paragraph for Diego Garcia projects.

- d. Government medical services are available in emergencies where life may be in danger and for infectious diseases. Treatment for long-term medical problems or those requiring hospitalization not available. When determined by the attending medical authorities, transfer patients to a non-Governmental medical facility as soon as possible. [X-ray services are available for emergencies.]
- e. The MEDEVAC point is Kadena, Okinawa. The Contractor is responsible for transferring the patient from the air terminal to a private doctor or hospital. In case of extreme emergency, patients may be transferred to a private hospital in Okinawa at the Contractor's expense.

] [1.9.5 Dental Treatment for Diego Garcia

Limited to out-patient dispensary service, at \$30.00 per visit, during regular working hours for relief of pain, contagious oral diseases or humanitarian reasons.

] [1.9.6 Retail Store

Limited items and quantities such as canned goods, bread, milk, produce, candy, toilet articles, magazines, and other such items, are available at the prevailing rates. Luxury items are not available for purchase.

] [1.9.7 Alcohol and Gambling

[The Contractor may operate a combined mess and club where beer may be dispensed at authorized times.] Consumption of alcoholic beverages is only authorized in clubs, designated areas or quarters. Gambling is prohibited.

] [1.9.8 Postal Services

Postal services via the U.S. Postal system are available to U.S. personnel. Foreign national employees may send letter mail to non-APO addressees and may receive letter mail. Foreign nationals may neither send nor receive packages or purchase money orders through the U.S. Postal system. Money orders are available.

] [1.9.9 Custodial Service for Diego Garcia

Custodial services for personnel housing and other facilities under the Contractor's control are available on a cost reimbursable basis.

] [1.9.10 Janitorial Services for Wake Island

Janitorial services, other than those included as part of the dining and lodging facilities, are available on a cost reimbursable basis.

] [1.9.11 Recreation Facilities

Existing recreation facilities and special services activities are available. The Government retains the right to limit Contractor use or schedule such use so as not to interfere with Government employees.

] [1.9.12 Club Privileges

Club privileges may be granted by invitation from the various clubs on the basis of classification or grade of the employee.

] [1.9.13 Swimming and Fishing

Permitted. [However, exercise caution in eating fish caught within the [Midway] [Wake] reef area as certain species are poisonous. Inform personnel of known species of poisonous fish.]

] [1.9.14 Fuel for Wake Island

[JP-5 and MoGas are available at [\$_____] and [\$_____] , respectively, plus a [_____] and [_____] percent surcharge, respectively. Diesel fuel is not available. The Government will not provide fuel storage facilities and will not be liable for damages and losses due to the use of JP-5 and MoGas purchased from the Government.]

] [1.9.15 Fuel for Diego Garcia

[JP-5, MoGas, and diesel are available at \$0.71, \$0.82, and \$0.69 per gallon, respectively. The Government will not provide fuel storage

facilities and will not be liable for damages and losses due to the use of JP-5, MoGas, and diesel purchased from the Government.]

][1.10 TRANSPORTATION OF PERSONNEL, MATERIALS, AND EQUIPMENT FOR WAKE AND DIEGO GARCIA

NOTE: Use the following paragraphs as applicable
for Wake and Diego Garcia projects.

Coordinate arrangements for transporting materials, equipment, and personnel with the Contracting Officer. [Rates shown were the latest available when this specification was prepared, and is furnished for informational purposes only.] [The Contractor will be charged rates in effect at the time the services are actually provided.] The Contractor has the option to use commercial or privately-owned transportation.

[1.10.1 Surface Transportation

NOTE: Verify the availability and rates with the
proper Government office.

Use of Government facilities are on a priority basis as determined by the Government. Repair damaged Government property such as docks, buoys, lightering watercraft and equipment due to the Contractor's negligence at the Contractor's own expense.

- a. Military Sealift Command (MSC): [The current shipping cycle to Midway is approximately 90 days but is subject to change without notice]. [There is no regularly scheduled MSC service to [DG] [Wake]]. If the Contractor elects to use MSC services, the Contractor is responsible for costs incurred or delays encountered because of late or nondelivery of materials or equipment. MSC services are subject to the following conditions:

- (1) Provided on a space available basis or if no commercial service is available.
- (2) The Government has the right to reject cargo offered and to limit the quantities of materials accepted.
- (3) The Government incurs no responsibility, expressed or implied, for return transportation, continued frequency, timeliness or reliability of the MSC service.
- (4) Pay in advance by means of a special deposit account to the Fleet and Industrial Supply Center (FISC), administering the services for transportation, stevedoring, handling, securing and local accessorial services. For FISC [Pearl Harbor] rates are:

Transportation, Tonne
1.1 Cubic Meters Per Measurement

		<u>Stevedoring</u>
General Cargo	[\$_____]	[\$_____]

Transportation, Tonne
1.1 Cubic Meters Per Measurement

Special Cargo	[\$_____]	[\$_____]
Cargo Trailer	[\$_____]	[\$_____]

Transportation, Ton
40 cubic feet Per Measurement

		<u>Stevedoring</u>
General Cargo	[\$_____]	[\$_____]
Special Cargo	[\$_____]	[\$_____]
Cargo Trailer	[\$_____]	[\$_____]

(5) The BOS Contractor's stevedoring/lighterage rates are:

Laborers: [\$_____] per hour

Operation Supervisor: [\$_____] per hour

Safety Supervisor: [\$_____] per hour

LCM-8 Boat Crew (5 Men per LCM-8): [\$_____] per hr/man

Crane Operator: [\$_____] per hour

Forklift Operator: [\$_____] per hour

Administrative Charges: [\$_____] per day

(6) Damages or loss due to handling, loading, securing, transporting, failure of, or delay in delivery shall be borne by the Contractor. Obtain adequate insurance against damage, loss or failure of, or delay in delivery, as appropriate, and include the Government as a named insurer.

b. Commercial vessel:

- (1) Lighterage operations are [normally 24 hours to avoid turnaround delay at Midway] [restricted to daylight hours unless approved otherwise at [Wake] [DG].]
- (2) The Contractor is liable for accidental injury or death of Contractor's personnel and damages to material and equipment during stevedoring operations performed by the Contractor.
- (3) Pay demurrage charges for barges and vessels not under Navy sponsorship, or vessels where delay results from the failure of the Contractor to perform specified stevedoring services. When demurrage is assessed to cargo belonging to several agencies, arrange with the agencies concerned in sharing such expenses. No priority will be afforded the Contractor's cargo over others, and cargo will be handled as the ship's cargo master elects to unload, except that food or medical supplies will be given first priority.

NOTE: Use the text below for Wake projects.

- (4) Unload cargo from ships anchored offshore into BOS Contractor controlled watercraft and repair damages to Government lightering watercraft due to Contractor negligence. The movement of the cargo from the dock to the jobsite shall be the Contractor's responsibility.
- (5) The Contractor will not be charged for the use of the watercraft dockside crane, and two forklifts for lighterage operations but will be charged for the labor involved at the prevailing labor rates. The Contractor shall utilize the BOS Contractor's operators.
- (6) Government lightering watercraft consists of two LCM-8's. The LCM-8's are 22.5 m long; 6.4 m wide; 2.8 m side board; 73 feet 8 inches long; 21 feet wide; 9 feet 4 inches side board; one meter 3 feet 3 inches draft light; 1.2 m 4 feet draft loaded; have 53 tonnes 53 1/2 tonsload capacity, and 76.8 cubic meters 2742 cubic feet cargo space. The dockside crane capacity is 20,400 kg 45,000 pounds. Cargo that are not adequately crated/packed or cannot be safely handled by the LCMs or crane will not be unloaded by the Government. Materials in bulk, such as aggregate, will not be transported or handled by the BOS Contractor unless bagged or otherwise contained for convenient handling.

] [1.10.2 Purchase Orders for Diego Garcia

Submit three copies of purchase orders for materials and equipment purchased from the U.S. prior to actual procurement for approval. Also submit monthly three copies of subsequent revisions or amendments to the purchase orders with the MSR. Purchase orders shall refer to and contain the same nomenclature and item number as the corresponding item listed in the BM.

] [1.10.3 Air Transportation

NOTE: Use the text in "a." below for Wake and Diego Garcia projects. Verify the availability and rates with the proper Government office.

- a. Air Mobility Command (AMC) [is not scheduled on a regular basis to [Wake] [DG].] [Service is subject to the following conditions:]
- b. Commercial and private aircraft: If approved, special commercial chartered flights and private aircraft will be permitted to land on [DG] [Wake]. Submit for approval at least 30 days prior to the flight date.

] [1.10.4 Agreement

NOTE: Use this paragraph entitled "Agreement" for Wake and Diego Garcia projects.

Submit prior to shipment of materials and equipment by Government air and surface transportation, an agreement in the following form:

"In consideration of the carriage of the property described as follows:

(Description and maximum quantity to be shipped--the latter to be stated in both weight and measurement tons.) I, _____
(Acting both individually and as the duly authorized agent of _____, the owner of said property) hereby agrees that neither the carrying vessels, nor the United States, nor an agent or agency incorporated or unincorporated thereof, will be liable for loss of, or damage of any nature whatsoever to, said property or for any failure to deliver above said property in the same quantity and in the same order and condition as when received by the initial carrying vessel, or for any delay in such delivery, whether said loss, damage or failure of or delay in delivery is occasioned by the negligence of the carrying vessel, the United States, or any employee or agency thereof, or by any cause whatsoever. The owner of said property and [_____] hereby further agree to hold harmless and indemnify the United States for any loss or damage arising out of the carriage of the aforesaid property and also agree to pay for freight and terminal service charges as may be determined by the Government loading and discharging terminals."

] [1.10.5 Packaging

Package in accordance with "Department of Defense Military, Standard Transportation and Movement Procedures" and the requirements of the Government shipping service.

]] [1.11 EXTRAORDINARY SECURITY REQUIREMENTS FOR PEARL HARBOR

NOTE: Do not add information related to Activity regulations which are of a routine nature. Unusual access provisions dictated by the needs of a particular project may be included, as directed.

1.11.1 Shipyard CIA and Sensitive Areas

NOTE: The provisions of these security requirements are applicable to the following areas: (1) CIA-I (Controlled Industrial Area I) - The large fenced-in area encompassing the waterfront and industrial shops, extending from Building 1274 to Bravo 14; and (2) CIA-II (Controlled Industrial Area II) - Drydock No. 4 Compound (including Building 1444).

Six weeks prior to entry into the CIA, submit a [visit request for Pearl Harbor Naval Shipyard form \(PHNSY 14ND-SYD-5512/28\)](#) to the Contracting Officer. The Visit Request must include certification of U.S. citizenship. Entry into the CIA for those listed on the Visit Request may be authorized under one of the following conditions:

- a. Contractors having a DOD Facility Security Clearance and whose employees have a DOD security clearance may be badged for immediate unescorted access into the CIA.
- b. Employees and representatives having current Shipyard ID badges authorizing CIA access will be permitted entry into the CIA.
- c. Employees not holding a current DOD security clearance or current CIA access badge must establish suitability and eligibility based on a Local Record Check (LRC) prior to being badged for unescorted CIA access. A LRC may take up to 3 weeks to process. Provide a [Completed Special Access Determination \(NAVSEA 5510/15\)](#) (Apr 90) for each employee.
- d. For situations other than the above, employees or representatives requiring CIA access may be issued an "Escort Required" ("ER") pass for CIA access under the escort of a cleared individual employed by the activity. Processing of "ER" passes may take up to 5 days.
 - (1) The initial submittal of Visit Request forms need not be all inclusive. It may be expanded to meet essential requirements of the Contractor. Each individual added to the list, however, shall be subject to the same pre-entry screening requirements as outlined above.
 - (2) Shipyard ID badges will be issued by the Shipyard Pass and Identification Office (Pass and ID Office) located in Building 207 at Eighth Street and Avenue "E."

1.11.2 Vehicle Regulations in the Shipyard CIA

No vehicle will be permitted access to a work site in the CIA without a valid Naval Base vehicle pass and a Shipyard vehicle pass. Naval Base vehicle passes are issued by the Base Security Office located in Building 3455 outside the Nimitz Gate. The Shipyard vehicle passes are issued by the Shipyard Pass and ID Office. Shipyard vehicle passes will not be issued unless a Naval Base vehicle pass has been obtained and proof of vehicle registration to the Contractor's company has been presented to Shipyard Pass and ID. Vehicles are required to conform to Shipyard traffic regulations. The speed limit is 15 mph in the CIA. Outside the CIA, the speed limit is as posted or marked.

1.11.2.1 Shipyard Vehicle Pass

Only those Contractor vehicles meeting the following criteria will be allowed to enter the CIA with the Shipyard vehicle pass:

- a. Vehicles must clearly display an authorized company sign or logo.
- b. Vehicles must be company or commercial vehicles used to transport heavy equipment or material to the job site or to conduct bonafide and required inspections and surveillance at the job site. Privately-owned vehicles will not be used to transport employees to the job site and will not be allowed in the CIA.

1.11.2.2 Commercial Vehicles

Vehicle passes will be issued to each commercial vehicle that is required for the job, authorizing entry and parking within the CIA. Every vehicle

entering the CIA will display the pass on the dashboard or visor (facing outward). The pass will be visible at all times while in the CIA. Parking is limited to those areas that are specifically identified on the pass. If additional passes are required, present adequate justification to the Pass and ID Office via the Contracting Officer.

1.11.2.3 Gates

Vehicles shall enter and exit from one of the two 24-hour gates located on Avenue "C" or on Fifth Street.

1.11.3 Parking

Prohibited on any piers and dry dock/waterfront areas. Do not park on or block the marked fire lanes at any time. An exception may be made for vehicles which are part of the equipment needed to do the required work and are attached or connected to the pier or ship; for example, a truck which uses a mounted generator or a vehicle with built-in equipment. [For the CIA area, submit a written request for [pier parking authorization](#) with justification to the Shipyard Security Officer (Code 1125.2) via the Contracting Office at least 2 weeks prior to the date parking space is required.] [To obtain parking permits, limited to five, for Bravo pier side parking, submit a written request with justification to the ROICC. Permits do not include heavy equipment, loading/unloading operations or vehicles with Federal Fire Department (FFD) permission for support of immediate work activities in the fire lane. Permits are issued by the Port Operations Officer.] Include with request the license number of the vehicle(s), make, model, year, and size of the vehicle(s) (pickup truck, crane, or forklift), parking location, and purpose and duration. [Harbor Operations will monitor dock operations and will have vehicle violators ticketed/towed.] [For permission to stage construction equipment in or protruding into the Bravo pier fire lanes, contact the FFD, c/o Fire Prevention Chief, pager 473-5199.]

1.11.3.1 Parking Locations

Parking for privately-owned vehicles is available in lots "A" and "D" on Avenue "D," located between South Avenue and Eighth Street, and in lot "C" on Sixth Street and Central Avenue.

1.11.4 Vehicle Searches

Vehicles are subject to search while entering, remaining in, or leaving the Shipyard or Naval Base areas. Government material being transported out of the CIA shall be covered by a Property Pass (OP-7), issued and signed by the Contracting Officer. Material found without a Property Pass will be confiscated and a police offense report issued.

1.11.5 Authorization of Entry

Coordinate entry into shop/office/ship spaces with respective Shop Superintendent/Office Head/Ship's Commanding Officer via the Contracting Officer.

1.11.6 Escort

For entrance to and work inside any building inside the CIA, contact the cognizant Shipyard code for escort services in the affected area.

1.11.7 Government Guard Services

The Shipyard Security Officer (SSO) will provide guard services on a reimbursable basis for work on CIA perimeter fence job sites. Notify and obtain approval from the SSO via the Contracting Office at least 48 hours prior to the time guard services will be required. Submit in writing the purpose and number of hours guard services will be required. Any work on the CIA fence shall be completed by the end of the work day or the openings resulting from that work shall be closed to prevent unauthorized access.

1.11.8 Areas Not Covered by Contract

Contractor personnel will not be permitted to enter Shipyard buildings, spaces, and areas not covered by this contract except on prior approval of the Shipyard department/office/shop having jurisdiction of the areas. Coordinate action with the Contracting Officer to obtain such entry approval.

1.11.9 Access to Unclassified Information

Access to unclassified U.S. Navy shipbuilding, conversion, or repair technology and related technical information manuals, documents, drawings, plans, specifications, and other unclassified information is restricted to official need-to-know basis, designated by physical markings to show the appropriate control designations. Handle, control, and safeguard to prevent oral, visual, and documentary disclosure to the public, to foreign sources, and to personnel not having an official need-to-know. Return this information to the Pearl Harbor Naval Shipyard upon completion of contracted work, except when specific retention authorization is granted by the Contracting Officer.

1.11.10 Photographs

Photography is prohibited in the Pearl Harbor Naval Shipyard. When operationally required, submit a written request containing specific justification and details to the Video Production Center (Code 103) via review by the Security Officer prior to release.

[1.11.11 Contractor Regulations

Comply with the following conditions:

- a. Submit a Visit Request (VR) and Special Access Determination (SAD) for each person listed to the Security Officer (Code 1125.2) via the Contracting Officer at least 6 weeks prior to the start date.
- b. Employees and representatives requiring access are U.S. citizens or U.S. nationals.
- c. Under no circumstances shall personnel handcarry their own visit request.
- d. Employees shall provide documented proof of U.S. citizenship to the Pass and ID Office prior to being issued a Shipyard badge.
- e. Employees shall be available for interviews upon request by the Shipyard Personnel Security Specialist.
- f. Employees' representatives shall attend a 15-minute orientation on the

safety, security, and radiological protection aspects of industrial operations within the Shipyard. The briefing, in the form of a video tape presentation, will be given at the Pass and ID Office in groups of 10, prior to the issuance of Shipyard badges or passes. Special arrangements for larger groups can be arranged on request.

- g. Employees shall wear and display the Shipyard badge in the chest area at all times while entering, remaining in, and exiting Shipyard spaces and each badge shall be used only by the specific individual named on the badge.
- h. Vehicles in Shipyard areas shall display a valid Naval Base vehicle pass and shall have company's name on both sides of any vehicle that enters the CIA.
- i. Maintain strict accountability over identification badges and passes issued by the Pass and ID office. Immediately report to the Pass and ID Office, any badges/passes missing or lost and the circumstances. Return badges/passes to the Contracting Officer immediately upon termination of any employee, expiration, completion of contract, or when no longer required. The Contracting Officer will ensure that all badges/passes are returned and forwarded to the Shipyard Pass and ID Office (Code 1125.2).
- j. Restrict hours of work to 7:00 a.m. - 3:30 p.m. Monday through Friday, work days only. When operational needs require scheduling of work after 3:30 p.m. (Monday through Friday) or on weekends and holidays, provide written notification at least 2 weeks in advance to the Contracting Officer who will obtain approval from the respective Shipyard departments, offices, and shops. Such notifications will include specific dates, hours of work, location of work, type of work to be performed, contract number and project title. The Contracting Officer will provide a copy of the notification to the Security Officer along with written notification that work, as scheduled, has been approved by the respective department, office, or shop concerned.
- k. Restrict employees/representatives to the work site and control travel directly to and from the work site.
- l. Ensure that yellow plastic material is not used for warning signs, covering materials, etc.
- m. Restore all traffic/parking/security signs and markings, including space numbers, designations, and lines, to their original form if such signs/markings are defaced or deleted during construction/repair.
- n. Be responsible for control and security of Contractor-owned equipment and materials at the work site. Report immediately, missing/lost/stolen property to the Naval Base Police Department (phone 474-1237) as each case occurs.
- o. Ensure that no material is stacked within 10 feet of the CIA perimeter. Remove from the work site, or secure ladders or other such equipment which could be used to climb the CIA perimeter fence. Ensure that no vehicles are parked within 10 feet of the CIA perimeter.
- p. Provide written notification to the Commander, Pearl Harbor Naval Shipyard via the Contracting Officer 2 weeks prior to actual start of work to allow for notification of the appropriate Shipyard departments,

offices, and shops of the impact resulting from the contract work. Such notifications will include specific details such as work schedules (including actual start date for Shipyard entry) and impact.

- q. Ensure that no opening in the roof/walls/windows/fence of the building exist at the end of the work day and do not exist where penetration is possible during non-working hours. If the building cannot be secured at the end of the work day, coordinate action with the Contracting Office to notify the cognizant code to arrange for a security watch by their personnel.
- r. Seventy-two hours prior to making any penetrations (such as tunneling under, cutting through a fence or building) in a restricted area, contact Code 1125.2 to make arrangements for a security guard or other measures required to meet all security requirements. Cost of security guard will be charged to the Contractor.

] [1.11.12 Other Sensitive Areas

NOTE: For areas other than Pearl Harbor Naval
Shipyard or Naval Base, verify with the Activity if
required for communication buildings or other
sensitive areas.

[1.11.12.1 Extraordinary Security Requirements

The Contract Clause entitled "Identification of Employees" and the following apply:

- a. Vehicle searches. All construction vehicles will be searched by the Marine sentry.
- b. Photographs. Photographs are prohibited in and around the building unless a written request containing specific justification and details is approved by the security officer via the Contracting Officer. Four days' advance notice is required. Photographs, when approved, shall be taken in the presence of an activity escort.
- c. Personnel restrictions. Due to sensitivity of building operations, the following apply:
 - (1) Restrict personnel to the designated work site.
 - (2) [Contractor's movements within the building will be restricted. Contractor personnel will be escorted to and from designated work areas. Contractor personnel shall not be permitted outside of designated work areas without being escorted by authorized personnel. [Submit requests for entry into the building 4 days in advance with information required by paragraph entitled "Personnel List" for submission to the "Division Project Officer" through the Contracting Officer.]]

]]]PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

-- End of Section --