

## **TECNICO ACCESS CONTROL PLAN CHESAPEAKE**

**Revised: August 31, 2010**

### **GENERAL**

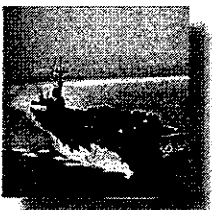
TECNICO is a marine and industrial repair firm whose corporate facility is located at 831 Industrial Ave. Chesapeake, Virginia.

As the workload changes, employees are shifted from one yard to another depending where the contract may be located.

TECNICO performs work on both United States Naval and commercial vessels. TECNICO has within the last year maintained approximately 500 or more employees. Ship repair work is performed at off-site locations, (i.e., Naval Station, Norfolk; Amphibious base, Little Creek, NNSY, Norshipco, MHI, Mayport Naval shipyard, San Diego Naval, & other sites) TECNICO has an Agreement Boat Repair contract the United States Navy, and a Master Ship Repair Agreement # N00024-00-H-8068 granted to TECNICO on March 10, 2000 by NAVSEA.

At the time an individual is hired, that person must verify his/her citizenship. Only personnel who can verify citizenship by means of proof listed in DOD 5220.22M (NISPOM), Paragraph 2-207 will be certified as U.S. citizens. All other persons will be classified as Non-U.S. citizens or Foreign Nationals, and may not have access to U.S. Navy vessels or work sites. Including but not limited to shops within commercial shipyards, repair facilities, docks, ways, dry docks, or piers.

TECNICO will not employ Non-U.S. citizens to perform work on Navy vessels and all associated work, which is being performed under the cognizance of NAVSEA. However, should TECNICO desire to employ Non-U.S. citizen personnel to perform such work, the procedures outlined below will be applicable to TECNICO personnel and to subcontractor personnel as well.





Since TECNICO may wish to employ Non-U.S. citizens; Non-U.S. citizen personnel will not be employed on navy vessels and all associated work performed thereto except as approved by NAVSEA or its designated representative (Norfolk Ship Support Activity (NSSA) for each contract/job order awarded to this firm. The procedures outlined below will be applicable to TECNICO personnel and to subcontractor personnel, as well. Non-U.S. citizen data sheets are provided as an attachment to this ACP and will be updated as changes occur.

### **Subcontractor/Visitor Control**

Subcontractors employed to perform U.S. government contracts, visitors, and/or vendors who may require access to any U.S. Naval vessel being worked by TECNICO will verify the citizenship of their employees and certify to this company the citizenship of each employee requiring access. An access list will be submitted on the NSSA excel spreadsheet to TECNICO and will include the following:

SOCIAL SECURITY NUMBER  
DATE/PLACE OF BIRTH  
NAME  
PLACE OF BIRTH  
DATE OF BIRTH  
CERTIFICATION OF CITIZENSHIP  
SECURITY CLEARANCE/DATE

All subcontractor/vendor must maintain appropriate records, subject to audit by TECNICO.

### **BADGES/PASS SYSTEM**

TECNICO badge design and appearance facilitates a quick and positive identification as a TECNICO employee. All TECNICO employee badges are given an employee badge number unique to TECNICO. The badge is laminated and checked yearly for condition and accountability. TECNICO employees are required to wear their TECNICO badge on the outer garment for ease of identification at all times while working in industrial areas, or on customers premises, and aboard all ships. The two badges used by TECNICO are as follows:

- (1) All U.S. Citizens have a light gray TECNICO badge.
- (2) All Non-U.S. citizens will have a green TECNICO badge.

Subcontractor personnel maintain their own company badge. An access request letter submitted by their respective company verifying their US citizenship along with a TECNICO cover letter requesting permission as our subcontractor listing the vessel name and date of visit will be faxed for approval.

### **MOVEMENT CONTROL**

Only those employees who are verified U.S. Citizens and those Non-U.S. citizens who have been approved by COMNAVSEA will be allowed to perform U.S. Navy work except as provided for by this Access Control Plan.



In accordance with SECNAVINST 5510.30, all access lists are submitted to the NSSA Security Manager (code 1112) for approval prior to access being granted, including access by Non-citizens.

Only verified U.S. Citizens will have access to naval vessels or work sites (as defined in NAVSEAINST 5500.3), except as provided for by this ACP. Each company supervisor will control access to the ship's component. All supervisors/managers are orally briefed annually on access requirements to naval vessels/work sites. Briefings include identifications of U.S. versus Non-U.S. citizens, awareness of the requirements of this ACP, and access control procedures for TECNICO.

In those instances where TECNICO may desire to employ Non-U.S. citizen employees or subcontractor personnel to perform work on Navy contracts, TECNICO will request formal approval from NAVSEA via NSSA (as the NAVSEA representative) in accordance with NAVSEAINST 5500.3 for each contract/job order awarded on which the Non-U.S. citizens will perform work. To facilitate easy recognition of Non-U.S. citizens will be issued a green badge. While engaged in work Non-U.S. citizen's personnel will be under the control of approved U.S. citizen escorts who have been made aware of all restrictions imposed by NAVSEA, NSSA or the ship's commanding officer. As a general rule (1) U.S. citizen escort will be provided for every (3) Non-U.S. citizen personnel. Prior to commencement of work, the TECNICO superintendent of the applicable job, NSSA Security Manager (Code 1112), and ship's force security personnel will coordinate movement of the Non-U.S. citizen personnel while on board the vessel, to include, but not limited to, shops within the commercial shipyard, repair facilities, docks, ways, dry-docks, or piers. It is understood that work performed "down river" at other U.S. naval installations may incur still other restrictions on movement control of Non-U.S. citizen personnel. In those instances, coordination of requirements will be between TECNICO, NSSA Security Manager (Code 1112), the ship's commanding officer, and representatives of the naval facility concerned (i.e. Naval station, Norfolk, Norfolk Naval Shipyard, etc.). It is also understood that in some cases, approval for work to be performed by Non-U.S. citizens may be obtained by NSSA Security Manager (Code 1112), as NAVSEA'S designated representative, while other circumstances may warrant direct approval from NAVSEA headquarters. Additionally, it is understood there may be instances where approval will not be granted for Non-U.S. citizens to perform work on ships, either in plant or at other naval installations.

The TECNICO manager of subcontracts has included a statement on all purchase orders to subcontractors declaring they must adhere to our ACP which can be found posted on Tecnico home web site at [www.tecnicocorp.com](http://www.tecnicocorp.com) under the vendor tab.

Violation of this ACP will be reported immediately to the TECNICO FSO, who will report all information to the MARMC Security Manager (Code 1112).

### **CLASSIFIED CONTRACTS**

All classified contracts worked by TECNICO will be managed according to the provisions of DOD 5220.22M, NISPOM, and the DD form 254, contract security classification specification, issued as part of the contract/job order package.

**NON-U.S. CITIZEN DATA RECORD SHEET**

**COMPANY:** \_\_\_\_\_

**EMPLOYEE'S NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**CITIZENSHIP:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**WORK CARD NUMBER:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE OF ENTRY TO U.S.:** \_\_\_\_\_

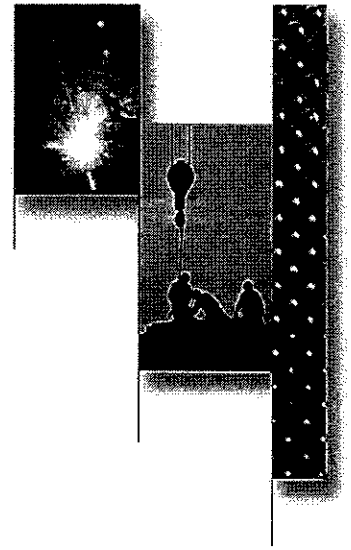
**NUMBER OF YEARS EMPLOYED BY COMPANY:** \_\_\_\_\_

**INTENTIONS CONCERNING U.S. CITIZENSHIP:** \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE/DATE OF EMPLOYEE)

\_\_\_\_\_  
(SIGNATURE/DATE OF EMPLOYER)

**INFORMATION CONTAINED HEREIN SUBJECT TO PRIVACY ACT OF 1974**



## TECNICO ACCESS CONTROL PLAN WEST COAST DIVISION

Revised: August 8, 2010

### GENERAL

TECNICO is a marine and industrial repair firm whose corporate facility is located at 831 Industrial Ave. Chesapeake, Virginia. The West Coast Division listed below will fall under the access requirements of this ACP:

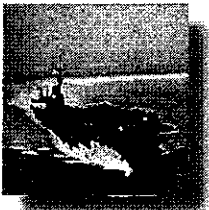
206 W. 35<sup>th</sup> St. Suite B National City, CA 91950

As the workload changes, employees are shifted from one yard to another depending where the contract may be located.

TECNICO performs work on both United States Naval and commercial vessels. TECNICO has within the last year maintained approximately 500 or more employees. Ship repair work is performed at off-site locations, (i.e., Naval Station, Norfolk; Amphibious base, Little Creek, NNSY, Norshipco, MHI, Mayport Naval shipyard, San Diego Naval, & other sites) TECNICO has an Agreement Boat Repair contract with the United States Navy, and a Master Ship Repair Agreement # N00024-00-H-8068 granted to TECNICO on March 10, 2000 by NAVSEA.

At the time an individual is hired, that person must verify his/her citizenship and eligibility to work using the E-verify system. Only personnel who can verify citizenship by means of proof listed in DOD 5220.22M (NISPOM), Paragraph 2-207 will be certified as U.S. citizens. All other persons will be classified as Non-U.S. citizens or Foreign Nationals, and may not have access to U.S. Navy vessels or work sites. Including but not limited to shops within commercial shipyards, repair facilities, docks, ways, dry docks, or piers.

TECNICO will not typically employ Non-U.S. citizens to perform work on Navy vessels and all associated work, which is being performed under the cognizance of NAVSEA. However, should TECNICO desire to employ Non-U.S. citizen personnel to perform such work, the procedures outlined below will be applicable to TECNICO personnel and to subcontractor personnel as well.





Since TECNICO may wish to employ Non-U.S. citizens; Non-U.S. citizen personnel will not be employed on navy vessels and all associated work performed thereto except as approved by NAVSEA or its designated representative (SOUTHWEST REGIONAL AINTENANCE CENTER (SWRMC) for each contract/job order awarded to this firm. The procedures outlined below will be applicable to TECNICO personnel and to subcontractor personnel, as well.

### **Subcontractor/Visitor Control**

Subcontractors employed to perform U.S. government contracts, visitors, and/or vendors who may require access to any U.S. Naval vessel being worked by TECNICO will verify the citizenship of their employees and certify to this company the citizenship of each employee requiring access. An access list will be submitted to TECNICO and will include the following:

NAME  
SOCIAL SECURITY NUMBER/WORK CARD NUMBER  
DATE/PLACE OF BIRTH  
NATURALIZATION NUMBER/DATE, IF APPLICABLE  
CERTIFICATION OF CITIZENSHIP  
NAME OF VESSEL OR ACTIVITY TO WHICH ACCESS IS REQUIRED  
DATES FOR WHICH ACCESS IS REQUIRED

All subcontractor/vendor must maintain appropriate records, subject to audit by TECNICO.

### **BADGES/PASS SYSTEM**

TECNICO badge design and appearance facilitates a quick and positive identification as a TECNICO employee. All TECNICO employee badges are given an employee badge number unique to TECNICO. The badge is laminated and checked yearly for condition and accountability. TECNICO employees are required to wear their TECNICO badge on the outer garment for ease of identification at all times while working in industrial areas, or on customers premises, and aboard all ships. The two badges used by TECNICO are as follows:

- (1) All U.S. Citizens have a White TECNICO badge.
- (2) All Non-U.S. citizens will have a green TECNICO badge.

Subcontractor personnel maintain their own company badge. An access request letter submitted by their respective company verifying their US citizenship along with a TECNICO cover letter requesting permission as our subcontractor listing the vessel name and date of visit will be faxed for approval.

### **MOVEMENT CONTROL**

Only those employees who are verified U.S. Citizens and those Non-U.S. citizens who have been approved by COMNAVSEA will be allowed to perform U.S. Navy work except as provided for by this Access Control Plan.

In accordance with SECNAVINST 5510.30, all access lists are submitted to the SWRMC Security Manager for approval prior to access being granted, including access by Non-citizens.



Only verified U.S. Citizens will have access to naval vessels or work sites (as defined in NAVSEAINST 5500.3), except as provided for by this ACP. Each company supervisor will control access to the ship's component. All supervisors/managers are orally briefed annually on access requirements to naval vessels/work sites. Briefings include identifications of U.S. versus Non-U.S. citizens, awareness of the requirements of this ACP, and access control procedures for TECNICO.

In those instances where TECNICO may desire to employ Non-U.S. citizen employees or subcontractor personnel to perform work on Navy contracts, TECNICO will request formal approval from NAVSEA via SWRMC (as the NAVSEA representative) in accordance with NAVSEAINST 5500.3 for each contract/job order awarded on which the Non-U.S. citizens will perform work. To facilitate easy recognition, Non-U.S. citizens will be issued a green badge. While engaged in work Non-U.S. citizen personnel will be under the control of approved U.S. citizen Supervisors who have been made aware of all restrictions imposed by NAVSEA, SWRMC or the ship's commanding officer. As a general rule (1) U.S. citizen Supervisor will be provided for Non-U.S. citizen personnel. Prior to commencement of work, the TECNICO superintendent of the applicable job, and ship's force security personnel (when required) will coordinate movement of the Non-U.S. citizen personnel while on board the vessel, to include, but not limited to, shops within the commercial shipyard, repair facilities, docks, ways, dry-docks, or piers. It is understood that work performed "down river" at other U.S. naval installations may incur still other restrictions on movement control of Non-U.S. citizen personnel. In those instances, coordination of requirements will be between TECNICO, SWRMC Security Manager, the ship's commanding officer, and representatives of the naval facility concerned. It is also understood that in some cases, approval for work to be performed by Non-U.S. citizens may be obtained by SWRMC Security Manager, as NAVSEA'S designated representative, while other circumstances may warrant direct approval from NAVSEA headquarters. Additionally, it is understood there may be instances where approval will not be granted for Non-U.S. citizens to perform work on ships, either in plant or at other naval installations.

The TECNICO manager of subcontracts has included a statement on all purchase orders to subcontractors declaring they must adhere to our ACP which can be found posted on Tecnico home web site at [www.tecnicoCorp.com](http://www.tecnicoCorp.com) under the vendor tab.

Violation of this ACP will be reported immediately to the TECNICO FSO, who will report all information to the SWRMC Security Manager.

### **CLASSIFIED CONTRACTS**

All classified contracts worked by TECNICO will be managed according to the provisions of DOD 5220.22M, NISPOM, and the DD form 254, contract security classification specification, issued as part of the contract/job order package.

**NON-U.S. CITIZEN DATA RECORD SHEET**

**COMPANY:** \_\_\_\_\_

**EMPLOYEE'S NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**CITIZENSHIP:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**WORK CARD NUMBER:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE OF ENTRY TO U.S.:** \_\_\_\_\_

**NUMBER OF YEARS EMPLOYED BY COMPANY:** \_\_\_\_\_

**INTENTIONS CONCERNING U.S. CITIZENSHIP:** \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE/DATE OF EMPLOYEE)

\_\_\_\_\_  
(SIGNATURE/DATE OF EMPLOYER)

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