



TÉCNICO ACCESS CONTROL PLAN CHESAPEAKE

Revised: June 5, 2013

GENERAL

TÉCNICO 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 on where the contract may be located.

TÉCNICO performs work on both United States naval and commercial vessels. TÉCNICO 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, BAE, MHI, Mayport Naval shipyard, San Diego Naval, & other sites). TÉCNICO has an Agreement Boat Repair (ABR) contract with the United States Navy, and a Master Ship Repair Agreement (MSRA) #N00024-00-H-8068 granted to TÉCNICO 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.

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





Since TÉCNICO may wish to employ Non-U.S. citizens; Non-U.S. citizen personnel will not be employed on navy vessels or any 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 TÉCNICO personnel and to subcontractor personnel, as well. Non-U.S. citizen data sheets are provided as an attachment to this Access Control Plan (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 TÉCNICO 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 TÉCNICO 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 subcontractors/vendors must maintain appropriate records, subject to audit by TÉCNICO.

BADGES/PASS SYSTEM

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

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

Subcontractor personnel maintain their own company badge. An access request letter submitted by their respective company verifying their US citizenship along with a TÉCNICO 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 ACP.

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 5510.2C), 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 TÉCNICO.

In those instances where TÉCNICO may desire to employ Non-U.S. citizen employees or subcontractor personnel to perform work on Navy contracts, TÉCNICO will request formal approval from NAVSEA via NSSA (as the NAVSEA representative) in accordance with NAVSEAINST 5510.2C 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'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 TÉCNICO 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 TÉCNICO, 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 TÉCNICO 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 TÉCNICO's home web site at www.tecnicocorp.com under the vendor tab.

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

CLASSIFIED CONTRACTS

All classified contracts worked by TÉCNICO 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 OF EMPLOYEE / DATE)

(SIGNATURE OF EMPLOYER / DATE)

INFORMATION CONTAINED HEREIN SUBJECT TO PRIVACY ACT OF 1974