

## Background Check Requirements

<https://www.backgroundchecks.com/solutions/Huntington>

To provide a safer and more secure workplace and to assist in the acquisition of the most suitably qualified personnel, background investigations (BIs) must be performed for the following individuals:

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

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

- Persons under the age of 18.
- U.S. government personnel who are badged as long-term visitors at Huntington Ingalls Industries' facilities, e.g., DCMA, DCAA, etc.
- Foreign government customer staff.
- Program team associates, both prime and sub.

All BIs must be performed by the Huntington Ingalls Industries corporate award supplier, which is currently General Information Services, Inc., trading as backgroundchecks.com. A new BI is required for all unescorted badged visitors every three (3) years, and following any break in service in excess of 90 days, to re-verify criminal and DMV checks. Contract labor providers, service suppliers, and consultant employers who request access for their employees, and Self-employed independent personal services personnel who request access for themselves, are required to perform the following:

- Retain copies of BIs and make available for verification and review by Huntington Ingalls Industries, upon request, and
- Certify in writing to Newport News Shipbuilding, using Form 9327, that it has performed a BI that meets the requirements contained herein and that the investigation disclosed no adverse information regarding the candidate in question, or
- Consult with the Newport News Shipbuilding site Security Investigators Office to determine if adverse information is disqualifying, or
- Withdraw the candidate from assignment to Newport News Shipbuilding.

**Adverse or unfavorable information** is credible information regarding an individual indicating some sort of personal misbehavior, flaw or problem that may reflect adversely on the individual's character, honesty, integrity, reliability, stability, and/or competence as it relates to the individual's overall suitability for unescorted access to the Sector. Security Department O15 must be immediately notified if any indication arises of adverse information regarding any employee, badged contract labor employee, consultant, or service supplier employee. Except as may be required by law, adverse information never automatically disqualifies any candidate; however, evidence of material misrepresentation of job qualifications or denial or intentional omission of significant adverse information, indicative of basic dishonesty, will normally cause rejection of a candidate. In all other cases, a judgment on the individual's overall suitability for a position with the Sector will be made based on the unique facts of each case and the following considerations:

- How serious is the adverse situation?
- How recent is the adverse information/situation?
- Are there repeated incidents/situations of a specific problem versus a single isolated situation?

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- Are there examples of different types of misbehavior or adverse situations? (A pattern of dishonesty or disregard for lawful behavior in multiple situations over time may indicate that such a pattern is likely to continue.)
- How does the adverse information relate to the proposed job position?
- How may the adverse information affect the individual's ability to immediately support the customer? (For example, will the adverse information preclude or unduly delay assignment or access to a customer location, or the issuance of a government security clearance or special access?)

In the event that a Company/Supplier or other entity becomes aware of Adverse Conduct regarding their employee who is badged for access to the Sector, they shall promptly notify the Sector Security Department O15 of that fact. Examples of Adverse Conduct which must be reported are as follows:

- The individual has been convicted of an offense involving violent behavior (or a threat thereof), fraudulent or dishonest conduct, including, but not limited to, fraud, theft, embezzlement, misappropriation, larceny, burglary, drug distribution or possession with intent to distribute, any crime involving a firearm, assault, battery, rape, sexual assault, murder, manslaughter, involuntary homicide, or stalking.
- The individual does not hold the degree(s), professional certifications, and licenses that the Supplier or the Contract Labor Personnel has represented to NNS.
- For positions involving financial matters or other positions of trust, the individual has a record of default on any debt or a debt exceeding 90 days past due on more than three occasions within the three years immediately preceding the date of this Background investigation.

Huntington Ingalls Industries has partnered with [backgroundchecks.com](https://www.backgroundchecks.com) to provide our vendors, sub-contractors, consultants and service suppliers a fast and easy way to achieve compliance with our background screening requirements. To register and set up your account to start ordering background investigations, please visit the HII VendorSAFE landing page at <https://www.backgroundchecks.com/solutions/Huntington>

### Account Set-up Process

#### 1. Online Account Registration

- Huntington Ingalls contractors will register online account via a dedicated landing page to ensure compliance with Huntington Ingalls' screening requirements.
  - The landing page includes additional information regarding products, pricing, and specific Huntington Ingalls Industries program requirements.
  - A credit card is required to complete online account registration. [backgroundchecks.com](https://www.backgroundchecks.com) sends a welcome email sent to the contractor upon successful account registration<sup>^</sup>. The email will include the MVR application\*. <sup>^</sup>email sent same day during normal business hours M-F, 7:30am-5:30pm CST \*MVR access is subject to approval which may take up to 2 business days to complete
- [backgroundchecks.com](https://www.backgroundchecks.com) provides 24/7 account access to order the pre-bundled "Standard HII Contractor Screening Package" required for Huntington Ingalls basic screening.
- Should you need Professional Credentials Verifications, they are included in the "Advanced HII Contractor Screening Package". D. When screening individuals; who have lived, worked or gone to school outside the United States anytime during the past 10 years, you must verify those periods using

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the “International HII Contractor Screening Package”. [Complete description of pre-bundled packages are on page 10]

### 2. Credentialing

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

### 3. Motor Vehicle Record Access Approval Process

- The contractor must return completed application along with all required documents via fax to 800-835-2979 or email to [approval@backgroundchecks.com](mailto:approval@backgroundchecks.com). Omission of any required information or documentation may delay approval and product access.
- Some states require additional documentation prior to access approval. State-specific forms are included in pages 8-23 of the MVR application
- MVR access will be approved and activated within 2 business days from receipt of completed application. Normal business days are M-F, 7:30am-5:30pmCST

### 4. Placing Orders

- The required package will be available for order once MVR access is approved. backgroundchecks.com will promptly inform the contractor of approval by telephone and email.
- backgroundchecks.com will schedule a live training session to provide assistance with placing an initial order and a complete overview of all account features such as accounting, report management, and user management. \*\*\*Please feel free to contact our Client Relations team if you need any assistance\*\*\* Our team is available M-F, 7:30am-5:30pm CST and can be reached toll free at 866-300-8524 or via email at [approval@backgroundchecks.com](mailto:approval@backgroundchecks.com).

*Individuals who have already completed the backgroundchecks.com process before can select the “Tenured HII Contractor Screening Package” package.*