Newport News Shipbuilding
A Division of Huntington Ingalls Industries

NNS Freight Routing Guide

Current as of May 4, 2020

This routing guide provides direction to Newport News Shipbuilding (NNS) suppliers on shipment of material from the supplier's location to NNS facilities and other purchase order (PO) related shipments.

Unless explicitly authorized and agreed to by the NNS Traffic Office, the supplier is required to follow the instructions listed within this routing guide. Not following this guide such as using unapproved carriers, not completing Bill of Lading as directed (include PO and Item Numbers), not using A3 Transportation Management for shipment and delivery scheduling, and not including required bar-coding on the shipping label can result in the vendor being billed for the freight charges and/or negative impact on invoice payments for the provided material. Appendix A, NNS Supplement to PO is the contract reference to this document.

A. NNS Contacts:

A.1 NNS Traffic Office Contacts:
(800) 426-1910
(757) 380-3030
(757) 380-2980 (Fax)
e-mail: NNSTrafficOffice@hii-nns.com

A.2 NNS International Logistics Office:
(757) 688-9073
(757) 688-9465
(757) 688-9162 (Fax)
e-mail: NNSInternationalLog@hii-nns.com

A.3 A3 Transportation Management:
(901) 209-4932
(901) 753-9627 (Fax)
e-mail: nnstransportation@a3freightpayment.com
website: www.a3tms.com

A.4 NNS Main Receiving Contacts:
(757) 688-9040
(757) 871-2290 (Cell)
(757) 688-3720 (Fax) or (757) 380-2980 (Main Office Fax)
e-mail: O53ReceivingMailbox@hii-nns.com

A.5 NNS 300 West Park Receiving:
(757) 688-5109
(757) 218-1854 (Cell)
e-mail: X27ExpeditingMaterialW638K@hii-nns.com

A.6 NNS 500 West Park Receiving:
(757) 688-9206
(757) 509-3029 (Cell)
e-mail: Thaddeus.Lane@hii-nns.com

A.7 NNS Buyers:
NNS buyer names and contact information is located on the front page of the NNS purchase order.

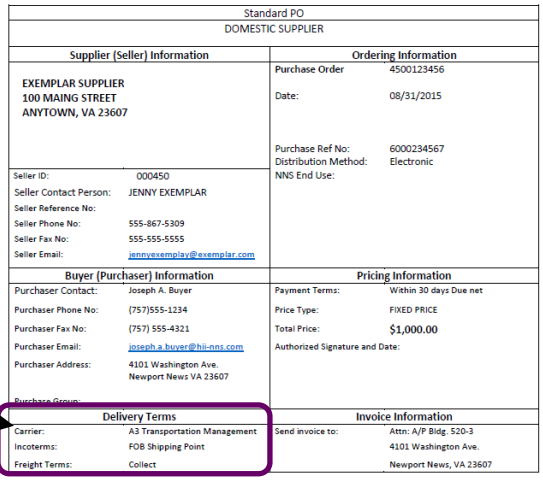
B. Freight Terms:

B.1 Terms The freight terms are identified in the purchase order submitted by NNS. Most NNS PO's will assign FREIGHT COLLECT as the freight terms. The shipper must not ship PREPAID and ADD if the shipping terms in the PO are FREIGHT COLLECT. NNS negotiated optimum rates with preferred carriers to lower the overall cost of freight to NNS and our customers. Shipping FREIGHT COLLECT is the means to take advantage of the optimum rates. Any changes to the freight terms need to be approved by the NNS Buyer **and** the Traffic Office. The purchase order will be revised to reflect the new terms. When freight rates have been prepaid and added by a supplier, NNS requires that a copy of the paid transportation bill accompany the supplier's invoice.

B.2 DO NOT SHIP COD This means the carrier is to collect the cost of the material at time of delivery. This is never an accepted method of shipment.

B.3 Delivery Terms Freight Terms and transportation/freight carrier is identified on the front page of the purchase order.

Freight Terms & Transportation Carrier Information



Standard PO
DOMESTIC SUPPLIER

Supplier (Seller) Information		Ordering Information	
EXEMPLAR SUPPLIER 100 MAING STREET ANYTOWN, VA 23607		Purchase Order Date: Purchase Ref No: Distribution Method: NNS End Use:	4500123456 08/31/2015 6000234567 Electronic
Seller ID:	000450		
Seller Contact Person:	JENNY EXEMPLAR		
Seller Reference No:			
Seller Phone No:	555-867-5309		
Seller Fax No:	555-555-5555		
Seller Email:	jennyexemplay@exemplar.com		
Buyer (Purchaser) Information		**Pricing Information**	
Purchaser Contact:	Joseph A. Buyer	Payment Terms:	Within 30 days Due net
Purchaser Phone No:	(757)555-1234	Price Type:	FIXED PRICE
Purchaser Fax No:	(757) 555-4321	Total Price:	$1,000.00
Purchaser Email:	joseph.a.buyer@hii-nns.com	Authorized Signature and Date:	
Purchaser Address:	4101 Washington Ave. Newport News VA 23607		
Purchase Group:			
Delivery Terms		**Invoice Information**	
Carrier:	A3 Transportation Management	Send invoice to:	Attn: A/P Bldg. 520-3
Incoterms:	FOB Shipping Point		4101 Washington Ave.
Freight Terms:	Collect		Newport News, VA 23607

B.4 Contractual Requirements – The contractual requirements are listed in the General Requirements and Text section (starts on page 2) of the purchase order. The Terms section provides a link to the NNS Routing Guide and the applicable Appendices, which identifies additional provisions and requirements for orders placed by NNS. The applicable Appendices are listed in the Appendices Table in the PO and in the Appendices section for each line item. The NNS Supplement Appendix, which is invoked in all NNS PO's, contains additional information regarding the shipping and labeling instructions and a link to the NNS Routing Guide.

C. Shipping Documents Reference Information:

C.1 - Shipping Documents – All shipping documents for NNS packages require the NNS PO/Line Item and Part numbers to be referenced. For shipments with no NNS PO, please reference Hull numbers, Project numbers, Department Overhead, NNS Charge/WBS Charge, and order ticket in lieu of NNS PO/Line Item numbers. **The delivery/pick-up location with point of contact must be listed on the shipping documents (Ex: Bill of Lading, Shipping Labels).**

These reference requirements are for all shipments regardless if they are FedEx, A3 Transportation Management, Local Vendor Truck, or other transportation provider shipments.

Referencing this information assists with receiving material and processing the Freight Provider's invoices. The Freight providers transfer the reference information from the Bill of Ladings, Airway Bills, and Shipping Labels to their invoices. The shipping charges may be reversed to the shipper if this information is not referenced on the freight invoices. The shipper may be liable for rebill fees if these charges are reversed.

These documents include:

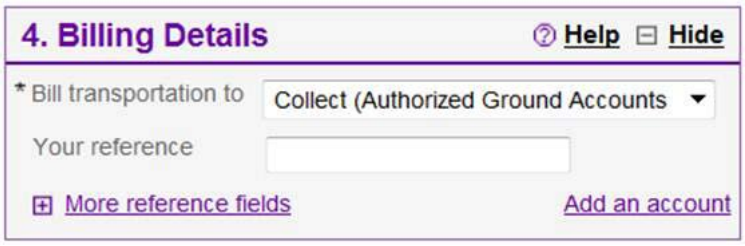
- The Bill of Lading (BOL)
- Airway Bill (AWB)
- Shipping Label
- Packing List
- Invoices
- Delivery Receipt

D. Shipments Sent by Ground:

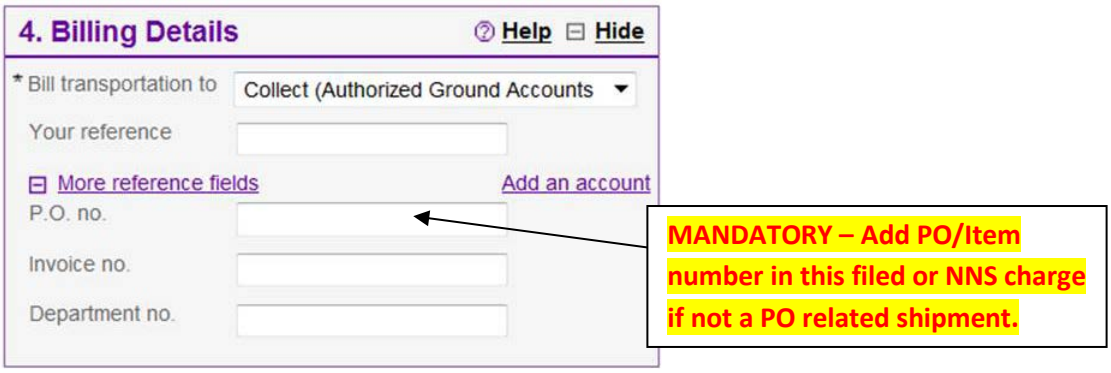
D.1 Shipments 150 lbs or less:

Shipments 150 lbs or less shall be shipped via FedEx Ground.
Follow the following instructions when setting up shipments via FedEx:

D.1a *Online/FedEx Website* - If using online FedEx programs, include the required PO and Item Numbers in the "***Your Reference***" area of the online program.



Click on "***More reference fields***" and enter the PO information in "***P.O. no.***" field.



Do not include "PO", "#", or any other text in the fields. Only include the numbers and "/".

In the "Billing Details" section under "Bill Transportation to" select "Collect".

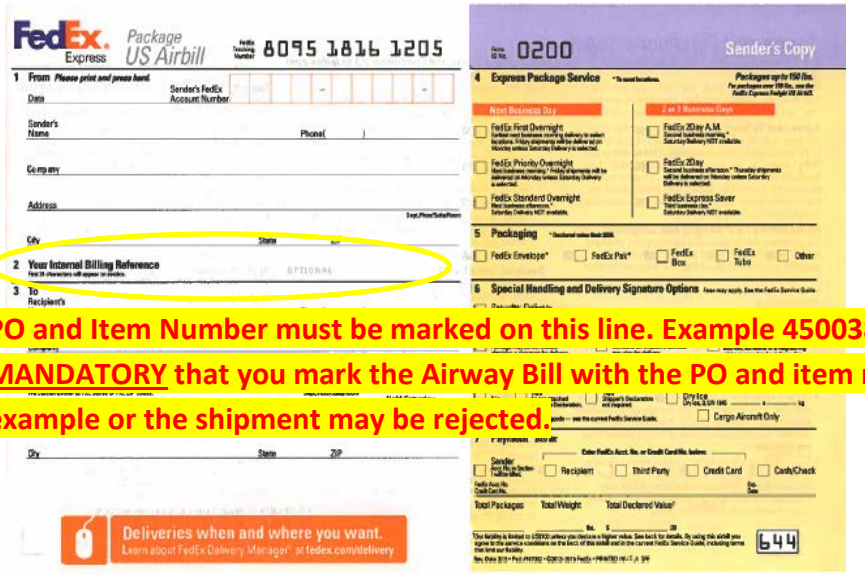
D.1b *Paper/Hardcopy Form* - It is **MANDATORY** that the NNS PO number and item number be included on the FedEx form if the shipment is PO related. If not PO related, then it must include an appropriate NNS charge. Include in the "Your Internal Billing Reference" field.

The Purchase Order (PO) and PO Line Item Numbers must appear as a PO Number/Item Number, no spaces, dashes, alpha characters, or leading zeroes. (Ex 4500012345/2)
If more than one PO or PO line item is being shipped, then they must be shipped individually with individual Bill of Ladings.

PO Numbers must always be NNS PO numbers not your internal numbers or third party PO numbers. The PO and PO Item Number allows NNS to allocate the freight charges appropriately.

If using a hardcopy form, indicate the PO number as located on the sample form below:

In the "Payment Bill to" area indicated "recipient" and indicate Newport News Shipbuilding.



PO and Item Number must be marked on this line. Example 4500384001/2. It is MANDATORY that you mark the Airway Bill with the PO and item number as shown in the example or the shipment may be rejected.

D.2 Shipments greater than 150 lbs:

D.2a A3 Transportation Management - NNS suppliers ***must*** contact A3 Transportation Management ***(contact info listed earlier in this document)*** to setup appropriate domestic shipments unless otherwise specified in the PO. This is a **mandatory** requirement. It includes partial and full truckload shipments. A3 Transportation Management will select the correct NNS contracted carrier and schedule pickup at your facility and delivery to NNS.

If you ship more than one or two shipments to NNS, then you must obtain a password for access to the A3 Transportation Management system to enter your shipment information. For infrequent shipments to NNS you can contact them directly and provide them the necessary information for shipment.
Once you request initial access to the A3 Transportation Management system, you will be asked to setup a company profile. This will include the following attributes:

- Company Name
- Address (or addresses)
- Hours of shipping operation
- Contact information
- Dock or loading area information
- Any other special information regarding your pickup location and process

You will also be able to track your shipment via the A3 Transportation Management system.

Training for use of the system is located at on the NNS Supplier website reference in Appendix A, NNS Supplement to PO or at the web page referenced below.

http://supplier.huntingtoningalls.com/sourcing/res_shipping.html

D.2b A3 Transportation Management Required Fields - The following fields are required when creating a shipment in the A3 Transportation Management system:

- PO Number & Line Item Number for each item if the material being shipped is PO related
- Charge Code for each item if the material being shipped is not PO related
- Part Number for each item, if the part number is unknown, type “unknown”

D.3 International Shipments:

Contact the NNS International Logistics Office for all international shipments to validate all necessary Import/Export processes are followed correctly. Advanced notice of international shipments is necessary due to the complexities involved with setting up and validating these shipments.

NNS International Logistics Office is required to be notified of all foreign sourced material, which includes material ordered from domestic suppliers who are listed as the Importer of Record.

D.4 Air Freight:

Air Freight is only to be used when explicit instructions to do so are given by an ***authorized*** NNS Representative. Use FedEx (ship collect to NNS) for all authorized shipments for letters and packages up to 150 lbs. All air freight shipments above 150 lbs must be coordinated through the NNS Traffic Office.

D.5 Shipments by Rail or Barge:

Please contact the NNS Traffic Office for scheduling these types of shipments.

D.6 Special Shipments:

For very unique shipments some additional information regarding shipments may be included in your purchase order. In most cases these unique shipment (e.g. excess sizes or security sensitive shipments) should be coordinated with the NNS Traffic Office. Please notify the NNS Traffic Office at least 3 weeks in advance of pickup since permits and special equipment may need to be obtained.

D.7 Third Party Shipments:

Any third party shipments in support of NNS purchase orders would use the same guidance as noted here in for shipments to NNS. **NNS requirements shall be passed onto all sub-tier suppliers.** The use of A3 Transportation Management and the requirements to bar-code must be conveyed to the sub-tier suppliers.

D.8 Deliveries by Suppliers utilizing their own trucks:

If you are a supplier in the Hampton Roads area that intends to delivery material on your own truck, then it is **mandatory** that you contact A3 Transportation Management to ***schedule a time slot for delivery*** when delivering to Main Receiving or West Park Warehouses (other locations may add time slot scheduling in the future). Suppliers that deliver frequently can schedule standard times for each week in lieu of scheduling each timeslot individually. Contact A3 Transportation Management to setup the standard periodic delivery times for these locations.

It is **mandatory** that you follow the shipping label/bar-coding and container marking as discussed in this document.

You must also either enter the information regarding the material to be delivered into the A3 Transportation Management system or provide the required data to A3 Transportation Management for entry.

E. Shipping Documents/Bar-coding:

Having shipping labels/packing list with proper bar-coding is key to effective and efficient receipt of material at NNS. ***All material must be shipped to NNS with shipping labels/packing list with necessary bar-coding.*** This allows the material to be received quicker and with fewer errors, which positively impacts the invoice payment process. One of two following methods may be used for appropriately bar-coded shipping labels. They are:

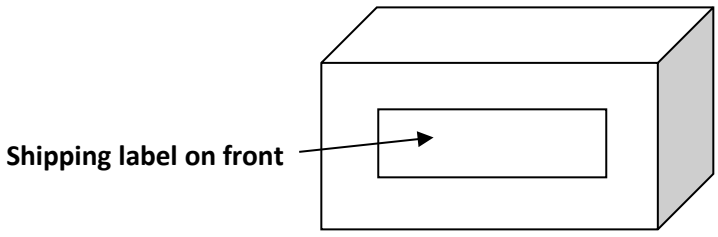
- **Use of A3 Transportation Management provided shipping documents** – When you setup a shipment with ***A3 Transportation Management, they will provide you a PDF of a shipping label and packing list*** with all the necessary fields in ***approved bar-code format***.

- **Use of your own shipping documents**– You can use your own shipping label/packing list if it contains all the necessary information with proper bar-code format and has been **approved by NNS**. Your shipping label must have the following information:

    - NNS PO number (make sure the number is not preceded with "PO")
    - PO Item number (do not include leading zeroes)
    - Quantity (do not include leading zeroes)
    - NNS Part Number
    - Weight (do not include leading zeroes)
    - The font should be industry standard code 128
    - The actual bar-code should not have the title of the information imbedded in the bar-code. For example the barcode would be "4500000000" not "PO Number 4500000000". When extraneous information is in the bar-code the bar-code reader will not register the information correctly.

To obtain approval to use your shipping label/packing list, please provide a copy to NNS at **O53ReceivingMailbox@hii-nns.com.** NNS will validate the information is correct and test the bar-code on our readers. Upon approval from NNS you can use your shipping label in lieu of the A3 Transportation Management one.

In addition the shipping label must be placed on the carton as shown below:



The shipping label must be on a label attached directly to the carton/container or in a pouch securely attached to the carton/container.

A3 Transportation Management will also provide a packing slip with necessary bar-coding.

F. Marking for multiple containers per PO line item:

When shipping the same PO and line item in more than one container/carton/pallet you must mark each of them to indicate the quantity of items (e.g. 1 of 5, 2 of 5, etc.). This helps prevent loss of material and/or improper quantity receipt, which can negatively impact the invoice payment process.

G. Receiving Requirements for Material Shipped to Newport News Shipbuilding:

Suppliers must abide by the following requirements for material deliveries to NNS. Failure to meet one or more of these requirements could be result in shipment rejection and delayed payment.

- *Each shipment shall be in the form of containers (i.e. crates, boxes, or cartons) for unloading by a standard 4000-pound forklift truck to the greatest extent practical.*
- Each shipment shall include a separate, legible packing list for each PO Item number of each NNS Purchase Order (PO) that has material included in the shipment.
- Different PO Item numbers shall not be co-mingled in containers.
- Multiple containers associated with one packing list shall be numbered, marked or labeled to facilitate receipt verification of all shipped containers. For example, when all of the material on one packing list is contained in three containers, mark or label the containers 1 of 3, 2 of 3, and 3 of 3.
- Two copies of each packing list shall be provided, the first packing slip shall be attached to the outside of the number 1 container and the other packed inside the same container along with any additional paperwork when such paperwork is required to be provided with the shipment by the NNS PO (e.g. certifications, test reports, etc.). For a shipment of material that has been source inspected by NNS, a copy of the Source Inspection Report (SIR) shall be attached to the copy of the packing list packed inside the container. The inner packing list and all accompanying paperwork shall be easily accessible once the container is opened. For non-containerized material, the unit with the packing list shall include an enclosure that is attached to the unit or the units shipping fixture (e.g., pallet or skid), with one packing list attached to the outside of the enclosure and the other copy of the packing list and additional paperwork inside the enclosure.
- *Use of yellow wrapping material or attached yellow protection devices such as caps or plugs is strictly prohibited.*
- Unless prior approval is obtained, do not ship material for a PO Item number in excess of the total NNS PO quantity for that PO Item.
- Note that your purchase order may contain additional requirements regarding shipment of material.

H. Raw Product Material Shipments to NNS:

H.1 Loading requirements for Raw Product Material Shipments to NNS:

- Load must be separated from the bed or deck of the truck or trailer by a minimum of 3.5 inches (ex: a 4” x 4” post) to allow for use of NNS forklift and/or rigging gear. The load must be set so that it can be picked up by a forklift from any side.
- The bed or deck of the truck or trailer must be no higher than 5 feet from the ground.
- The maximum height of all material loaded on the truck or trailer must be no more than 5 feet from the bed or deck of the truck. No material will be off-loaded requiring the fork of the forklift to be raised higher than 5 feet from the bed or deck of the truck or trailer.

- The center of gravity (CG) must be identified for all crates and pallets where the CG is not readily visible and immediately obvious to the NNS forklift driver.

- All palletized raw products must be banded with a steel band specified for the appropriate weight in accordance with the strength of the pallet.
- All raw products must be segregated by warehouse destination, commodity (bar, angle, sheet metal, etc.), and controlled material level to help facilitate offloading. Listing of part numbers by warehouse can be obtained from NNS.
- A separate Bill of Lading needs to be provided for each delivery location if multiple deliveries are required.
- All truck drivers are responsible for securing their load before moving on to the next stop at NNS.
- The maximum weight of any individual bundle, pallet or crate containing raw stock except for pipe is 4,000 lbs (2 short tons). Pipe shipment maximum weight cannot exceed 3,000 lbs (1.5 short tons). Any shipment in excess of that amount must be coordinated through the NNS Traffic office.
- Ensure that if a bundle, crate, or pallet contains sizes that are not of a uniform length, then the longer lengths are placed on the bottom and the shorter lengths are on top. The standard length preferences for pipe are 12'- 20'.
- All trucks and trailers delivering material to NNS must be safe and in good repair. There must be no holes, etc. in the bed or deck of the truck or trailer. Vehicles deemed to not be safe, at the discretion of NNS, will not be allowed entry to our facilities.
- Improper loading for delivery to NNS may be cause for refusal and if shipping cost is paid by NNS, then a charge-back against the supplier will be taken for any additional costs incurred in unloading or reshipment.

H.2 Raw Product Delivery Location/Hours:

Delivery of the identified products below must enter the main NNS facility through the VIS gate in the North Yard of NNS at:

6301 Shipyard Dr., VIS Gate
Newport News, VA 23607

Steel Plate: Monday-Thursday **6:30 am to 1:00 pm**.

For 244W Shapes & Structural Steel Storage (X15 plate), Bldg. 276. Only 4 deliveries can occur per day.

Note: All deliveries to this location by suppliers with their own trucks and freight transportation carriers must be scheduled through A3 Transportation Management. **Contact A3 Transportation Management at least 24 hours in advance for delivery time slot.**

Non-Ferrous plates and Lumber: Monday-Thursday **6:30 am to 1:00 pm**.

222W Sheet & Plates

Only a limited number of trucks per day can deliver at these locations due to crane capacity.

Note: All deliveries to these locations by suppliers with their own trucks and freight transportation carriers shall be scheduled through A3 Transportation Management. **Contact A3 Transportation Management at least 24 hours in advance for delivery time slot.**

Bar and Sheet Metal: Monday-Thursday **6:30 am to 1:00 pm** and **6:30 pm to 9:00 pm**.

For 210W Bar Stock Storage, 232W Sheet Metal Storage

Bundles under 5,000 lbs. Advance notice required for material over 14ft long.

Only a limited number of trucks per day can deliver at these locations due to crane capacity.

Note: All deliveries to these locations by suppliers with their own trucks and freight transportation carriers shall be scheduled through A3 Transportation Management. **Contact A3 Transportation Management at least 24 hours in advance for delivery time slot.**

Delivery of the identified products listed below must enter through the NNS security gate at the address listed below:

1000 48th St.
Newport News, VA 23607

Pipe: Monday-Thursday **6:30 am to 1:00 pm**.

For 223W Pipe Storage

Only a limited number of trucks per day can deliver at this location. ***Crane service is not available at this location***.

Note: All deliveries to this location by suppliers with their own trucks and freight transportation carriers must be scheduled through A3 Transportation Management. **Contact A3 Transportation Management at least 24 hours in advance for delivery time slot.**

Shapes: Monday-Thursday **6:30 am to 1:00 pm**.

For 221W Shapes, Bldg. 621

Only a limited number of trucks per day can deliver at this location. ***Crane service is not available at this location***.

Note: All deliveries to this location by suppliers with their own trucks and freight transportation carriers must be scheduled through A3 Transportation Management. **Contact A3 Transportation Management at least 24 hours in advance for delivery time slot.**

I. Receiving Locations/Hours:

I.1 Primary Receiving

Locations/Hours:

NNS Main Receiving
2175 Aluminum Ave.
Hampton, VA 23661

Hours **6:30 am to 1:00 pm**
Monday-Friday

Note: All deliveries to Main Receiving by suppliers with their own trucks and freight transportation carriers shall be scheduled through A3 Transportation Management. Contact A3 Transportation Management at least 24 hours in advance for delivery time slot. ***Shipments that weight more than 5,000 lbs and/or are over 10 feet in length cannot be received at this location, please contact the NNS Buyer to provide an alternate delivery address.***

A recording giving directions to the NNS Main Receiving can be heard by calling **(757) 380-3030**.

West Park Warehouse and Receiving Locations

300 West Park Lane
Hampton, VA 23666

500 West Park Lane
Hampton, VA 23666

These warehouses are adjacent to each other and each have their own Receiving docks. Shipments that weight more than 5,000 lbs and/or are over 10 feet in length cannot be received at this location, please contact the NNS Buyer to provide an alternate delivery address.

Hours **6:30 am to 1:00 pm** Monday-Friday

Note: All deliveries to 300 West Park Lane by suppliers and freight transportation carriers with their own shall be scheduled through A3 Transportation Management. **Contact A3 Transportation Management at least 24 hours in advance for delivery time slot.**

I.2 1000 48th Street – Drivers must comply with access requirements at gate for this location. ***See Section J. Driver Requirements for more information.***

Note: All deliveries of 221W Shapes, Bldg. 621 and 223W Pipe Storage by suppliers with their own trucks and freight transportation carriers shall be scheduled through A3 Transportation Management. **Contact A3 Transportation Management at least 24 hours in advance for delivery time slot.**

I.3 40th Street Gate & Warwick Blvd. – Drivers must comply with access requirements at both security gates for this location. ***See Section J. Driver Requirements for more information.***

Note: There are security gates on both sides of Warwick Blvd. at 40th Street.

40th Street West	**Hours**	**40th Street East**	**Hours**
NNS Mailroom	**6:30 am – 1:30 pm**	NNS Shipping (Bldg. 512)	**6:30 am – 2:00 pm**
Bldg. 501/Bldg. 502	**6:30 am – 1:30 pm**	243W Scrap Yard	**6:30 am – 1:00 pm**
Foundry	**8:00 am – 2:30 pm**	Hazardous Material Storage (Bldg. 505)	**6:30 am – 1:00 pm**

I.4 4101 Washington Avenue Delivery Address – The 4101 Washington Avenue delivery address is routed through the NNS Mailroom. ***This delivery address is not a freight delivery location.*** Only Mail and Small Parcel packages up to 50 lbs will be accepted at NNS Mailroom, palletized or crated shipments will not be accepted. The recipient's building must be referenced to prevent delivery delays. ***Shipments over 50 lbs*** with this delivery address ***must be confirmed with the NNS Traffic Office and/or NNS Buyer***, these packages may be re-consigned, which will cause a delivery delay.

I.5 Other Delivery Locations – NNS has numerous delivery locations that can be used although Main Receiving and the West Park warehouses are where the bulk of material is delivered. The PO may include identification of these locations. Also the A3 Transportation Management system has a drop down for you to identify these locations when setting up your delivery.

I.6 NNS Delivery Locations in New York (KSO) – Drivers must comply with all NNS and Facility security requirements for these delivery locations. ***See Section L. for the Prohibited Items list.***

NNS Warehouse, Bldg. 864	**Delivery Hours:**	7:00 am - 3:00 pm
33 Cady Hill Blvd	**Monday-Friday**	***Pallets weighing more than 15,000 each may***
Saratoga Springs, NY 12866		***need to be redirected to Bldg. 73***.

Deliveries that require permits must be routed to Bldg. 73

NNS Receiving Bldg. 73	**Delivery Hours:**	7:00 am - 11:30 am
350 Atomic Project Road	**Monday-Friday**	12:30 pm - 3:00 pm
Ballston Spas, NY 12020		***Security Gate closed at 11:30 am - 12:30 pm***

Drivers must comply with additional access requirements for this delivery location.
Driver must be U.S. Citizen
Drivers with dual citizenship will not be permitted on site.
Passengers or Co-drivers will not be permitted on site.
KSO Security will maintain custody of some items while driver is on site.

J. Driver Requirements:

Driver for deliveries within the main NNS facility via VIS gate or other gate must comply with the following access requirements:

- Drivers must be U.S. citizens; foreign nationals will not be permitted to enter the shipyard
- Drivers must be able to understand and communicate in English
- Drivers must have a valid Driver's License

Team drivers must meet specific requirements to be granted access through a NNS Security Gate. Please contact the Traffic Office for more information.
Proof of U.S. Citizenship may be required before entry is granted through a NNS Security Gate.

Acceptable proof of U.S. citizenship includes: ***Must be an original document, copies are not acceptable.***

- A U.S. birth certificate
- A valid U.S. Passport
- A valid U.S. Passport Card
- An original Certificate of Naturalization.

The REAL ID compliant driver's license and identification cards are not acceptable proof of U.S. Citizenship.
TWIC ® Cards (Transportation Worker Identification Credential) are not acceptable proof of U.S. Citizenship.

One day prior to requested access, a letter must be received by the NNS Traffic Office with the following requirements:

- Must be typed on trucking company's letterhead ***(templates are not acceptable as an access letter)***
- Show the driver's complete name as it appears on a State License or US Passport
- Include a statement verifying that the driver is a United States citizen
- List the Access Date, Location, Point of Contact information (including Phone Number),
- Include Shift the access is requested (i.e. 1st or 2nd Shift) in the letter.

All trucks should have a company name on the side of the truck. **Rental trucks are not allowed.**

Hand delivery of the letter by the driver is not acceptable. The letter must be emailed or faxed to the NNS Traffic Office using the email and/or Driver Access fax number at the beginning of this document ***at least one day prior*** to requested access.

This letterhead is not required when delivering to locations outside the main facility including our Main Receiving location at 2175 Aluminum Ave and West Park Lane Warehouses in Hampton, VA.

A NNS badge may be granted to drivers that frequently deliver and pick-up shipments at NNS. This would take the place of the letter noted above. Contact the Traffic Office for more information on the NNS Badging process and requirements.

K. Directions to the Staging Area for VIS Gate (located at 6301 Shipyard Drive)

Numerous PO's may state 68th St and River Rd as the delivery address. This delivery address listed in the PO's is being changed to 6301 Shipyard Way. This delivery address is the new identifier for the primary access gate for entrance into the main shipyard production area.

This location is sometimes referred to as the VIS gate (Vehicle Inspection Station) or the North Yard Gate. All Drivers entering into this location must meet the requirements of section "J" above. If the driver does not have a pre-granted NNS badge, then they will have to have an escort when driving within the NNS facility. Some wait time may occur if all escorts are occupied.
The Staging Area for the Truck Escort is located near the VIS Gate (Vehicle Inspection Station) or North Yard Gate.

NNS Truck Staging Area

NNS Truck Escort Contact (757) 272-3245

From Richmond: Proceed on **I-64 East** to **Exit 264 (I-664 Downtown Newport News)** bear right, proceed on **I-664 South, Downtown Newport News**, 4 miles approx. to **Exit 5 - 35th Street exit**, bear right, proceed approx. 1/4 mile to **Warwick Blvd**., bear right to end of ramp which exits on **Warwick Blvd. and 36th Street** - proceed on Warwick Blvd. to Mercury Blvd. overpass. Get into the left-hand turn lane. Once you pass under the overpass turn left following the signs for the James River Bridge. Take the ramp to Mercury Blvd. and immediately get into the left lane. At the first stoplight turn left onto River Road, continue on River Road until it splits with Shipyard Drive to the Right. Stay to

the right onto Shipyard Drive. Signs are posted for the designated Truck Staging Area. NNS Truck Escorts will escort the truck to the VIS Gate based on line priority (with proper documentation).

From Norfolk: Proceed on **I-64 West to Exit 264 (I-664 Downtown Newport News)** bear right, proceed on **I-664 North, Downtown Newport News**, 4 miles approx. to **Exit 5 - 35th Street exit**, bear right, proceed approx. 1/4 mile to **Warwick Blvd**., bear right to end of ramp which exits on **Warwick Blvd. and 36th Street** - proceed on Warwick Blvd. to Mercury Blvd. overpass. Get into the left-hand turn lane. Once you pass under the overpass turn left following the signs for the James River Bridge. Take the ramp to Mercury Blvd. and immediately get into the left lane. At the first stoplight turn left onto River Road, continue on River Road until it splits with Shipyard Drive to the Right. Stay to the right onto Shipyard Drive. Signs are posted for the designated Truck Staging Area. NNS Truck Escorts will escort the truck to the VIS Gate based on line priority (with proper documentation).

From James River Bridge: Proceed on Mercury Blvd. Get into right-hand turn lane at River Road, continue on River Road until it splits with Shipyard Drive to the Right. Stay to the right onto Shipyard Drive. Signs are posted for the designated Truck Staging Area. NNS Truck Escorts will escort the truck to the VIS Gate based on line priority (with proper documentation).

L. Prohibited Items within NNS facilities:

Given the nature of NNS's business we have very stringent Security requirements. That includes the prohibition of certain items when entering the NNS facilities. These include:

- Cameras
- Camera Phones
- iPad's/tablets with Cameras
- Laptops (unless permanently attached to the vehicle)
- Weapons of any kind including firearms, guns, and knives
- Drugs
- Alcohol
- Passengers (unless passenger a driver with CDL **and** on the NNS Driver Access List)
- Pets

The Electronic items with Cameras and Laptops can be stored in the Escort's Lockbox (space permitting) for the driver. The Lockbox Key will be issued to the driver.

NNS personnel cannot hold/store any of the other prohibited items for the driver.

M. Driver Personal Protective Equipment:

The driver is required to have the following PPE (Personal Protective Equipment) while on NNS property. The driver must wear PPE upon exiting their vehicle and participating in the unloading of the truck.

- Hard hat
- Safety glasses
- Steel toed safety shoes

N. Freight Invoices:

All freight invoices should be sent to:

Newport News Shipbuilding
C/O Traffic Consultants Inc.
3875 South Mendenhall Road
Memphis, TN 38115