**Newport News SHIPBUILDING**

**NON-EMPLOYEE ACCESS BADGE Request**

this form is considered Personal Identifiable information (PII) WHEN completed and shall be Controlled as,

 HUNTINGtON INGALLS INDUSTRIES PROPRIETARY LEVEL I information

NN 9327 (REV 12)

|  |  |
| --- | --- |
| **1. Name of Company/Contractor or Agency**  |  |
| **2. Name of Prime Contractor (if different)**  |  |
| **3. Company Address**  |  |
| **4. City** |  | **5. State** |  | **6. Zip Code** |  |
| **7. Contact Person** |  | **8. Phone** | **(   )** |
| **9. Contact Person’s E-Mail Address** |  |
| **10. Contract or Purchase Order #** |  |
| **11. Purpose of Visit** |  |
| **12. Requested Date(s) of Visit** | **Beginning Date** |  | **Ending Date** |  |
| **13. Locations to be Visited / Comment(s):** |  |
|  |
| **14. Visit Sponsor**  |  | **15. Phone** | **(****)**  |
| **16. Sponsor Represents**  | **[ ]  NNS Dept.#          [ ]  SupShip Code          [ ]  Other** |
| **VISITOR 1 INFORMATION** |
| **17. V-1. US Citizen?** | **18. V-1. SSN** | **19. V-1.  Full Name (First, MI, Last)** |
| **[ ] Yes - [ ] No** |  |  |
| **20. CHECK ONE****[ ]  A conforming background investigation (BI) has been performed by the Huntington Ingalls Industries preferred BI provider, less than 3 years ago, that did not disclose any adverse information regarding this individual.****[ ]  A conforming BI has been performed by the Huntington Ingalls Industries preferred BI provider, less than 3 years ago, that did disclose adverse information regarding this individual. Prior approval for this visit has been obtained in writing from the NNS O15 Security Department Access Control Officer.****[ ]  This individual holds a current government issued security clearance that can be verified through an official database.** |
| **VISITOR 2 INFORMATION** |
| **17. V-2. US Citizen?** | **18. V-2. SSN** | **19. V-2.  Full Name (First, MI, Last)** |
| **[ ] Yes - [ ] No** |  |  |
| **20. CHECK ONE****[ ]  A conforming background investigation (BI) has been performed by the Huntington Ingalls Industries preferred BI provider, less than 3 years ago, that did not disclose any adverse information regarding this individual.****[ ]  A conforming BI has been performed by the Huntington Ingalls Industries preferred BI provider, less than 3 years ago, that did disclose adverse information regarding this individual. Prior approval for this visit has been obtained in writing from the NNS O15 Security Department Access Control Officer.****[ ]  This individual holds a current government issued security clearance that can be verified through an official database.** |
| **VISITOR 3 INFORMATION** |
| **17. V-3. US Citizen?** | **18. V-3. SSN** | **19. V-3.  Full Name (First, MI, Last)** |
| **[ ] Yes - [ ] No** |  |  |
| **20. CHECK ONE****[ ]  A conforming background investigation (BI) has been performed by the Huntington Ingalls Industries preferred BI provider, less than 3 years ago, that did not disclose any adverse information regarding this individual.****[ ]  A conforming BI has been performed by the Huntington Ingalls Industries preferred BI provider, less than 3 years ago, that did disclose adverse information regarding this individual. Prior approval for this visit has been obtained in writing from the NNS O15 Security Department Access Control Officer.****[ ]  This individual holds a current government security clearance that can be verified through an electronic database.** |
| **REQUESTING COMPANY’S CERTIFICATION** |
| **By signing this request I certify that the individual(s) listed above are employees in good standing with the company identified above. I further certify that all information contained on this form, and on any attachments hereto, is accurate. I understand that failure to immediately disclose any known adverse information involving these individuals will result in expulsion.** |
| **38. Print Name Officer of Company**  |  | **39. Title** |  |
| **40. Signature Officer of Company** |  | **41. Date** |  |
|  **VISITOR 1 INFORMATION (Continued From Page 1)** |
| **21. US Citizen?** | **22. SSN** | **23.  Full Name (First, MI, Last)** |
| **[ ] Yes - [ ] No** |  |  |
| **24. Address** |  | **25. City** |  |
| **26. State** |  | **27. Zip Code** |  | **28. Phone** | **(   )** |
| **29. E-Mail Address** |  |
| **30. Date of Birth** |  | **31. City of Birth** |  | **32. State of Birth** |  |
| **33. Citzenship Credential:** | **33A. Citizenship Credential Number:** |  |
| **[ ] Birth Certificate [ ] Passport****[ ] JPAS [ ] Naturalization Papers [ ]  Other (please specify)** |  |
| **34. Clearance Level Requested:** |  |
| **35. Background Investigation Report On File** **And VendorSAFE Certificate Attached** | **[ ] Yes -[ ]  No** | **36. E-Verify Program Screened?**  | **[ ] Yes - [ ] No**  |
| **37. Computer Equipment Information (If Applicable)** | **37A. Make** | **37B. Model** | **37C. Serial Number** |
|  |  |  |  |
|  **VISITOR 2 INFORMATION (Continued From Page 1)** |
| **21. US Citizen?** | **22. SSN** | **23.  Full Name (First, MI, Last)** |
| **[ ] Yes - [ ] No** |  |  |
| **24. Address** |  | **25. City** |  |
| **26. State** |  | **27. Zip Code** |  | **28. Phone** | **(   )** |
| **29. E-Mail Address** |  |
| **30. Date of Birth** |  | **31. City of Birth** |  | **32. State of Birth** |  |
| **33. Citzenship Credential:** | **33A. Citizenship Credential Number:** |  |
| **[ ] Birth Certificate [ ] Passport****[ ] JPAS [ ] Naturalization Papers [ ]  Other (please specify)** |  |
| **34. Clearance Level Requested:** |  |
| **35. Background Investigation Report On File** **And VendorSAFE Certificate Attached** | **[ ] Yes -[ ]  No** | **36. E-Verify Program Screened?**  | **[ ] Yes - [ ] No**  |
| **37. Computer Equipment Information (If Applicable)** | **37A. Make** | **37B. Model** | **37C. Serial Number** |
|  |  |  |  |
|  **VISITOR 3 INFORMATION (Continued From Page 1)** |
| **21. US Citizen?** | **22. SSN** | **23.  Full Name (First, MI, Last)** |
| **[ ] Yes - [ ] No** |  |  |
| **24. Address** |  | **25. City** |  |
| **26. State** |  | **27. Zip Code** |  | **28. Phone** | **(   )** |
| **29. E-Mail Address** |  |
| **30. Date of Birth** |  | **31. City of Birth** |  | **32. State of Birth** |  |
| **33. Citzenship Credential:** | **33A. Citizenship Credential Number:** |  |
| **[ ] Birth Certificate [ ] Passport****[ ] JPAS [ ] Naturalization Papers [ ]  Other (please specify)** |  |
| **34. Clearance Level Requested:** |  |
| **35. Background Investigation Report On File** **And VendorSAFE Certificate Attached** | **[ ] Yes -[ ]  No** | **36. E-Verify Program Screened?**  | **[ ] Yes - [ ] No**  |
| **37. Computer Equipment Information (If Applicable)** | **37A. Make** | **37B. Model** | **37C. Serial Number** |
|  |  |  |  |
|  |
| **NNS SPONSOR’S APPROVAL OF VISIT** |
| **42. Sponsor Approval Signature**  |  | **43. PERN #** |  | **44. Date:**  |
| **Sponsor approval required before entry may be made into VMS. Proof of background investigation completion for each visitor must be attached to this form and will need to be presented, along with proof of citizenship, at Access Center prior to badging. This form must be retained by the VMS user making entry for a period of 4 years from the date of visit and is subject to audit by O15.**  |

**Newport News SHIPBUILDING**

**PROCESS FOR OBTAINING NON-EMPLOYEE ACCESS BADGES**

**A. Form 9327 non-employee access badge request must be completed as follows:**

**Page 1:**

**Block 1** Name of Company/Contractor or Agency

Complete Legal Name of the Company or Agency in which the visitor is an employee or representative. The company listed is responsible for all employees listed on this request.

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**Block 2** Name of Prime Contractor (if different from Block 1)

Complete Legal Name of Company/Contractor for which the company listed in block 1 is performing work.

**Block 3** Company Address

Street Address of the company listed in block 1

**Block 4** City

City where the Company listed in block 1 resides

**Block 5** State

State where the Company listed in block 1 resides

**Block 6** Zip Code

Five-digit ZIP Code of Company listed in block 1

**Block 7** Contact Person

The name of a representative that can answer all questions as it relates to this visit request. This form should be scanned and password protected, zipped, encrypted or protected in some other means if e-mailing back to the NNS Visit Sponsor. This document can also be sent back to the Visit Sponsor via the U.S. Postal Service.

**Block 8** Phone

The 10 digit telephone number for the person listed in Block 7

**Block 9** Contact Person’s E-Mail Address

E-mail address of the person listed in Block 7

**Block 10** Contract or Purchase Order #

List the Contract or Purchase Order number under which the visitor(s) are working. If no contract or purchase order number has been established this block should be marked “none.” Visits requiring unescorted access or classified visits will not be processed unless a contract or purchase order number is provided or prior approval has been granted by Security.

**Block 11** Purpose of Visit

Describe the reason for this visit.

**Block 12** Requested Date(s) of Visit

Enter the date the visit is expected to start and the date the visit is expected to end. The dates must coincide with the contract or purchase order listed in block 10.

**Block 13** Locations to be Visited / Comment(s) [To Be Completed By Sponsor]

Identify buildings/locations that visitor(s) will need access to. Add any information that will aid in the processing of the request.

**Block 14** Visit Sponsor [To Be Completed By Sponsor]

Printed name of the NNS or SupShip visit sponsor.

**Block 15** Phone [To Be Completed By Sponsor]

The Phone Number of the visit sponsor listed in Block 14.

**Block 16** Sponsor Represents [To Be Completed By Sponsor]

Select the appropriate representative block and list department number, SOS Code number or name of the other representative.

Blocks 17 thru 20 identify the visitor(s) and certify that they are US Citizens and that appropriate background investigations have been completed and adjudicated. Up to 3 individuals per visit may be identified and certified on the same Form 9327.

**Block 17** US Citizen?

Check the appropriate block.

**(See B CITIZENSHIP VERIFICATION REQUIREMENTS on page 6)**

**Block 18** Social Security Number (SSN).

Enter visitor’s SSN.

**Block 19** Full Name (First, MI, Last)

Enter visitor’s First name, Middle initial, and Last name. The name field can include a designation of JR, SR, ESQ, or the Roman numerals I through X.

**Block 20** Check appropriate statement as it applies to background investigation.

**(See D BACKGROUND INVESTIGATION REQUIREMENTS on page 7)**

**Block 38** Printed Name of the officer of the Company (from Block 1) who is certifying the information contained on both pages, lines 1 thru 37, of the Form 9327.

**Block 39** Title

Print the title of the person listed in block 38

**Block 40** Signature of the Officer of the Company

**Block 41** Date

The date the Officer of the company signed this form

**Page 2:**

Blocks 21 thru 37 references the 1 to 3 visitors already listed on page 1 and provides detailed information that is specific to each of them.

**Block 21** US Citizen?

Check the appropriate block from Block 17.

**(See B CITIZENSHIP VERIFICATION REQUIREMENTS on page 6)**

**Block 22** Social Security Number (SSN).

Enter visitor’s SSN from Block 18.

**Block 23** Full Name (First, MI, Last)

Enter visitor’s First name, Middle initial, and Last name from Block 19.

**Block 24** Address

Visitor’s number and street of his/her current residence address.

**Block 25** City

Visitor’s city of residence.

**Block 26** State

Visitor’s state of residence.

**Block 27** ZIP Code

Visitor’s 5-digit ZIP Code.

**Block 28** Phone

Visitor’s 10 digit telephone number.

**Block 29** E-Mail Address

Visitor’s e-mail address.

**Block 30** Date of Birth

Visitor’s date of birth (MM/DD/YYYY).

**Block 31** City of Birth

Visitor’s birth City.

**Block 32** State of Birth

Visitor’s birth State. If place of birth is a foreign country please list accordingly.

**Block 33** Citzenship Credential

Identify type of credential that visitor will present at time of badging.

**(See B CITIZENSHIP VERIFICATION REQUIREMENTS on page 6)**

**Block 33 A** Citizenship Credential Number

Provide the citizenship document’s official assigned identification number.

**Block 34** Clearance Level Requested

Indicate what level of DOD clearance is requested to perform work while on site. The Agency adjudicating the clearance is also required, if not DOD.

**Block 35** Background Investigation on file

Select yes or no.

Proof of background investigation completion for each visitor must be attached to the Form 9327 and will need to be presented, along with proof of citizenship, at the Access Center prior to badging.

**(See D BACKGROUND INVESTIGATION REQUIREMENTS on page 7)**

**Block 36** E-Verify Program Screened?

Select yes or no.

**(See C E-VERIFY PROGRAM SCREENING on page 6)**

**37 A-C** Computer Equipment Information

Make, Model and Serial Number of all equipment that will be brought on site.

**Block 42** Sponsor Approval Signature [To Be Completed By Sponsor]

Must be signed by approving NNS sponsor prior to VMS entry.

**Block 43** PERN # [To Be Completed By Sponsor]

Sponsor’s Pern#

**Block 44** Date [To Be Completed By Sponsor]

Date the NNS Sponsor approved the visit and signed the Form 9327.

 **B. CITIZENSHIP VERIFICATION REQUIREMENTS**

Mutilated, cut, expired, cracked, taped or altered identification will not be accepted

1) A valid, current passport is acceptable proof of citizenship.

2) Drivers license or other identification card issued by a state, federal, local government, or outlying possession of the United States, provided it contains a photograph and information such as name, date of birth, gender, height, eye color and address along with one of the following:

A. Birth Certificate. For individuals born in the United States, a birth certificate is the primary and preferred means of citizenship verification. Acceptable certificates must show that the birth record was filed shortly after birth and it must be certified with the registrar's signature. It must bear the raised, impressed, or multicolored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable.

1. A delayed birth certificate is one created when a record was filed more than one year after the date of birth. Such a certificate is acceptable if it shows that the report of birth was supported by **acceptable secondary evidence** of birth. Secondary evidence may include:
* Baptismal or circumcision certificates.
* Hospital birth records.
* Affidavits of persons having personal knowledge about the facts of birth.
* Other documentary evidence can be early census, school, or family Bible records, newspaper files, or insurance papers.
* All documents submitted as evidence of birth in the U.S. shall be original or certified documents.

C. If the individual claims citizenship by naturalization, a certificate of naturalization is acceptable proof of citizenship. (INS Form N-550 or N-570)

D. If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence:

* A Certificate of Citizenship issued by the Immigration and Naturalization Service (INS Form 560 or 561)
* A Report of Birth Abroad of a Citizen of the United States of America (Form FS-240)
* A Certificate of Birth (Form FS-545 or DS-1350).

E. A Record of Military Processing-Armed Forces of the United States (DD Form 1966) is acceptable proof of citizenship, provided it reflects U.S. citizenship.

F. A Native American Tribal Document

**C. E-VERIFY PROGRAM SCREENING**

All companies who submit visit requests for their employees to be badged for unescorted access to the Sector must screen their employees through E-Verify (formerly known as the Basic Pilot/Employment Eligibility Verification Program). E-Verify is an Internet-based system operated by the Department of Homeland Security in partnership with the Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify is free and is the best means available for determining employment eligibility of new hires and the validity of their Social Security Numbers. For more information please visit the following: <http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=e94888e60a405110VgnVCM1000004718190aRCRD&vgnextchannel=e94888e60a405110VgnVCM1000004718190aRCRD>

**D. BACKGROUND INVESTIGATION REQUIREMENTS**

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, and program contractor personnel determined to hold a current U.S. government security clearance.
* Visitors who are determined to hold a current U.S. government security clearance.

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?
* 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 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>.

The account setup process is detailed on page 9 of this document.



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

**Account Set-up Process**

# 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 sends a welcome email sent to the contractor upon successful account registration^. The email will include the MVR application\*.

^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 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 the “**International HII Contractor Screening Package**”.

**[Complete description of pre-bundled packages are on page 10]**

# 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.

# 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. 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

# 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.

Description of HII Pre-Bundled Packages

|  |
| --- |
| **Standard HII Contractor Screening Package****Enhanced Nationwide Criminal Search (US AliasVerify)**  |
| **Name and Address History Report (Included in US AliasVerify)**  |
| **Nationwide Sex Offender Search (Included in US AliasVerify)**  |
| **National Security Search (Included in US AliasVerify)**  |
| **County & Independent Cities Criminal (All names & jurisdictions for the past 7 Years)**  |
| **Federal Criminal (All names & districts for the past 7 Years)**  |
| **Employment Verifications (All employers for the past 10 years)**  |
| **Education Verifications (Highest degree obtained)**  |
| **Motor Vehicle Reports\***  |

|  |
| --- |
| **Advanced HII Contractor Screening Package** **Enhanced Nationwide Criminal Search (US AliasVerify)**  |
| **Name and Address History Report (Included in US AliasVerify)**  |
| **Nationwide Sex Offender Search (Included in US AliasVerify)**  |
| **National Security Search (Included in US AliasVerify)**  |
| **County & Independent Cities Criminal (All names & jurisdictions for the past 7 Years)**  |
| **Federal Criminal (All names & districts for the past 7 Years)**  |
| **Employment Verifications (All employers for the past 10 years)**  |
| **Education Verifications (Highest degree obtained)**  |
| **Professional Credentials Verifications**  |
| **Motor Vehicle Reports\***  |

|  |
| --- |
| **International HII Contractor Screening Package****GlobalWatch uses a wide variety of International Security Sources:**  |
| • Politically Exposed Persons (PEP) Database • Office of Foreign Asset Control (OFAC) • Corruption Risk Database • Fraud Risk Database • Politically Exposed Companies Database • 911 Subpoena • International War Crimes Tribunal • Prominent Persons Profile Database • Corporate Loan Defaulters Database • WMD Database.  |
| **International Screening-Criminal, Education & Employment Verifications**  |
| A suite of international screening and verification services available in any country where data can be legally obtained for employment or business-related screening services. With a program developed by screening experts and backed with some of the best account management in the industry, we help you mitigate risk in your hiring processes.  |