



Updated 11/8/23

ACCESS GUIDE

Table of Contents

- General Access Information 1
- Access Requirements Summary 2
- Government Facilities..... 2
- U.S. Navy Vessels at a Government Facility 3
- Military Sealift Command (MSC) Vessels at a Government Facility 3
- Vessels at Norfolk Naval Shipyard (NNSY) in Portsmouth, VA..... 4
- River Port for Subcontractors and Third Parties 4
- River Port for Visitors..... 5
- River Port for Deliveries..... 6

General Access Information

Certificate of Insurance, safety and environmental compliance, and a visit request - Please forward all access questions and requests to ecraccess@ecrfab.com. East Coast Repair & Fabrication, L.L.C. (East Coast Repair) requires that prior to gaining access to its facilities, and/or access to naval vessels under its contracts, subcontractors and third parties (East Coast Repair facilities only) shall provide a current Certificate of Insurance (COI) evidencing all insurance coverage and endorsements as required by the contract or agreement. For further information, please see the Insurance Requirements under the Suppliers Tab on the website www.ecrfab.com. Email certificates of insurance to purchasing@ecrfab.com.

It is your company’s responsibility to know and comply with the safety requirements of each job, including work specifications, applicable NAVSEA Standard Items, Federal OSHA and State safety standards, and other relevant standards. Your company is responsible for providing the necessary training to ensure that your employees adhere to the applicable requirements while working at East Coast Repair facilities.

It is your company's (and any subcontractors') responsibility to know and comply with East Coast Repair's Environmental Program requirements for the activities you will perform. Failure to follow East Coast Repair's environmental procedures may result in revocation of access to East Coast Repair facilities.

All contractors and subcontractors performing work under an East Coast Repair job must submit a visit request to the Security Department at ecraccess@ecrfab.com (for Virginia and Florida work) or caaccess@ecrfab.com (for California work). Email your questions and/or required access requests to ecraccess@ecrfab.com. Remember, **access is a two-step process, one for the facility and one for the vessel.**

Access Requirements Summary

REQUIREMENT	U.S. NAVY VESSEL AT GOVERNMENT FACILITY	MSC VESSEL AT GOVERNMENT FACILITY	NORFOLK NAVAL SHIPYARD	RIVER PORT
Visit Request	✓	✓	✓	✓
Verify Employee Citizenship	✓	✓	✓	✓
RMC ShVR Sheet	✓	✓	✓	
Certificate of Insurance	✓	✓	✓	✓
Subcontractor Check-in (subcontractors only)	✓	✓	✓	✓
Safety and Environmental Compliance	✓	✓	✓	✓
Hold Harmless Agreement (contractors other than subcontractors)				✓
CIA Access Request				✓
DBIDS/CAC/Day Pass	✓	✓	✓	
OPCON Spreadsheet (JEBCFS only)		✓		
CVS/CIS NNSY Spreadsheet			✓	
NNSY NAVSEA Badge			✓	

Visitors and delivery drivers – see last two pages.

Government Facilities

Contractors/Vendors wishing to access Naval Bases are required to obtain one of the following access type passes/badges for entry:

1. **DBIDS** (Defense Biometric Identification System) Credential – Access Badge (Issued by Navy Installation Pass & ID Offices).
2. **CAC** (Common Access Card) – Government Issued Credential.
3. **Day Pass** – Issued by Navy Installation Pass & ID Offices where access is needed. For more information regarding Naval Base Access and the Defense Biometric Identifications System (DBIDS) credentialing, go to: <https://www.cnrma.cnic.navy.mil>.

U.S. Navy Vessels at a Government Facility

The Regional Maintenance Center (RMC) processes and approves visit requests for civilian contractors and government agencies which require access to U.S. Navy vessels. The submission must be received prior to the start of the contracted work. Complete processing time may take up to 3-5 business days, not including weekends or holidays.

1. **Certificate of Insurance** for subcontractors. See requirements in first paragraph above.
2. **Subcontractor Check-In Process Complete**. Schedule a check-in via ecrcheckin@ecrfab.com. Please refer to your purchase order for additional information.
3. **RMC's ShVR spreadsheet**. Verify employee citizenship. Complete and email form to ecraccess@ecrfab.com for Norfolk-based ships or caaccess@ecrfab.com for San Diego-based ships. Instructions for completing the ShVR spreadsheet are on the second tab of the document.
4. **Identify the reason for your access request**. The body of your email to East Coast Repair shall indicate what the visit request is for (e.g., name of vessel, purpose of visit, and duration of visit).
5. **Joint Expeditionary Base Little Creek/Fort Story** access also requires the submission of a completed OPCON spreadsheet in addition to the MARMC ShVR spreadsheet.
6. **Naval Station Mayport and Naval Base San Diego** -Contact ECRAccess@ecrfab.com for special requirements pertaining to access requests.

Military Sealift Command (MSC) Vessels at a Government Facility

1. **Certificate of Insurance** for subcontractors. See requirements in first paragraph above.
2. **Subcontractor Check-In Process Complete**. Schedule a check-in via ecrcheckin@ecrfab.com. Please refer to your purchase order for additional information.
3. **Access request**. Each subcontracted organization or individual requiring access onboard an MSC vessel must submit an access request to East Coast Repair's Pass Office. The submission must be received prior to the start of the contracted work.
4. **Special requirements**. Contact ECRAccess@ecrfab.com for special requirements pertaining to access requests for MSC vessels located at the River Port facility.

Vessels at Norfolk Naval Shipyard (NNSY) in Portsmouth, VA

1. **Certificate of Insurance** for subcontractors. See requirements in first paragraph above.
2. **Subcontractor Check-In Process Complete.** Schedule a check-in via ecrcheckin@ecrfab.com. Please refer to your purchase order for additional information.
3. **CVS/CIA NNSY spreadsheet and the MARMC ShVR spreadsheet.** Verify employee citizenship. Submit via email to ecraccess@ecrfab.com for processing.
4. **NNSY NAVSEA badge plus a DBIDS or CAC** are required by NNSY for installation access. In order for the government to process your request for an NNSY NAVSEA badge and/or DBIDS, you must first submit the SECNAV 5512/1 Form to the sponsor for approval. Email ecraccess@ecrfab.com to obtain the most up-to-date government forms and spreadsheets.

River Port for Subcontractors and Third Parties

All visitors to East Coast Repair, including customers, contractors, suppliers, vendors, and temporary employees must comply with the following procedures:

1. **River Port Access Requirements Summary**

REQUIREMENT	SUBCONTRACTOR	THIRD PARTY
Certificate of Insurance	Yes	Yes
Subcontractor Check-In	Yes	No
Hold Harmless Agreement	No	Yes
Verify Employee Citizenship	Yes	Yes
CIA Access Request	Yes	Yes
East Coast Repair ID Badge	Yes	Yes

2. **Certificate of Insurance** requirements described in first paragraph of this document.
3. **Subcontractor Check-In Process Complete.** Schedule a check-in via ecrcheckin@ecrfab.com. Please refer to your purchase order for additional information.
4. **Hold Harmless Agreement for Third Parties** (no purchase order issued to your company by East Coast). The Hold Harmless Agreements must be validated and signed by a company manager authorized to commit the company, attesting to the truth and accuracy of information contained on the form. The Hold Harmless Agreement should be signed, scanned and electronically transmitted to East Coast Repair via ecraccess@ecrfab.com. The document may be found under the Suppliers Tab on the East Coast Repair website, www.ecrfab.com.
5. **Verify the citizenship status of your employees.** Each company is required to accomplish this by examining one of the acceptable documents listed in 32 CFR Part 117 NISPOM, paragraph 117.10.

6. **Controlled Industrial Area (CIA) Access Request** Contact ECRAccess@ecrfab.com for specific requirements for requesting access. In general, the request must include the following information and be signed by a company representative not listed on the visit letter:
 - a. Full Name – First, Middle, Last.
 - b. US Citizenship Status
 - i. Naturalized U.S. citizens, born outside of the U.S. will need to include proof of citizenship.
 - ii. Foreign Nationals claiming to be a permanent resident of the United States must have their status verified by examining the Permanent Resident Card, Form I-551.
 - iii. Non-US citizens - Contact ECRAccess for specific requirements for submitting access requests. If granted access, personnel must be escorted by a U.S. citizen at all times while they are on the premises or work location.
 - c. Ship Visiting (if applicable).
 - d. Purpose of visit.
 - e. Duration of visit.
7. **East Coast Repair access control identification (ID) badge** issued by East Coast Repair's Security Department is required for all personnel to access River Port. ID badges must be displayed at all times while on East Coast Repair property and must be shown to security and safety personnel upon request. All lost, stolen, or damaged access control ID badges shall be reported immediately to the East Coast Repair Security Manager.

River Port for Visitors

Visitors are suppliers, subcontractors or others who are required to enter the shipyard or any other East Coast Repair facility for meetings, consulting, catering deliveries, etc. in non-production East Coast Repair facilities.

1. **Citizenship**. See paragraph 6b Controlled Industrial Area (CIA) Access Request in the section above titled Access to River Port for Subcontractors and Third Parties.
2. **Hold Harmless Agreement** must be validated and signed by a company manager authorized to commit the company, attesting to the truth and accuracy of information contained on the form. The Hold Harmless Agreement should be signed, scanned and electronically transmitted to East Coast Repair via ecraccess@ecrfab.com. The document may be found under the Suppliers Tab on the East Coast Repair website, www.ecrfab.com.

3. **Escort** is required if the person does not have a valid East Coast Repair access control identification (ID) badge.
 - i. During normal working hours of 6 AM-2:45 PM, personnel must stop at the Pass & ID Office and arrange for an escort into the yard.
 - ii. After normal working hours, personnel must visit security at the Main Gate Guard Shack.

River Port for Deliveries

1. **Delivery drivers** requiring access into the yard must stop at the Main Gate Guard Shack for further direction. Offload/Onload of equipment must be coordinated prior to entry. Normal delivery hours are M-F, 6 AM-4 PM.