

REQUIREMENTS TO ACCESS THE HUNTINGTON INGALLS INDUSTRIES – NEWPORT NEWS SHIPBUILDING (HII-NNS) FACILITY

Huntington Ingalls Industries – Newport News Shipbuilding (HII-NNS) requires visitors to complete a NNS Non-Employee Access Badge Request and submit to the Supervisor of Shipbuilding, Newport News (SOSNN) sponsor listed below. Additionally, visitors are required to complete a Background Investigation (BI) through General Information Services, Inc., at **backgroundchecks.com**. Instructions for completing the BI are located on page 7 of the NNS Non-Employee Access Badge Request form. The NNS Non-Employee Access Badge Request form will be provided to potential offerors upon submission of the request provided to the Contracting Specialist.

**SOSNN Sponsor:**

Mesha Thomas  
4101 Washington Avenue, Building 2  
Newport News, VA 23607  
Phone: 757-688-7214  
[Mesha.m.thomas@navy.mil](mailto:Mesha.m.thomas@navy.mil)

DOSIMETRY AUTHORIZATION REQUEST

Dosimetry is required for visitors to tour the SSSB. Instructions for requesting authorization for Dosimetry are as follows:

1. A letter on company letterhead requesting authorization to be badged for radiation exposure at HII-NNS. The letter shall include the name, title, and signature of the company official authorized to sign the letter. Additionally, the letter shall include the following information:
  - Request for NNS to provide visitors with dosimetry
  - Purpose of visit
  - Date(s) of visit
  - Specific location (i.e., SSSB)
  - Full Name
  - SSN
  - Occupational radiation exposure history (current year and total lifetime; preferred units are mrem). If exact value is unknown, indicate the value is an estimate
  - DOB
  - Gender
  - Home Address
  - List any Naval Nuclear Propulsion Program (NNPP) radiological control qualifications, or radiological training equivalent to NNPP (i.e. radiation worker training) (indicate "None" if not applicable)

### Attachment 3

A sample letter is attached.

2. Submit a NNPP Visit Dosimetry Authorization Request (V-DAR), NN 1421 form to the SOSNN POCs listed below. The NN 1421 form will be provided to potential offerors upon submission of the request provided to the Contracting Specialist.

**SOSNN POCs:**

Steve Nelson

4101 Washington Avenue, Building 2

Newport News, VA 23607

Phone: 757-534-2291

[Stephen.l.nelso@navy.mil](mailto:Stephen.l.nelso@navy.mil)

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***Attachment – Sample Dosimetry Request Letter***

To: Huntington Ingalls Industries – Newport News Shipbuilding (HII-NNS)

Attn: E85 Dosimetry Administrative Section

Date: DD MMM YY

The purpose of this letter is to request authorization for the following XYZ, Inc. employees to be monitored for radiation exposure while visiting Huntington Ingalls Industries – Newport News Shipbuilding (HII-NNS). An organized tour of the Surface Ship Support Barge (SSSB) located in dry dock #2 will be accomplished during the timeframe of DD MMM YY through DD MMM YY. The XYZ employees listed will be conducting a tour of the SSSB in advance of an upcoming solicitation for the dismantlement and disposal of the SSSB. Exposure information for the employee(s) is included below.

1.0 Mr./Ms. (Name), SSN: XXX-XX-XXXX has been monitored and has received # mrem's for the current year and # mrem's for life to date.

DOB:

Gender:

Home Address:

NNPP Qualifications or Equivalent:

2.0 Mr./Ms. (Name), SSN: XXX-XX-XXXX has been monitored and has received # mrem's for the current year and # mrem's for life to date.

DOB:

Gender:

Home Address:

NNPP Qualifications or Equivalent:

3.0 Mr./Ms. (Name), SSN: XXX-XX-XXXX has been monitored and has received # mrem's for the current year and # mrem's for life to date.

DOB:

Gender:

Home Address:

NNPP Qualifications or Equivalent:

Sincerely,

Name

Title