

General Dynamics Bath Iron Works Foreign Visitor Access Request

This form is required for all individuals requesting to access Bath Iron Works who do not possess a U.S. Passport, U.S. Birth Certificate, or U.S. Naturalization Document. It facilitates the mandatory screening process required by **Industrial Security**, **Export Compliance**, and **Cybersecurity** to ensure the protection of controlled technology and company assets.

Required Documentation

Proof of Foreign Citizenship is REQUIRED. Please attach a clear copy of one of the following to this application:

- Foreign Passport
- Visa / Permanent Resident Card (if applicable)
- Official National Identity Card

Instructions for Completion

Submission Workflow

1. **Visitor:** Completes Section 1 and provides proof of citizenship to the Bath Iron Works Company Sponsor.
2. **Company Sponsor:** Completes Section 2 and submits the packet to **Industrial Security** for initial screening.
3. **Review:** Industrial Security routes the form to **Export Compliance** (and **Cyber** if necessary) for final vetting.
4. **Briefing:** Once approved, a mandatory **Technology Control Briefing** will be scheduled.
submit application and citizenship documentation to industrialsec@gdbiw.com

Section-by-Section Guide

- **Section 1: Visitor Information (Visitor to Complete)**
 - Fill out all personal and professional details.
 - **Certification: No Export/ITAR Access Required:** If your visit **does not** require access to technical, ITAR, or export-controlled information, you must sign the certification statement at the end of this section.
- **Section 2: Sponsorship Details (Bath Iron Work Sponsor)**
 - The internal sponsor defines the scope, duration, and justification for the visit.
- **Section 3: Controlled Access Details (Visitor/Sponsor to Complete)**
 - **ONLY** fill this out if the visitor requires access to technical data, ITAR-regulated items, or export-controlled information. Detailed justification is required.
- **Section 4: Internal Security & Export Review**
 - *For Internal Use Only.* Completed by Industrial Security and Export Compliance.
- **Section 5: Final Authorization**
 - *For Internal Use Only.* Completed by Visitor Control upon final approval.

Mandatory Briefing Requirement

All non-U.S. citizens visiting this facility are required to undergo a **Technology Control Briefing** conducted by Industrial Security.

- **Attendance:** Both the **Company Sponsor** and the **Visitor** must attend.
- **Scheduling:** This briefing will be scheduled only *after* the visitor, and the purpose of the visit has been fully vetted and approved.

Access to the facility will not be granted until this briefing is complete.

GENERAL DYNAMICS BATH IRON WORKS NON-US CITIZEN NON-EMPLOYEE ACCESS REQUEST FORM

STOP! If you can verify you are a U.S. Citizen, do not use this form. Complete a US Citizen Visitor Access Request, instead.

I. NON-US CITIZEN VISITOR INFORMATION		LAST NAME:	FIRST NAME:
AGE (in years):	ORGANIZATION / COMPANY:		CELL PHONE NUMBER :
BIW POINT OF CONTACT:	DATE(S) OF VISIT:	PURPOSE OF VISIT:	
LOCATION OF VISIT: (select all that apply)	<input type="checkbox"/> MAIN SHIPYARD	<input type="checkbox"/> TECH CENTER	<input type="checkbox"/> STRUCTURAL FAB
	<input type="checkbox"/> CROF	<input type="checkbox"/> OUTFIT FAB	<input type="checkbox"/> CONSOLIDATED WHSE
	<input type="checkbox"/> WEST BATH WHSE	<input type="checkbox"/> PORTLAND WHSE	<input type="checkbox"/> LEAVITT DRIVE
		<input type="checkbox"/> LEWISTON WHSE	<input type="checkbox"/> TRAINING ACADEMY
			<input type="checkbox"/> SWEETSER WHSE
I have reviewed and agree to abide by the following documents [www.gdbiw.com/suppliers/visiting-vendors-contractors] (initial below each):			
<u>Applicable to all Visitors, Vendors and Contractors</u>		<u>Applicable to Visiting Vendors & Contractors only</u>	
Visitor Safety Video	BIW Privacy Notices (gdbiw.com/privacy)	Environmental, Health & Safety Policy	Visiting Vendor Safety Information Packet
_____	_____	_____	Environmental, Health & Safety Handbook _____
Complete this section if there is no expected exposure to Export Controlled Technical Data or Defense Services. Otherwise, complete Section III.			
_____ I certify that, during my visit/consultation with Bath Iron Works, I have no requirement to access Export Controlled Technical Data or Defense Services as defined by 22 CFR § 120.32 and 120.33 of the International Traffic in Arms Regulations (ITAR), or technical data subject to export controls under Export Administration Regulations (EAR), 15 CFR § 734.2.			
_____ I acknowledge that I have read and will comply with the requirements in the BIW Technology Control Plan (attached), and, if deemed necessary, have discussed the procedure with BIW's Export Compliance Coordinator.			
_____ If exposed to or inadvertently receive Export Controlled Technical Data or defense services, I will immediately report the incident to my BIW sponsor.			
_____ I acknowledge and understand that the conclusion of my visit/consultation with Bath Iron Works does not absolve me of my obligations under The applicable export regulations. Therefore, I certify that accessed or released data will not be further disclosed, exported, or transferred in any manner to third parties without prior written approval from the U.S. Government.			
Visitor's Signature _____		Date: _____	
BIW Sponsor Signature _____		Date: _____	
II. BIW SPONSOR INFORMATION		SPONSOR'S LAST NAME:	SPONSOR'S FIRST NAME:
SPONSOR'S BADGE #:	SPONSOR'S DEPARTMENT:	SPONSOR'S CONTACT NUMBER:	
_____	_____	_____	
JUSTIFICATION FOR VISIT:			
ESCORT ACKNOWLEDGEMENT:			
<ul style="list-style-type: none"> • I understand and will comply with my responsibilities to ensure my visitor is escorted at all times while on BIW property • I will ensure that my visitor will comply with all safety and security requirements • I will ensure my visitor will not take any photographs or access any BIW computers / systems / networks • I understand that I cannot escort more than six visitors at one time. 			
BIW Sponsor Signature _____		Date: _____	

Foreign Visitor (Last Name, First Name): _____

III. NON-DISCLOSURE and TECHNOLOGY CONTROL PLAN ACKNOWLEDGEMENT

Please complete this section if exposure to Export Controlled Technical Data or Defense Services is expected or if related to an approved Department of Commerce or Department of State license. [Note: This is not common]

Type of Export Controlled Technical Data or defense services expected to be disclosed:

- 1. Technical Information; No License Required (NLR)
- 2. Technical Information releasable under Department of State Export License (see ECC/EO)
2a. Department of Commerce Export License #: _____
- 3. Technical Information releasable under Department of State Export License (see ECC/EO)
3a. Department of State Export License #: _____
- 4. Other (please explain):

_____ I acknowledge and understand that any technical data, including software, subject to export controls to which I have access or which is disclosed to me in the course of my visit / consultation with Bath Iron Works, is subject to export Control under the U.S. Department of Commerce or Department of State.

_____ I acknowledge that I have read and will comply with the requirements in the BIW Technology Control Plan (attached), and, if deemed necessary, have discussed the procedure with BIW's Export Compliance Coordinator.

_____ I certify that such data will not be further disclosed, exported, or transferred in any manner to third parties without prior written approval from the U.S. Government.

_____ I acknowledge and understand that the conclusion of my visit/consultation with Bath Iron Works does not absolve me of my obligations under the EAR. Therefore, I certify that accessed or released data will not be further disclosed, exported, or transferred in any manner to third parties without prior written approval from the U.S. Government.

Visitor's Signature _____

Date: _____

BIW Sponsor Signature _____

Date: _____

Foreign Visitor (Last Name, First Name): _____

IV. INDUSTRIAL SECURITY / EXPORT CONTROL AUTHORITY USE ONLY		
_____	Defense Counterintelligence and Security Agency screening complete	
(Date)		
_____	Person Visual Compliance Check complete	
(Date)		
_____	Company Visual Compliance Check complete	
(Date)		
Industrial Security Approval: _____		Date: _____
Export Control Authority Approval: _____		Date: _____
V. VISITOR CONTROL STAFF USE ONLY		
Date non-US Citizen badge issued _____	<input type="checkbox"/> SIGNED INDEMNITY WAIVER	VISITOR CONTROL Initials _____

Documentation Presented

<u>Document Type</u>	<u>Proof of Identity</u>
Passport (Number: _____ ; country: _____)	<input type="checkbox"/>
State-issued driver's license (DL #: _____ ; state: _____)	<input type="checkbox"/>
State-issued Real ID (ID #: _____ ; state: _____)	<input type="checkbox"/>
Department of Defense CAC (Common Access Card)	<input type="checkbox"/>
Transport Workers Identification Card (TWIC)	<input type="checkbox"/>
State-issued Commercial Drivers' License (CDL) with TSA Hazardous Material (HAZMAT) endorsement (DL #: _____ ; state: _____)	<input type="checkbox"/>
Permanent Resident Card (Form I-551) (ID #: _____)	<input type="checkbox"/>

Technology Control Plan

A. FOREIGN NATIONAL PROCEDURE

Disclosure of controlled technical data to a Foreign National visitor to a U.S. company is considered an export under the Export Administration Regulations (EAR) and under the International Traffic in Arms Regulations (ITAR) 22 CFR 126.13(c) respectively. Such a release requires a Department of Commerce or Department of State License, Agreement, or Exception/exemption, and submission of a Technology Control Plan (TCP) and a Non-Disclosure Statement.

B. INTRODUCTION

This Technology Control Plan delineates the controls established by Bath Iron Works (hereinafter referred to as "Company") to prevent the transfer of controlled technical information to Foreign National visitors. All Company employees have been briefed in export control and licensing requirements. Foreign National visitors will not have access to any controlled technical data unless specifically authorized under an approved License, Exemption/Exception, or Agreement.

C. CONTROLLED TECHNICAL DATA

Access to controlled technical data to include, but not limited to, materials under U.S. Government contract, on the Commerce Commodity List, or on the U.S. Munitions List is strictly prohibited. Information within the Public Domain may be accessed. In adherence to Company policy in meeting U.S. Department of State requirements, no employee or other person acting on behalf of Company shall, without prior approval, ship, mail, hand carry or transmit technical data out of the U.S. or within the U.S. with the knowledge or intent that the data will be shipped or transmitted to a Foreign National. Approval for export of all commodities, including technical information, is the responsibility of Company management implemented by the Export Compliance Coordinator (EO/ECC).

D. SECURITY CONTROLS

a. FOREIGN NATIONAL IDENTIFICATION BADGES

The Foreign National visitor will be issued a distinctive identification badge. The badge will say *Foreign Person or ESCORT required* on it. This badge is to notify other employees and persons of the Foreign National's status and assist in the prevention of the Foreign National gaining access to controlled technical data. This badge must be worn at all times.

b. FACILITY ACCESS

1. Foreign National Visitors shall only be admitted into the building in accordance with Security Policies regarding access control of Foreign National Visitors.
2. During normal business hours and business days, unless specific variations are granted on a one-time basis by the Director of Security as part of the visitor request form.
3. All foreign National visitors shall be escorted by a Bath Iron Works Employee that has been briefed on their responsibility to continually visually supervise the foreign national at all times

c. ACCESS CONTROLS TO COMPUTERS, NETWORKS, AND E-MAIL

1. Access to Company's computers is strictly prohibited.
2. Access to BIW Intranet is strictly prohibited. Computers connected to the BIW Intranet are protected by the use of automatic password-protected screen savers and all computers require password protection. All foreign nationals are escorted with constant visual supervision.
3. Access to e-mail is not permitted.

E. ADDITIONAL SECURITY CONTROLS

- a. What areas are cleared for access and what areas are off limits? *All areas are off limits unless the Foreign National Visitor is immediately visually supervised by a Bath Iron Works employee.*
- b. Restrictions for the use of office equipment, e.g., fax, copying machines, where controlled technical data may be located. *All copy machines and fax machines are off limits unless the Foreign National Visitor is immediately visually supervised by a Bath Iron Works employee.*

F. SUMMARY

BIW mandates that sufficient control and supervision will exist in regards to all Foreign National visitors as related to controlled technical data transfer or release of technical know-how. Export/Import Controls and Compliance direct the Company to protect its private and sensitive information, including controlled technical data, and/or software, which will serve as additional safeguards, assuring against inadvertent or intentional transmission of that information. All Company employees are responsible for ensuring that Foreign National visitors do not access controlled technical data.

_____ (initials)

Definitions

DEPARTMENT OF COMMERCE - EXPORT ADMINISTRATION REGULATIONS (EAR)

EXPORT: EAR 15 CFR Part 732 (b)(ii) defines “export” to include the release of controlled technical data (technical data) or software to a Foreign National and considers such release to be a “deemed export” to the home country of the Foreign National. (Home country is defined as country of birth or all countries where the Foreign National claims citizenship.)

FOREIGN NATIONAL/FOREIGN PERSON: A Foreign National is defined as any person who is not a U.S. citizen who has not been granted lawful permanent residence as defined by the Immigration and Naturalization Act 8 USC 1101 (a)(20), or is not a protected individual as defined by 8 USC 1324b (a)(3).

TECHNICAL DATA: As used in 15 CFR Part 779 of the EAR, the term “technical data” includes both “controlled technical data” (that is, information necessary for the development, production, or use of a product) and software. Information can take the form of “technical data” or “technical assistance”. Technical assistance can be instruction, skills training, working knowledge, and consulting services and may involve transfer of technical data. Technical data includes blueprints, plans, diagrams, models, formulae, tables, engineering designs and specifications, and manuals and instructions written or recorded on other media or devices such as disk, tape, and read-only memories.

DEPARTMENT OF STATE -- INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR)

DEFENSE SERVICE: ITAR 22 CFR 120.9: (1) The furnishing of assistance (including training) to foreign persons, whether in the United States or abroad, in the design, development, engineering, manufacture, production, assembly, testing, repair, maintenance, modification, operation, demilitarization, destruction, processing, or use of defense articles; or (2) The furnishing to foreign persons of any technical data controlled under this subchapter; whether in the United States or abroad; or (3) Military training of foreign units and forces, regular and irregular, including formal and informal instruction of foreign persons in the US or abroad or by correspondence courses, technical, educational, or information publications and media of all kinds, training, and orientation, training exercise and military advice.

DEFINITION OF TECHNICAL DATA: ITAR 22 CFR 120.10: (1) Information other than Software as defined in ITAR 120.10(d), which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance, or modification of defense articles. This includes information in the form of blueprints, drawings, photographs, plans, instructions, and documentation; (2) classified information relating to defense articles and defense services; (3) information covered by an invention secrecy order; and (4) software as defined in ITAR 22 CFR 121.8(f) of this subchapter directly related to defense articles. This definition does not include information concerning scientific, mathematical, or engineering principles commonly taught in schools, colleges, and universities or information in the public domain as defined in ITAR 22 CFR Section 120.11. It also does not include basic marketing information on function or purpose or general system descriptions of defense articles.

DEFINITION OF SOFTWARE -

ITAR 22 CFR 121.8(f) Software includes, but is not limited to, the system functional design, logic flow, algorithms, application programs, operating systems, and support software for the design, implementation, test, operation, diagnosis, or repair.

TECHNOLOGY CONTROL PLAN (TCP) –

A Technology Control Plan is required to control access by Foreign Nationals assigned to, or employed by, a U.S. company. The TCP shall contain specific procedures to control access to classified information, controlled technical data and general procedures supporting visitation. A Technology Control Plan must contain either a Non-Disclosure Statement or a Non-Access Statement.