



Southwest Regional Maintenance Center
Standard Operating Procedure
C390-1

Document #	Title	Revision
C390-1	Guidelines for Gaining Access to CMSD Shipyard	0

1. **Purpose:** To promulgate the requirements for the various types of shipyard access granted by Continental Maritime of San Diego (CMSD) Shipyard, Southwest Regional Maintenance Center (SWRMC) Security Office, and SWRMC Code 390 (Execution Division at CMSD).
2. **Scope:** The following guidelines assist with gaining access to CMSD shipyard. They further outline how to obtain parking and office space, and clarify how yard access requirements change according to entrant affiliation (government employee or government sponsored contractor). The following guidelines are in addition to those required by SWRMC Security Office for general shipyard/ship access and to those required by RMMCO for Alteration Installation Teams (AIT) production in yard. SWRMC Code 390 only manages desk and parking allotment within the ship contract duration. Enclosure 1 provides a checklist for each type of entrant into the shipyard. The below are general guidelines that apply to how to check in to the shipyard.

3. **Guidelines:**

SWRMC Security and RMMCO Screening: Prior to showing up at CMSD shipyard to request access, the entrant's organization must request access on their behalf through SWRMC Security by visiting <https://www.swrmc.navy.mil/visitors.html>. AIT's must also complete the RMMCO check-in process separately, and have their RMMCO paperwork and QA binder ready for review by their Government representative. The AIT must submit for access to CMSD through their Government representative as a package containing all RMMCO and Shipyard requirements filled out for the AIT and all subcontractors of the AIT for the described scope of work. CMSD will not accept incomplete submissions or any submissions from any subcontractor of an AIT directly. It is the task of the AIT to vet the information from their subs and the task of the Government representative to vet the information from the AIT to ensure they meet the requirements. If incorrect or incomplete, CMSD will simply reject the application for access with only a basic indication of cause for the Government representative and AIT to rectify for the AIT and/or their subcontractors. Two (2) weeks should be allowed for CMSD review of completed packages prior to the requested access dates.

Non-AIT (Third Party) Production: Third parties engaged in production within the shipyard that are not classified as AIT and not subcontractors of an AIT, are still subject to CMSD review. They should have ready their statement of work, proof of a valid contract with the government, and a complete QA binder for submittal per above through their government representative. This binder should also include all other access requirement specific to CMSD.

Special Requirements for Government Sponsored Contractors: CMSD yard access requirements are more stringent for Government sponsored contractors than they are for Government personnel. All contractors must fill out additional forms which can be found at <https://cmsd-msr.com/oasis2> under the section labeled “Third Party Access”. These access requirements are for basic labor providers intended to fill Government roles, not any kind of third party who plans to do “real work” aboard ship. If any such labor provider is deemed to also be engaged in “real work” then the entire contingent from said party will be considered (Third Party) Production and obligated to meet all requirements for working at CMSD.

Gate and Vehicle Access: All personnel will check in at the CMSD Security Office, once above processing is complete for appropriate ID coding for issuance for gate access. For vehicular access for personal vehicle/rental car, the driver/owner must present a valid state (U.S.) driver’s license, valid vehicle registration (or rental lease), and valid proof of insurance for the vehicle.

Desks, Parking, and Building 15 Access: CMSD provides parking and desks for maintenance team members under the SWRMC, SEA21, and NIWC organizations as stipulated by each availability contract. SWRMC Code 390 will manage desk and parking requests for all SWRMC personnel and process/submit requests to CMSD on behalf of NIWC and SEA21 maintenance team personnel. Due to the high number and often transient nature of yard entrants, all requests for desks and parking must come from the NIWC OSIC and SEA21 PMR. Do not request directly from CMSD. SWRMC Code 390 can also request unescorted badge access to Building 15 as limited by the state department requirements for unescorted access for frequent visitors, which does not require coverage within the ship contract. Maintenance team members can begin occupying their assigned desk spaces no earlier than A-45.

Ship Checking: SWRMC Code 390 is not involved with general yard or ship access, which is managed by SWRMC Security. Once cleared by SWRMC Security, CMSD will require government sponsored contractors to submit additional forms prior to entry. This access is strictly up to CMSD and may not be granted for company sensitive or other company specific reasons.