

GENERAL DYNAMICS

Electric Boat

Unclassified Visits to EBC Facilities

1. Visitor/Company Status

- a. If your company, or a subcontractor of your company, will require access to Electric Boat Corporation (EBC) owned or controlled premises to perform services, repair, maintenance, or to drive a company vehicle onto an EBC facility, proof of insurance must be provided. See SC17-44, available on the General Dynamics Electric Boat website at www.gdeb.com under [Suppliers](#).
- b. If your company is NOT organized under the laws of the United States or for each visitor who is NOT a U.S. Citizen, proceed to paragraph 3.
- c. If your company is organized under the laws of the United States, proceed to paragraph 2, Company Organized to do Business in the United States

2. Company Organized to do Business in the United States

- a. Please fill out an Electric Boat Unclassified Visit Request signed by an officer of the company. The form must be returned to the host of the visit a minimum of one week prior to the date of the visit, to include:

Company Name/Address

Contact Person/Phone/Email

Contract or Purchase Order #

Is Company organized under the laws of the United States? (Yes/No)

For each visitor include:

Full Name/Last 4 of Social Security Number

Date of Birth

Place of Birth

U.S. Citizen? (Yes/No)

If "Yes", method used to verify Citizenship

(Birth Certificate; Passport; Certificate of Naturalization or Birth Abroad; JPAS)

- b. Does your company need a Joint Certification Program (JCP) certificate, as required by OPNAVINST 5510.161 ("Withholding of Unclassified Technical Data") and DOD Directive 5230.25,

If "Yes", Visitors who will be accessing technical data (NNPI, FOUO, or ITAR) as part of their visit should have a JCP Number or be in process for a JCP Number (Please complete the section on the Visit Request form). If neither is available, visitor must complete and submit DD2345 Form.

If "No", then your company will not need to complete the DD2345 Form.

- c. If an unescorted visitor (with no active clearance in JPAS) will be on site regularly, your company must submit a state and federal criminal background check to: ebbackgroundcheck@gdeb.com.
- d. Your company must immediately report any change of citizenship or employment status for each visitor granted access to an EBC facility to Visitor Control and return any EBC issued badges.

3. For Foreign Visits

- a. Contact the visitor's EB host and have him/her fill out a [Foreign Visit Request Form](#) fifteen (15) business days prior to the date of the visit.

For any questions, or to report any change of citizenship or employment status, please contact Visitor Control at either location during business hours (7am – 3pm) at:

(Groton) 860-433-1313

(New London) 860-867-1313

(Quonset Point) 401-268-2467