

### Austal USA, LLC

1 Dunlap Drive, Mobile, AL 36602 USA  
 (251) 445-3738 / [visitors@austalusa.com](mailto:visitors@austalusa.com)

**All visit request should be submitted to your Austal Point of Contact**

SECTION 1: VISITOR INFORMATION						
COMPANY NAME & ADDRESS:				E-MAIL ADDRESS:		
<b>NAME</b> (FIRST MI LAST)	<b>DATE OF BIRTH</b>	<b>PLACE OF BIRTH</b>	<b>PASSPORT NUMBER</b>	<b>COUNTRY OF CITIZENSHIP</b>	<b>RESIDENT ALIEN CARD NUMBER</b>	<b>RESIDENT ALIEN CARD EXPIRATION</b>
<b>ATTACH PROOF OF CITIZENSHIP FROM ONE OF THE FOLLOWING FOR EACH VISITOR:</b> 1) Birth Certificate 2) Passport 3) Certificate of Naturalization 4) Perm. Res. Card 5) Native American Tribal Record <b>INCLUDE GOVERNMENT ISSUED PHOTO IDENTIFICATION (COLOR SCANS PREFERRED ON ALL DOCUMENTS)</b> <i>Note: Transportation Worker Identification Credential (TWIC) cards will not be accepted as proof of citizenship.</i>						
SECTION 2: VISIT INFORMATION				SECTION 3: AUSTAL POINT OF CONTACT		
Visit Start Date:				SPONSORS NAME:		
Visit End Date:				Title/Position:		
<b><u>AUSTAL FACILITIES / AREAS TO BE VISITED</u></b>				Department:		
<input type="checkbox"/> Administration Building <input type="checkbox"/> Office Complex <input type="checkbox"/> Final Assembly <input type="checkbox"/> Vessel Completion <input type="checkbox"/> Wash Ops Office <input type="checkbox"/> Loxley W/H				Phone Number:		
<input type="checkbox"/> Module Manufacturing Facility <input type="checkbox"/> Downtowner Blvd. Office <input type="checkbox"/> BIT, 2 Water Street <input type="checkbox"/> Other, please list: _____				E-mail Address:		
SECTION 4: PROGRAM ACCESS INFORMATION						
<b><u>PROGRAM VISITING</u></b>		<b><u>PURPOSE OF VISIT:</u></b>		<b><u>INFORMATION TO BE DISCUSSED</u></b>		
<input type="checkbox"/> Littoral Combat Ship (LCS) Program <input type="checkbox"/> Joint High Speed Vessel (JHSV) Program <input type="checkbox"/> Other (Be Specific) _____		_____ _____ _____ _____		<input type="checkbox"/> <b>Classified</b> (FSO Approval Required) <input type="checkbox"/> <b>Controlled Unclassified</b> (e.g.: ITAR) <input type="checkbox"/> <b>Austal Proprietary</b> (e.g.: Financial) <input type="checkbox"/> <b>Unclassified</b> (e.g.: Public Domain)		
FOR USE BY SECURITY PERSONNEL ONLY						
<b><u>FOR USE BY SECURITY ONLY</u></b>				<b><u>VISITOR CONTROL</u></b>		
_____ _____ _____ _____				<b>Received:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Initials</span> <span>Date</span> <span>Time</span> </div> <b>Approved:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Initials</span> <span>Date</span> <span>Time</span> </div> <b>Processed:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Initials</span> <span>Date</span> <span>Time</span> </div>		

1. Foreign Persons are not allowed access to controlled areas of Austal USA without the following: a valid passport, an approved visit request, an executed export license or ITAR exemption, and an Approved Escort that is a U.S. Citizen and an Austal USA employee or teammate.
2. Whoever falsely and willfully represents him or herself to be a Citizen or National of the United States (otherwise known as a U.S. Person) shall be subject to criminal penalty under U.S. Law (*Title 18, Sections 911 and 1015, U.S. Code*).
3. Visitors will not disclose Controlled Unclassified Information (CUI), Technical Data, or Proprietary Information related to the business activities of Austal USA to a third-party without approval from Austal USA's Technology Control Officer (TCO).
4. No person shall photograph, videotape, or otherwise record activities, information, property, or personnel while on Austal USA property without express authorization from Austal USA Security. Use of photographic, video, or any other recording devices (including camera phones) without authorization will result in confiscation of the device as well as possible denial of future access to Austal USA facilities and/or criminal prosecution (*Title 22, Section 2778(c), U.S. Code*).
5. All persons who enter or depart Austal USA properties (including parking areas) are subject to inspection of their personal effects in accordance with DoD 5220.22-M, "*National Industrial Security Program Operating Manual*". Austal USA reserves the right to ban and/or confiscate items that it deems as prohibited.
6. As a condition of being granted access to this facility, you must comply with Austal USA security, health, safety, and export control requirements. Failure to do so may result in immediate revocation of access privileges and denial of future access to Austal USA facilities.
7. Access to the Austal USA computer networks must be requested in Section 4 of this form and authorized by Austal USA Security Management in accordance with the Austal USA IT policy and the Electronic Communications Plan (ECP).

Your signature below indicates that you have read the preceding, understand, and agree to abide by its content.

\_\_\_\_\_  
Signature of Visitor

\_\_\_\_\_  
Date

### SECTION 6: CERTIFICATION OF AUSTAL HOST, ESCORT AND/OR SPONSOR

As the Host, Sponsor and/or Escort of Visit, I shall:

1. Ensure proper escort of visitor is maintained at all times while on Austal premises.
2. Ensure that the visitor does not have unauthorized access to U.S. Government Classified information, Controlled Unclassified Information (CUI), or to Austal Private/ Proprietary Information, without obtaining approval from the Technology Control Officer (TCO) prior to granting access.
3. Inform all Austal personnel of their limitations on the release of Controlled Unclassified Information (CUI) to the visitor(s).
4. Perform a due diligence survey of the area(s) to ensure that an unauthorized export does not accidentally occur and obtain approval from the Security Department if access is required to export-controlled areas.
5. Immediately report all possible violations of the ITAR/EAR to the Technology Control Officer and the Empowered Official.
6. Review information to be disclosed during the visit *prior* to the visitor's arrival to ensure the data is within the scope of the export license, exemption or Visit Request. If I am unsure of the scope, I will contact Export Compliance (x1759).
7. Contact the Austal USA Visitor Control Office (x3738) if I wish to hand-off escort duties or if I have any visitor questions.
8. Brief the visitor(s) that I am escorting on facility safety, security, health, and export control requirements.

Your signature below indicates that you have read the preceding, understand, and agree to abide by its content.

\_\_\_\_\_  
Signature of Austal USA Host, Sponsor and/or Escort

\_\_\_\_\_  
Date

### SECTION 7: AUSTAL USA SECURITY VISIT REQUEST APPROVAL / DENIAL

**U.S. Person/Citizen Visit Request is:**

- Approved  
 Denied

\_\_\_\_\_  
Visitor Control Office/FSO or Designee      Date

**Foreign National Visit Request is:**

- Approved - Export License No. \_\_\_\_\_  
 Denied

\_\_\_\_\_  
Facility Security Officer or Designee      Date