

# Background Check Requirements

## First Advantage Background Services Corporation

<https://ca.fadv.com/CA/newportnews>

To provide a safer and more secure workplace and to assist in the acquisition of the most suitably qualified personnel, background investigations (BIs) must be performed for the following individuals:

- Self-employed independent personal services personnel, directly contracted to perform services for Huntington Ingalls Industries, requiring unescorted badges and given standard and continuing unescorted access to company facilities.
- Contract labor, consultant, and service supplier personnel receiving long-term visitor badges and given standard and continuing unescorted access to company facilities.

This requirement does not apply to the following categories of visitors:

- Persons under the age of 18.
- U.S. government personnel who are badged as long-term visitors at Huntington Ingalls Industries' facilities, e.g., DCMA, DCAA, etc.
- Persons who hold an active security clearance that can be verified through the government's system of record for personnel clearances.
- Foreign government customer staff.
- Program team associates, both prime and sub.

All BIs must be performed by the Huntington Ingalls Industries corporate award supplier, which is currently First Advantage Background Services. A new BI is required for all unescorted badged visitors every three (3) years, and following any break in service in excess of 90 days, to re-verify criminal and DMV checks. Contract labor providers, service suppliers, and consultant employers who request access for their employees, and Self-employed independent personal services personnel who request access for themselves, are required to perform the following:

- Retain copies of BIs and make available for verification and review by Huntington Ingalls Industries, upon request, and
- Certify in writing to Newport News Shipbuilding, using Form 9327, that it has performed a BI that meets the requirements contained herein and that the investigation disclosed no adverse information regarding the candidate in question, or
- Consult with the Newport News Shipbuilding site Security Investigators Office to determine if adverse information is disqualifying, or
- Withdraw the candidate from assignment to Newport News Shipbuilding.

**Adverse or unfavorable information** is credible information regarding an individual indicating some sort of personal misbehavior, flaw or problem that may reflect adversely on the individual's character, honesty, integrity, reliability, stability, and/or competence as it relates to the individual's overall suitability for unescorted access to the Sector. Security Department O15 must be immediately notified if any indication arises of adverse information regarding any employee, badged contract labor employee, consultant, or service supplier employee. Except as may be required by law, adverse information never automatically disqualifies any candidate; however, evidence of material misrepresentation of job qualifications or denial or intentional omission of significant adverse information, indicative of basic

dishonesty, will normally cause rejection of a candidate. In all other cases, a judgment on the individual's overall suitability for a position with the Sector will be made based on the unique facts of each case and the following considerations:

- How serious is the adverse situation?
- How recent is the adverse information/situation?
- Are there repeated incidents/situations of a specific problem versus a single isolated situation?
- Are there examples of different types of misbehavior or adverse situations? (A pattern of dishonesty or disregard for lawful behavior in multiple situations over time may indicate that such a pattern is likely to continue.)
- How does the adverse information relate to the proposed job position?
- How may the adverse information affect the individual's ability to immediately support the customer? (For example, will the adverse information preclude or unduly delay assignment or access to a customer location, or the issuance of a government security clearance or special access?)

In the event that a Company/Supplier or other entity becomes aware of adverse conduct regarding their employee who is badged for access to the facility, they shall promptly notify the Security Department (O15) of that fact. Examples of adverse conduct which must be reported are as follows:

- The individual has been convicted of an offense involving violent behavior (or a threat thereof), fraudulent or dishonest conduct, including, but not limited to, fraud, theft, embezzlement, misappropriation, larceny, burglary, drug distribution or possession with intent to distribute, any crime involving a firearm, assault, battery, rape, sexual assault, murder, manslaughter, involuntary homicide, or stalking.
- The individual does not hold the degree(s), professional certifications, and licenses that the Supplier or the Contract Labor Personnel has represented to NNS.
- For positions involving financial matters or other positions of trust, the individual has a record of default on any debt or a debt exceeding 90 days past due on more than three occasions within the three years immediately preceding the date of this background investigation.

Huntington Ingalls Industries has partnered with First Advantage to provide our vendors, subcontractors, consultants and service suppliers a fast and easy way to achieve compliance with our background screening requirements. To register and set up your account to start ordering background investigations, please visit the HII landing page at: <https://ca.fadv.com/CA/newportnews>.

## **Account Set-up Process**

### **1. Online Account Registration**

- Huntington Ingalls contractors will register online account via a dedicated landing page to ensure compliance with Huntington Ingalls' screening requirements.
  - The landing page includes additional information regarding products, pricing, and specific Huntington Ingalls Industries program requirements.
  - A credit card is required to complete online account registration. First Advantage sends a welcome email to the contractor upon successful account registration. Businesses will contact FADV Customer Service to sign their own MVRs. Customer Service can be reached at 1-866-237-2135 Monday – Friday from 8 am EST – 7 pm EST.

- First Advantage provides 24/7 account access to order the pre-bundled packages required for Huntington Ingalls basic screening.

## **2. Credentialing**

- As a federally regulated consumer reporting agency, First Advantage has a duty to re-confirm that your business is a legitimate business ordering background reports for employment purposes.
- With a goal of minimizing the burden of this procedure for companies that Huntington Ingalls has already identified as its ongoing business partners, First Advantage performs most of these tasks using publicly available information. First Advantage may need additional information, which it will request by email.

## **3. Placing Orders**

- After the welcome email has been sent, you can access the system and begin placing orders.
- .If you need to place an order for an MVR, you will need to contact customer service at 1-866-237-2135 Monday – Friday from 8 am EST – 7 pm EST.