



Information for Prospective Suppliers

Newport News Shipbuilding
A Division of HII

About Newport News Shipbuilding

The sole designer, builder, and refueler of U.S. Navy aircraft carriers and one of two providers of U.S. Navy submarines.

NNS designs, builds, maintains, and inactivates the most advanced ships in the world using its expertise in nuclear propulsion, naval design, and manufacturing.

The largest industrial employer in Virginia, with more than 25,000 employees.



NNS Navy Programs



Enterprise/Doris Miller (CVN 80/81)

CVN 80 is Under Construction
Keel for CVN 81 is scheduled for 2026



John F. Kennedy (CVN 79)

Detailed Design and Construction
Delivery June 2024



USS John C. Stennis (CVN 74)

RCOH in Process



Virginia-Class Submarine (VCS)

17 boats Under Contract
Three boats scheduled for delivery in 2023



Worldwide Fleet Support

Working on all 10 Nimitz-class CVNs, USS Gerald R. Ford (CVN 78) & all submarine classes



Columbia-Class Submarines (CLB)

Two boats under contract

NNS Buying Offices

- Raw Material and Electrical Components
- Valves, Fittings, Filters and Strainers
- Complex Machinery
- Information Technology (IT) Hardware, Software and Services
- Maintenance Repair Operations, Construction, Engineering and Facilities Services
- Business Services
- Complex Electrical Components
- Shipboard Subcontract Services
- Build to Print, Make/Buy, Shipboard Contracted Materials
- Outsourcing & Complex Build to Print

Raw Material and Electrical Components Buying Office

Responsible for procurement of Raw Materials and Electrical Components including:

- Steel Plates and Shapes
- Cable/Cable Assemblies
- Pipe/Tube
- Paint/Coatings
- Hose & Hose Fittings
- Insulation/Fabric
- Lighting/Fixtures
- Transducers
- Assembly Racks
- Fasteners
- Adhesives and Chemicals
- Rubber Products/Gaskets
- Plastic Products
- Rigging Supplies
- Safety Equipment
- Hand Tools
- Hardware
- Bearings
- Electrical Components:
 - Connectors
 - Backshells
 - Adaptors
 - Relays
 - Sensors
 - Transmitters
 - Heaters
 - Switches
 - Enclosures
 - Flowmeters
 - Gauges
 - Indicators
 - Fuses
 - Power Supplies

Valves, Fittings, Filters and Strainers Buying Office

Responsible for procurement of various complex valves, fittings, filters and strainers to support ship construction, overhaul and fleet support:

- Valves
 - Standard Navy Valves
 - Ball Valves
 - Butterfly Valves
 - Check Valves
 - Gauge Valves
 - Globe Valves
 - Swing Check Valves
 - Regulator Valves
 - Relief Valves
 - Throttle Valves
- Manifolds
- Strainers
- Filters
 - Air
 - Lube Oil
 - Waste
 - Water
- Expansion Joints
- Pipe Fittings
 - Formed Fittings
 - Machined Fittings

Complex Machinery Buying Office

Responsible for procurement of various mechanical components and systems in support of all carrier and submarines programs and fleet support:

- Plasma Arc Waste Destruction System (PAWDS) and Other Solid Waste Disposal Systems
- Turbines & Secondary Propulsion Systems
- Generators
- Pumps
- Condensers
- Weapons & Stores Elevators and Component Systems
- Distillers and Distillation Pumps
- Bearings
- Anchor Windlass
- Air Conditioning Plants
- Coolers/Heat Exchangers
- Air Purification Systems
- Reverse Osmosis Systems and Lube Oil Coolers
- Winches, Cranes, and Hoists
- Wastewater Treatment & Disposal Systems
- Galley Ventilation Systems & Equipment
- Main Refrigeration Units (MRUs)
- Electro-Mechanical Actuators

IT Hardware, Software and Services Buying Office

Responsible for procurement of IT hardware, software and services that include:

- Computer Programs
- Cell Phones
- Telecommunication Systems
- Travel Services / Systems
- Printers
- Internet Services
- Credit Cards
- Computers
- Internet Domain Names

Be advised some products/services are under long term agreements.

Maintenance Repair Operations Buying Office

Responsible for procurement of maintenance repair operations:

- Fuels
- Maintenance – Elevators, Cranes
- Cars, Trucks, Other Vehicles – Maintenance
- Safety Supplies and Tools
- Shipyard Garage Services
- Welding Metal and Equipment
- Metrology Equipment

Construction, Engineering and Facilities Services Buying Office

Responsible for procurement of construction, engineering and facilities services:

- Construction Projects
- Corporate Jet
- Utilities – Electric, Gas
- Capital Equipment
- Building Renovations
- Furniture
- Engineering Services

Business Services Buying Office

Responsible for procurement of business services that include:

- Janitorial Services
- Lawn Care
- Transportation / Freight
- Bicycle Services
- Reproduction
- Safety Supplies and Tools
- Security Guards
- Credit Cards
- Plaques
- Shipyard Garage Services
- Pest Control
- Freight Providers
- Various Long Term Agreements
- Engineering Services
- Moving Services

Complex Electrical Components Buying Office

Responsible for procurement of various electrical materials and complex systems to support ship construction:

- Motor Controllers
- Frequency Converters
- Degaussing
- Voltage Regulators
- Networks – Video, Computers
- Power Switchboards
- Circuit Breakers
- Detectors, Gauges, Monitors, Circuit Boards
- Load Centers
- Panels, Enclosures
- Electric Motors
- Salinity Cells
- Telecommunications
- Electromagnetic Actuation and Cable Assemblies

Build to Print, Make/Buy, Shipboard Subcontracted Materials Buying Office

Responsible for procurement of various complex components to support ship construction:

- Coamings, Foundations, Ventilation, other Machined Items
- Complex Components
- Subcontracting – Component Fabrication and Assembly (CFA) / Structural Fabrication and Assembly (SFA)
- Castings and Forgings
- Propulsion Shafting and Propellers
- Hangers / Mounts
- Water Tight Doors
- Shafting
- Aluminum Doors and Panels
- Jet Blast Deflectors
- Anchors and Chains
- Sea Chests
- Built-up Tees

Shipboard Subcontract Services Buying Office

Responsible for procurement of various complex services to support ship construction:

- Engineering Services
 - Independent Research and Development
 - Contract Research and Development
- Leased Labor and Subcontracted Services
- HII-Fleet Support Group
- Corporate and NNS Consultant Support
- Southwest Regional Maintenance Center – San Diego, California

Outsourcing & Complex Build to Print Buying Office

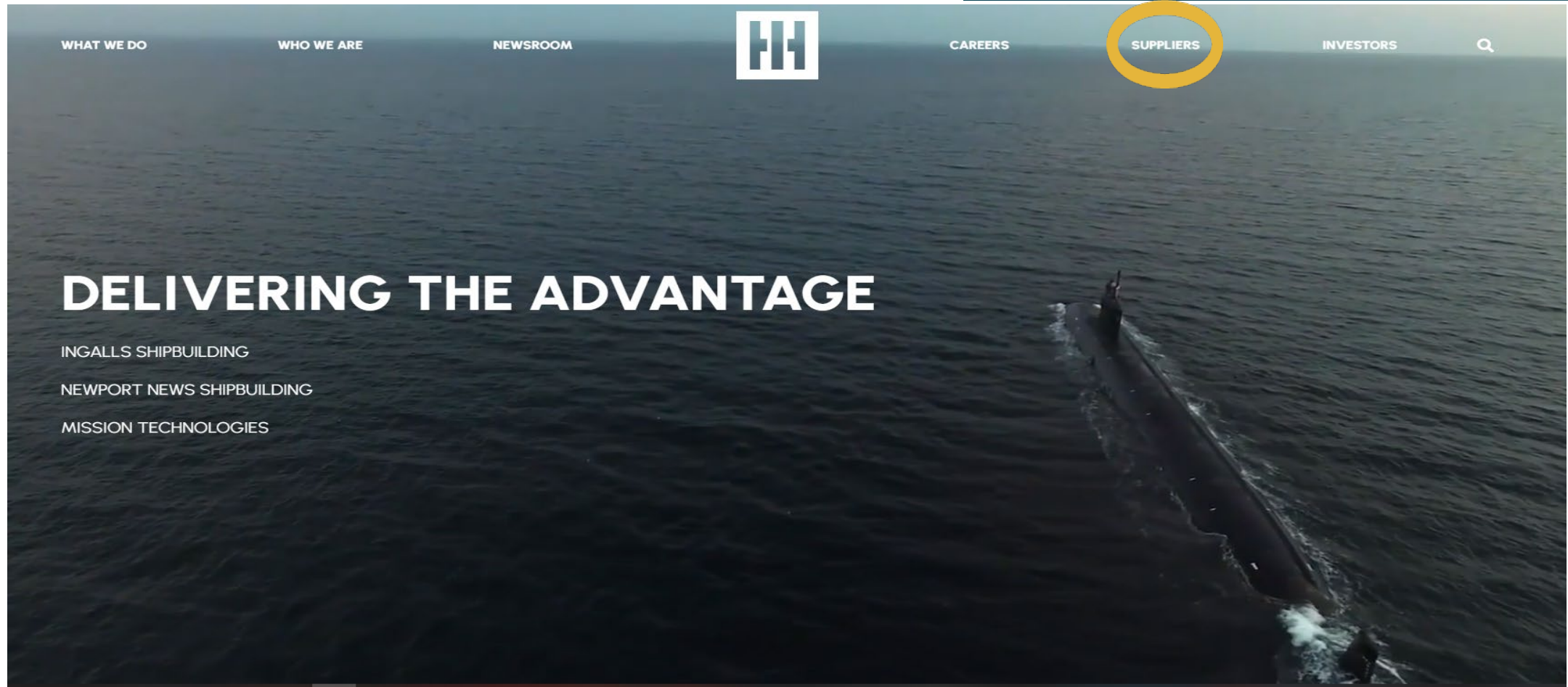
Responsible for procurement of outsourcing demand, complex/structural and buy commodities:

- Outsourcing
 - Shops
 - CFA – Machine Shop/Sheet Metal / Powder Coat & Coatings
 - SFA – Rolling/Forming/Fab/Plate Flattening
 - Structural Assembly
 - CVN Base As
 - CLB Bulkheads & Superstructure
 - VCS HAB Decks
- Commodity Buys
 - Shafting & CVN Propellers
 - Forgings
 - Torpedo Tubes
 - Cylinders
 - Door Assemblies
 - Interlocks
 - Air Flasks
 - Fixtures
 - Large Structural & New Design CLB
 - Top Side Fairing (Virginia Payload Module)

HII and NNS External Supplier Resources

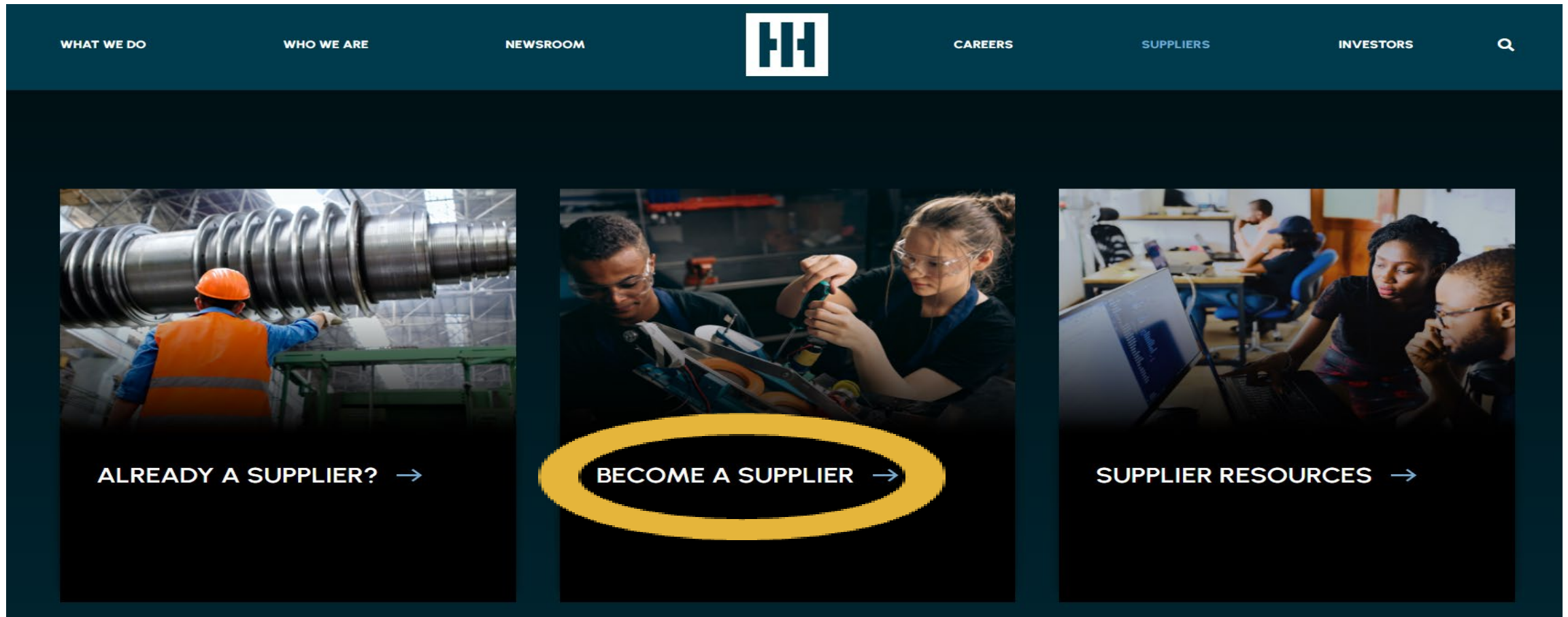


HII Webpage Navigation



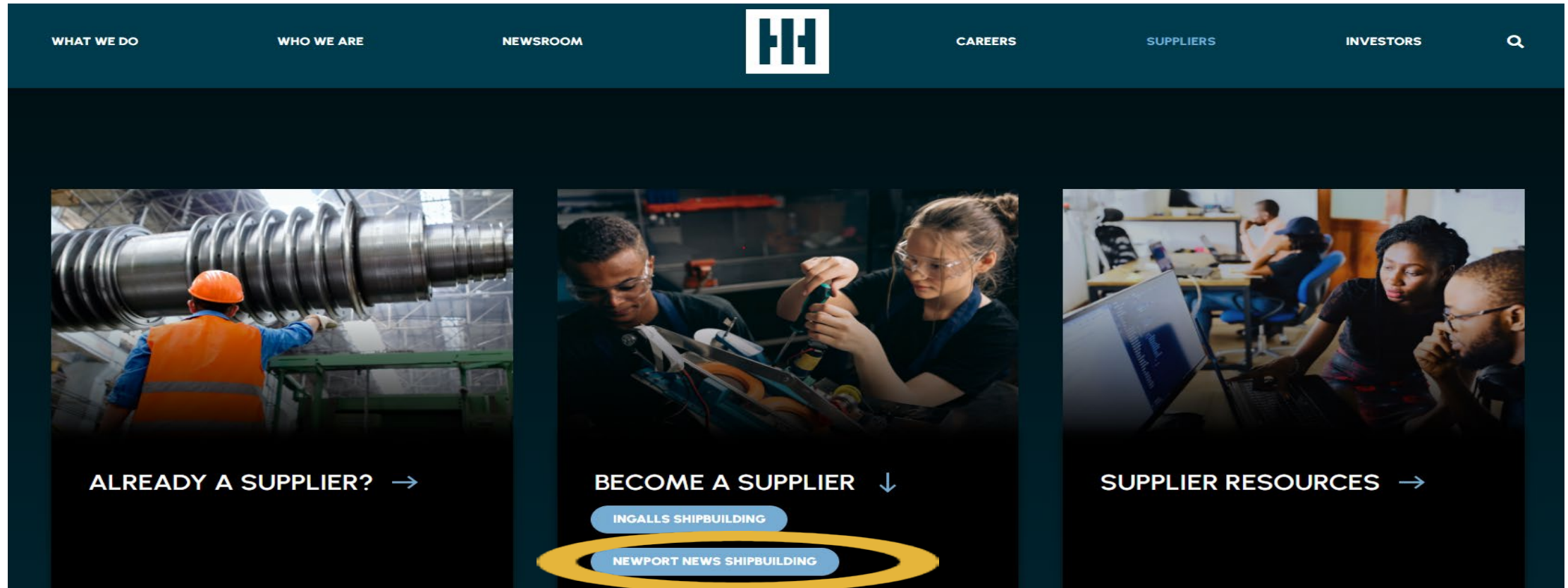
<https://hii.com>

HII Suppliers Webpage



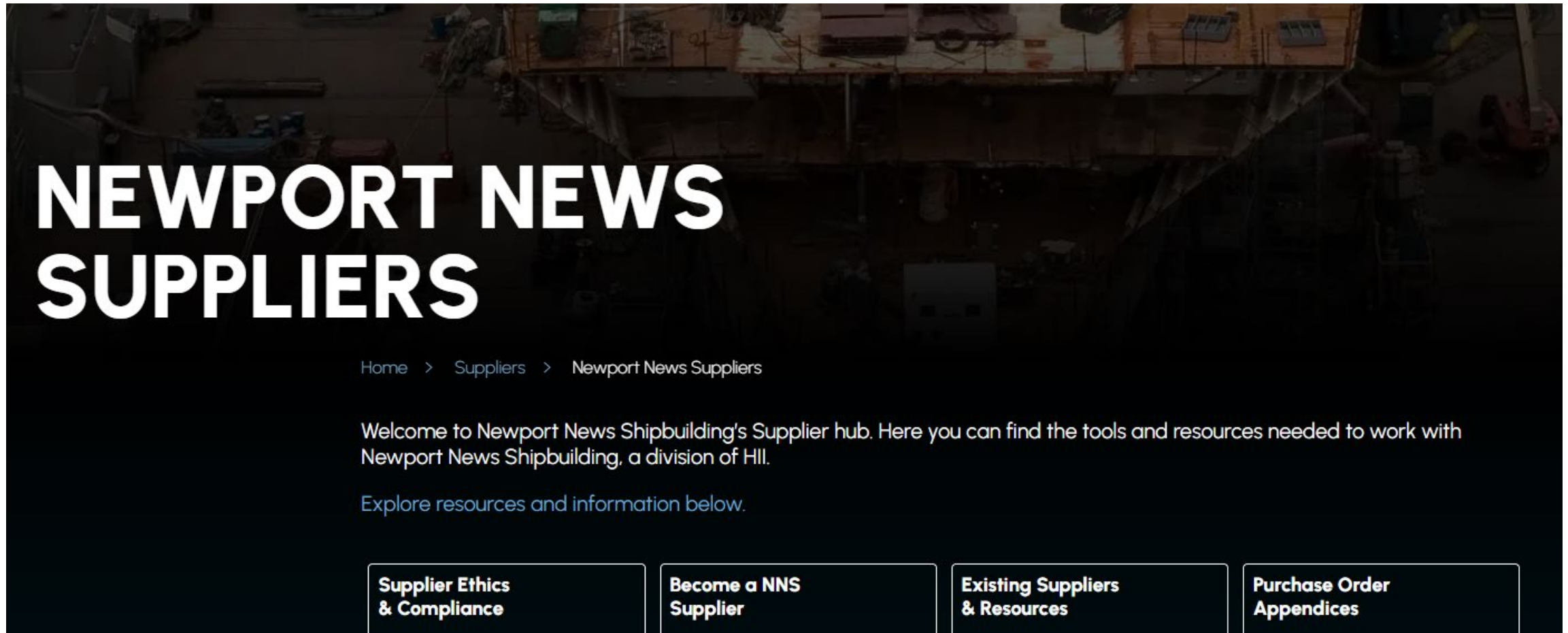
<https://hii.com/suppliers/>

Navigate HII Website to NNS External Supplier Website



<https://hii.com/suppliers/>

NNS External Supplier Website



<https://hii.com/suppliers/newport-news-suppliers/>

NNS Prospective Supplier Information Webpage

PROSPECTIVE SUPPLIERS

The need for innovative approaches to obtain higher quality products and services, cost improvements, and better overall performance is essential. Newport News Shipbuilding is dedicated to developing strong and durable partnerships with our supply base members that will help foster such continuous improvement efforts for our shipboard and facility needs.

Please note that both a Commercial and Government Entity (CAGE) Code and Joint Certification Program (JCP) number are required for all suppliers providing material and services for ships under construction or overhaul at NNS.

- To request or update a CAGE Code, please visit the [CAGE Code Request website](#).
- To request or update a JCP number, please visit the [Defense Logistics Agency – JCP](#) website and complete the [DD Form 2345](#).

If your company is interested in becoming a Newport News Shipbuilding supplier, please select [Here](#).

To view the Prospective Supplier Video select [Here](#).

To view the presentation on How to Become a Supplier for NNS select [Here](#).

INTERNATIONAL SUPPLIERS

NNS is committed to supporting HII through a coalition of suppliers and partners to develop an agile industrial base that delivers world-class performance. NNS continues to seek potential partnerships on current and future procurement opportunities. Please note, a NATO Commercial and Government Entity (NCAGE) code is required for all suppliers providing material and services for ships under construction or overhaul at NNS.

<https://hii.com/suppliers/newport-news-suppliers/nns-become-a-supplier/>



How to Become a NNS Supplier



Prospective Supplier Program

Companies interested in becoming a NNS supplier should complete a Prospective Supplier Form located on the Newport News Shipbuilding External Suppliers website:

https://hii.com/wp-content/uploads/2023/10/NNS_PS_Form.docx



Fill Out Prospective Supplier Form

PROSPECTIVE SUPPLIER FORM
 Please complete and return the form, and any marketing material (line card, capabilities sheet, etc.) to:
NNSProspectiveSupplier@hii-nns.com
Due to the volume of submittals, please allow 60 days for information review and onboarding decisions.

Form Submittal Date: _____

Contact Information

Company Name: _____
 Street Address: _____
 City: _____ State: _____ Zip Code: _____
 Website: _____
 Point of Contact Name: _____ Title: _____
 Phone: _____ Email: _____

Business Identification (Complete all that apply to your company)

NNS Supplier Number _____ DUNS Number _____
 Cage Code _____ JCP Number _____

Have you been in contact with any personnel from NNS? Please list them below.

Name	Email	Phone

Business Type ("X" all that apply)

☐ Manufacturer ☐ Distributor ☐ Service Provider

NAICS Code (<http://www.census.gov/eos/www/naics/>)

Primary NAICS #	Description
Secondary NAICS #	Description

Business Size

☐ Large Business ☐ Small Business

If Small Business is selected above, "X" all small business categories below that apply to your company:

<input type="checkbox"/> Small Business Only	<input type="checkbox"/> Women-Owned Small Business
<input type="checkbox"/> Veteran-Owned Small Business	<input type="checkbox"/> Service-Disabled Veteran-Owned Small Business
<input type="checkbox"/> HUBZone Small Business	<input type="checkbox"/> Economically Disadvantaged Women-Owned Small Business
<input type="checkbox"/> Small Disadvantaged Business	<input type="checkbox"/> Other: _____

Submittal of this form does not provide a guarantee, offer or promise of any kind to Supplier of future purchase orders, requests for quotes, or requests for proposals from Huntington Ingalls Industries, its affiliates, divisions and/or subsidiaries.

Email completed form to NNSProspectiveSupplier@hii-nns.com

1. Contact Information
2. Business Identification
3. NNS POC
4. Business Type
5. North American Industry Classification System (NAICS) Codes
6. Business Size
7. NNS Buying Office Alignment
8. Company's Products/Services
9. HII Supplier Status
10. Defense Industry Company Status
11. Company's Competitors
12. "Meet and Greet" Preference

Include Marketing Materials – Line Card, Capabilities Sheet, Competency Statement

NNS Prospective Supplier Information

- **Joint Certification Program (JCP)** **Not Required for Suppliers Located Outside of North America**: A certification required by U.S. contractors that wish to obtain **access to unclassified technical data** disclosing military critical technology that is under the control of, or in the possession of the Department of Defense (DoD).
 - The JCP is managed by the Defense Logistics Agency (DLA).
 - A JCP certification establishes the eligibility of a U.S. or Canadian contractor to receive UTD.
 - NNS personnel can only exchange Unclassified Technical Data (UTD) with suppliers that have an active JCP.
 - For more information please refer to the following website:
<https://www.dla.mil/Logistics-Operations/Services/JCP/>
- **System for Award Management (SAM)**: Any government, business, grantee or organization (known as an “Entity” in SAM) wishing to do business with the federal government under a Federal Acquisition Regulation (FAR)-based contract is required to register in SAM. NNS **highly encourages** its suppliers and prospective suppliers to register in the SAM database at www.sam.gov.

The Prospective Supplier Process

- Supplier emails the Completed Prospective Supplier Form and marketing material to NNSProspectiveSupplier@hii-nns.com.
- NNS stakeholders review supplier information; align it with procurement needs and decide whether to pursue supplier.
- If NNS decides not to pursue supplier, the supplier will be notified via email.
- If NNS pursues supplier, then a “meet and greet” is scheduled (in person or virtual).
- The “meet and greet” is a 30-minute discussion between the supplier and NNS stakeholders.
- Following the “meet and greet,” NNS stakeholders decide whether to proceed with onboarding the supplier.
- If NNS decides to not onboard the supplier, the supplier may still be considered for the Try RFQ process. In either case, the supplier will be notified via email of next steps.
- If NNS decides to onboard the supplier, the supplier will receive an email with supplier data and certifications, and supplier quality forms to complete.
- Once suppliers submit completed forms and forms are accepted (meet requirements); the supplier is assigned a supplier number.
- The supplier is then authorized for selection as a procurement supplier.

Onboarding New Suppliers – Supplier Data & Certifications

If NNS decides to pursue business with a supplier, the supplier must complete the Supplier Data & Certifications Form (9152) and provide a W-9 (domestic suppliers) or W-8BEN-E (international suppliers). The 9152 form is an annual requirement for suppliers.

The Supplier Data & Certifications Form requests:

1. Company Name/Addresses
2. NATO Cage Code (NCAGE)
3. NAICS Codes
4. Unique Entity Identifier (UEI)
5. Tax ID Number
6. Legal Entity Type
7. Business Type and Concern
8. Certifications

HUNTINGTON INGALLS INCORPORATED
SUPPLIER DATA & CERTIFICATIONS

THIS FORM MUST BE COMPLETED BY THE SUPPLIER. HUNTINGTON INGALLS INCORPORATED PERIOD SHOULD BE IN THE SUPPLIER'S POSSESSION.

The data required by this form is required by the U.S. Government, through either its responsibility, integrity, and the Supplier's guarantee that the Supplier's information is accurate and complete. For the purpose of this form, the Supplier is the "Seller" and the Supplier's return is a completed, accurate, and complete form.

Unless otherwise stated, the information required by this form is to be provided by the date of execution ("Effective Period"). Any period of time for which the Supplier is required to provide information in accordance with Federal Acquisition Regulation (FAR) 101-11.6, "Supplier Data and Certifications," shall be deemed to be the "Effective Period." In executing this document, the Supplier certifies that the information provided is true and correct, and that the Supplier is not providing false or misleading information. Additional support can be found in the FAR 101-11.6, "Supplier Data and Certifications," and the FAR 101-11.6, "Supplier Data and Certifications," and the FAR 101-11.6, "Supplier Data and Certifications."

Part I DEFINITIONS & SUPPLIER DATA
Part II ANNUAL REPORT
Part III ACCESS TO EXPENSE INFORMATION
Part IV REMIT TO/SEND TO
Part V ELECTRONIC ACQUISITION

W-9
Request for Taxpayer Identification Number and Certification

W-8BEN-E
Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)

Part I Identification of Beneficial Owner

1. Name of organization that is the beneficial owner

2. Country of incorporation or organization

3. Name of disregarded entity receiving the payment (if applicable, see instructions)

4. Chapter 3 Status (entity type) (Must check one box only):

☐ Simple trust ☐ Tax-exempt organization ☐ Partnership ☐ Foreign Government - Controlled Entity

☐ Central bank of issue ☐ Private foundation ☐ Estate ☐ Foreign Government - Integral Part

☐ Grantor trust ☐ Disregarded entity ☐ International organization

If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes," complete Part II. ☐ Yes ☐ No

5. Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.)

☐ Nonparticipating FFI (including an FFI related to a Reporting IGA FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner).

☐ Participating FFI. Complete Part IV.

☐ Reporting Model 1 FFI. Complete Part IV.

☐ Reporting Model 2 FFI. Complete Part IV.

☐ Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part III). See instructions.

☐ Sponsored FFI. Complete Part IV.

☐ Certified deemed-compliant nonreporting local bank. Complete Part V.

☐ Certified deemed-compliant FFI with only low-value accounts. Complete Part VI.

☐ Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII.

☐ Certified deemed-compliant limited life debt investment entity. Complete Part VIII.

☐ Certain investment entities that do not maintain financial accounts. Complete Part IX.

☐ Owner-documented FFI. Complete Part X.

☐ Restricted distributor. Complete Part XI.

☐ Nonreporting IGA FFI. Complete Part XII.

☐ Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII.

☐ International organization. Complete Part XIV.

☐ Exempt retirement plans. Complete Part XV.

☐ Entity wholly owned by exempt beneficial owners. Complete Part XVI.

☐ Territory financial institution. Complete Part XVII.

☐ Excepted nonfinancial group entity. Complete Part XVIII.

☐ Excepted nonfinancial start-up company. Complete Part XIX.

☐ Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XX.

☐ 501(c) organization. Complete Part XXI.

☐ Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXII.

☐ Excepted territory NFFE. Complete Part XXIV.

☐ Active NFFE. Complete Part XXV.

☐ Passive NFFE. Complete Part XXVI.

☐ Excepted inter-affiliate FFI. Complete Part XXVII.

☐ Direct reporting NFFE. Complete Part XXVIII.

☐ Sponsored direct reporting NFFE. Complete Part XXIX.

☐ Account that is not a financial account.

6. Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address).


City or town, state or province. Include postal code where appropriate. Country

7. Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate. Country

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 59689N Form W-8BEN-E (Rev. 10-2021)

Onboarding New Suppliers – Supplier Quality

 Newport News Shipbuilding A Division of Huntington Ingalls Industries		Supplier Number: XBLANK Date: 12/31/9999 Commodity: Choose commodity from list Buyer: Buyer Name																																					
Supplier Name: Company Name Address: Address line 1 Address: Address line 2 City: City State: ST Zip/Postal Code: 23607 Country: USA Province:		Quality System Type Y MIL-Q-9858 Y Mfg/Assembly Y MIL-I-45208 N Raw materials Y ESD-678 N Services N ISO N Distributor ISO Certification: N AS-9100 Other - Specify: N NONE																																					
Website: Company web site Percentage of your business that is for the Department of Defense (DOD): 100 Does your company have business contracts with General Dynamics/Electric Boat? Y CAGE: ABCDE Plant Size (Sq. Ft.): 123,456 Personnel (Total): 18789 Major products/capabilities: Major commodities and/or capabilities																																							
Do you have procurement procedures/provisions that prohibit contact with free and functional mercury for material supplied? Y Are you aware that certain material is prohibited at NNS? (Yellow caps, yellow packaging, yellow labels, etc.) Y Quality Manager: QA Manager Name Title: QA Manager Title Phone: 999-999-9999 Ext: 98765 Toll Free: 888-888-8888 Fax: 777-777-7777 email: QA Manager e-mail International telephone:																																							
Does a system for Material traceability exist? Y Calibration system complies with: MIL-STD-45662 Y ISO 10012 Y Other: N Specify: None N Are in-process & final inspections performed & documented? In-process: Y Final: Y Are customer purchase order requirements flowed down to your sub-tiers? Y Are customer purchase order requirements flowed down throughout your internal processes? Y Is sub-tier oversight performed? Y																																							
<table border="1"> <thead> <tr> <th colspan="2">Testing Capabilities</th> <th colspan="2">Is testing performed: Y</th> <th colspan="2">Is NDT performed: N</th> </tr> <tr> <th>MT</th> <th>PT</th> <th>UT</th> <th>RT</th> <th>VT</th> <th>Hydro</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td colspan="2">MIL-STD-271 Rev.</td> <td colspan="2">MIL-STD-410 Rev.</td> <td colspan="2">ASNT-TC-1A Rev.</td> </tr> <tr> <td colspan="2">NAS-410 Rev.</td> <td colspan="2">NAVSEA 250-1500 Rev.</td> <td colspan="2">T9074-A5-GIB-010/271 Rev.</td> </tr> <tr> <td colspan="2">NDT Types</td> <td colspan="2">Subcontractor</td> <td colspan="2">Subcontractor's Qualifications on File?</td> </tr> </tbody> </table>				Testing Capabilities		Is testing performed: Y		Is NDT performed: N		MT	PT	UT	RT	VT	Hydro	Y	Y	Y	Y	Y	Y	MIL-STD-271 Rev.		MIL-STD-410 Rev.		ASNT-TC-1A Rev.		NAS-410 Rev.		NAVSEA 250-1500 Rev.		T9074-A5-GIB-010/271 Rev.		NDT Types		Subcontractor		Subcontractor's Qualifications on File?	
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Do you have NDT procedures approved by NNS? Electric Boat? Are eye exams administered to NDT personnel in accordance with Jaeger J1 method? How are NDT personnel re-certified? Exam as comprehensive as initial N Point system N Satisfactory Performance N NA N Is your level III Examiner an on-site company employee or sub-contractor? Company employee N Subcontractor N																																							
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Submitted by (Name): Submitted by name Submitted by (Title): submitted by title Submitted by telephone number: 555-555-5555 (nnn-ann-annn) Form type submitted: F																																							

- Depending on the products or services being procured, suppliers may be requested to provide information regarding their quality program.
- NNS Supplier Quality periodically conducts on-site audits.

The information requested includes:

1. Company Name
2. Manufacturing Addresses
3. Quality Systems Certifications
4. Quality Assurance Manager
5. Material Traceability Process
6. Testing Capabilities
7. NDT Procedures/Qualifications
8. Welding Procedures/Qualifications

On-Boarding New Suppliers – Supplier Quality and Controlled Unclassified Information

- Terms and Conditions: The Supplier should review NNS Appendix A-DoD Contracts and Appendix A-DoD Contracts Supplement on NNS External Suppliers webpage and the invoked FAR/DFARS clauses. These can be found at this link: <https://hii.com/suppliers/newport-news-suppliers/nns-supplier-purchase-order-appendices/>.
- Quality Systems:
 - In general, most material Suppliers should have a quality system that generally conforms to ISO 9001 / MIL-I-45208 / EB Spec 2678.
 - Flowdown of technical, quality, and contractual requirements from NNS Purchase Orders to sub-tier suppliers and contractors should be a feature of the Supplier's purchasing and quality systems.
- Fabrication Welding and Non-Destructive Testing (NDT): A Supplier of items requiring fabrication welding and NDT should be capable of, or willing to develop welds, conforming to Navy Tech Pub 248 and Tech Pub 271 welding and NDT systems. Information on these specific publications can be found at this link: <https://hii.com/suppliers/newport-news-suppliers/nns-become-a-supplier/>
- As Seller-Offeror, you are expected to receive Controlled Unclassified Information (CUI), which is subject to the requirements of 32 CFR Part 2002 (the "CUI Regulation") and in some cases also with DFARS 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting (the "DFARS clause"), in support of bid and proposal activities of HII. In order to receive CUI, you must agree to handle the CUI in accordance with the requirements of the CUI Regulation and (for electronic transmission of CUI) the DFARS clause. If you are selected as a subcontractor to HII under a related U.S. Government prime contract, the subcontract will contain the DFARS clause or a similar clause as a mandatory flow down.

Controlled Unclassified Information (CUI)

- When in use, control CUI by:
 - Ensuring those without unauthorized access and a need-to-know cannot obtain visual or physical access that would permit detailed explanation
 - Prevent CUI exposure to foreign nationals
 - CUI materials should be put away, covered, or turned face-down anytime persons without need-to-know are present
- When in storage, safeguard CUI by:
 - Storing it in a controlled environment with physical and/or procedural controls sufficient to prevent unauthorized access
 - Any authorized or accredited measures for safeguarding classified information are sufficient for safeguarding CUI
 - Safeguarding CUI requires a sturdy container or designated room or closet that:
 - Is secured by a key-operated lock
 - Shows immediate signs of tampering to access

Note: This is not applicable to Naval Nuclear Propulsion Information (NNPI). NNPI must be accessed, controlled, and protected in accordance with OPNAV N9210.3.

NNS External Supplier Webpage - Appendices

Purchase Order Appendices

All Appendices Referenced "DOD CONTRACTS/662" can be found in the [Exostar](#) system. Please contact the Exostar administrator (Exostar@hii-nns.com) if you do not see the "CVN 78 Appendices" option in the Exostar Information Manager portal. If you are not set up in Exostar, please contact your Buyer to receive copies of the DOD Contracts/662 Appendices.

(NOTE: When A-DOD CONTRACTS/662 and A-DOD CONTRACTS/VCS are referenced in your PO, use the A-DOD CONTRACTS version found below.)

EB Specifications: All EB specifications must be requested from your HII-NNS procurement representative.

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [Seawolf](#)

<u>File Name ..</u>	<u>Date Created</u>
A - App A-Commercial	March 01, 2007
A - App A-Commercial	December 01, 2007
A - App A-Commercial	December 01, 2008
A - App A-Commercial	December 01, 2009

<https://hii.com/suppliers/newport-news-suppliers/nns-supplier-purchase-order-appendices/>



The Prospective Supplier Process, continued...

- Buying Offices are notified that the supplier is now in the Purchasing System.
- Buying Offices may begin issuing Request for Quotes (RFQs) to the supplier.
- After receiving an RFQ, the supplier should:
 - Review the RFQ fully to ensure understanding of all requirements
 - Submit its Quote in response to the RFQ by the Quote deadline
 - Provide all requested information such as price, delivery date, etc.
 - Clearly note any exceptions to the requirements in the RFQ
 - Contact Buyer with questions
- NNS will evaluate quotes for technical compliance and best value and award the supplier a purchase order/contract/subcontract, if appropriate.

Ethics and Compliance

- NNS is committed to complying with all applicable laws, regulations and standards.
- Performing ethically and with integrity is Every NNS Employee's Responsibility.
- NNS has a **robust** Ethics and Compliance Program designed to:
 - Prevent, detect and remediate misconduct
 - Reduce likelihood that employees will rationalize and engage in bad behavior
 - Charge Leaders with not creating an environment where employees feel pressure to work outside of Procedures to meet business goals
 - Provide a “safe” way for employees to report misconduct without fear of retaliation
 - To be a responsible NNS Supplier, NNS **needs you** to have this same level of commitment
- Ethics and compliance requirements are invoked through terms and conditions of purchase orders/ contracts/subcontracts
- NNS has information and tools on its NNS External Suppliers Webpage to assist suppliers with developing and enhancing their ethics and business conduct processes
- For more information, or to see the tools to support suppliers, follow this link:
<https://hii.com/suppliers/newport-news-suppliers/nns-supplier-and-ethics-compliance/>

NNS External Supplier Webpage – Ethics and Business Conduct Resources

SUPPLIER TOOLS ON ETHICS

To assist suppliers in having a robust ethics and compliance plan, Newport News Shipbuilding (NNS) is providing the following tools that can be used as reference material and/or starting point for your own comparable documents. You are free to use and update these documents to support your program

Please click the links to access the content described below:

- **DoD Hotline Poster** – DoD Instruction 7050.01, "DoD Hotline Program," December 17, 2007, outlines the requirement to publicize the DoD Hotline Program and encourage the DoD community to identify and report suspected fraud, waste and mismanagement in DoD programs and operations. The different poster styles, along with informative brochures and business cards, can be used to assist with your unit's or agency's fraud prevention programs.
- **DoD Whistleblower Poster** – The Defense Contractors and Subcontracts have Whistleblower Rights. A Reprisal complaint can be filed with the DoD Hotline or HII Openline.
- **Other DoD Hotline Resources**
- **Example of a Mandatory Disclosure Procedure** – This template is for reference only and to be used at the consumer's own risk. This template is a policy designed to establish the process by which a company will comply with the Mandatory Disclosure requirements established by the Federal Acquisition Regulation (FAR)
- **Example of a Case Management Procedure** – This template is for reference only and to be used at the consumer's own risk. This template is a guide that describes the life cycle of the case management process from intake of concerns to the implementation of corrective and/or disciplinary actions.
- **Example of a Non-Retaliation Procedure** – This template is for reference only and to be used at the consumer's own risk. This template is a policy designed to confirm a company's commitment to non-retaliation and providing an environment that supports any individual who in good faith seeks advice, raises a concern, or reports perceived or observed misconduct.
- **Example of a Code of Ethics or Conduct Policy** – This template is for reference only and to be used at the consumer's own risk. A code has value as both an internal guideline and an external statement of corporate values and commitments. This is a guide to developing a code of conduct or ethics.
- **Example of a Code of Conduct or Ethics** – This template is for reference only and to be used at the consumer's own risk. This template is a document designed to confirm a company's commitment to conduct business ethically and compliantly and to ensure all ethics and compliance issues are resolved appropriately according to our stated values, Code of Conduct, corporate policies, laws and regulations throughout our operations.
- **Determining Company Values** – This document is for reference only and to be used at the consumer's own risk. These slides are provided to assist in determining your company's values which are the foundation of your ethics program.
- **What every supplier needs to know about Cybersecurity?**

<https://hii.com/suppliers/newport-news-suppliers/nns-supplier-and-ethics-compliance/>



NNS Supplier Responsibilities

Review and understand all requirements in NNS Purchase Order/Subcontract

Abide by all applicable laws and regulations

Continue to look for ways to improve the value of your products and services

Provide quality products and/or services

Provide consistent on-time delivery

Conduct all business in an ethical manner

Ensure all tiers of the Supply Chain understand contractual responsibilities related to the Purchase Order/Subcontract

Supplier Code of Conduct; Expectations NNS Hold for Suppliers



"I believe HII's culture of ethics is critically important to our long-term success. Ethical decision-making and a culture of doing the right thing are more than goals: they are expected and they need to be demonstrated by all of us everyday, in big and small ways."

Chris Kastner

CEO and President, HII

Commonly Asked Questions

- 1. How does a potential supplier find out about opportunities?** NNS does not advertise opportunities. Current suppliers are made aware of opportunities through contact with their Supply Chain Management (SCM) Buyer.
- 2. Do you have a tier 2 program? If so, how does it work?** NNS does not have a Tier 2 program.
- 3. How does a supplier maintain a productive relationship with NNS?**
 - Consistent communication with SCM is important.
 - Once on-boarded, build a relationship with the SCM buyer and communicate openly and honestly about your products, services and capabilities.
 - When in doubt, ask questions. Don't over extend your company.
 - Connect with the Supplier Development department for training opportunities.
 - Diversify business products/services within HII Division, and make sure you understand how to do business with NNS.
- 4. Does FAR (Federal Acquisition Regulation) and DFARS (Defense Federal Acquisition Regulation Supplement) apply to Indirect Procurements?** No, FAR and DFARS are not applicable to indirect procurements.



NNS Prospective Supplier Program

Strategic Sourcing / Supplier Development Office

NNSProspectiveSupplier@hii-nns.com