



DEPARTMENT OF THE NAVY

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NAVAL SUPPORT ACTIVITY, NORFOLK
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Ser N00/165
29 Jun 11

From: Commanding Officer, Naval Support Activity, Norfolk
To: Sponsors, Tenant and Military personnel that work in Security and/or with vendors and contractors

Subj: ACCESS CONTROL CHANGES EFFECTIVE 1 AUGUST 2011

Encl (1) *RAPIDGate* Program Enrollment Information

1. Effective 1 August 2011, Naval Support Activity, Norfolk (Including Lafayette River and Camp Allen) will be implementing significant changes to its access procedures to increase the security posture of the installation. Upcoming changes are being directed by Commander, Navy Installations Command Memo 5530. Naval Support Activity, Norfolk is aligning its procedures to be in compliance with these requirements. These new procedures will directly impact vendors, contractors, sub-contractors and service providers who regularly access Naval Support Activity, Norfolk. Our priority is to maintain a safe and secure installation and offer a solution that will also provide streamlined access onto the installation.

2. To gain streamlined access onto the installation, you will need to register for the *RAPIDGate* Program. Below are the details about the changes and how to gain streamlined access onto the installation through the *RAPIDGate* Program.

a. Access Privilege Management

Access Privilege Management			
Inspection Requirements	100%	100%	100%
Days Credential is valid	1 year	No longer valid: Oct 1 st , 2011	1 day

b. Personnel who choose to participate in the *RAPIDGate* Program will have streamlined access onto the installation. *RAPIDGate* Participants will be able to utilize the fast lane at Pass and ID to pick up their *RAPIDGate* Credentials. Access will be allowed during the times needed to perform business onto the installation.

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c. After 1 August 2011, Regional CNRMA Contractor Badges will no longer be issued. Only Day Passes will be issued. All Contractor Badges that were issued prior to these changes will expire on their expiration date or 01 October 2011 or whichever occurs first

d. The RAPIDGate Program provides the accepted background checks and may be a time/cost savings benefit to companies and contractors desiring to conduct business on Naval Support Activity Norfolk.

e. Gate hours and Gate Access:

Gate Name	Access Type	Hours of Operation
NSA Norfolk Main Gate (Gate 5)	Commercial Vehicles	ECP-24x7
CVIS (Inspection Area)	Commercial Vehicles	0600-1500 M-F
NSA Norfolk Post 201	POVs	0600-1800 M-F (except Holidays)
NSA Norfolk Gate 10	POVs	0600-1800 M-F (except Holidays)
NSA Norfolk - Camp Allen Gate	POVs	24 x 7
NSA Norfolk (Lafayette River Annex) Lexan Gate	POVs	0600-0800 1500-1700
NSA Norfolk (Lafayette River Annex) Hampton Blvd Gate	POVs	24 x 7

3. The RAPIDGate Program will provide you with streamlined access onto the installation. To enroll, please follow the guidelines on the attached document, RAPIDGate Program Enrollment Information. Questions about the Naval Support Activity Norfolk RAPIDGate Program should be addressed to info@rapidgate.com with the subject line RE: RAPIDGate Program.

4. We strongly encourage your participation in the RAPIDGate Program. It will streamline access for your employees, improve the ability of our access control personnel, and maintain higher levels of security and efficiency.

5. Naval Support Activity Norfolk appreciates your continued support of our efforts to make this installation safer and more secure.



C. P. MELCHER

RAPIDGate Program Enrollment Information

1. Enroll your company by calling 1-877-RAPIDGate (1-877-727-4342).

To enroll your company in the *RAPIDGate* Program, call Eid Passport at 1-877-RAPIDGate (1-877-727-4342). A Customer Service Representative will give you all the necessary information regarding the *RAPIDGate* Program and send you the enrollment forms to enroll your company. On the Enrollment Forms you will need to provide your Naval Support Activity Norfolk (NSA Norfolk) sponsor point of contact, including a name, phone number, and e-mail address. NSA Norfolk must authorize your request to participate in the *RAPIDGate* Program. The minimum elapsed time from company enrollment to an employee receiving his or her *RAPIDGate* Credential is approximately two weeks. **Enroll today to ensure your employees have their *RAPIDGate* Credentials by the Program effective date of August 1st, 2011**

If your company is already enrolled in the *RAPIDGate* Program at another installation, it may request access for its employees at this installation by calling 1-877-RAPIDGate (1-877-727-4342). Once your company is approved by Naval Support Activity Norfolk, your employees who already hold *RAPIDGate* Credentials may be able to use the same Credentials at the additional installation.

2. Employees register at onsite Registration Stations.

Once your company has been approved for enrollment and paid the enrollment fee, instruct your employees who need access to NSA Norfolk to register at the self-service registration station located at Naval Station Norfolk (Pass and ID Office) Each employee should be ready to provide your company's *RAPIDGate* company code, his or her address, phone number, date of birth, and Social Security number. The Registration Station will capture the employee's photograph for badging and fingerprints for identity verification.

Assisted registration at your company's location may be available if you have 50 or more employees to register. Call 1-877-RAPIDGate (1-877-727-4342) for details.

3. The *RAPIDGate* Program performs background screening and credentialing.

Once your company has approved each employee for participation and paid the registration fee, the *RAPIDGate* Program performs identity authentication and background screening. Your company will be notified when qualified employees may pick up their personalized *RAPIDGate* Credentials at the Naval Station Norfolk Pass and ID. To retrieve a Credential, each employee must show proof of identity by presenting one form of identification from List A (next page), or two forms of identification from List B.

After activating their *RAPIDGate* Credentials, employees present their Credentials to request entry to NSA Norfolk, and must wear and display the Credentials at all times while on the installation. Questions about the NSA Norfolk *RAPIDGate* Program should be addressed to info@rapidgate.com with the subject line RE: *RAPIDGate* Program.

Forms of Acceptable Identification for picking up your credential:

List A – One Needed

- U.S. Passport (unexpired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)

List B – Two Needed

- Driver's license or ID card issued by a state
- ID Card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military Dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- U.S. Social Security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS (other than those listed under List A)