**DEPARTMENT OF THE NAVY**

**NORFOLK NAVAL SHIPYARD**
**PORTSMOUTH, VIRGINIA 23709-5000**

5530
Ser 1120-11-054
**JUL 2 5 2011**

From: Commander, Norfolk Naval Shipyard

Subj: ACCESS CONTROL CHANGES

Ref: (a) CNIC ltr 5530 of 2 May 2011

Encl: (1) Navy Commercial Access Control System *RAPID*Gate Program Enrollment Information

1. Effective 1 October 2011, Norfolk Naval Shipyard (NNSY) will be implementing significant changes to its access procedures to increase the security posture of the installation. In accordance with reference (a), upcoming changes are being directed by Commander, Navy Installations Command (CNIC). NNSY is aligning its policies and procedures to be in compliance with these requirements. These new procedures will directly impact vendors, contractors, sub-contractors and service providers who regularly access NNSY. Our priority is to maintain a safe and secure installation and offer a solution that will also provide streamlined access onto the installation, to include Scott Center and St. Juliens Creek Annexes.

2. To summarize the impact: The current NNSY Color Badges (White, Yellow, Red and Green) will no longer be valid forms of identification for anyone needing access through the perimeter gates. Contractors with company vehicles or without CAC cards requiring access into the Controlled Industrials Area (CIA) will require one credential for access onto the installation (Day Pass or *RAPID*Gate Credential) and one credential for access into the CIA (Red, Yellow or Green) badge areas. To gain streamlined access onto the installation, we encourage you to review the benefits of the Navy Commercial Access Control System (NCACS) *RAPID*Gate Program. Below are the details about the changes and how to gain streamlined access onto the installation through the NCACS *RAPID*Gate Program.

a. Access Privilege Management

| Credential Type | Valid for Perimeter Access | Valid for Access into Designated CIAs |
|---|---|---|
| NNSY White Badge | No (After 1 Oct) | No |
| NNSY Green Badge | No (After 1 Oct) | Yes |
| NNSY Yellow Badge | No (After 1 Oct) | Yes |

| Credential Type | Valid for Perimeter Access | Valid for Access into Designated CIAs |
|---|---|---|
| NNSY Red Badge | No (After 1 Oct) | Yes |
| RAPIDGate Credential | Yes (available now) | No |
| Day Pass | Yes (available now) | No |
| Common Access Card(CAC) | Yes (available now) | No |

b. Personnel who choose to participate in the NCACS *RAPID*Gate Program may have streamlined access onto the installation. This will be the only long-term credential issued for installation perimeter gate access. Access will be allowed during the times needed to perform business on the installation.

c. After 1 October 2011, NNSY color badges (white, red, yellow and green) will no longer be issued or accepted for installation perimeter access. If a RAPIDGate credential is not used, the only other option for access of contractors with company vehicles or a CAC is Day Passes.

d. The NCACS *RAPID*Gate Program provides the accepted background checks and may be a time/cost savings benefit to companies desiring to conduct business on NNSY.

3. The *RAPID*Gate Program is planning to provide streamlined access onto the installation. To enroll, please follow the guidelines in enclosure (1), *RAPID*Gate Program Enrollment Information. Questions about the NNSY *RAPIDGate* Program should be addressed to *info@rapidgate.com* with the subject line RE: *RAPID*Gate Program.

4. Your participation in the *RAPID*Gate Program is strongly encouraged per reference (a). It should assist in streamlining access for your employees, improving the ability of our access control personnel, and maintaining higher levels of security and efficiency.

5. The Navy and NNSY appreciate your continued support of our efforts to make this installation safer and more secure. NNSY POC is Mr. Cedell Jennings at Pass and ID office, (757)396-7865, Cedell.jennings@navy.mil

R. HARRELL
By direction

Distribution:
Distribution Lists 1, 2, 13, 14, 15, 16

## *RAPID*Gate Program Enrollment Information

1. **Enroll your company by calling 1-877-*RAPID*Gate (1-877-727-4342).**

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

If your company is already enrolled in the *RAPID*Gate Program at another installation, it may request access for its employees at this installation by calling 1-877-*RAPID*Gate (1-877-727-4342). Once your company is approved by NNSY, your employees who already hold *RAPID*Gate 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 NNSY to register at the self-service registration station located at NNSY Pass and Decal Office. Each employee should be ready to provide your company's *RAPID*Gate 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-*RAPID*Gate (1-877-727-4342) for details.

3. **The NCACS *RAPID*Gate Program performs background screening and credentialing.**

Once your company has approved each employee for participation and paid the registration fee, the *RAPID*Gate Program performs identity authentication and background screening. Your company will be notified when qualified employees may pick up their personalized *RAPID*Gate Credentials at the NNSY Pass and Decal Office. 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 *RAPID*Gate Credentials, employees present their Credentials to request entry to NNSY, and must wear and display the Credentials at all times while on the installation. Questions about the NNSY *RAPID*Gate Program should be addressed to *info@rapidgate.com* with the subject line RE: *RAPID*Gate Program.

**Forms of Acceptable Identification for picking up your credential:**

| **List A – One Needed** |
|---|
| • U.S. Passport<br>• Permanent Resident Card or Alien Registration Receipt Card (Form I-551)<br>• Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization<br>• Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I688A, I-688B) |
| **List B – Two Needed** |
| • Driver's license or ID card issued by a state<br>• ID Card issued by federal, state or local government agencies or entities<br>• School ID card with a photograph<br>• Voter's registration card<br>• U.S. Military card or draft record<br>• Military Dependent's ID card<br>• U.S. Coast Guard Merchant Mariner Card<br>• Native American tribal document<br>• Driver's license issued by a Canadian government authority<br>• U.S. Social Security card issued by the Social Security Administration<br>• Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)<br>• 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<br>• U.S. Citizen ID Card (Form I-197)<br>• ID Card for use of Resident Citizen in the United States (Form I-179)<br>• Unexpired employment authorization document issued by DHS (other than those listed under List A) |