



## DEPARTMENT OF THE NAVY

NAVAL SUPPORT ACTIVITY  
19 J F KING DRIVE  
SARATOGA SPRINGS, NEW YORK 12866-9267

IN REPLY REFER TO:

5530  
Ser 00/042  
2 Aug 11

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

Subj: ACCESS CONTROL CHANGES EFFECTIVE 01 SEPTEMBER 2011

Encl: (1) *RAPIDGate* Program Enrollment Information

1. Effective 01 September 2011, Naval Support Activity (NSA) Saratoga Springs will be implementing significant changes to its access procedures to increase the security posture of the installation. In accordance with CNIC Memo 5530, upcoming changes are being directed by Commander, Naval Installations Command. NSA Saratoga Springs 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 NSA Saratoga Springs. 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 summarize the impact: due to safety and security requirements, access will be delayed if you are accessing the installation using the current Gate Access List. Due to Navy requirements, they will no longer be valid forms of identification for accessing the perimeter gates. To gain streamlined access onto the installation, we encourage you to review the benefits of the *RAPIDGate* Program.

a. Personnel who choose to participate in the *RAPIDGate* Program will have streamlined access onto the installation. *RAPIDGate* Participants will only be subject to random vehicle inspections and 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.

b. After 01 September, NSA Saratoga Springs Gate Access List will no longer be valid. Only Day Passes will be issued.

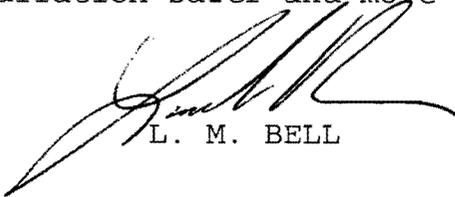
c. The *RAPIDGate* Program provides the accepted background checks and may be a time/cost savings benefit to companies desiring to conduct business on NSA Saratoga Springs.

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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 NSA Saratoga Springs *RAPIDGate* Program should be addressed to [info@rapidgate.com](mailto:info@rapidgate.com) with the subject line RE: *RAPIDGate* Program.

4. We strongly encourage your participation in the *RAPIDGate* Program. It will assist us with streamlining access for your employees, improving the ability of our access control personnel, and maintaining higher levels of security and efficiency.

5. NSA Saratoga Springs appreciates your continued support of our efforts to make this installation safer and more secure.



L. M. BELL

## **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 (NSA) Saratoga Springs sponsor point of contact, including a name, phone number, and e-mail address. NSA Saratoga Springs 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 01 October.**

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 NSA Saratoga Springs, 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 Saratoga Springs to register at the self-service registration station located at NSA Saratoga Springs Building 101. 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 NSA Saratoga Springs Building 101. 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 Saratoga Springs, and must wear and display the Credentials at all times while on the installation. Questions about the NSA Saratoga Springs *RAPIDGate* Program should be addressed to [info@rapidgate.com](mailto: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, I688A, 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)

