



DEPARTMENT OF THE NAVY

NAVAL SUPPORT ACTIVITY

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IN REPLY REFER TO:  
5530  
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From: Commanding Officer, Naval Support Activity Mechanicsburg  
To: Tenants and Security Personnel Who Interface With Vendors and Contractors

Subj: ACCESS CONTROL CHANGES EFFECTIVE 01 AUGUST 2011

Encl: (1) RAPIDGate Program Enrollment Information

1. Effective 01 August 2011, Naval Support Activity (NSA) Mechanicsburg will be implementing significant changes to its access procedures to increase the security posture of the installation through the Navy Commercial Access Control System (NCACS), also known by its commercial name, RAPIDGate. In accordance with CNIC Memo 5530, these upcoming changes are being directed by Commander, Naval Installations Command. These new procedures will directly impact vendors, contractors, sub-contractors and service providers who regularly access NSA Mechanicsburg.

2. In summary, personnel who are not CAC card holders will only be able to access NSA Mechanicsburg under the NCACS (RAPIDGate Program) or a daily pass. Below are the details of the changes:

a. Access Privilege Management

Category	RAPIDGate Participant	Contractor Badge	Day Pass
Inspection Requirements	Random	Random	Random
Days Credential is Valid for Issuance	1 Year	Until 01 August	1 Day
Days Credential is Valid for Access	1 Year	Until Expiration Date of Existing Credential or 01 October (whichever occurs first)	1 Day

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b. Personnel who choose to participate in the NCACS (RAPIDGate) Program will have streamlined access onto the installation.

c. After 01 August, the NSA Mechanicsburg Contractor Badge will no longer be issued. Only Day Passes will be issued. All NSA Mechanicsburg Contractor Badges that were issued prior to these changes will expire on their expiration date, or 01 Oct 2011, whichever occurs first.

d. The NCACS (RAPIDGate Program) provides the accepted background checks and may be a time/cost savings benefit to companies desiring to conduct business on NSA Mechanicsburg.

3. To enroll, please follow the guidelines of enclosure (1), RAPIDGate Program Enrollment Information.

4. The NSA Mechanicsburg POC for enrolling companies is Ms. Roberta Carey, [Roberta.carey@navy.mil](mailto:Roberta.carey@navy.mil). Attached spreadsheets for company enrollment in NCACS (RAPIDGate Program) should be forwarded to Ms. Carey.

5. Questions about the RAPIDGate Program should be addressed to [info@rapidgate.com](mailto:info@rapidgate.com) with the subject line RE: RAPIDGate Program.

6. NSA Mechanicsburg appreciates your continued support of our efforts to make this installation safer and more secure.



G. W. SMART  
CAPTAIN, SC, USN

## **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 NSA Mechanicsburg sponsor point of contact, including a name, phone number, and e-mail address. NSA Mechanicsburg 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 August.**

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 Mechanicsburg, 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 Mechanicsburg to register at the self-service registration station located at NSA Mechanicsburg Pass and ID. 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 Mechanicsburg Pass and ID Office. To retrieve a Credential, each employee must show proof of identity by presenting one form of identification from attachment (A), List A or two forms of identification from List B.

After activating their *RAPIDGate* Credentials, employees present their Credentials to request entry to NSA Mechanicsburg, and must wear and display the Credentials at all times while on the installation. Questions about the NSA Mechanicsburg *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, 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)