



DEPARTMENT OF THE NAVY

NAVAL SUBMARINE BASE NEW LONDON
GROTON, CONNECTICUT 06349-5000

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Ser N00/0645
13 Jul 11

From: Commanding Officer, Naval Submarine Base New London
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 Submarine Base New London (SUBASE) 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, Navy Installations Command. SUBASE New London 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 SUBASE New London. 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 a SUBASE New London Contractor Badge or Day Pass. 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. Below are the details about the changes and how to gain streamlined access onto the installation through the *RAPIDGate* Program.

a. Access Privilege Management

Category	<i>RAPIDGate</i> Participant	Contractor Badge	Day Pass
Inspection Requirements	Random	Random	Random
Valid for Issuance	Available now	Available until 1 August 2011	Available now
Valid for Access	Available now	Good until 1 October 2011	Available now

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b. 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. Access will be allowed during the times needed to perform business on the installation.

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

d. The *RAPIDGate* Program provides the accepted background checks and may be a time/cost savings benefit to companies desiring to conduct business on SUBASE New London.

3. The *RAPIDGate* Program will provide you with streamlined access onto the installation. To enroll, please follow the guidelines in enclosure (1), *RAPIDGate* Program Enrollment Information. Questions about the SUBASE New London *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 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. SUBASE New London appreciates your continued support of our efforts to make this installation safer and more secure.


M. A. PENNINGTON
Acting

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 SUBASE New London sponsor point of contact, including a name, phone number, and e-mail address. SUBASE New London 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 1 October 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 SUBASE New London, 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 SUBASE New London to register at the self-service registration station located at SUBASE New London 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

Enclosure (1)

will be notified when qualified employees may pick up their personalized *RAPIDGate* Credentials at the SUBASE New London Pass and ID. To retrieve a Credential, each employee must show proof of identity by presenting one form of identification from List A, or two forms of identification from List B.

After activating their *RAPIDGate* Credentials, employees present their Credentials to request entry to SUBASE New London, and must wear and display the Credentials at all times while on the installation. Questions about the SUBASE New London *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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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)