



DEPARTMENT OF THE NAVY
PORTSMOUTH NAVAL SHIPYARD
PORTSMOUTH, N. H. 03804-5000

IN REPLY REFER TO:

5500
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6 SEP 2011

From: Commander, Portsmouth Naval Shipyard
To: Sponsors, Tenant and Military Personnel

Subj: CONTRACTOR ACCESS CONTROL CHANGES EFFECTIVE 31 OCTOBER
2011

Ref: (a) CNICNOTE 5530 dtd 2 May 11

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

1. Effective 31 October 2011, Portsmouth Naval Shipyard (PNS) will be implementing changes to its access procedures. In accordance with reference (a), upcoming changes are being directed by Commander, Naval Installations Command (CNIC). PNS is aligning its policies and procedures to be in compliance with these requirements. These new procedures will directly impact vendors, contractors and sub-contractors who regularly access PNS. 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: The current PNS NAVSEA Color Badges (White, Yellow, Red and Green) will no longer be valid forms of identification for access through the installation perimeter gates (Gate 1 and Gate 2). PNS NAVSEA Color Badges will, however, still be required for access into the Controlled Industrial Area (CIA). Therefore, contractors without CAC cards who require access to the CIA require one credential for access onto the installation (Day Pass or *RAPIDGate* Credential) and one credential for access into the CIA (PNS NAVSEA Color Badges (Yellow, Red and Green)). To gain streamlined access onto the installation, we encourage you to review the benefits of the Navy Commercial Access Control System (NCACS) *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 for Contractors

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Credential Type	Valid for Perimeter Access at Gate 1 and Gate 2	Valid for Access into Designated CIAs
PNS NAVSEA Badge WHITE	No (After 31 October 2011)	No
PNS NAVSEA Badge GREEN	No (After 31 October 2011)	Yes
PNS NAVSEA Badge YELLOW	No (After 31 October 2011)	Yes
PNS NAVSEA Badge RED	No (After 31 October 2011)	Yes
RAPIDGate Credential	Yes (Beginning 24 October 2011)	No
Day Pass	Yes (Available now)	No
Common Access Card (CAC)	Yes (Available now)	No

b. Contract personnel who choose to participate in the NCACS RAPIDGate Program will have streamlined access onto the installation. This will be the only multi-day/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 31 October 2011, PNS NAVSEA Color Badges (White, Yellow, Red and Green) will no longer be issued to or accepted by vendors, contractors and sub-contractors for installation perimeter access. If a RAPIDGate credential is not used for access; the vendors, contractors and sub-contractors will have to obtain a Day Pass from Pass and ID each day they require access to the installation.

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

3. The RAPIDGate Program will provide you with streamlined access onto the installation. To enroll, please follow the

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guidelines of enclosure (1), Commercial Access Control System
RAPIDGate Program Enrollment Information. Questions about the
PNS 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 should 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. PNS appreciates your continued support of our efforts to
make this installation safer and more secure. For any
questions, please contact LTJG John Sullivan, (207) 438-4590,
john.r.sullivan4@navy.mil.



L. B. FULLER

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 PNS sponsor point of contact, including a name, phone number, and e-mail address. PNS 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 October 31, 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 PNS, 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 PNS to register at the self-service registration station located at PNS Pass and ID Office (Gate 1). 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

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identity authentication and background screening. Your company will be notified when qualified employees may pick up their personalized *RAPIDGate* Credentials at the PNS Pass and ID 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 *RAPIDGate* Credentials, employees present their Credentials to request entry to PNS and must wear and display the Credentials at all times while on the installation. Questions about the PNS *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, 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)

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