



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM  
10000 10TH MOUNTAIN DIVISION DRIVE  
FORT DRUM, NEW YORK 13602-5000

SEP 21 2007

IMNE-DRM-ZA

MEMORANDUM FOR Fort Drum Business Partners

SUBJECT: RAPIDGate Access Control Program for Vendors, Suppliers, Contractors, Sub-Contractors, and Service Providers

1. One of the highest priorities at Fort Drum is the safety and security of our personnel, Families, civilian workers, and visitors on the installation. In response to Department of Defense and US Army policies, Fort Drum is implementing new access control procedures that affect contractor personnel who require access to the installation.

2. Fort Drum recognizes the important role that these personnel play in our day-to-day operations. That is why Fort Drum is offering an entry protocol called the RAPIDGate Program. This voluntary program is available by installation approval to new and existing vendors, suppliers, contractors, sub-contractors, and service providers who require routine access to Fort Drum and desire streamlined entry into the installation.

3. Through two integrated processes (Enrollment/Registration and Access Privilege Management), the RAPIDGate Program enables electronic verification of identity and access privileges at the Access Control Points (ACPS); thereby, improving security and streamlining access to the installation.

a. Enrollment/Registration.

(1) Companies that service Fort Drum may enroll in the RAPIDGate Program by calling 1-877-RAPIDGate (1-877-727-4342). The program will confirm with the installation that the company has legitimate business on the installation. Once the company has enrolled, its employees can register at one of the self-service registration stations in the following locations:

- (a) Military Police Station (Building 10715).
- (b) Gas Alley Access Control Point.
- (c) Visitor's Center (Building 11008).

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(2) The RAPIDGate Program confirms the individual's employment status with the company, and then performs identity authentication and background screening. Qualifying employees are issued a personalized RAPIDGate ID Badge. The badge includes the employee's photograph, a barcode for scanning at ingress, an RFID tag to record egresses, and various features to deter fraud. The program performs background screening on a regular basis to verify continued eligibility in the program.

(3) Companies already enrolled in the RAPIDGate Program at another installation may request access for their employees at this installation by calling 1-877-RAPIDGate (1-877-727-4342). Once the company is approved by Fort Drum, its employees who already hold RAPIDGate Badges may be able to use them at this installation.

b. Access Privilege Management.

(1) RAPIDGate Badgeholders may access the installation through Fort Drum gates; i.e., Black River, Gas Alley, Mount Belvedere, North, and Wheeler Sack Army Airfield. RAPIDGate Badgeholders in commercial vehicles will still be subject to the Random Anti-Terrorism Measures Program (RAMP).

(2) Companies that choose not to participate in the RAPIDGate Program may access the installation through the North Gate (privately owned vehicle only) and Gas Alley Gate (privately owned vehicle and truck). Their employees will be subject to the standard access control procedures, as defined by the installation, which may include a daily pass, security screening, and/or vehicle inspection. Fort Drum is discontinuing the issuance of contractor passes, which will expire on 1 January 2008. Access procedures for all personnel may change at any time due to installation requirements.

(3) To enroll, follow the guidelines on the enclosed document, RAPIDGate Program Enrollment Information. Questions about Fort Drum RAPIDGate Program should be addressed to [info@rapidgate.com](mailto:info@rapidgate.com) with the subject line RE: RAPIDGate Program.

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(4) Fort Drum encourages your participation in the program. It serves to streamline access for your authorized employees and to improve the ability of our access control personnel to maintain higher levels of security and efficiency.

4. If you have questions regarding the RAPIDGate Program at Fort Drum, please contact Mr. Charles Childs, Acting Chief, Physical Security Division, 315-772-3105. Fort Drum appreciates your continued support of our efforts to make this installation safer and more secure.

A handwritten signature in black ink, appearing to read 'D. Clark', with a long horizontal line extending to the left.

DAVID J. CLARK  
Colonel, Military Police  
Garrison Commander

Encl

## **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). Provide the Customer Service Representative with your Fort Drum sponsor point of contact, including a name, phone number, and e-mail address. Fort Drum 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* Badge is approximately two weeks. **Enroll today to ensure your employees have their *RAPIDGate* Badges by the Program effective date of 13 November 2007.**

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 Fort Drum, your employees who already hold *RAPIDGate* Badges may be able to use the Badges at the installation.

### **2. Employees register at on-site Registration Stations.**

Once your company has been approved for enrollment and paid the enrollment fee, instruct your employees who need access to Fort Drum to register at one of the self-service Registration Stations located at:

- Military Police Station (Building 10715).
- Gas Alley Access Control Point.
- Visitors Center (Building 11008).

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 is available if you have 30 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* Badges at the MP Station. To retrieve a Badge, 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* Badges, employees present their Badges to request entry to Fort Drum, and must wear and display the Badges at all times while on the premises. Questions about the Fort Drum *RAPIDGate* Program should be addressed to [info@rapidgate.com](mailto:info@rapidgate.com) with the subject line RE: *RAPIDGate* Program.

## Forms of Acceptable Identification

### List A – One Needed

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- Certificate of Naturalization (INS Form N-550 or N-570)
- Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
- Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688A)
- Unexpired Reentry Permit (INS Form I-327)
- Unexpired Refugee Travel Document (INS Form I-571)
- Unexpired Employment Authorization Document issued by INS that contains a photograph (INS Form 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
- 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
- Native American tribal document
- U.S. Citizen ID Card (INS Form I-197)
- ID Card for use of Resident Citizen in the United States (INS Form I-179)
- Unexpired employment authorization document issued by INS (other than those listed under List A)