

Date: 1 April 2011

Subj: NAVY COMMERCIAL ACCESS CONTROL SYSTEM (NCACS) UPDATE
CONCERNING CONTRACT MODIFICATIONS

Ref: (a) OPNAVINST 5530.14E
(b) DTM 09-12
(c) CNICNOTE 5530 12 JUL 2010
(d) CNIC NCACS NOTICE AND SOP

Background

1. The Navy Commercial Access Control System (NCACS), currently supported by the access control program "RAPIDGate," provided by Eid Passport Inc, addresses access management solutions for vendor, supplier, and contractor personnel who require access to U.S. Navy installations on a regularly occurring basis and are not eligible for a Common Access Card (CAC).

2. Eid Passport Inc, is commercial business contracted to implement NCACS capabilities on Navy installations. The capabilities of "RAPIDGate" are aligned with the standards of performance contained within NCACS and physical security requirements of reference (a).

3. Process costs are borne primarily by participating commercial vendors/contractors for a per participant fee. Vendors, suppliers, service providers, and contractors apply for the process through Eid Passport Inc, pay a fee, and receive the credentials once they pass a background screening and are approved by the Installation Commanding Officer.

4. The NCACS process provides a number of benefits to both participants and the U.S. Navy. Vendors and contractors participating in the NACS process realize improved efficiency and effectiveness when conducting business with the Navy and tenant commands by reducing labor and administrative expenses associated with coordinating access to one or more Navy Installations. This is accomplished by reducing the number and types of perimeter access credentials required and waiting time for an installation access pass. For the Navy, this provides a standardized vetting process for personnel desiring access to Navy installations per reference (b), increases access perimeter security at installations, and streamlines installation access for commercial vehicles.

5. The NCACS is the successor to the efforts previously designated as "RAPIDGate" and "Non-CAC Credentialing for Vendors and Contractors" (NC3VC) and "Navy Quick Credentialing" (NQC). References (c) and (d) pertain.

6. Detailed procedures relating to the administration of the NCACS are found in reference (d).

Specific guidance

1. The final revisions and issuances of guidance relating to NCACS are being reviewed at HQ CNIC and are expected to be issued in the near future. In the meantime, it is important to address a question that has been raised regarding contractor requests for reimbursement of costs associated with the vetting and credentialing process.

2. For the past year, CNIC N3AT has been crisscrossing CONUS and making presentations to the Regions and local Navy stakeholders to prepare tenant, customer, and client activities for the upcoming change to our vetting and credentialing process. The briefing covers the technical and procedural aspects of the effort, as well as passing on the message that NCACS is a win-win for the Navy and vendors. As a corollary to this message, we have been explaining that despite the fact that vendors must pay out of pocket, and will receive no reimbursement from the Navy, they will get more than their money's worth by avoiding delays at our installation gates.

3. Despite what might seem as a clear and consistent message, various vendors have submitted Requests for Equitable Adjustments (REAs) to Navy Contracting Officers seeking reimbursement for fees paid to the current NCACS program service provider (Eid Passport Inc, operator of the RAPIDGate System). The proper response to such a request is a simple and straightforward "no." Contracting Officers should not get lured into the argument that the Navy is "forcing" or "requiring" vendors to use the RAPIDGate system. The Navy is simply complying with physical security standards that were promulgated by the United States Government and Department of Defense. These standards require stricter scrutiny of visitors, more in-depth vetting of their backgrounds, and more limited access to our installations. Thus, the various legal authorities listed in the FAQs above will result in delays as vendors apply for day passes at our gates. In order to offer a convenient and efficient solution that both meets the requisites of the law and saves vendors time and money, CNIC has initiated NCACS and

offers RAPIDGate to vendors who may elect to participate on a voluntary basis. If any vendor determines the cost of RAPIDGate is excessive, they may simply apply for access at Navy Installation pass offices.

4. CNIC N3AT will ensure this message is properly promulgated to all Navy Contracting Commands. As an added protective measure, we greatly appreciate field participation and support by contacting any and all local contracting activities and warn them away from entertaining any REAs dealing with NCACS/RapidGate. Sharing the same message with tenant comptrollers would also be helpful.

5. Although contracting officers are not required to expound on issues relating to Navy Physical Security policy and procedure, it is in everyone's interest to disseminate this information and avoid misunderstandings. In furtherance of this goal, and in the event any CNIC activity develops a contractual requirement that includes foreseeable vendor access to an installation, the Statement of Work (SOW) or Performance Work Statement (PWS) should include the following interim provision:

"Commander, Navy Installations Command (CNIC), has established the Navy Commercial Access Control System (NCACS), a standardized process for granting unescorted access privileges to vendors, contractors, suppliers, and service providers not otherwise entitled to the issuance of a Common Access Card (CAC) who seek access to and can provide justification to enter Navy installations and facilities. Visiting vendors may obtain daily passes directly from the individual Navy Installations by submitting identification credentials for verification and undergoing a criminal screening/ background check. Alternatively, if the vendor so chooses, it may voluntarily elect to obtain long-term credentials through enrollment, registration, background vetting, screening, issuance of credentials, and electronic validation of credentials at the vendor's own cost through a designated independent contractor NCACS service provider. Credentials will be issued every five years and access privileges will be reviewed/renewed on an annual basis. The costs incurred to obtain Navy Installation access of any kind are not reimbursable, and the price(s) paid for obtaining long-term NCACS credentials will not be approved as a direct cost of this contract. Further information regarding NCACS can be found under "Popular Links" at http://cnic.navy.mil/CNIC_HQ_Site/index.htm"