

## ACCESS CONTROL INFORMATION FOR COLLEGE STUDENTS AND INSTRUCTORS

1. Welcome to NSA Mid-South. The following policies and procedures are provided to ensure that you clearly understand what is expected of you when attending or teaching a class onboard NSA Mid-South. If you have a particular problem or concern you can address them with either one of the Navy College representatives (Mrs. Laurie Coulston or Mrs. Thelma Cooper), or you are welcome to contact the PASS & ID Manager at 874-7064.
2. Once you have enrolled with or will be teaching a class onboard NSA, you must complete an information sheet (NAVSUPPACT Form 5530/7) in order for you to receive a government photo ID, and be issued a vehicle pass if you are driving onboard. The requirements for a vehicle pass are:
  - Valid Driver's License
  - Valid Insurance (for duration of class)
  - Valid Registration

**NOTE:** When you receive your vehicle pass, it must stay with the vehicle it was issued for. You cannot remove this pass and place in another vehicle. If you do that, it will be confiscated when you attempt to enter the base. You will be directed to park at the off base lot across from the Navy Rd Gate and walk to class. Access will not be authorized for your vehicle. If you have more than one vehicle, bring the required paperwork for both and we will issue you a pass for each.

Photo ID and vehicle pass must be obtained from PASS & ID in building 938. This should be completed prior to your class start date. Once issued, you must have these two items with you when you attend your class. If you show up without your photo ID you will require an escort to attend class. That escort must be an active duty, dependent or civilian employee. College instructors, representatives, or another non-military affiliated classmate cannot escort you on. If you misplace or lose your government photo ID, you must contact the Navy College Office or your college representative immediately so that they can make arrangements for you to access NSA, and if necessary, be issued a new government photo ID. Please keep in mind that PASS & ID is open from 0700-1800 and the first Saturday of the month from 0730-1600. After 1800/1600, there is no assistance available to resolve a badge problem. If you drop your class or were disenrolled, and you had already received your government photo ID and vehicle pass, you must return them to your college representative immediately.

3. Installation courtesy and authorized areas while onboard. As a reminder, it is a privilege for you to come onboard NSA Mid-South to attend or teach a college class. If you arrive without the proper identification or vehicle pass and attempt access, please do not be discourteous to the gate guards when they deny access. They have a job to do, and that requires carrying out policies and procedures mandated by the Department of the

Navy and the NSA Mid-South Commanding Officer, regardless of whether you agree with them or not. They do understand your situation, but they will not allow you to come onboard. If you create a problem at the gate you will be directed to leave, or if necessary escorted off. This could result in losing your access privileges permanently. While onboard NSA Mid-South, students and teachers are authorized access to the Navy College Building (241) or Subway. If you are found in any other location than those authorized, your government photo ID and vehicle pass could be confiscated, and you would be immediately escorted from the installation.

4. Again, welcome to NSA Mid-South and we appreciate your cooperation and assistance in complying with the above procedures. PASS & ID and security personnel take pride in the fact that we continually provide the best possible customer service to all our patrons, and it is our mission to ensure the safety and security of all personnel working or living on, or visiting NSA Mid-South.

EMMITT TOPPING  
Physical Security Officer  
PASS & ID Manager

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