ACCESS CONTROL INFORMATION FOR COLLEGE STUDENTS

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 a class onboard NSA Mid-South. If you have a particular problem or concern you can address them with the Navy College representative 874-5291.

2. Once you have enrolled with a school onboard NSA, you must complete an information sheet (SECNAV 5512/1) in order for you to receive a government student photo ID, and have your vehicle registered if you are driving onboard. The requirements for a student badge are:

- Valid Driver's License
- Valid Insurance (for duration of class)
- Valid Registration
- Two Forms of Identification

NOTE: If you have more than one vehicle, bring the required paperwork for both vehicles. Two forms of Identification, vehicle registration, and proof of insurance must be presented at the Visitor Control Center building 938 located at the NSA Mid-South main gate off of Navy Road. Vehicle registration is conducted during normal working hours. This should be completed prior to your class start date. Once issued, you must have your student ID 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 base. 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 Visitor Control Center is open from 0700-1600 and the first Saturday of the month from 0700-1530 and that you should plan on being there at least 60 minutes prior to closing. After 1600/1530, 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, you must return it to your college representative immediately.
3. As a reminder, it is a privilege for you to attend college classes onboard NSA Mid-South. If you arrive without the proper identification, 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 are authorized access to the Navy College Building (S-239) or Subway. If you are found in any other location than those authorized, your government photo ID could be confiscated, and you will 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. Visitor Control Center 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.