

**Great Basin Training Unit
3833 South Development Avenue
Boise, Idaho 83705-5354**

October 17, 2012

Memorandum

To: Class Participant
From: The Great Basin Training Unit
Subject: NIFC Security Procedures

Security access to NIFC requires the following steps be taken by you to access the campus. Please be aware that passing through security may cause time delays when entering NIFC. For those of you coming to training at the Great Basin Training Unit-NIFC, here are some changes you can expect.

1. Access and egress to the NIFC will be allowed through the northwest (Vista Avenue) Gate #5 only. This entrance is staffed with security guards 24 hours a day.
2. The eastern gates on Development Way will remain closed at all times.
3. You will need to show a valid federal (HSPD -12 card preferred), state government ID or state driver's license, and explain your business. Please reference the course and building specified by the course coordinator in your acceptance letter. Security will have a class roster that may be referenced to gain entry to NIFC. You will be issued a temporary visitor pass.
4. Inform the course coordinator if there is a need to be on the NIFC facility past 1700.
5. You will need to park in the lot on the northeast side of the training building. Other locations are not available for student parking.
6. If you have any need to contact security, the phone number is 208-866-6666, or while at NIFC ext. 5915. Security personnel are available 24 hours a day.
7. Note: Personal pet dogs are not allowed on the NIFC campus, only service dogs and law enforcement canines. DO NOT bring your dog to a GBTU course session.

Please allow yourself plenty of time before the course start time (at least 20 minutes) to compensate for any delays caused by the security screening.