Security Note: 11-09

Year: 2009 Authorization: **APPROVED**

From: Director, Administration and Resource Management Division
To: Security Coordinators

Subj: DEPARTMENT OF DEFENSE (DOD) BUILDING BADGE POLICY

1. Access to all 213 buildings controlled by Washington Headquarters Services (WHS) is granted through possession of a building pass coordinated through Director, Administration and Resource Management Division (ARS) and issued by the Pentagon Force Protection Agency (PFPA).

2. Authorization for access to buildings in the National Capital Region (NCR) is much like access to classified information and is based on a specified need in order to accomplish your mission. It is never granted based on convenience.

3. No building in the NCR specifically requires an "NCR" Badge for entry. As such, the following procedures have been verified with PFPA and are effective immediately.

a. NCR Badge

(1) 24/7 access to all buildings in the National Capital Region over which Washington Headquarters Service exercises control.

(2) This badge is not used for access to military installations.

b. PNT (Pentagon) Badge

(1) 24/7 access to the Pentagon and FOB#2.

(2) Access to the remainder of NCR buildings, Monday through Friday during business hours (0600-2000), does not include weekends and holidays.

c. FOB#2 (Navy Annex) Badge

(1) 24/7 access to the Pentagon and FOB#2.

(2) Can not be not used for access to the remainder of NCR buildings.

4. Justification to be issued a NCR Badge, must be stated on the DoD Badge Request Form indicating that the individual requires recurring, unescorted access to buildings other than the Pentagon or FOB#2, between the hours of 2000 and 0600, Monday through Friday, or on the weekend.

5. If access is only required for buildings other than the Pentagon or FOB#2, specific building badges can be requested for the required access.

6. If access is required to a military installation in or near the NCR, individuals must contact the installation's visitor control office to obtain the appropriate authorization for access. WHS/PFPA does not have agreements in place authorizing DOD Building Badges to be used for such installation access.

7. Very Important Persons (VIPs) and visitors who require access to the PNT and FOB#2 but do not meet the requirements to obtain a DoD Badge may be authorized entry by two methods:

a. May be added to the Visitor Access Control Roster. To add visitors, the sponsoring Staff Agency's Security Coordinator will submit a memorandum to the Pentagon Access Control Division (PACD), providing the name, SSN, DOB, Citizenship, type of investigation, reason for the visit and the duration. Fax all request to (703) 697-9085;

b. May be escorted by personnel that have been issued and have possession of a valid NCR, PNT or FOB#2 Building Badge. Visitor's access will be limited, according to the escort's access privileges. For example:

(1) NCR, PNT or FOB#2 Badge holders with 24 hours access and escort privileges, may escort up to three (3) individuals, Monday through Friday, including weekend and holidays.

(2) PNT or FOB#2 Badge holders with business hours access (0600-2000) and escort privileges, may escort up to three (3) individuals, Monday through Friday, excluding weekends and holidays.

8. Staff Agency/Activity personnel will notify their Security Coordinator in the event they are planning to have visitors enter into their office space either during after hours, weekends or holidays. Security Coordinator's will ensure all personnel have been notified of such visits and have taken precautions to protect all classified information from inadvertent disclosure.

9. DoD Building Badges can be confiscated due to possessors' failure to maintain the badge in a serviceable condition. The puncturing, creasing, and delaminating of a building badge renders them unserviceable. Failure to properly maintain a serviceable DoD Building Badge will result in its confiscation by PFPA or their designated representatives. PFPA is required to maintain the security of the Pentagon Reservation by enforcing appropriate security regulations. DoD Building Badges are not identification cards. DoD Building Badges are Government property that are issued to individuals as an exclusive means to control access into DoD facilities.

10. Questions regarding this Security Note should be directed to HQMC Security Manager at (703) 614-2320.

11. This note supersedes Security Notes 13-01 and 03-04.

M. M. OLIVER, JR.
By direction