

Security Note: 05-10

Year: 2010 Authorization: APPROVED

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

Subj: SPONSORSHIP FOR DEPARTMENT OF DEFENSE (DOD) BUILDING PASS  
AND VISITOR, NO ESCORT REQUIRED BUILDING PASS

Encl: (1) ARS Security DoD Building Pass Request  
(2) Sample Sponsorship Letter  
(3) DoD Building Pass Acknowledgement Form

1. This Security Note provides DoD Badge issuance guidance to Headquarters, U.S. Marine Corps (HQMC) Staff Agencies/Activities for:

a. Sponsorship of DoD personnel not attached to HQMC

b. Visitor, No Escort Required Building Pass for non-DOD personnel.

2. Entry into all or any part of the Pentagon and Pentagon Reservation is strictly controlled and requires approval from agency/activity officials (i.e., DOD, DON, USMC, etc.) appointed to do so. Entry will be authorized only for the purposes of conducting, participating in, or facilitating official U.S. Government business.

3. Effective immediately, the enclosures will be completed and submitted to ARS when requesting sponsorship of personnel for issuance of a DoD Building Pass or a Visitor, No Escort Required Building Pass. At no time will Staff Agencies/Activities forward requests directly to the Pentagon Access Control Branch (PACB). The unlawful granting of access to the Pentagon and Pentagon Reservation constitutes a security violation.

4. All personnel who are sponsored to receive a DoD Building Pass or a Visitor, No Escort Required Building Pass must read and sign enclosure (3) acknowledging their understanding and agreement that use of their DoD Building Pass and Visitor, No Escort Required Building Pass are for conducting official U.S. Government business only. Any use of the pass to gain access and engage in activities outside the scope of official business is grounds for:

a. Immediate removal of the individual's building pass.

Subj: SPONSORSHIP FOR DEPARTMENT OF DEFENSE (DOD) BUILDING PASS  
AND VISITOR, NO ESCORT REQUIRED BUILDING PASS

b. Withdrawal of HQMC sponsorship of the individual's  
visitor access.

c. Denial of continued and future access to the Pentagon  
and Pentagon Reservation.

5. Staff Agencies/Activities who sponsor personnel for DoD  
Building Pass and Visitor, No Escort Required Building Pass must  
establish an internal Standing Operating Procedure for the  
process. The procedure will include at a minimum, the following  
requirements:

a. The Security Coordinator must certify that each sponsored  
individual must be granted access to the Pentagon and Pentagon  
Reservation to conduct, participate in, or facilitate official  
U.S. Government business.

b. The procedure must also ensure that each sponsored  
individual signs an acknowledgement document.

c. The office maintain the documents in accordance with  
records management requirements.

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

  
R. J. GEBERTH  
By direction

# ARS Security DoD Building Pass Request

Print Form

**ARS SECURITY DoD BUILDING PASS REQUEST**  
**NAVMC HQ 943 (10-06)**

PRIVACY ACT STATEMENT			
<p><b>AUTHORITY:</b> 37 U.S.C. Chapter 7; 10 U.S.C. Chapter 55; EO 9397, November 1943..</p> <p><b>PRINCIPAL PURPOSE:</b> To obtain information to determine eligibility for access to DoD buildings</p> <p><b>ROUTINE USE(S):</b> Copies of this form, information from this form and related documentation may be furnished to the Pentagon Force Protection Agency's Access Control Division and/or the Pentagon Police Department for the purpose of conducting various background checks, to include a review of National Crime Information Center (NCIC) and other sources. In order to determine suitability for issuance of a Pentagon Reservation Building Access Badge in accordance with the provisions of Pentagon Force Protection Agency Administrative Instruction #30 and other applicable laws, rules and policies.</p> <p><b>DISCLOSURE:</b> Voluntary; however, the SSN is used for positive identification and if the required information is not furnished, the application may be disapproved.</p>			
DATE	CHECK ONE: <input type="checkbox"/> INITIAL REQUEST <input type="checkbox"/> RENEWAL		
LAST NAME	FIRST NAME	MI	
RANK/ GRADE	SSN	AGENCY	OFFICE CODE
PHONE NUMBER	BUILDING ACCESS: CHECK ONE	<input type="checkbox"/> FOB2 (FEDERAL OFFICE BUILDING #2)	
		<input type="checkbox"/> PENT (PENTAGON)	
		<input type="checkbox"/> NCR (NATIONAL CAPITAL REGION)	
JUSTIFICATION FOR NCR			
CONTRACTOR CAC REQUIRED:	<input type="checkbox"/> YES <input type="checkbox"/> NO		EMAIL:

SECURITY COORDINATOR  
 ASSISTANT SECURITY  
 COORDINATOR SIGNATURE

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**\*FOR RENEWAL PURPOSES, SECURITY MANAGERS MUST ENSURE REQUESTERS' BILLET REQUIRES SAME TYPE OF DoD BADE.**

ADOBE DESIGNER 7.0, OCT 2006

Enclosure (1)

FOUO



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:  
5512  
XX  
Date

From: Security Coordinator, Staff Agency/Activity Name  
To: Security Manager, Headquarters U. S. Marine Corps

Subj: SPONSORSHIP FOR ISSUANCE OF DOD BUILDING PASS OR  
VISITOR, NO ESCORT REQUIRED BUILDING PASS

1. The below listed individual(s) require issuance of a DoD Building Pass/Visitor, No Escort Required Building Pass (circle one). Issuance is needed for the following reason:

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2. The following information is submitted in support of this request:

Last Name:  
First Name:  
Middle Initial:  
SSN (last 4):  
Date of Birth:  
Place of Birth:  
Citizenship:  
Investigation Type:  
Investigation Date:  
Duration of Visit:\*

**\*Not to exceed 1 year**

3. If you have any questions relating to this request please contact (Point Contact Name and Phone Number).

SIGNATURE

Enclosure (2)

## PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

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**AUTHORITY:** 10 U.S.C. 5041, Headquarters, Marine Corps;

**PRINCIPAL PURPOSE:** Information collected by this form will be used to issue a DoD building pass or Visitor "No Escort Required" building pass to eligible persons.

**RETENTION:** The collected information will be maintained in the files of the HQMC Security Office. Issued building passes are destroyed three months after return to issuing office. Records of badge issuance are destroyed two years after final entry or two years after date of document, whichever is later. Records in this file system will be retrieved by visitor name only.

**ROUTINE USES:** None other than the blanket routine uses established by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**DISCLOSURE:** Providing information on this form is voluntary. However, failure to provide may result in you not being issued a DoD building pass or "No Escort Required" building pass.

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### Principal Purpose

To ensure that Department of Defense (DoD) and non-DoD personnel are informed of the Headquarters U.S. Marine Corps (HQMC) eligibility requirements and conditions associated with issuance of a DoD Building Pass and Visitor, No Escort Required Building Pass to gain access to the Pentagon and Pentagon Reservation under HQMC sponsorship.

### General

In accordance with DoD Administrative Instruction 30 (Force Protection of the Pentagon Reservation), you are being issued a DoD Building Pass or Visitor, No Escort Required Building Pass, for access to the Pentagon and Pentagon Reservation because an appropriate HQMC Staff Agency/Activity has chosen to sponsor you for access. In accepting this DoD Building Pass or Visitor, No Escort Required Building Pass, your signature on this document indicates your understanding that you have been granted access to the Pentagon and Pentagon Reservation for the sole purposes of conducting, participating in, or facilitating official U.S. Government business.

### Misuse

Using your DoD Building Pass or Visitor, No Escort Required Building Pass to gain access to the Pentagon, the Pentagon Reservation or any part thereof and to engage in activities outside the scope of the official business for which your access was granted, is grounds for the immediate removal of your building pass, withdrawal of HQMC sponsorship of your visitor access and denial of continued and future access to the Pentagon and Pentagon Reservation.

### Control

All DoD building passes are U.S. Government property. The transfer or lending of a DoD building pass to another individual or the alteration of a pass is a violation of 18 United States Code section 499 and may result in prosecution or adverse administrative action.

### Acknowledgement

I \_\_\_\_\_, have read, understand, and will comply with the provisions of this document and with the terms of DoD Administrative Instruction (AI) 30. Any questions I may have about this document or DoD AI 30 have been answered.

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Signature

Date

Enclosure (3)