



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
5512
ARS
06 OCT 2015

Security Note 06-15

From: Director, Administration and Resource Management Division

Subj: SPONSORSHIP FOR PENTAGON AND PENTAGON RESERVATION ACCESS

Ref: (a) AI 30 (NOTAL)

Encl: (1) Sample Sponsorship Letter
(2) Pentagon Access Acknowledgement Form

1. This Security Note is published in accordance with the reference, to provide guidance for the following:
 - a. Sponsorship of Department of Defense (DoD) Common Access Card (CAC) holders who are not assigned to HQMC.
 - b. Sponsorship for Pentagon Facility Access Card (PFAC) for Non-CAC eligible personnel.
 - c. Sponsorship for placement on the Pentagon Visitor Access Roster.
2. Access to the Pentagon and Pentagon Reservation is strictly controlled and requires approval from appointed Agency/Activity officials (i.e., DoD, DON, USMC, etc.). Access will be authorized only for the purposes of conducting, participating in, or facilitating official U.S. Government business.
3. The enclosures will be completed and submitted to the Security Programs and Information Management Branch (ARS) via the Electronic Security Services Request Portal (ESSRP) when requesting sponsorship for personnel who require Pentagon and Pentagon Reservation access. 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. Personnel meeting the requirement (i.e., frequent access to the Pentagon at least three times a week) to be issued a PFAC, will have an expiration date not exceeding 1 year. Personnel may be placed on the Pentagon Visitor Access Roster for a maximum of 6 months.
5. The PFAC will be issued to the following personnel:
 - a. Retired General Officers.
 - b. Active Duty General Officer/Senior Executive Service Spouses.

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- c. Non-CAC eligible DoD Contractors under formal contract with the Staff Agency/Activity.
 - d. Consultants - Individuals not under a formal contract with Staff Agency/Activity, however provide professional or technical assistance.
6. The following personnel will be placed on the Pentagon Visitor Access Roster:
- a. Off Site Contractor - Contractor under formal contract with the Staff Agency/Activity, who do not visit the Pentagon at least 3 times a week.
 - b. Consultants - Individuals not under formal contract with Staff Agency/Activity, however, provide professional or technical assistance, who do not visit the Pentagon at least 3 times a week.
7. All personnel who are sponsored must read and sign enclosure (2) acknowledging their understanding and agreement for access to the Pentagon and Pentagon Reservation to conduct official U.S. Government business only. Any attempt to gain access and engage in activities outside the scope of official business is grounds for:
- a. Immediate confiscation of the individual's PFAC or removal from the Pentagon Visitor Access Roster.
 - b. Withdrawal of HQMC sponsorship of the individual's visitor access.
 - c. Denial of continued and future access to the Pentagon and Pentagon Reservation.
8. Staff Agencies/Activities who sponsor personnel 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 granted access to the Pentagon and Pentagon Reservation conducts, participates in, or facilitates official U.S. Government business.
 - b. The procedure must ensure that each sponsored individual sign an acknowledgement document.
 - c. Staff Agency/Activity will maintain a copy of the sponsorship letter and acknowledgement form in accordance with records management requirements.

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9. Questions regarding this Security Note should be directed to the HQMC Security Office via smb.hqmc.security@usmc.mil or (703) 614-3609.

10. This note supersedes Security Note 03-14.


J. R. NEWELL
By direction

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-1775

IN REPLY REFER TO:

5512

XX

Date

From: Security Coordinator, **Staff Agency/Activity Name**
To: Security Programs and Information Management Branch (ARS)

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1. The below listed individual(s) require Pentagon and Pentagon Reservation access via (**circle one**):

DoD Common Access Card (CAC)

Pentagon Facility Access Card (PFAC)

Placement on the Pentagon Visitor Access Roster

for the following reason:

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

Last Name:

First Name:

Middle Initial:

Full SSN:

Date of Birth:

Place of Birth:

Citizenship:

Investigation Type:

Investigation Date:

Duration of Visit:*

***Not to exceed 1 year for PFAC**

***Not to exceed 6 months for placement on the Visitor Access Roster**

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

SIGNATURE

FOR OFFICIAL USE ONLY – Privacy Sensitive – Any misuse or unauthorized disclosure may result in both civil or criminal penalties.

Enclosure (1)

Pentagon Access Acknowledgement Form

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.

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

PRINCIPAL PURPOSE: Information collected by this form will be used for sponsorship of access to the Pentagon and Pentagon Reservation.

RETENTION: The collected information will be maintained in the files of the HQMC Security Office. Issued Department of Defense (DoD) credentials are destroyed three months after return to issuing office. Records of sponsorships 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 DoD 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 deny of Pentagon and Pentagon Reservation access.

Principal Purpose

To ensure that DoD and non-DoD personnel are informed of the Headquarters U.S. Marine Corps (HQMC) eligibility requirements and conditions associated with 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 granted access to the Pentagon and Pentagon Reservation because an appropriate HQMC Staff Agency/ Activity has chosen to sponsor you for access. In accepting this sponsorship, 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 access to the Pentagon and 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 confiscation of DoD credentials, withdrawal of HQMC sponsorship, and denial of continued and future access to the Pentagon and Pentagon Reservation.

Control

DoD credentials are U.S. Government property. The transfer or lending of your DoD credential to another individual or the alteration thereof 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.

Signature

Date

Enclosure (2)