

# REQUEST FOR NCR/PENTAGON BUILDING PASS

**SEND COMPLETED FORM TO DASC-I**

## PRIVACY ACT STATEMENT

**AUTHORITY:** Section 21, 50 U.S.C. 781 et seq.; Executive Order 10450.

**PRINCIPAL PURPOSE:** To control access to and movement on DoD installations, buildings, or facilities.

**ROUTINE USES:** Used by General Services Administration Protective Service Personnel for access control and for any of the Blanket Routine Uses published by DLA.

**DISCLOSURE:** Voluntary. However, failure to provide all the requested information may result in refusal to grant access to the installation, building, or facility.

DLA PRIVACY ACT SYSTEM NOTICE S500.50 DLA-I APPLIES

## PART I - TO BE COMPLETED BY REQUESTOR

1. NAME ( <i>Last, First, MI</i> )	2. SSN	3. GRADE ( <i>If military, Branch of Service and Rank</i> )	4. OFFICE SYMBOL
5. TELEPHONE	6. DATE OF BIRTH	7. STATE OF BIRTH	8. CONTRACTOR ( <i>Office for which work is being done</i> )
9. DATE			

10. REQUEST THE FOLLOWING PASS BE ISSUED TO THE INDIVIDUAL ABOVE (*X as appropriate*)

a. PENTAGON (*no justification is required*)

b. NATIONAL CAPITAL REGION (*NCR*): The Pentagon and NCR Passes are the same except the NCR will give you access to all buildings between the hours of 1800 hrs and 0600 hrs on weekdays, on weekends and on holidays. IF YOU REQUIRE THIS BADGE, PLEASE PROVIDE WRITTEN JUSTIFICATION BELOW. YOUR REQUEST WILL BE RETURNED IF JUSTIFICATION IS NOT PROVIDED.

JUSTIFICATION FOR NCR:

11. REASON FOR ISSUANCE (*X appropriate block.*)

a. INITIAL ISSUE	b. RENEWAL ( <i>Expired pass must be turned in.</i> )	c. LOST	d. STOLEN	e. DESTROYED	f. NAME CHANGE ( <i>Old pass must be turned in.</i> )
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This Pass will be returned to DASC-I when the duties of the individual no longer require access during security hours to the building(s) for which required.

The issuance of this pass is consistent with DLA policy that "Building Passes" will be used only for admittance to DoD buildings in connection with the transaction of DoD business during security hours. Building passes will be issued for retention and use only to those personnel who enter DoD buildings during security hours on a frequent and continuing basis (*MORE THAN 3 TIMES PER WEEK*) (*Para. III.c., DASC-R 5210.1.*) I have read DoD Directive 5210.46 and consent to give all information required to obtain a DoD Building Pass.

12. SIGNATURE OF REQUESTOR	13. SIGNATURE OF SUPERVISOR
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## PART II - TO BE COMPLETED BY DASC-I, OFFICE OF COMMAND SECURITY

14. For a permanent pass, a favorable NAC or an investigation of greater scope has been completed for the individual above.

15.a. TYPE OF INVESTIGATION	b. DATE INITIATED	c. DATE COMPLETED	16. TYPE OF CLEARANCE	17. DATE GRANTED
(1) NAC / NACI / PRS			<input type="checkbox"/> a. NONE <input type="checkbox"/> b. SECRET <input type="checkbox"/> c. TOP SECRET	
(2) BI / BIPR			18. TYPE OF PASS ISSUED	
			<input type="checkbox"/> a. PERMANENT <input type="checkbox"/> b. TEMPORARY	
(3) SBI / SSBI / SBPR			19. ISSUE DATE	20. EXPIRATION DATE
				21. INITIALS OF ISSUER