

## 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.

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**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.

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### 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.

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Signature

Date