

**PENTAGON RENOVATION PROGRAM (PENREN)
BADGE APPLICATION REQUEST POLICY**

**22 AUG 2003
PMP 99-24g**

OPR: MANAGEMENT & SUPPORT SERVICES GROUP

- 1.0 REFERENCES.** Administrative Instruction (AI) No. 30, "Building Security for the Pentagon", dated August 18, 2000 and Washington Headquarters Services (WHS) Building Circular number WHS 99-03, dated January 8, 1999.
- 2.0 APPLICABILITY.** This policy establishes the PENREN badge application process for permanent and temporary badge requests. This policy is applicable to all Department of Defense (DoD) employees assigned within PENREN, other Government Agencies, and contractors sponsored by PENREN.
- 3.0 DEFINITIONS.** The pass types are defined in Enclosure 1.
- 4.0 POLICY.** This policy will ensure that only the correct and appropriate badges are authorized to PENREN DoD employees, other Government Agencies and contractors sponsored by PENREN.
- 5.0 RESPONSIBILITIES.**
- a. Group and Integrated Product Team (IPT) Leaders will ensure that all new team members submit the required Badge Application Request, DD Form 2249 within the first five (5) days of entry on duty (EOD).
 - b. Group and IPT Leaders will ensure that all other Government Agencies' staff sponsored by PENREN, requiring Pentagon access, submit the required Badge Application Request, DD Form 2249 not less than seven (7) days before access is required.
 - c. Authorized and trained PENREN representatives (PENREN POCs) will ensure that contractors submit the required Badge Application Request, DD Form 2249 not less than seven (7) working days before contractors commence work.
- 6.0 BADGING PROCEDURES.** The badge application procedure is found at Enclosure 2.
- 7.0 EFFECTIVE DATE.** This policy is effective immediately and supercedes PMP 99-24f.



Michael R. Sullivan
Program Manager

Enclosures
As stated

DEFINITIONS
Badge Pass Types

Type of employee	Pass Color	Pass Coding	Access Hours	Escort Privilege	Minimum Issue	Maximum Issue
Government	White	PNT-BUS	Business	Yes	1 Month	3 Years
Government	White	PNT-BU/NE	Business	No	1 Month	3 Years
Government	White	PNT	24 Hours	Yes	1 Month	3 Years
Government	White	PNT-NE	24 Hours	No	1 Month	3 Years
Contractor	Pink	PNT-BUS	Business	Yes	1 Months	1 Year
Contractor	Pink	PNT-BU/NE	Business	No	1 Months	1 Year
Contractor	Pink	PNT	24 Hours	Yes	1 Months	1 Year
Contractor	Pink	PNT-NE	24 Hours	No	1 Months	1 Year
All PENREN Construction workers in the field*	Red	CONSTRUCTION PNT-BU/NE	Business	No	1 Month	6 Months
All PENREN Construction workers in the field*	Red	CONSTRUCTION PNT-NE	24 Hrs	No	1 Month	6 Months
All PENREN Moving & Carpeting workers	Pink	COMMERCIAL SERVICES PNT-NE	Business	No	1 Month	6 Months
All PENREN Moving & Carpeting workers	Pink	COMMERCIAL SERVICES PNT-NE	24 Hrs	No	1 Month	6 Months

* Exceptions can be made on a limited and case-by-case basis, for some long-term contractors in management, supervisory and/or foreman positions

**PENTAGON RENOVATION OFFICE (PENREN)
BADGE APPLICATION REQUEST PROCEDURES**

- 1.0 TEMPORARY/PERMANENT BADGE PROCEDURE. This procedure establishes the PENREN badge application request process. This procedure is applicable to all DoD employees assigned within PENREN, other Government Agencies, and contractors sponsored by PENREN.
- a. The PENREN POC will ensure that contractors submit the required Badge Application Request, DD Form 2249 not less than seven (7) working days before contractors commence work.
 - (1) Because of the high cost to process badge applications, the Government will assess a sixty dollars (\$60.00) charge against the contractor for every duplicate badge application resubmitted. Completed and approved applications must be picked up and processed within thirty working days after being notified by the PENREN POC that the badge is ready for processing and pick up. These charges will be deducted on a monthly basis as an offset against any open delivery order. The Government will not seek nor will the contractor be required to make a direct reimbursement to the Government for these charges. All new contracts will include this clause and current contracts will be modified to reflect this clause.
 - (2) The PENREN POC is responsible for verifying the accuracy and the authenticity of the identification materials of the applicant. Tab A provides a detailed listing of acceptable forms of identification.
 - (3) Because of overall security concerns, the contractor will ensure that all processed badges are returned upon the departure of employees, (i.e., when an employee quits; is fired; or walks out/off the job, etc.). The contractor will submit these badges to the PENREN POC. In the case where the contractor can not return the badge, a bimonthly list of those employees' names and home telephone numbers is to be submitted to the PENREN POC. The PENREN POC will submit the returned badges and the list of names bimonthly to the PENREN Authorized Requesting Official for disposition to Pentagon Access Control Division (PACD). All new contracts will include this clause and current contracts will be modified to reflect this clause.
 - (4) Additional information from PACD about badges and badge requirements are detailed in Tab B.
 - b. Group and IPT Leaders will ensure that all other Government Agencies' staff sponsored by PENREN, requiring Pentagon access, submit the required Badge Application Request, DD Form 2249 not less than seven (7) days before access is required.

- c. In accordance with AI 30, "Building Security for the Pentagon" dated August 18, 2000, the following criteria will be followed concerning the issuance of building passes:
 - (1) (AI) E4.7. states: "No automatic authority to escort is implied or should be associated with the issuance of a DoD building pass." Therefore written justification explaining the need for an individual to have escort privileges in order to perform his/her duties is required.
 - (2) (AI)E9.3.2.states: "Contractor personnel will be given access for the period of performance contract. Contracts with a performance period of one year or more will be given access for a period not to exceed one year." Therefore a building pass expiration date will be set to the length of the contract if the contract is less than one year. If the contract is more than one year, then the expiration date can be set to not longer than 1 year from the date of application.
- d. All "white-collar" contractors will be issued pink/contractor badges. All construction workers will be issued red/construction badges. All move/carpet workers will be issued pink/commercial services badges. Pink badges will be issued to construction workers by exception only.
 - (1) On a limited basis, and upon initial submission of the application request, construction and move/carpet workers in management, supervisory, and/or foreman positions can be issued pink badges. A strong justification must accompany each badge request, in writing. No "blanket" justifications will be accepted.
 - (2) All construction personnel (excluding Intake/Outfall) will automatically be issued a 24 Hour/No Escort badge. All other personnel will automatically be issued a Business Hours/No Escort badge. For an applicant to obtain access to the building(s) outside of the normal business hours 6 a.m. – 8 p.m., a *strong* formally written justification must accompany each badge request. NO "blanket" justifications will be accepted.
 - (3) For any applicants to obtain escort privileges, a written statement explaining the exact nature of the need to escort others in order to successfully perform his/her duties is required. A written justification is not a guarantee of escort privileges. The PENREN Authorized Official reserves the right to grant escort privileges at his/her discretion.
- e. All temporary contractors will be issued badges for not more than six months (with an exception for DMJM/3D/I contractors with written request). The PENREN Authorized Requesting Official will make the final determination of eligibility and submit the applicant's badge request to PACD for processing.
- f. All Permanent applications must be accompanied by a visitation request and/or clearance. The applicant's date of birth is to be written in on the Badge Application Request, DD Form 2249 to the right of the "Privacy Act Statement."
- g. PACD processes the application requests

- h. Additional instructions for submitting applications are included in Tab C.
- i. The process flow charts for the Temporary and Permanent Badge Requests are found at Tabs D and E.

2.0 VISITOR BADGE PROCEDURE. This procedure establishes the PENREN five-day visitor badge request process, and is applicable to all DoD employees assigned within PENREN, other Government Agencies, and contractors sponsored by PENREN.

- a. The purpose of the five-day visitor badge is to enable contractor(s) to be on site while his/her temporary badge is being processed. The PENREN POC will submit full name, social security number, date of birth, place of birth, citizenship, immigration A # (if applicable), and the work commencement date, no later than 12:00 p.m. on the day preceding such commencement date.
 - (1) Due to overall security concerns, PENREN POC **MUST** see each contractor and his/her identification **PRIOR** to adding his/her name to the visitor request list.
 - (2) The PENREN POC is responsible for verifying the accuracy and the authenticity of the identification materials of the applicant. Tab A provides a detailed listing of acceptable forms of identification.
 - (3) An NCIC check will be completed for each contractor. If approved, he/she may report to the site the next business day. If denied, he/she will be notified that access to the site is denied until an appeal is filed against the disapproval. The contractor will then be notified by the PENREN POC, upon successful appeal, that he/she has been approved for badge issuance.
 - (4) Contractors must provide the security guard with two (2) forms of identification to gain access to any site.
- b. All contractors will be issued a white visitor badge.
 - (1) Escort privileges will NOT be granted.
 - (2) The visitor badge is valid for five (5) business days, beginning the day the contractor's name was submitted for access. If the weekend falls among the five (5) business days, contractors will be allowed on site that weekend.
 - (3) Extensions beyond the initial five (5) days will NOT be granted to any contractor.

3.0 This procedure supercedes all other editions and is effective immediately.

LISTS OF ACCEPTABLE DOCUMENTS

List A -- These Documents Establish Both Identity and Employment Status

1. U.S. Passport (Unexpired or Expired).
2. Valid Certificate of U.S. Citizenship (INS Form N-560 or N-561).
3. Valid Certificate of Naturalization (INS Form N-550 or N-570).
4. Valid foreign passport, with I-551 stamp or attached INS Form I-94 indicating valid employment authorization.
5. Valid Alien Registration Receipt Card with photograph (INS Form I-151 or I-551).
6. Valid Temporary Resident Card (INS form I-668).
7. Valid Employment Authorization Card (INS Form I-668A).
8. Valid Reentry Permit (INS form I-327).
9. Valid Refugee Travel Document (INS Form I-571).
10. Valid Employment Authorization Document issued by the INS, containing a photograph (INS Form I-688B).

NOTE: Certain employees from the following countries have been granted an automatic extension of their EAD expiration date under the Temporary Protected Status (TPS): Angola, Burundi, El Salvador, Honduras, Montserrat, Nicaragua, Sierra Leone, Somalia, and Sudan. Details outlined below.

List B -- These Documents Establish Identity

1. Valid Driver's license issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
2. Valid ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. Valid School ID card with a photograph
4. Valid Voter's registration Card
5. Valid U.S. Military card or draft record
6. Valid Military dependent's ID card
7. Valid U.S. Coast Guard Merchant Mariner Card
8. Valid Native American tribal document
9. Valid Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

List C -- These Documents Establish Employment Eligibility

1. Valid United States social security card issued by the Social Security Administration (other than a card stating it is not valid for employment).
2. Valid Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
3. Valid Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
4. Valid Native American tribal document.
5. Valid United States Citizen ID Card (INS Form I-197).
6. Valid ID Card for use of Resident Citizen in the United States (INS Form I-179).
7. Valid employment authorization document issued by the INS (other than those on List A).

NOTE: Certain employees from the following countries have been granted an automatic extension of their EAD expiration date under the Temporary Protected Status (TPS): Angola, Burundi, El Salvador, Honduras, Montserrat, Nicaragua, Sierra Leone, Somalia, and Sudan. Details outlined below.

TEMPORARY PROTECTED STATUS (TPS)

Applicants must meet the criteria below to be eligible for the automatic extension. For the countries not listed please contact the Administrative & Support Services IPT Leader.

El Salvador

1. Employment Authorization Document must bear the notation "A-12" or "C-19" on the face of the card under "Category" for EADs issued on Form I-766 or "274A.12(A)(12)" or "274A.12(C)(19)" on the face of the card under "Provision of Law" for EADs issued on Form I-688B.
2. Must have the expiration date of **9 September 2002**.
3. Person must have continuously resided in the United States since February 2001 *and* must have continuously been physically present since 9 March 2001.
4. TPS set to expire **9 September 2003**.

Honduras

1. Must have the expiration date of **5 July 2002**.
2. Person must have been in the United States since 1 January 1999.
3. TPS set to expire **5 July 2003**.

Montserrat

1. Must have the expiration date of **27 August 2002**.
2. Person must have been in the United States since 28 August 1997.
3. TPS set to expire **27 August 2003**.

Nicaragua

1. Must have the expiration date of **5 July 2002**.
2. Person must have been in the United States since 5 January 1999.
3. TPS set to expire **5 July 2003**.

GENERAL INFORMATION CONCERNING ACCESS TO THE PENTAGON

Reciprocal Access is no longer utilized at the Pentagon.

In the past some 24 organizations were authorized access by presenting their organizational badge under the reciprocal access program. Effective with the new AI 30, dated June 5, 2002, this procedure is no longer in effect. The following outlines the newly established access procedures.

Access to the Pentagon will only be granted through the following means:

- 1. Tour** - You will be issued a Pentagon Tour badge.
- 2. Escorted** - You will be issued a "Red, Escort Required Badge" and escorted by someone who has a permanent Pentagon badge with escort capabilities.
- 3. Permanent Badge** - You will be issued a permanent Pentagon badge based on employment in the Pentagon or by sponsorship by an agency that resides in the Pentagon and you are conducting 75-80% of your business in the Pentagon.
- 4. Visitor Access Control Program** - You will be issued a "Blue, Visitor No Escort Required " badge based on you having previously sent a "Visitor's Certification to PACD and your name has been added to the visitor's roster located at any entrance of the Pentagon.

Under this program, those individuals not qualifying to be issued a permanent Pentagon building pass may submit a visitor certification letter to PACD. The letter can be faxed to 703-697-9085 or DSN 227-9085 or mailed to Pentagon Force Protection Agency, Attn: Pentagon Access Control Division, Washington Headquarters Services, 1155 Defense Pentagon, Washington DC, 20301-1155. The subject of letter should be Visitor Certification and needs to include the full name, SSN, location and date of birth, background investigation date (do not include clearance information, i.e. TS, S, or SCI), date(s) of visit, POC and phone number of office visiting and a POC in the originating agency. Visitors may be "Perm Cert" for up to one year or submitted for individual dates. Once submitted the potential visitor enters at any entrance of the Pentagon and presents "two forms of ID", and after having their names checked they will be issued a "Blue, Visitor No Escort Required" pass.

This system has been in effect, as a test, since February 2000 and has proved simpler and more efficient than the Reciprocal Access Program. Names should be submitted at least three (3) days prior to visit. Last minute notifications can be accommodated, but should be avoided, by contacting PACD directly at 703-695-5923.

- 5. Intelligence Community Badge** - Those bearers of the Intel Community Badge will be authorized 24 hour access and issued a "Blue, No Escort Required" badge upon presenting the Intel Community Badge and a second form of ID.
- 6. Active Duty Identification Card** - Active Duty members may gain access to the Pentagon by displaying their active duty identification card and a second form of valid identification.

7. Retired "Military" Identification Card - Only those individuals on "official government business" or patroning the Tri-Care Medical facility will be granted access by presenting a valid Retired Military identification card along with a second form of valid identification. Individuals presenting this card for access will be asked the nature of their business.

8. Those individuals possessing the "**Foreign, Pentagon Building Pass**" no longer are required to transit through the metal detectors (X-ray machine) prior to swiping their badge and entering the Pentagon.

Note: All personnel issued a permanent picture badge have been processed through the appropriate checks and now will be subject to random x-ray checks. Under the random x-ray check policy any and all personnel regardless of affiliation (i.e. government employee, military or foreign or press) is subject to be asked to transit through the x-ray machine).

9. Does your applicant Speak English?

Do NOT send applicants to the building pass office if they do not speak English without someone to interpret. If you do not have an interpreter, tell the applicant to bring a family member fluent in English to translate.

FREQUENTLY/RECENTLY ASKED QUESTIONS

1. What does the N/E on the Pentagon badge mean?

N/E stands for No Escort. With the new AI 30, badge recipients no longer have automatic escort capabilities. Authorized Officials now must verify that individual applicants need to escort others to fulfill their duties.

2. If my badge says anything other than Pentagon, for instance Hoffman or Presidential Towers do I have escort capabilities?

No. Effective with the new AI 30, only those Pentagon badges without the "N/E" and the NCR badges have escort capabilities.

3. What are the procedures for escorting in outside Delegated or Swing Buildings?

Currently PFPA is expediting the updating of the DoD regulation that governs access concerns in regard to the Delegated and Swing Buildings. Until that regulation is completed, you should contact your POC in those buildings you will be visiting for guidance. The POC will be able to completely specify all aspects of access control in the particular building¹.

4. Other than the DD 2249, what else is needed to obtain a building pass?

Everyone must provide two (2) forms of ID when requesting building passes. Alien immigrants are required to have their respective alien registration card on them at all times.

5. Who were the organizations under the "Reciprocal Access Program" that are no longer granted access by presenting their organization badge?

Air Force Material Command
Audit General of the Navy
Bureau of Naval Personnel
Defense Commissary Agency
Defense Contract Audit Agency
Defense Special Weapons Agency
Intelligence Community (IC) Badge (Only one still Authorized!!)
Joint Warfare Analysis Center (JWAC)
National Imagery and Mapping Agency
National Security Agency Central Security Service
Naval Air Station Patuxent River
Naval Air Weapons Station
Naval Computer and Telecommunications
Naval Criminal Investigative Service
Naval District of Washington
Naval Post Graduate School
Naval Sea Systems Command
Operational Test & Evaluation Force

¹ Has this policy been released?

Space and Naval Warfare Systems Command
State Department
Uniformed Services of the Health Sciences
US Army Communication-Electronics Command RD&E Center, Fort Monmouth NJ
US Army Tank-Automotive and Armaments Command

6. Can you explain the "Pentagon's new Visitor Access Control Program"?

Under this program, those individuals not qualifying to be issued a permanent Pentagon building pass may submit a visitor certification letter or form to PACD. The letter shall contain full descriptive information of the visitor, background investigation date (do not clearance information, i.e. TS, S, C), dates of visit, POC of office visiting and phone number, POC of originating agency. You may "Perm Cert" individuals for up to one year or submit for individual dates. Once submitted, the potential visitor enters at any entrance of the Pentagon and presents two (2) forms of ID. After having their names checked, they will be issued a "Blue, Visitor No Escort Required" pass.

This system has been in effect, as a test, since February 2000 and has proved to be simpler and more efficient than the Reciprocal Access Program. Names should be submitted at least three (3) days prior to the visit. Last minute notifications can be accommodated, but should be avoided, by contacting PACD directly.

7. What is the (A) for on the badge and who is authorized to have it?

The "(A)" is a designation that identifies those law enforcement personnel authorized to carry a weapon on their person while in the Pentagon. Those agencies with such personnel must submit a request to Chief, Pentagon Force Protection Agency, and upon approval they will be directed to visit a pass office to have their badge swapped.

**Procedures for Processing
DOD Building Pass Application
(Temporary)**

1. Badge Application Request, DD Form 2249, dated May 2002, must be completed in blue ink only.
2. In addition to the information requested in the upper margin, the blocks 9-13 **MUST** be fully completed prior to contacting PENREN POC. **(DO NOT MARK BELOW LINE 13)**. If there is no middle initial, the block is to be filled with the letters NMI (No Middle Initial). Please take careful note of the proper way to enter the date of birth and the height. (Date of Birth - *YYYYMMDD*, Height - *Inches*). Also be sure to indicate the Country of Origin and Expiration date for all applicants with immigration numbers.
3. Blocks 15e and 16c of DD Form 2249 will be completed by the Authorized Requesting Official only if application is accompanied with written justification is provided by Contractor POC and accepted by PENREN POC.
4. Employer/Contractor POC must initial DD 2249 or send PENREN POC an email stating his approval of applicant for a DoD Building Pass
5. The PENREN POC is required to verify the authenticity of applicant's identification materials (See Tab A). PENREN POC is required to initial (*in blue ink*) the top right hand corner of the application as indication that application has been proofed. Original application and original proofs of identification should be presented along with one copy of each (application and identification).
6. Applications are then forwarded by PENREN POC for processing by PENREN Administrative & Support Services IPT.
7. Applications received by the Administrative & Support Services IPT prior to 11:00 a.m. will be processed and sent to the PACD that same day. Applications submitted after 11:00 a.m. will be processed the following day.
8. Approved applications are then returned (usually the next day) from the PACD.
9. Final processing is completed by the Administrative & Support Services IPT.
10. The Administrative & Support Services IPT then notifies the PENREN POC that the applications are ready to be picked up and returned to the Employer/Contractor.
11. The applicant has 30 calendar days from the date the applications are returned to the Administrative & Support Services IPT in which to pick up his/her badge.
12. The applicant picks up his/her application from the Employer/Contractor POC and proceeds to the PFPA trailer satellite office at the MOC compound to be issued a badge. The hours of operation for the satellite office are 7:00 a.m. to 3:30 p.m. Monday, Tuesday, Thursday and Friday; and 9:00 a.m. to 3:30 p.m. on Wednesday.

NOTE:

If the applicant leaves the program before the expiration date on the badge, the badge **MUST** be returned to the Administrative & Support Services IPT. If a badge is lost or stolen, the applicant may go to the PACD trailer satellite office with two forms of ID and be issued a new badge. If it is the **THIRD** time the badge has been lost or stolen, a new form DD 2249 must be submitted through the channels described above.

PENREN PROCESS FOR PERMANENT BADGE APPLICATION REQUESTS AND ISSUE

Government employee initiates
DD Form 2249
Application for Temporary
Badge* in order to have a badge
during the security clearance
investigation time period.



Government Employee fills out
Form SF 85P
plus 2 fingerprint cards
(day 1)



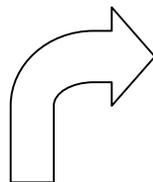
Form SF 85P is sent to the
PACD



Wait 45 to 120 days for DSS
to complete the investigation



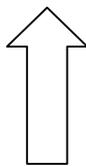
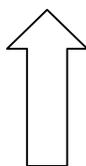
If investigation is favorable,
Government Employee
initiates **DD Form 2249**
Application for Permanent
Badge (within 5 working
days of EOD)
(day 1)



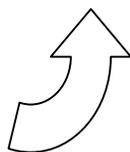
**PENREN Administrative
& Support Services IPT**
POC inputs into PENREN
database,
spot checks applications,
and **PENREN Approving
Authority** signs
application
(same day received but
NLT 1100)



**PENREN Administrative &
Support Services IPT POC**
returns processed **DD Form
2249**
to government employee
(same day received)



Next working day



Government employee, 2 forms of
ORIGINAL photo ID
and the approved application
proceed to **PFPA Trailer 9** for
permanent badge issuance

*See Flow Chart for Temporary Badges for this process

PENTAGON TEMPORARY BADGE APPLICATION FLOW

Contractors' Employees initiate DD Form 2249 Application for Temporary Badge. Use BLUE ink. (6-7 days in advance, per contract)



Contractor Submits Application thru PENREN POC. (day 1)



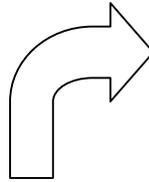
PENREN POC reviews application, verifies information by viewing original documents (such as driver's license, green card) and provides original application to PENREN Administrative & Support Services IPT POC. (same work day received)



PENREN Administrative & Support Services IPT POC inputs into PENREN database, spot checks applications for accuracy, completeness of information, as well as previously disapproved, *lost or stolen applications and, PENREN Approving Authority signs application. (same day received but NLT 1100)



Administrative & Support Services IPT POC hand carries to PACD with the afternoon courier run. (same day received)



PACD initiates NCIC Check. (same day by night shift staff)

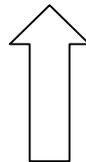
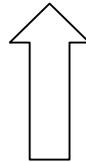


Next working day (day 2)

Administrative & Support Services IPT POC picks up processed and approved applications from PACD (next day but NLT 1500)**



Administrative & Support Services IPT POC contacts PENREN activity via telephone and/or Email that approved applications are ready for pick up. (NLT next work day NLT 1000)



Next working day (day 3)

Contractor's employees, with 2 forms of ORIGINAL photo ID, such as, registration card, etc., as appropriate for the badge application proceed to the PFPA Trailer 9 for temporary badge issuance within next 10 working days)**



Notes:

*New applications for lost or stolen badges are submitted only if it is the third time the badge is lost.

**Applicants whose badge application requests are denied by PACD will be notified under a separate memorandum from PACD within 5 working days.

***Failure to obtain badge within 30-calendar days will null and void the approved application. If badge is not picked up within 30 calendar days the contractor must resubmit a new application and the process begins all over again.