

ESCORT RESPONSIBILITIES

- Must be a DoD badge holder with Pentagon escort privileges.
- Must ensure escorted visitors are limited to areas required for the purpose of their visit.
- Must ensure that DoD visitor passes are properly returned upon exiting the building.
- Escorts must remain with their assigned visitors at ALL times.

Warning: escorts found to be in violation of the escort policy may be subject to suspension of Pentagon escort privileges at the discretion of the Director of the Pentagon Force Protection Agency.

PENTAGON FORCE PROTECTION AGENCY



VISITOR PRE-REGISTRATION INFORMATION

Do you have . . .

Are you hosting . . .



business at the Pentagon?



friends or family?



an event or celebration?



foreign visitors?

Starting April 2, 2018, all visitors to the Pentagon must be pre-registered by a Pentagon sponsor. But you don't have to wait until April 2 to pre-register your visitors; you can start now! Sponsors can initiate the pre-registration process via a secure, unclassified online link (NIPR-only and Common Access Card ((CAC))-enabled) at <https://VisitorSponsor.pfpa.mil/>.

For more information, go to:

https://extranet.pfpa.mil/EXT_visit.html

PENTAGON ACCESS for VISITORS



VISITOR SPONSOR PRE-REGISTRATION INSTRUCTIONS

Step 1: The visitor's sponsor initiates a visit request via an online pre-registration portal (<https://visitorsponsor.pfpa.mil/>) using his/her Common Access Card (CAC). If the visitor is a U.S. person—i.e., a U.S. citizen or a foreign national lawfully admitted for permanent residence in the United States—then the request must be submitted at least one business day (24 hours) prior to the visit. If the visitor is a non-U.S. person—i.e., everyone else, who is neither a U.S. citizen nor a foreign national lawfully admitted for permanent residence in the United States—then the request must be submitted at least two business days (48 hours) prior to the visit.

Step 2: To initiate a visit, the visitor's sponsor needs the email address of the visitor. If the visitor does not have an email address, then the sponsor can input the visitor's information directly into the pre-registration portal.

Step 3: The pre-registration management system sends an email to the prospective visitor with a secure link through which the visitor can enter his/her information. **The secure link is accessible for 96 hours.** Once the link expires, a new visit request must be initiated.

Step 4: After the visitor's information is received, a background check is conducted. If the background check is favorable, then the visitor and sponsor receive an email approving the visit. If the background is unfavorable, then only the sponsor receives an email informing him/her that the visit has been denied.

Step 5: On the day of the visit, the visitor's escort meets him/her at the Pentagon Visitor Entrance near the Pentagon Metro or at Corridor 8 near North Parking. The visitor must bring an appropriate government-issued identification card or passport.

Step 6: The visitor is processed through screening and check-in.

SPONSORS AND ESCORTS

- Every visitor must have a sponsor, who is responsible for initiating the pre-registration process. A sponsor is a Department of Defense (DoD) employee or contractor with a current DoD Common Access Card (CAC), who has swipe access into the Pentagon and escort privileges.
- Sponsors determine the duration of a visit, for up to 180 days. When the requested time period expires, a new visit request must be submitted.
- A DoD civilian or contractor with an active DoD-issued CAC and escort authority may escort visitors into and throughout the Pentagon.

- Pentagon Facility Access Card (PFAC) holders who have escort privileges can escort but not sponsor visitors.
- Individuals unsure if they have Pentagon escort privileges may contact their organization's security manager or authorizing official.
- All visitor escorts must adhere to the requirements laid out in *Escort Responsibilities* on the back cover.
- Authorized escorts may escort no more than 10 visitors at a time. The online pre-registration portal allows sponsors to submit more than one name in a single visit request.

WALK-INS

- U.S.-person walk-in visitors (individuals who are not pre-registered) may gain entry only through the Pentagon Visitor Entrance. Walk-in visitors are processed Monday through Friday, between 6 a.m. and 6 p.m.
- Processing time for walk-in visitors depends on that day's visitor volume. There is no guarantee that a walk-in visitor will be processed in time for their appointment or meeting times.
- A non-U.S. person visitor who is not pre-registered cannot access the Pentagon as a walk-in visitor.
- After-hours and on weekends and holidays, visitors—including friends and family—must be pre-registered to gain building access. No walk-in personal guests are allowed except for minor children 17 years or younger.
- If emergency access is required after hours or on weekends and holidays, call the Pentagon Operations Center at 703-697-1001.

PENTAGON ENTRANCE ACCESS

- During normal business hours (M-F, 5 a.m. – 8 p.m.), all pre-registered visitors may enter the Pentagon through either the Pentagon Visitor Entrance near the Pentagon Metro or Corridor 8 via North Parking.
- Sponsors who access the building through vehicle access control points at Corridor 5, or at the River and Mall entrances, may bring pre-registered visitors into the building through these checkpoints.
- After hours (8 p.m. – 5 a.m.) and on weekends and holidays, pre-registered visitors and their escorts may access the Pentagon through Corridor 2.