



# Building Circular

Department of Defense/Washington Headquarters Services

Doc 2

**Number:** PBM-16-57

**Date:** February 24, 2016

**Expiration Date:** Indefinite

**SUBJECT:** New Pentagon Visitor Entrance

The purpose of this circular is to inform Pentagon building occupants of the new Pentagon Visitor Entrance scheduled to open on Monday, March 7, 2016, and to explain the access process for visitors and escorts.

Effective Monday, March 7, 2016, visitors will begin entering the Pentagon through a new visitor entrance, located adjacent to the Pentagon Metro Entrance (see Figures 1 and 2).

The facility will be operated by the Pentagon Force Protection Agency and will include queuing areas, badging stations, interview rooms, and areas equipped with modern technology to safely screen more than 1,000 daily visitors and tour groups for hazardous, contraband, and unauthorized material before they enter the Pentagon.

The hours of operation for the facility will be from 5 a.m. to 8 p.m., Monday through Friday. Pentagon Tour Groups may enter between 9 a.m. and 3 p.m., Monday through Friday, and continue to follow current registration procedures prior to coming to the Pentagon. Go to the following link for information on Pentagon Tours: <http://pentagontours.osd.mil/>.

For visitor access to the Pentagon outside the Pentagon Visitor Entrance hours of operations, use Corridor 2 in the South Parking area.

For information regarding valid forms of identification, how visitors can pre-register, and additional Pentagon access information, visit <http://www.pfpa.mil/access.html>.

## **Credential Process:**

Once in the new facility, visitors will first be required to receive the appropriate visitor credential, either "V Escort Required" or "V No Escort Required." Wall signs will direct visitors to the appropriate transaction window. One form of valid identification will be required. No identification is required for children age 17 and under, when accompanied by an adult with valid identification.

Once visitors receive their credentials, they will be directed to the screening area.

## **Security Screening:**

All visitors and belongings are required to go through security screening. All belongings are required to pass through an x-ray machine and should not exceed 16 inches high and 24 inches wide to fit.

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**Visitor/Escort Waiting Area:**

Once visitors have passed the screening process, they will go into a waiting area. Visitors with "V No Escort Required" credentials may proceed directly into the Pentagon. Visitors with a "V Escort Required" credential must check-in with their escort at a visitor access kiosk prior to entering the Pentagon in order to activate the "V Escort Required" credential. Instructions will be posted on the kiosk and help desk personnel will be available in the waiting area for assistance.

Information regarding personal conduct and prohibited items at the Pentagon can be found at: <http://www.pfpa.mil/codes.html>.



Building Manager  
The Pentagon

Attachments:  
As stated

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<https://customerresources.whs.mil/dfd/PBM/PBC.cfm>

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**Figure 1. New Pentagon Visitor Entrance Facility Location**



**Figure 2. Entry doors to Pentagon Visitor Entrance**

Attachment to PBM-16-57 New Pentagon Visitor Entrance

(SEE OVER)



**Figure 3. Kiosk in Pentagon Visitor Waiting Area**

Attachment to PBM-16-57 New Pentagon Visitor Entrance