

# REQUEST FOR HQC CONTRACTOR BADGE AND/OR INFORMATION TECHNOLOGY (IT) ACCESS

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; E.O. 9397 (SSN); E.O. 10450 (Security Requirements for Government Employees); and DLA Privacy Act System Notice S500.50, available at <http://www.defenselink.mil/privacy/notices/dla/>.

**PRINCIPAL PURPOSE(S):** Information is collected to allow us to issue you a building badge. The badge is used to control access to and movement on DLA installations, buildings, or facilities.

**ROUTINE USES:** Information you provide may be disclosed for any of the Routine Uses published by DoD at <http://www.defenselink.mil/privacy/notices/blanket-uses.html> Contact the system manager or your local Privacy Act Officer for further details.

**DISCLOSURE:** Disclosure is voluntary. However, failure to provide the requested information will result in our inability to issue you a badge or grant you access to DLA installations, buildings, or facilities.

## PART I - TO BE COMPLETED BY SPONSOR/CONTRACTOR

IT Contractors must meet the security requirements in accordance with DoD Directive 8500.1, Information Assurance; DoD 5200.2-R and DLAR 5200.11, Personnel Security Program security requirements. IT I contractors must have a favorable Single Scope Background Investigation (SSBI), IT II must have a favorable National Agency Check with Law and Credit Checks (NACLC), and IT III contractors must have a favorable National Agency Check (NAC). ALL OTHER CONTRACTORS MUST HAVE A FAVORABLE NAC FOR BUILDING ACCESS. Contractors must frequent the HQC a minimum of 3 times per week to be eligible for a badge.

1. NAME (Last, First, MI)		2. SSN		3. DATE OF REQUEST	
4. DATE OF BIRTH	5. PLACE OF BIRTH		6. EYE COLOR	7. HAIR COLOR	8. HEIGHT
9. COMPANY NAME		10. CONTRACTING ACTIVITY/SPONSOR		11. INDICATE ACCESS LEVEL <input type="checkbox"/> IT I <input type="checkbox"/> IT II <input type="checkbox"/> IT III <input type="checkbox"/> UE <input type="checkbox"/> PRIVACY ACT DATA	
12. CONTRACT NUMBER		13. DATE CONTRACT EXPIRES (MMDDYYYY)			
14. REASON FOR ISSUANCE ("X" appropriate block) <input type="checkbox"/> a. INITIAL ISSUE <input type="checkbox"/> b. RENEWAL (Expired badge must be turned in.) <input type="checkbox"/> c. LOST <input type="checkbox"/> d. STOLEN <input type="checkbox"/> e. DESTROYED <input type="checkbox"/> f. NAME CHANGE (Documentation required. Old badge must be turned in.)					

<p><b>NOTE:</b> Clearances required for access to classified material and/or information are to be requested through the Contractor's Cognizant Security Agency (CSA) and granted by the Defense Industrial Security Clearance Office (DISCO).</p>	<p>15a. IS ACCESS TO CLASSIFIED INFORMATION REQUIRED?  <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>15b. LEVEL OF ACCESS REQUIRED:  <input type="checkbox"/> TOP SECRET    <input type="checkbox"/> SECRET    <input type="checkbox"/> CONFIDENTIAL</p>
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16. CONTRACTOR		
a. SIGNATURE OF CONTRACTOR	b. DATE SIGNED	c. TELEPHONE NUMBER
d. EMAIL ADDRESS		
17. SPONSOR		
a. NAME	b. ACTIVITY	
c. SIGNATURE	d. DATE SIGNED	e. TELEPHONE NUMBER
f. EMAIL ADDRESS		

## PART II - TO BE COMPLETED BY SECURITY

18.a. TYPE OF INVESTIGATION	b. DATE INITIATED	c. DATE COMPLETED	20.a. BADGE NO:	
(1) NAC / NACI / PRS			b. ISSUE DATE:	
(2) NACLC			c. EXPIRATION DATE (4 months for an initiated investigation, and length of contract (NTE 1 year) for completed investigation):	
(3) SSBI / SBPR				
18.d. CITIZENSHIP <input type="checkbox"/> U.S. <input type="checkbox"/> NON - U.S. <input type="checkbox"/> DUAL CITIZEN				
19. SIGNATURE OF PERSONNEL SECURITY SPECIALIST	DATE SIGNED	21. SIGNATURE OF ISSUING OFFICIAL	DATE SIGNED	