Authorized Official Briefing

Pentagon Access Control Division

MAY 2005
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ADMINISTRATIVE INSTRUCTION #30

• Is the authority for all Building Pass procedures.

• This is a restricted regulation. Copies can be obtained only by contacting the PACD.
PACD Goals

• Provide courteous customer service in the processing of applicants requesting building passes for access to WHS buildings.

• Provide accurate, expeditious identification and adjudication of applicants for the approval or denial of personnel requesting access to WHS buildings.

• Maintain a secure working environment and provide access to all WHS controlled buildings for government employees to conduct official DoD business, as directed by the Secretary of Defense.
Authorized Official Duties

- Serve as Authorized Official for building access, as well as the Common Access Card.
- Verify SSN and Alien Registration Number, if applicable.
- Verify identity.
- Verify Background Investigation.
- Verify need for access.
- Verify need for 24 hour access or escort privileges.
- Complete appropriate form.
  - For building access, use DD 2249.
  - For CAC, use DD 1172.
- AO must sign the form in blue ink. Individuals signing for an AO is prohibited.
- Retrieve pass and CAC card when employee is no longer assigned to the agency.
- Contact the PACD when a pass has been confiscated.
- Inform Customer that they must bring two forms of identification with them--both must be Government issued. One must be a picture ID and one must verify Social Security number.
- Inform Customer that the original alien registration card must be brought in.
- The DD 2249 is good for 10 business days from the date it is signed.
- NCR badges must have justification on DD 2249 and must have at least 3 buildings named which require 24/7 access.
Types of Building Access

- Permanent Building Pass
- Escorted Visitor Access
- Unescorted Visitor Access
Badges

Types of Badges

• Government
• Contractor
  – Concessions
  – Construction
  – Custodial
  – No Access Outer Buildings
• Press
• Foreign
• Foreign Press
**Government**

- Active Duty Military
- Government Civilians in all Government Agencies
- May Escort up to 3 people depending on FPCON
- NE indicates “No Escort Privileges”

**Contractor**

- All categories under “Formal Written Contract” with the U.S. Government requiring daily access.
- May Escort up to 3 people depending on FPCON
- NE indicates “No Escort Privileges”

**US Press/Media**

- All members of Press/Media of United States Citizenship
- Can escort up to 3 media personnel to Media Events with authorized “Media Creds” or Employment Letter from News Director or Bureau Chief.
Concessions

• All categories of concessions previously coordinated/contracted with OSD Concessions office
• Civilian food service employees
• No Escort Privileges

Construction

• All construction companies previously coordinated with PENREN construction effort
• No Escort Privileges

Custodial

• All commercial cleaning teams:
  • Tri-Ark
  • Chimes
  • Didlake
  • Sterling
• No Escort Privileges
**Foreign**

Previously coordinated members of:

- Foreign Military Attaché Program
- Foreign Military Liaisons
- Duty Hour Access only access
- No Escort Privileges

**Foreign**

Previously coordinated members of:

- ABCA Program
- 24 hour access to 1777 N.Kent St only
- Escort Privileges within 1777 N. Kent St only
- Duty hour access to the Pentagon

**Foreign Press**

- All Foreign members of the Press (Non U.S. Citizens)
- No Escort Privileges
No Access Outer Buildings

• Grants 24 hour access to the listed building
• No Escort Privileges
• No Access to the Pentagon or any other building

Bus Operator

• Issued to Bus Operators
• Grants access to Bus Storage Lot
• No Access to the Pentagon or any other building
Security Officer

• All Commercial Contract Guard companies providing Security Services through PFPA

Commercial Services

Action Resumes
Armed Forces Services Corporation
Bank of America
Cards ‘N Things
Carlson WagonLit Travel
Chateau’s Ladies Shop
Compro Systems, Inc.
Conklyn’s Florist
CVS Pharmacy
David Mann Jewelers
Dental Office, Dr. Ruzzo, Dr. Hoang
Double Treat Bakery
Fannie May
Fort America
GNC
Market Center

Market Place
Market Square
METRO - Bus & Rail
MotoPhoto
Nexcom
Pentagon Cleaners
Pentagon Federal Credit Union
Pentagon Taxi Service (DC and MD)
Pentagon Taxi Service (VA)
Pentagon Vision Center,
             Dr. Edwin Siegel
Roberto Dino Hair Care Center
U.S. Postal Service
Video Rental Cinemat
Virginia DMV
Access

- **NCR**
  - Will only be issued when the need for 24 hour access for three or more WHS controlled buildings exists.
  - Requests must be justified, verified through the applicant’s supervisor, and put in writing.

- **Escort/No Escort**
  - Escort privileges are based on an “as needed” basis.

- **Armed (A)**
  - Must first be sent to Dir, Criminal Investigations/Internal Affairs
    - Requires justification.

- **Vehicle (V)**
  - Requires justification. Must provide a memo approved by the PACD Director.
Escort Privileges

- When authorized, a Building Pass holder may escort no more than 3 persons.
- Pass Holder **must** stay with escorted persons at all times while on premises.
- Escort privileges **will be** revoked in the event of violations.
- During heightened Force Protection Conditions, the amount of visitors who can be escorted by an individual may be changed with little or no advance notice.
Badge Expiration Restrictions

- The maximum allowable issuance is three years.
- The minimum allowable issuance is one month.
- Government employees - Expiration is the last day of the month in which it is issued.
- Contract employees - Expiration is the length of the contract.
- Resident aliens cannot exceed Green Card expiration date.
**Badge Criteria**

- **Individual must have a need for access**
  - “Need for access” is defined as: 75% or more of official duties require access.
  - If an individual does not meet the 75% requirement, but still requires access for official business, they may request non-escorted visitor access. Please refer to the slides on non-escorted visitor access for more information.

- **Individual must be a U.S. citizen or legal resident.**
  - This includes naturalized citizens.
  - Legal residents must bear a valid alien registration card.

- **Individual must have a favorable up-to-date Background Investigation, NAC, or NCIC.**
Winter/Summer Hire Program

- Identify personnel to be processed for Building Pass
- Verify identification
- Complete DD 2249
- Process for an NCIC check
- Send to PACD office for Building Pass
Some customers may be in a dual status requiring a Building Pass. To preclude unnecessary re-badging, access is based on the primary job requirement. The following guideline is to be followed when this situation occurs:

<table>
<thead>
<tr>
<th>Primary reason for badge</th>
<th>Secondary status</th>
<th>Type of badge to be issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Govt employee or active duty military</td>
<td>Contractor</td>
<td>Government</td>
</tr>
<tr>
<td>Contractor</td>
<td>Reserves/National Guard (Part-time)</td>
<td>Contractor</td>
</tr>
<tr>
<td>Reserves, National Guard</td>
<td>None</td>
<td>Government</td>
</tr>
</tbody>
</table>

Note: If another status is in question other than depicted above, contact PACD.
Use of Building Passes

- Passes will not be used for identification at banks or other concessions.
- Passes will not be loaned to persons other than the intended recipient.
- Passes will not be displayed outside of buildings, but are required to be clearly visible for access within.
- Passes lost or stolen shall be reported to the Pass Office as soon as the loss is noticed.
DoD Buildings

• Building passes are issued for the sole purpose of accessing Dept of Defense buildings.
• Identified as delegated or non delegated, government owned, leased, under the management of Washington Headquarters Service, Federal Facilities Division, or Leased Facilities Division
• Currently there are 213 buildings, none of which is located on any military bases, army posts, etc.
<table>
<thead>
<tr>
<th><strong>Pentagon Main Office</strong></th>
<th><strong>Crystal City</strong></th>
<th><strong>MOC Trailer</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 1F1084</td>
<td>Crystal Mall 3</td>
<td>Pentagon Renovation</td>
</tr>
<tr>
<td>Mon, Tue, Thu &amp; Fri 0800-1600</td>
<td>Room C-19</td>
<td>North Parking Lot</td>
</tr>
<tr>
<td>Wed 0830-1600</td>
<td>Mon, Tue, Thu &amp; Fri 0800-1530</td>
<td>Trailer 9</td>
</tr>
<tr>
<td>Metro Entrance</td>
<td>Wed 0830-1530</td>
<td>Mon-Fri, 0600-1430</td>
</tr>
<tr>
<td>(703) 693-3953</td>
<td>(703) 607-0426</td>
<td>(703) 693-9665</td>
</tr>
<tr>
<td><strong>Missile Defense Agency</strong></td>
<td><strong>Office of Naval Research</strong></td>
<td><strong>JCS Security</strong></td>
</tr>
<tr>
<td>FOB 2</td>
<td>One Liberty Center</td>
<td>Pentagon</td>
</tr>
<tr>
<td>Room G501A</td>
<td>Room 624 West (6th floor)</td>
<td>Room 1B738</td>
</tr>
<tr>
<td>Mon-Fri 0800-1530, closed for lunch 1200-1230</td>
<td>Mon-Fri, 0900-1030</td>
<td>(703) 695-6040</td>
</tr>
<tr>
<td>(703) 697-8204</td>
<td>(703) 696-4619</td>
<td>For JCS Badges only</td>
</tr>
</tbody>
</table>
What to Bring to Get a Badge

• Completed DD 2249

• Two forms of identification:
  – One must verify identity
  – One must verify social security number
    • The identification must show current name.
    • The identification must be a valid, original document issued by a local, state, or federal government.
# Types of Identification Accepted

<table>
<thead>
<tr>
<th>Type of I.D.</th>
<th>Verifies Identity</th>
<th>Verifies SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s License</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>DMV Identification Card</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Alien Registration Card</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Common Access Card</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Military I.D.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Social Security Card</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Authorized Official</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>W2 Tax Forms</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Draft Documents</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Voter Registration</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Acceptable I.D. is not limited to the above list. Any valid, original document issued by a local, state, or federal government is accepted.
## What to do if....

<table>
<thead>
<tr>
<th>Situation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge holder has a name change</td>
<td>AO must fill out a DD 2249 for the applicant to change his or her name on the badge. Applicants must provide two forms of I.D. which reflect the name change.</td>
</tr>
<tr>
<td>A badge is lost, stolen, or damaged</td>
<td>New paperwork is not needed for a reprint, as long as the badge has not expired. Customer must bring in a picture ID, excluding the DoD Building Pass.</td>
</tr>
<tr>
<td>Individual changes agencies, but still requires a Pentagon badge</td>
<td>AO needs to contact the PACD. It is possible that the change can be made via phone or e-mail.</td>
</tr>
</tbody>
</table>
Escorted Visitor Access

• Individuals may be granted escorted visitor access, if they are escorted by a badge holder with escort privileges.
  – This requires two forms of I.D. at the time of receiving the Visitors Badge.

• Tourist
  – The individual is given a tour by Pentagon Tours.
**Unescorted Visitor Access**

- Individuals may gain unescorted visitor access with the following:
  - Active Duty Military I.D., with another form of I.D.
  - Intelligence Community Badge, with another form of I.D.
  - DoD Civilian Common Access Card, with another form of I.D.
  
  - Note DoD Contractor Common Access Card is not accepted for unescorted access.
  - Or be listed on the Visitor Access Control Roster
DD Form 2249

**DOD BUILDING PASS APPLICATION**

**PERMANENT**

The graphical symbols for the dissemination of information are authorized by the Director of Defense, to be used as follows: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. 301, EO 12350, EO 9397.

**PRINCIPAL PURPOSES:** To facilitate verification of background investigations for individuals applying for access to DoD buildings in conformance with their official duties.

**ROUTINE USES:** Information may be furnished to Federal, state, or local agencies for regulatory and law enforcement purposes.

**DISCLOSURE:** Voluntary; however, failure to furnish requested information may result in inability to verify essential personal information and may affect requested building pass application.

1. NAME OF APPLICANT
   a. LAST
   b. FIRST
   c. MIDDLE INITIAL

2. SOCIAL SECURITY NUMBER

3. BACKGROUND INVESTIGATION DATA
   a. BACKGROUND INVESTIGATION COMPLETED
   b. NATIONAL AGENCY CHECK OR SPECIAL AGENCY CHECK COMPLETED

4. EMPLOYMENT CATEGORY (X one)
   a. GOVERNMENT
   b. CONTRACTOR
   c. OTHER (Specify)
   d. DOES THE APPLICANT NEED TO ESCORT OTHERS TO PERFORM HIS OR HER DUTIES? (X one)
   e. (1) ESCORT
   f. (2) NO ESCORT

5. BUILDING ACCESS REQUESTED (X one)
   a. PENTAGON
   b. OTHER (Specify)
   c. NCR (Complete item c)
   d. ACCESS HOURS (X one)
   e. 24 HOUR ACCESS
   f. BUSINESS HOURS ONLY

6. JUSTIFICATION FOR NCR ACCESS (If applicable, if possible)

7. PASS INFORMATION
   a. EXPIRATION DATE (YYYYMMDD)
   b. REASON FOR ISSUANCE (X one)
   c. INITIAL ISSUE
   d. RENEWAL
   e. NAME CHANGE

8. AUTHORIZED/REQUESTING OFFICIAL
   a. NAME (Last, First, Middle initial)
   b. TELEPHONE NUMBER (Include area code)
   c. SIGNATURE
   d. DATE SIGNED (YYYYMMDD)

**DOD BUILDING PASS APPLICATION**

**TEMPORARY/NGIC REQUEST**

10. SOCIAL SECURITY NUMBER

11a. DATE OF BIRTH (YYYYMMDD)

11b. COUNTRY

12. PHYSICAL DESCRIPTION (This data is requested for identification purposes only, and is not a factor in determining eligibility)
   a. RACE (Mark one or more)
   b. HEIGHT (Feet)
   c. WEIGHT (Pounds)
   d. B. (1) MALE
   f. (2) FEMALE

13. BACKGROUND INVESTIGATION DATA
   a. BACKGROUND INVESTIGATION COMPLETED
   b. NATIONAL AGENCY CHECK OR SPECIAL AGENCY CHECK COMPLETED

14. EMPLOYMENT CATEGORY (X one)
   a. GOVERNMENT
   b. CONTRACTOR
   c. OTHER (Specify)
   d. ACCESS HOURS (X one)
   e. 24 HOUR ACCESS
   f. BUSINESS HOURS ONLY

15. BUILDING ACCESS REQUESTED (X one)
   a. PENTAGON
   b. PRESS
   c. PENTAGON RENOVATION
   d. DOES THE APPLICANT NEED TO ESCORT OTHERS TO PERFORM HIS OR HER DUTIES? (X one)
   e. (1) ESCORT
   f. (2) NO ESCORT

16. PASS INFORMATION
   a. EXPIRATION DATE (YYYYMMDD)
   b. REASON FOR ISSUANCE (X one)
   c. INITIAL ISSUE
   d. RENEWAL
   e. NAME CHANGE

17. AUTHORIZED/REQUESTING OFFICIAL
   a. NAME (Last, First, Middle initial)
   b. TELEPHONE NUMBER (Include area code)
   c. SIGNATURE
   d. DATE SIGNED (YYYYMMDD)
Criteria For a Complete 2249

- The most current version of the DD 2249 must be used. Old versions are obsolete.
- Form must be complete and two-sided.
- Form must be signed by an Authorized Official in blue ink.
- Must have the SSN, DOB, and POB.
- Must list citizenship information
  - If applicant is not a U.S. citizen, the alien registration number and country of citizenship must be listed.
    - If applicant does not have an alien registration, an I-94 must be shown, which is a document giving permission to work in the U.S.
- DD 2249 expires ten business days from the date signed by the AO.
  - If an individual doesn’t get the badge within the ten-day limit, the AO can resign the form or fill out a new form.
    - If an individual has lost the 2249 or missed the ten-day limit and has a completed, favorable NCIC check, a new NCIC is not needed, as long as the badge expiration does not exceed the 11 month NCIC expiration. If a new 2249 is filled out for the individual, the NCIC operator needs only to initial the NCIC completion date.
- For AOs that are authorized to use the list request for NCIC checks:
  - The form must be signed by the AO.
  - The form must have the privacy act statement at the bottom of the form.
Filling Out the DD 2249

• On the “Temporary/NCIC request” side:
  – Fill out sections 9-13 as directed.
  – Write in the appropriate investigation data in section 14.
    • Leave blank if this doesn’t apply.
  – Mark the appropriate employment category.
  – If the individual needs 24 hour access, mark “24 Hour.” If he or she does not, mark “Business Hours Only.”
  – Mark the appropriate box to indicate which building access is needed. If it is NCR, write the justification in section 6 on the “Permanent” side.
  – If the individual needs escort privileges, mark the “Escort” box. If not, mark “No Escort.”
  – Write in the expiration date of the badge being issued.
  – Mark the appropriate reason for getting badge in section 17b:
    • Mark “Initial” for first badge.
    • Mark “Renewal” if it is a renewal.
    • Mark “Name Change” if that is the reason for the new badge.
  – Print the AO’s name and telephone number.
  – The AO must sign and date the form.
Investigations

- **BI**
  - A completed, favorable BI is good for 10 years.

- **National Agency Check (NAC)**
  - A completed, favorable NAC is good for 10 years.

- **Special Agency Check (SAC)**
  - A SAC is needed if an individual needs a badge for more than 11 months and does not have a completed, favorable and current BI or NAC.
  - The SAC Process:
    - Fill out the DD 2249 and write SAC in the upper right corner of the form.
    - Since badges cannot be issued without an investigation, an NCIC must first be completed.
    - After the NCIC has been processed, the individual goes to the PACD to be badged.
    - At the time of badging, the individual will be processed for the SAC.

- **National Criminal Information Center (NCIC) Check**
  - An NCIC is a criminal background check.
  - A completed, favorable NCIC is good for 11 months.
    - Expiration of badges based solely on an NCIC check cannot exceed 12 months.
  - An NCIC is needed when an individual does not have a valid, current, completed BI or NAC. The NCIC must be completed before the individual is sent to be badged.

The correct investigations are required to issue initial and renewals of government and contractor badges.
The NCIC Process

Individual seeks a badge

Security Manager verifies
Background information
needed for badge application.

Authorizing Official completes
DD 2249 and sends to PACD for
NCIC check.

PACD NCIC Operator
completes NCIC check and returns the approved DD 2249
or a denial letter to the Authorizing Official or a designated courier

Authorizing Official gives DD 2249 or denial letter
to the individual or Sec. Mgr.

Security Manager gives DD 2249 or denial letter
to the individual.

Individual takes DD 2249 to Pass Office
to get building pass or calls to schedule
appeal appointment, if a denial is given
Requesting an NCIC Check

• Fill out the DD 2249 completely on the temporary side.
• The AO or designated courier hand carries the form to the main PACD office in the Pentagon, Room 1F1084.
• Drop off the form in the “Incoming NCIC” box.
• Please allow 48 hours for the request to be completed.
  – This time is only an estimate. Depending on volume and system operation, the return time may be less or more. It is rare that the request take more than 72 hours, so please feel free to call the NCIC operator to check on a request, if 72 hours have passed.
• After completion, the NCIC operator will place the form in the outgoing file according to the first initial of the AO’s last name. If the check is unfavorable, a denial letter will be placed in the file instead of the 2249.
  – The NCIC operator will not notify the AO when the request is completed. It is the AO’s responsibility to check the outgoing file.
  – The AO, or a designated courier, may pick up the form. However, the applicant cannot pick up his or her own form.
  – If approved, the AO is to give the applicant the DD 2249. The applicant then goes to a badge office with two forms of I.D. to obtain a badge.
  – If denied, give the applicant the original denial letter. The applicant has the right to appeal the decision. The appeal procedure is explained in the letter.
    • If approved through the appeal process, the AO will be notified so that the individual may obtain a badge.
Reasons For Denial

- Felony Conviction
- A conviction in a foreign country equal to a felony, if committed in the United States
- Recent pending criminal charge
- Possible felony charges for which the disposition is not listed
- A person is wanted or is a fugitive
- For additional information, refer to the AI #30.
MEMORANDUM THROUGH XXXXXXXXXX

FOR XXXXXXXXXX

SUBJECT: DoD Building Pass Denial

As a result of a routine security background check, a decision has been made to deny you issuance of a DoD Building Pass. Due to the sensitivity of this information, face-to-face consultation with you is required in the event you wish to appeal this decision. You may initiate the consultation by calling the Pentagon Access Control Division at (703) 697-9327 and request to schedule an appointment for an appeal. Appointments can be scheduled Monday through Friday, 0800-1100, Wednesday 0830-1100. The appointments are held at the Pentagon Access Control Division, Room 1F1084. All applicants attending an appointment must enter the building through the Metro entrance. Escorts are no longer required.

Upon receipt of this letter, you have 30 working days from the date above to call for an appointment or respond in writing. If you are unable to prepare a response within 30 days, one additional 30-day extension shall be granted on receipt of a written request. All written correspondence addressing the matter of an appeal should be mailed to:

Director
Pentagon Force Protection Agency
9000 Defense Pentagon
Washington D.C, 20301-9000

Your access to this facility is suspended until final resolution of this matter.

LILLIAN DOCKER
Director
Pentagon Access Control Division

FOR OFFICIAL USE ONLY
Common Access Cards (CAC)

- The CAC is the new ID card that will be issued as old ID cards expire or replacements become necessary.
- It will perform more functions than the old ID card:
  - Replace existing building and controlled space passes.
  - If you use a computer at work, the card will let you log on to your computer, encrypt or encode your e-mail, or electronically “sign” documents.
  - Some commands will use the computer chip in day-to-day business to reduce wait time.
- The new ID card will be issued to:
  - Active Duty Uniformed Services Personnel.
  - Selected Reserve.
  - DoD Civilian Employees.
  - Eligible Contractor Personnel.
- The form used to get the CAC is DD Form 1172-2.
  - The form must be complete and verified by the AO before anyone can receive a CAC.
- If a customer forgets his or her PIN, the customer must return to a CAC issuance station to have the card “unlocked.” If the CAC is lost or stolen, the customer is to report the missing card to a supervisor, security manager, or Pass Office as soon as possible.
Sample DD Form 1172-2
Sample Common Access Cards

Active Duty or Government (No strip on card)

All Services Contractor (Green strip on card)

Foreign National (Red strip on card)
# PACD Points of Contact

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director:</strong></td>
<td>Lillian Dockery</td>
<td>(703) 697-9327</td>
</tr>
<tr>
<td><strong>Assistant Director:</strong></td>
<td>Samuel Seay</td>
<td>(703) 695-2266</td>
</tr>
<tr>
<td><strong>Visitor Control:</strong></td>
<td>Darlene Matthews</td>
<td>(703) 693-3953</td>
</tr>
<tr>
<td><strong>Authorized Official POC:</strong></td>
<td>Lillian Dockery</td>
<td>(703) 697-9327</td>
</tr>
<tr>
<td><strong>NCIC:</strong></td>
<td>Sandra Logan</td>
<td>(703) 697-3682</td>
</tr>
<tr>
<td><strong>CAC:</strong></td>
<td>Tracie Burris</td>
<td>(703) 695-5923</td>
</tr>
</tbody>
</table>

**General Questions:** Call the Main Pass Office at (703) 697-9327

If you have any questions or comments, please call the main office or the appropriate POC directly.
Please send the PACD confirmation via email that you have received and read this briefing. Only upon receipt of your email will you be activated in the system to begin signing forms and sending customers to the PACD.

Please save this briefing and use it as a reference tool.