

BLOTTER ACCESS REQUEST AND CONFIDENTIALITY STATEMENT

I. BLOTTER ACCESS REQUEST

1. TO REQUEST BLOTTER ACCESS, PLEASE FILL OUT THIS FORM AND SUBMIT TO PMO (blotterrequest.mcbb.fct@usmc.mil). BLOTTER ACCESS WILL BE DETERMINED IN ACCORDANCE WITH THE ORDER MCIPAC-MCBBO 1630.1B.

I REQUEST ACCESS TO THE MILITARY POLICE BLOTTER. THE FOLLOWING INFORMATION IS PROVIDED.

a. NAME (First M. Last):	
b. RANK (individuals requesting access must be either a commissioned officer, an E-6 or Higher, or a GS-7 or Higher):	
c. E-MAIL ADDRESS (Military email address):	
d. COMMAND/UNIT/ORGANIZATION:	
e. BILLET (only individuals filling billets mentioned in the Order MCIPAC-MCBBO1630.1B may be granted access to the Military Police Blotter):	
f. NAME OF PERSON REPLACING, IF APPLICABLE:	
g. PHONE NUMBER:	
h. FUTURE ROTATION DATE (YYYYMMDD):	

2. JUSTIFICATION. Enter justification/requirement for access. Specify the requirement and substantiate any requirement for access to the un-restricted blotter.

- ☐ Billet authorized per MCIPAC-MCBBO 1630.1B Blotter Policy:
- ☐ Other (describe the details):

3. NAME AND SIGNATURE OF COMMANDER, UNIT REQUESTING ACCESS:

a. PRINT NAME:	b. SIGNATURE:
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II. CONFIDENTIALITY STATEMENT

I understand that Military Police Blotters are protected under the Privacy Act of 1974. This is intended to prevent the unauthorized disclosure of personal or sensitive information to any person other than those whom are specifically authorized to receive or review such information. Under the Privacy Act, I understand that reasonable care must be taken to ensure that personal information is not subjected to unauthorized disclosure during records dissemination and/or disposal.

The Military Police Blotters must not be left unattended or where an unauthorized person may have access to it. When not in use or no longer needed, it must be stored in a safe place or destroyed accordingly. While this document is in my possession, it is my responsibility to ensure that the information contained herein is not released to unauthorized persons or persons without an expressed "need to know".

1. SIGNATURE:	2. DATE:
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