



Planning a Visit to Stafford, Virginia offices:

JPAS:

Visit requests must be submitted from the visitor's security office via JPAS. The MTCSC Level 5 SMO Code is 1X6T75. The MTCSC Level 3 SMO Code is 1X6T73. The POC name and telephone number which is required in JPAS should be the actual person you are meeting with.

Incoming Fax Visit Requests:

Many companies have their own FAX Visit Request forms; their format will be accepted as long as it is compliance with NISPOM, Section 6 and/or M-1 requirements. If your visitor's organization does not have their own form, please provide them with the format below.

THEIR SUBMISSIONS MUST BE ON THEIR ORGANIZATION'S OFFICIAL LETTERHEAD AND SELF CERTIFICATION IS NOT ACCEPTABLE.

At a minimum, the **BOLD** items of information must be provided.

From: Command/Organization Name and Address
To: MTCSC / ITSFAC
Attn: SSO / Access Control
3931 Jefferson Davis Hwy
Stafford VA 22554
703-221-5555 – UNCLASS FAX

Access Control Phone Numbers:
Building 3: 703.221.7500 ext. 0
ITSFAC: 703.221.7500 ext. 51101
C4T -703.221.7500 ext. 52005

In accordance with the provisions of the NISPOM, Section 6, and M-1, authorization is requested for the below listed employees(s) to visit your facility:

VISITOR'S NAME:

DOB:

POB:

TITLE:

CLEARANCE LEVEL: State if Individual does not have PCL

CLEARANCE DATE:

SSN:

Citizenship:

DATE OF VISIT:

MTCSC / ITSFAC POC:

PURPOSE OF VISIT:

CERTIFIED BY: _____

Name of Supervisor/Security Officer

Title

Phone, FAX and e-mail:

COGNIZANT SECURITY OFFICE:

FACILITY CLEARANCE:

• These types of VISIT REQUESTS are required by DSS to be maintained for 1 year. They are our ONLY proof of who we are allowing access to our facility in the absence of JPAS or verifiable clearance.

• The Supervisor's signature indicates acknowledgement that their employees will be visiting a CLASSIFIED facility and that those individuals will be subject to NISPOM during the visit.