

INFORMATION PAPER

SUBJECT: Visit Requests from DoD and other Government Agencies

1. Purpose. To provide information on requirements for approving a visit request from DoD and other government agencies.
2. Points of major interest and facts.

Bottom line. Visitors in this category should be advised to submit a visit request to the CAA security office prior to the intended visit. An official, other than the visitor, who is in a position to verify the visitor's security clearance, shall send these visit requests via JPAS or sign if hardcopy is sent. If no request is received the visitor will be escorted. These visit requests should include the following information.

Full Name

Social Security number

Date of Birth

Place of Birth (city, state)

Clearance level they currently hold (Secret, Top Secret, Interim Secret, etc)

Date Clearance was issued (mm/dd/yyyy)

What agency issued clearance? (usually OPM, CCF, DSS)

Investigation type (NAC, SSBI, SBIPR, etc)

Last investigation date

Dates of visit

Purpose of visit

CAA POC (Who at our agency the person is visiting)

POC at their Agency (Who can verify the person's clearance and that they work at that agency; this is normally the Security Officer.

Name of the agency they work for (if request is on letterhead this is not necessary)

3. A Visit Authorization Request (VAR) verifies a security clearance and avoids escort requirements at CAA. Visitors and sponsors (especially non-CAA sponsor) should make sure the attendees are made aware that VARs need to be sent via JPAS or faxed at least 5 days (or more) prior to the meeting/class/conference. **CAA SMO code for JPAS is W3WCAA4.** The POC for your event is the sponsor, **not** CAA Security Personnel. Please designate in JPAS, Email or faxed VAR your sponsor's Name, phone number, and if your clearance is for one event or to be held for one year – strongly recommend sending a one year clearance due to frequent follow-on meetings. Fax security clearance verifications to the Center for Army Analysis (CAA) at 703-806-5723 (DSN 656 Call Ms Johnson, (703) 806-5059 or Ms Jackson (703) 806-5715 for further information. For confirmation of receipt, contact the Guards Desk at 703-806-5686/5713. Mail alternative: Center for Army Analysis, ATTN: Security Office (CSCA-

RD) (Ms. Johnson, Ms. Jackson), 6001 Goethals Road Suite 102, Fort Belvoir, VA 22060-5230. If you are visiting the Army Modeling and Simulation Office (AMSO), the address is: 5801 Hurley Road, Bldg 805, Fort Belvoir, VA 22060-5230.

****JPAS is the preferred method. However, if faxing your VAR, it should be signed by the Agency's Security Manager or Security Specialist. If emailing a VAR the email should come from the Security Person and be digitally signed.**