

SUBJECT: DoD Contractors Requesting Access to AMSO, Bldg 805 – Ft. Belvoir, VA

Visits to AMSO requiring access to classified information must be submitted to AMSO through the DoD Contractors Contracting Officer (CO) or his/her Representative (COR) for endorsement and certification of need-to-know in relationship with a bona-fide government contract. The visit request may remain valid for a period not to exceed 1 year upon receipt and approval of the CO or COR. **These visit requests shall include the following information:**

1. Full Name
2. Social Security number
3. Date of Birth
4. Place of Birth (city, state)
5. Clearance level they currently hold (Secret, Top Secret, Interim Secret, etc)
6. Date Clearance was issued (mm/dd/yyyy)
7. What agency issued clearance? (usually DOHA, OPM, CCF, DSS)
8. Investigation type (NAC, SSBI, SBIPR, etc)
9. Last investigation date
10. Dates of visit
11. Purpose of visit
12. CAA/AMSO POC (who at our agency the person is visiting)
13. POC at their Agency (who can verify the person's clearance and that they work at that agency; this is normally the Security Officer)
14. Name of the agency they work for (if request is on letterhead this is not necessary)
15. Contract number
16. CO/COR's signature verifying their need-to-know

Contractors' security clearance information has to be submitted on the company's letterhead with their Security Officer's signature. They must have the "need to know" block on their security clearance verification signed by the contracts COR, COTR or other appropriate government official. Also, visitors and sponsors (especially non-AMSO sponsor) should make sure the attendees are made aware that visit requests need to **be submitted electronically via JPAS to SMO Code W3WCAA4 OR faxed to (703) 805-0215 – at least 5 days prior to the meeting/event.**

Please designate on the clearance form 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.

Call Ms. November Jackson, Security Manager, at (703) 805-0382 for further information.