

INFORMATION REQUIRED ON VISIT REQUESTS

VISITS BY CONTRACTOR PERSONNEL

In accordance with OPNAVINST 5510.1H (Information Security Regulation) a written request will be addressed to the commanding officer of the command to be visited.

The contractor's request will contain the following information:

- A. Name and address of contractor requesting the visit.
- B. Name and address of command to be visited.
- C. Name in full and title of the person to be visited.
- D. Name in full of contractor employee, including title or position for whom the visit approval is requested.
- E. Date and place of birth, citizenship and social security number of the employee. If a registered alien that fact will be noted.
- F. Date of requested visit.
- G. Purpose of and justification for the visit. If a contract is involved, the contract number will be furnished.
- H. Name and address of the cognizant security office.
- I. Contractor's assigned CAGE or FSC number, and certification of the level of the facility's FCL.
- J. Contractor's certification of the employee's current clearance status.

If the visit is unclassified H-J are not required.

The visit request must then be signed by the Contractor's Security Officer.

Our mailing address is :

COMMANDING OFFICER
CODE D03541 TS
SPAWARSYSCEN
49275 Electron Drive
San Diego, CA 92152-5435

Or FAX

(619) 553-6169

(619) 553-3203 for verification

NOTE:

- * USE COMPANY LETTERHEAD
- * PROVIDE RETURN FAX NUMBER