

Joint Interoperability Test Command (JITC), Indian Head, MD
Clearance Instructions

1. Collateral clearance information can be sent by JPAS or fax.

a. JPAS Visit Notifications:

(1) SMO: DKARAA-IH

(2) POC: JITC/ Individual's Name

b. Fax Visit Authorization Letters:

(1) Site to be visited and contact numbers:

Mailing Address: Facsimile Numbers: Voice Numbers:

Joint Interoperability Test Command Comm (301)744-2658 Comm (301)744-2871/2665

ATTN: Security Office DSN: 354-2658 DSN: 354-2871/2665

3341 Strauss Ave, Ste 236

Indian Head, MD 20640

(2) The following information is required on the Visit Authorization Letter:

Name

SSN

Citizenship

Eligibility level and date (An example of investigation type and date would be a SECRET clearance granted on ddmmyyyy)

Purpose of visit

Date of birth

Place of birth

JITC POC and Phone number

Length of visit (maximum 1 year)

Signed by the Security Manager

(3) Contractors using the Visit Authorization Letters must submit them through their responsible Facility Security Officer (FSO) IAW DoD 5220.22-M, chapter 6-103. All requests must be submitted on your company or organization letterhead, signed by your FSO and faxed to the above stated number.

2. For questions concerning SCI or Special Access visits please contact the JITC Special Security Representatives (SSR) at Comm: (301) 744-2871/2665 or DSN 354-2871/2665. A message can also be sent to SSO DISA with passing instructions to JITC Indian Head.