JITC CLEARANCE INSTRUCTIONS

The following information can also be found using this URL:
http://jitc.fhu.disa.mil/organization/contactUs/local_info/downloads/citizenvisitfhu.pdf

1. **Collateral clearance information can be sent by DISS or Fax.**
   a. DISS Visit Notifications:
     (1) SMO: DKARAA
     (2) POC: JITC/Individual's Name
   b. Faxed Visit Authorization Letters:
     (1) Site to be visited and contact numbers:

Mailing Address:	**Facsimile Numbers**	**Voice Numbers**
Joint Interoperability Test Command	Comm: (520) 538-4345	Comm: (520) 538-5200
Attn: Security Office	DSN: (312) 879-4345	DSN: (312) 879-5200
P.O. Box 12798		
Fort Huachuca, AZ 85670-2798		

     (2) The following information is required on the Visit Authorization Letter.
       • Name
       • SSN
       • Citizenship
       • Eligibility level and date (An example of clearance level and date would be a SECRET clearance granted on ddmmmyy (03 Jul 08).)
       • Type of investigation and date (An example of investigation type and date would be an SSBI dated ddmmmyy (03 Jul 08).)
       • Purpose of visit
       • Date of birth
       • Place of birth
       • POC at the JITC
       • Length of visit (maximum 1 year)
       • Signature block of your security manager
     (3) Contractors using the Visit Authorization Letter 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.

 Do not print this page and fill in your pertinent information, as we will not accept it.

2. **SCI visit certifications must be sent via DISS SMO Code DKARAA3 or by messaging to PLA "SSO DISA" PASS TO JITC FH SSR.** Do not use this JPAS SMO Code or PLA for collateral (Secret or Top Secret) security clearances. For questions concerning SCI visit certifications please contact the JITC Special security Representative at (520) 538-4181
3. DISA visitors: please notify the JITC Security Office via e-mail of your visit and we will have a badge ready for you upon your arrival. disa.huachuca.jitc.list.security-office@mail.mil