# DISA COLUMBUS VISIT INFORMATION SHEET

## VARs MUST be submitted at least FIVE business days before the start of the visit.

**Visit requests can be submitted by one of these methods…** 1. Emailing a VAR on Agency and/or Company Letter Head (See Below) 2. Sent via DISS by Security Manager.

Email: Primary -> **disa.dscc.eis.mbx.cols-security-manager@mail.mil**

Secondary -> **disa.meade.hacc.list.compute-ops-hc34c-dc-visit-request-col@mail.mil**

## DISA Employees:

Send an email to DISA Columbus with the following information:

- **NAME(s):** Full Name of each visitor (last name, first name, MI)
- **DATES OF VISIT:** Dates of visit
- **PURPOSE:** Purpose of Visit
- **POC:** DISA Columbus POC (this is NOT the Security POC)

## CONTRACTORS/Non-DISA EMPLOYEES Visit Authorization Request (VAR):

VARs submitted on Agency/Company Letterhead and include ALL the information below for all individuals requesting visit access to DISA DECC Columbus facilities:

- NAME: First name, Middle initial and Last Name
- SSN: Last 4 of Social Security Number (**full SSN required for UNESCORTED access**)
- POB: Place and date of birth
- CITIZENSHIP: Citizenship of the individual (must be U.S.)
- POC: POC at DISA Columbus (this is NOT the Security POC)
- PURPOSE: Purpose of the visit
- DATES OF VISIT: Dates of visit (Dates can be up to a one-year period)
- CLEARANCE: Clearance level of the individual (Secret, etc.)
- COMPANY or AGENCY: Name of Visitor's Company
- COMPANY or AGENCY INFO: Name, title, phone, fax number and signature of security official/supervisor who certifies the authenticity of the individual/facility clearance data found on the VAR/VAL. The certifying official may **NOT** be anyone listed on the VAR/VAL.

**Sending a VAR via DISS Non-SCI and SCI Visits:**

DISS: Non-SCI SMO Code **DKAWCB**
DKAWCB-DISA COLUMBUS-122

- POC listed should be technical POC, NOT the Security POC

DISS: SCI SMO Code **DKAWCB3 (only use if VISIT is SCI… not Collateral Visits)**
DISA, DECC COLUMBUS-DKAWCB3-100

- POC listed should be technical POC, NOT the Security POC

Please send a quick email that a visit request was sent via DISS.
Email: Preferred -> **disa.dscc.eis.mbx.cols-security-manager@mail.mil**

Secondary -> **disa.meade.hacc.list.compute-ops-hc34c-dc-visit-request-col@mail.mil**

**DISS Visit Requests are not required for DISA employees (civilian or contracting) visiting DISA Columbus.**

- **Please send an email with the DISA visitor(s) name to the Security Manager mailbox and we can add them to the DISA visitor database and issue a visitor's badge.**
- **DISA GFE Laptops with current propriety pass (accompanying laptop) do not require waiver. All equipment will be inspected.**

**All visitors requesting to bring in non-DISA laptops or removable media will need to fill out a DISA Columbus laptop waiver before arrival. Contact your visit POC prior to your visit to get the form(s) completed and approved. Otherwise, it will delay your entry into the facility.**
*****Personal Devices are Prohibited*****

**GPS Address to DSCC Main Gate: 401 N. Yearling Rd. Columbus OH**

DSCC Base Pass Process
(if required)

| VISITOR instruction | SPONSOR instruction |
|---|---|
| | 1. Send this instruction to the visitor needing base visitor pass. They will need to know the Name and Number of the Sponsor (not security).<br><br>2. When the visitor sends you the enrollment CODE, go to the link below to complete the application.<br><br>You will need to know the **Name, company, destination, and duration** for the visitor (up to 7 days). |
| https://dbids-global-enroll.dmdc.mil/preenrollui/#!/<br>(The hyphen is part of the URL) | https://today.dla.mil/Columbus/visitornotice/Lists/Visitor%20Notifications/Visitor%20Notices.aspx |
| 1. Enrollment into DBIDS is required for visitors needing base access that are not CAC holders or escorted (Pass for up to 7 days).<br><br>Use the **QR CODE** or **LINK** to fill out the **DBIDS Visitor Application** (site is slow and not managed by DISA).<br><br>2. Send the enrollment CODE to sponsor of the VISIT.<br><br>3. Make an appointment with PASS/ID here.<br>https://idco.dmdc.osd.mil/idco<br>"Defense Supply Center Columbus"<br>(614) 692-3141 | The Visitor will not be granted access to the base until **application is completed by sponsor**.<br><br>In general the POC for the VAR will be the sponsor for this PASS (not the Security POC). |
| | Update: 20260106 |