JITC CLEARANCE INSTRUCTIONS

****** DO NOT PRINT THIS PAGE AND FILL IN YOUR PERTINENT INFORMATION, AS WE WILL NOT ACCEPT IT. ******

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

JITC SECURITY CONTACT INFORMATION
Mailing Address:
Joint Interoperability Test Command 2001 Brainard Rd
BLDG 57305
Fort Huachuca, AZ 85613

Facsimile Numbers
Comm: (520) 538-4345
Alt: (520) 538-5481
DSN: (312) 879-4345

Voice Numbers
Comm: (520) 538-5200
DSN: (312) 879-5200

(2) The following information is required on the Visit Authorization Letter.
- Name
- SSN
- Citizenship
- Eligibility level and date(if applicable (An example of clearance level and date would be a SECRET clearance granted on ddmmmyy (03 Jul 08).)
- Type of investigation and date (if applicable (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 or office manager on a company letterhead

(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.

(4) If unable to send via DISS or Fax, the information can be e-mailed to disa.huachuca.eii-jitc.list.security-office@mail.mil as long as the following conditions are met:
- The VAR information is completed as directed above in number 2
- The VAR is attached and sent via encrypted e-mail, properly protecting the sensitive information contained within the document
- If the e-mail cannot be sent encrypted, the document must be password protected and the document and password must be sent in SEPARATE e-mails. This is to ensure the protection of the sensitive information contained within the document.

(5) If you have questions regarding transmission of Collateral visit requests via the means listed above, please feel free to contact our office at 520-538-5200.

2. **SCI visits must be submitted to the SMO DKARAA3**
3. **For questions concerning SCI or Special Access visits please contact the JITC Special Security Representative (SSR) at (520) 538-4181.**
4. **Defense Information Systems Agency Visitors: please notify JITC Security Office via e-mail of your visit and we will have a badge ready for you. E-mail address is** disa.huachuca.eii-jitc.list.security-office@mail.mil