

JITC Clearance Instructions

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

a. JPAS 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:

Joint Interoperability Test Command
Attn: Security Office
P.O. Box 12798
Fort Huachuca, AZ 85670-2798

Facsimile Numbers

Commercial: (520) 538-4345
DSN: (312) 879-4345

Voice Numbers

Commercial: (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 (An example of clearance level and date would be a SECRET clearance granted on ddmmyyyy.)

Type of investigation and date (An example of investigation type and date would be an SSBI dated ddmmyyyy.)

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. For questions concerning SCI or Special Access visits please contact the JITC Special Security Representative (SSR) at (520) 538-4181 or (520) 538-4242.

3. Defense Information Systems Agency Visitors: please notify the JITC Security Office via e-mail of your visit and we will have a badge ready for you. E-mail address is disa.huachuca.jitc.list.security-office@mail.mil