



DEFENSE INFORMATION SYSTEMS AGENCY
DEFENSE ENTERPRISE COMPUTING CENTER
SAN ANTONIO
2261 HUGHES AVE, STE 117
JBSA LACKLAND, TEXAS 78236-9816

1. Visit Request Approval

- a. The visitor(s) or someone in your office must submit a DECC SATX Visit Request using the DECC SATX Visit URL (this URL includes the required forms for access).
- b. The DECC SATX Visit URL is:
<http://disa.mil/Services/Computing/DECC-SA-Visit-Request>

All visitors to the DECC SATX must have their visit approved by the DECC SATX Director, or his designated representative **prior** to traveling to the DECC SATX. To ensure the Visit Request is approved in a timely manner, all visit requests, clearance information, and required forms must be submitted 7 days prior to the visit.

2. Visitor Request Form Descriptions

- a. Name of Visitors: Include the full names of all visitors.
- b. Start Date: Enter the start date of your visit.
- c. End Date: Enter the end date of your visit.
- d. Your Organization: Enter the name of your organization (no abbreviations).
- e. Purpose of Visit: Enter the reason you are visit the facility. Include a program name if applicable.
- f. Locations and/or units to be visited: Enter the name of rooms or computer labs (ex. CR1, 2A, 2B, etc.) you will need access to and if you will be visiting any groups.
- g. DECC SATX POC: Enter the full name of your POC (no nicknames). Do not list a contractor as a visit POC. List a US Government Civilian or Military Personnel as the visit POC located at DECC SATX. Contractors are not authorized to validate visits to the DECC SATX. Do not list a person from DISA HQ or any other DECCS as POCs.
- h. DECC SATX POC EMAIL: Enter the email for your POC at DECC SATX.
- i. Alternate DECC SATX POC: Enter the name of an alternate DECC SATX POC.
- j. For the questions, please answer all questions as they apply to you. If the question does not apply, please select No.
- k. Additional comments: Please enter any comments that may help us coordinate your visit (ex. Request FOB, need after-hours access from 10 pm to 2 am (specify times), weekend visit, request parking space, long-term parking)
- l. Your name: Enter your full name.
- m. Your email-address: Enter your email address in case we need to contract you for additional information.
- n. Required Documents: All visitors must submit the following documents (if applicable):
 - i. Laptop/Hardware Entry Authorization Form: this form provides accountability for hardware entering/exiting the facility.

NOTE: Government Furnished Equipment must be accompanied with a government issued property pass.

- ii. Software Entry Authorization Form: this form provides accountability for software entering/exiting the facility.

- o. On arrival you will be required to read the DEC SATX Procedures for Controlling Portable Electronic Devices 2015-001.

3. Joint Personnel Adjudication System (JPAS) - Clearance Information

- a. Submit your clearance information through Joint Personnel Adjudication System (JPAS) to Collateral SMO Code DKAWKE.
- b. Please ensure that your DECC SATX POC is listed as the VISIT POC and their direct phone number is listed for the JPAS VISIT POC TEL # in the JPAS Visit Notification. The Security Manager should not be listed as your Visit POC.

4. Visit Authorization Request – Clearance Information

- a. If you are unable to submit your clearance through JPAS, send a Visit Authorization Request to:
disa.jbsa.opa.mbx.security-management-office@mail.mil.

- b. The VAR should include the following information:
 - i. Agency/Company name and address
 - ii. Name and address of facility to be visited
 - iii. Date(s) of visit
 - iv. Purpose of visit
 - v. Contract number
 - vi. Hosting facility POC's full name and telephone number (Not necessarily the same as the reviewing/approving DECC SATX POC or COR, but actual POC physically located at the hosting facility to be visited).
 - vii. Visitor's name, social security number, date and place of birth, citizenship, clearance data (clearance level, agency who granted clearance and date granted)
 - viii. Agency/Company cognizant security office name and address
 - ix. Agency/Company clearance data (clearance and safeguarding levels, date granted and CAGE code)
 - x. Agency/Company security officer's name, telephone number, signature and date.
 - xi.

If you have any questions regarding the Visit Request Form, please contact: DISA JB San Antonio OPA Mailbox C2 - disa.jbsa.opa.mbx.c2@mail.mil.