

JSSO INCOMING VISIT REQUEST PROCEDURES

U.S. CITIZENS:

U.S. citizens planning to visit the Joint Staff Hampton Roads (JSSO) must have their security managers send their visit authorization requests via the Joint Personnel Adjudication System (JPAS) at least five days prior to the visit. JPAS is the required DoD-wide security clearance certification system used for visit request transmission. The SMO code for submitting TS/SCI visit requests is DDJ0212. The SMO Code for submitting Top Secret and below visit requests is 000664 (this will be changing in the near future). **Transmitting via JPAS will ensure timely and accurate processing.**

If JPAS is not available and sending by mail or facsimile transmission is the **only feasible method**, send to:

Joint Staff Security Management Office
114 Lake View Parkway
Suffolk, VA 23435-2697

Voice Telephone: Customer Support (757) 203-7029/7401 / CONUS DSN 668-7029/7401 / Fax: (757) 203-7512

[THE INFORMATION MUST BE ON COMMAND OR COMPANY LETTERHEAD AND SIGNED OFF ON BY THE RESPECTIVE SECURITY MANAGER OR FACILITY SECURITY OFFICER](#)

FOREIGN NATIONALS:

Personnel **not** U.S. citizens who plan to visit the Joint Staff Hampton Roads for events, meetings and conferences **must** have their respective embassies forward visit requests to the Defense Intelligence Agency (DIA) at least 45 days prior to visit.

Foreign visit requests require the following information:

- REQUESTOR (Country and Organization of Visitor(s))
- DATE(s) OF VISIT
- VISIT POC (at JSSO) / TELEPHONE NUMBER. (action officer for the visit)*
Notes: - Visits that list JSSO SMO security personnel as the visit POC will not be processed.
- Action officers are responsible for coordinating with the security office on foreign nationals attending events, conferences and meetings.
- POINT OF CONTACT AT THE EMBASSY
- VISIT TYPE (one-time visit, recurring visit, etc.)
- VISIT FACILITY
- PURPOSE OF VISIT (This should be the name of the exercise, conference, database test, or other meeting; otherwise include a general description of what will be done during the visit.)
- LEVEL OF VISIT (disclosure level)
- NUMBER OF VISITORS
 - NAMES
 - ORGANIZATION
 - RANK
 - DATE OF BIRTH / PLACE OF BIRTH (DOB/POB)
 - CITIZENSHIP
 - CLEARANCE LEVEL
 - ID NUMBER (NATO ID #, passport #, etc.)
Note: If registering for an Event, a Conference, or Briefing, you **MUST REGISTER** with the Passport Number Provided on your FVR.

NATO personnel assigned to Supreme Allied Command Transformation (SACT) planning to visit JOINT STAFF HAMPTON ROADS must complete the JSHR visit request found on the SACT Security website. Include the JSHR visit POC and telephone number, as well as the visitor's name, rank, ID number, country of origin, and date and place of birth. Send the completed form to the SACT Security Office for certification. The SACT Security Office will forward the request to the SACT U.S. Liaison Office for verification and forwarding to the JS-SMO. Visitors from SACT Regional Commands (i.e., Joint Warfare Center, Joint Force Training Center, Joint Analysis Lessons Learned Center and NATO Undersea Research Center) may also utilize the above procedures as long as their certified NATO security clearances have been forwarded to the SACT Security Office in advance. All other NATO personnel must submit visit requests via their embassies.

Note: The message PLAD for the SSO is JOINT STAFF SSO. POCs for SCI Access are Darlene Dodd at (757) 203-7059 / CONUS DSN 668-7059 or Sobuke Cameron at (757) 203-5293 / CONUS DSN 668-5293.