

JDTC INCOMING VISIT AUTHORIZATION REQUEST PROCEDURES

Joint Chiefs of Staff Instruction (CJCSI) 6731.01B prohibits access to GCCS-J by personnel having Interim SECRET security clearances. All personnel are required to have an adjudicated Final Secret security clearance or a higher level security clearance that stemmed from an adjudicated final Secret clearance.

All U.S. citizens planning to visit the Joint Deployment Training Center (JDTC) must have their security manager submit a visit authorization request on their behalf using the Joint Personnel Authorization System (JPAS) to the Joint Staff Security Management Office (JSSO) a minimum of **14-calendar days prior** to their expected visit.

To insure timely and accurate processing, **please use**

Security Management Office (SMO) Code DDJ0212

**JDTC POC: Mr. Daniel Walker, DSN 826-1821 or 757-878-1821 (Functional POC)
or LTC Gadea, 757-878-5585 or CONUS DSN 826-5585 (Security POC)**

Personnel assigned to organizations supported by Joint Staff Hampton Roads are **NOT** required to submit a separate visit authorization request.

Anyone having questions concerning the transmission or receipt of a visit authorization request may contact **JSSO Customer Support** by calling (757) 203-7029/7401 or CONUS DSN 668-7029/7401.

Personnel assigned to commands or organizations without JPAS access may fax a written visit authorization request, prepared on command or organizational letterhead. This written request **must** be signed by the visitor's Security Manager or Facility Security Officer and received a minimum of **14-calendar days prior** to their expected visit.

Written and signed visit authorization request may be faxed to (757) 203-7512.

Please address the visit authorization as follows:

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