



JDTC INCOMING VISIT AUTHORIZATION REQUEST (VAR) PROCEDURES



1. 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-days prior to their expected visit.

2. To insure timely and accurate processing, **use Security Management Office (SMO) Code DDJ0212**. This office is across town from the JDTC. JDTC POC: Dr. Daniel Walker, DSN 826-1821 or 757-878-1821. Personnel assigned to organizations supported by **Joint Staff Hampton Roads** are not required to submit a separate visit authorization request.

3. Common errors that will invalidate your visit request.

- a. Not completing the POC block.
- b. Providing an incorrect POC- Daniel Walker.
- c. Providing the wrong SMO Code - DDJ0212.
- d. Not ensuring correct **clearance** and **access** reflected in VAR. This often occurs with newly assigned personnel or those with multiple (Mil/Civ/Res/Guard) status.

4. Anyone having questions concerning the transmission or receipt of a visit authorization request to JDTC should contact JSSO Customer Support at (757) 203- 7029/7401 or CONUS DSN 668-7029/7401.

5. 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-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

6. **Students attending training at locations other than the JDTC must contact that location's POC for their security requirements.** The POC was provided during the registration process. Contact JDTC Registrar if you need the information retransmitted - js.pentagon.j7.mbx.jdtk-registrar@mail.mil.

7. Your enrollment status in the online JDTC Student Center will be changed to APPROVED approximately 30 days before the class start date, provided the VAR is processed and course prerequisites are complete.