



DEFENSE INFORMATION SYSTEMS AGENCY
DATA CENTER SAN ANTONIO
2261 HUGHES AVE, STE 117
JBS A LACKLAND, TEXAS 78236-9816

1. Visit Request Approval

- a. The visitor(s) or someone in your office must submit a DISA SATX Visit Request using the DISA SATX Visit URL below. This URL also includes the required form for non-Government Furnished Equipment access.

<http://disa.mil/computing/disa-sa-visit-request>

- b. All Visitors to DISA SATX must have their visit approved by the DISA SATX Site Manager, or designated representative prior to traveling to DISA 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 (Please answer all questions as they apply to you. If the question does not apply, please select No).

- 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 reason you are visiting the facility. Include a program or project name if applicable.
- f. **Locations and/or units to be visited:** Enter the name of the computer rooms (ex. CR1, 2A, 2B, etc.) you will need access to and if you will be visiting any groups.
- g. **DISA SATX POC:** Enter the full name of your POC (no nicknames). Do not list a contractor as a visit POC. List a DISA SATX US Government Civilian or Military Personnel as the visit POC located at DISA SATX. Contractors are not authorized to validate visits to DISA SATX. Do not list a person from DISA HQ or any other DISA Sites as POCs for DISA SATX.
- h. **DISA SATX POC EMAIL:** Enter the email for your POC at DISA SATX.
- i. **Alternate DISA SATX POC:** Enter the name of an alternate DISA SATX POC.
- j. **Additional comments:** Please enter any comments that may help us coordinate your visit (ex. need after-hours access from 10 pm to 2 am (specify times), weekend visit, request parking space, long-term parking, ticket number of work to be performed)
- k. **Your name:** Enter your full name.
- l. **Your email-address:** Enter your email address in case we need to contact you for additional information.
- m. **Required Documents:** All visitors must submit the following documents (if applicable):
 - 1) Hardware/Software Entry Authorization Form: this form provides accountability for equipment entering/exiting the facility.
 - 2) Government Furnished Equipment must be accompanied with a government issued

property pass.

NOTE: Hardware/Software Authorization form not required when property pass is available.

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 DISA 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.
NOTE: The Security Manager must NOT be listed as your Visit POC.

4. Visit Authorization Request (VAR) – 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:
 - 1) Agency/Company name and address
 - 2) Name and address of facility to be visited
 - 3) Date(s) of visit
 - 4) Purpose of visit
 - 5) Contract number (if applicable)
 - 6) Hosting facility POC's full name and telephone number (Not necessarily the same as the reviewing/approving DISA SATX POC or COR, but actual POC physically located at the hosting facility to be visited).
 - 7) Visitor's name, social security number, date and place of birth, citizenship, clearance data (clearance level, agency who granted clearance and date granted)
 - 8) Agency/Company cognizant security office name and address
 - 9) Agency/Company clearance data (clearance and safeguarding levels, date granted and CAGE code)
 - 10) Agency/Company security officer's name, telephone number, signature and date.
5. If you have any questions regarding the Visit Request Form, please contact DISA SATX Site Operations (SEL4A2) via email address: disa.meade.se.mbx.data-center-sel4a2-site-operations@mail.mil or phone DSN (322) 672-3100 or COMM (210) 672-3100.