

Attn: RMS Sponsor

Global Security Services (GSS) has been notified by the RMS ESAR system to verify proof of citizenship for an external user that you sponsor. After checking our databases, no proof of citizenship has been found to be on file for this individual. The ESAR request (and user's access to their desired application) cannot be completed until proof of citizenship has been verified. The following options are available to obtain proof of citizenship (in order of preference):



Option 1: If the external user is a Department of Defense (DoD) employee, have the external user contact their DoD HR or Security Office to send to Raytheon GSS an original signed letter on official government letterhead verifying the external user is a U.S. Citizen.

The letter must contain the following attributes:

- must be on official government letterhead
- must contain the external user's name
- must contain the external user's email address (the email address used for correspondence with Raytheon)
- must state the external user is an United States citizen and does not hold dual citizenship with any other nation
- must be signed by a Government official
- *(optional, but recommended) include the external user's Raytheon business partner user ID (i.e. BP123456)*

Have the DoD HR or Security Office mail the letter to:

Raytheon Company
Attn: Clearance Office
Bldg M05, M/S 11
1151 E. Hermans Road
Tucson, AZ 85756

Note: This option is specific to U.S. Government personnel only and does not extend to U.S. Government contractors, subcontractors, partners, etc.



Option 2: If the external user has an [active](#) security clearance, the external user can provide GSS their Social Security Number

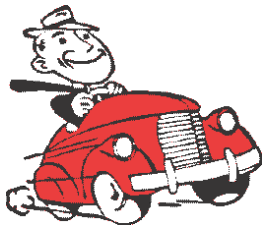
(SSN) so their unique record in the Joint Personnel Adjudication System (JPAS) database can be located and used to verify their citizenship. The external user can provide their SSN via phone, mail, or secure facsimile. The RMS GSS officials have been trained on handling Personally Identifiable Information (PII) and will protect the information appropriately.

The contact information for RMS GSS is:

- May Martinez (520) 794-3591
- Gloria Tipton (520) 545-8479
- Secure Fax (520) 794-8348

The mailing address for RMS GSS is:

Raytheon Company
Attn: Clearance Office
Bldg M05, M/S 11
1151 E. Hermans Road
Tucson, AZ 85756



Option 3: If the external user lives within close proximity of a GSS Security Office, they can travel to the site and show proof of citizenship to a GSS Security Officer.

The external user must bring picture identification and one (1) of the [original](#) documents listed below (no fax, copy, scan, etc. are allowed):

- Birth Certificate – Must bear a raised, impressed or multicolored seal of the Registrar’s office
- Certificate of Naturalization
- U. S. Passport – Current or expired
- Resident Alien card – for U.S. Permanent Residents
- Permanent Resident Card – for U.S. Permanent Residents
- Certificate of Citizenship issued by the U.S. Citizenship and Immigration Services
- A Record of Military Processing – Armed Forces of the United States of America – DD Form 1966, provided it reflects U.S. citizenship
- Certified Visit Authorization Request – for classified visits, provided U.S. citizenship is indicated
- If citizenship was derived by birth abroad to a U.S. parent or parents:
 - Report of Birth Abroad of a Citizen of the United States of America
 - Certificate of Birth

RMS Sponsor, please have your external user determine if they live within close proximity (for example, a two hour drive) of one of the GSS Security Office locations below and then contact GSS to obtain the

name and phone number of the Security Officer stationed at that location to set up an appointment for the external user to visit and show proof of citizenship.

GSS Security Office Locations:

Alabama – Huntsville
Arkansas – East Camden
Arizona – Tucson
California – China Lake, Chula Vista, El Segundo, Fullerton, Goleta, Long Beach, Oxnard, Point Mugu, Rancho Cucamonga, Ridgecrest, Sacramento, San Diego, Vandenberg
Colorado – Aurora, Colorado Springs
Connecticut – Mystic
District of Columbia – Washington D.C.
Florida – Eglin, Largo, Orlando, Pensacola, Shalimar
Georgia – Warner Robins
Hawaii – Ewa Beach, Lihue
Indiana – Fort Wayne, Indianapolis
Kentucky – Louisville
Massachusetts – Andover, Billerica, Burlington, Marlborough, Sudbury, Tewksbury, Waltham, Woburn
Maryland – Baltimore, Fullton, Lexington Park, Linthicum
Missouri – St. Louis
Mississippi – Forest
Nebraska – Omaha
New Hampshire – Nashua
New Jersey – Eatontown, Mt. Laurel
New Mexico – Albuquerque, Farmington, White Sands
Nevada – Las Vegas
New York – Port Jefferson
Ohio – Fairborn
Pennsylvania – State College
Rhode Island – Portsmouth
Texas – El Paso, Fort Worth, Garland, McKinney, Webster
Utah – Salt Lake City
Virginia – Arlington, Chesapeake, Falls Church, Hampton, Norfolk, Reston, Springfield, Stafford, Suffolk
Washington – Keyport, Poulsbo

Missile Systems

Option 4: If the external user is not a Department of Defense (DoD) employee, and they do not have an active security clearance, and they do not live within a reasonable travel distance from a GSS Security Office, then the Sponsor should send the external user's: *ID, name, email address, phone number, and physical address* to the Dual-Factor Authentication Project Manager, **Susan Turcotte** (scturcotte@raytheon.com). Susan will work with GSS to develop a visitation plan for the individual. *Note: This option is the most time consuming so it should be avoided except as a last resort.*