Serial Number:

Date:

REQUEST FOR TRANSMISSION OF SCI ACCESS FOR GOVERNMENT CIVILIANS, MILITARY, OR CONTRACTORS

Complete this form, digitally sign, and email it to SSCLANT_SSO@navy.mil.
The mandated subject line of the email must be formatted as follows: Visit Request, Last Name(s), Date(s) of Travel

Privacy Act Statement

Authority: 5 U.S.C. 301, Departmental Regulations; 50 U.S.C. 401, Congressional declaration of purpose; 50 U.S.C. 435, Purposes; 36 CFR part 1234, Electronic Records Management; DoD 5200.2R, Department of Defense Personnel Security Program Regulation; DoD 5105.42, Defense Security Service (32 C.F.R. part 156); DoD 5105.21-M-1, Sensitive Compartment Information Administrative Security Manual; E.O. 9397 (SSN); E.O. 10450, Security Requirements for Government Employment; E.O. 10865, Safeguarding Classified Information Within Industry; E.O. 12333, United States Intelligence Activities; E.O. 12829, National Industrial Security Program; and E.O. 12968, Access to Classified Information.
Purpose: The Joint Personnel Adjudication System (JPAS) is the automated system used for personnel security management within DoD, providing a common, comprehensive medium to record and document personnel security actions within the Department. JPAS also compiles statistical data for use in analyses and studies.
Routine Uses: n addition to disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as follows to: the Federal Bureau of Investigation; the National Aeronautics and Space Administration; the Central Intelligence Agency; the Office of Personnel Management; the Department of State, the Department of Treasury; the Internal Revenue Service; the U.S. Postal Service; the U.S. Secret Service; the Bureau of Alcohol, Tobacco, Firearms and Explosives; the U.S. Customs and Border Protection; Department of Homeland Security; any other related Federal agencies for the purpose of determining access to National Security information (NSI) pursuant to E.O. 12968.
Disclosure: Disclosure of requested information is voluntary, however, failure to provide such information may result in denial of access.

REQUESTOR INFORMATION

NAME (Last, First, MI)	COMPETENCY	PHONE NUMBER

EMPLOYEE INFORMATION

EMPLOYEE NAME (Last, First, MI)	COMPETENCY	EDIPI	EMPLOYEE CLASSIFICATION
			☐ Military/Gov't ☐ Contractor
			☐ Military/Gov't ☐ Contractor
			☐ Military/Gov't ☐ Contractor
			☐ Military/Gov't ☐ Contractor
			☐ Military/Gov't ☐ Contractor

CONTRACT INFORMATION - For Contractor Access Only

COMPANY NAME	CONTRACT NUMBER	DELIVERY ORDER (DO) NUMBER	DO EXPIRATION DATE

COMMAND/SITE INFORMATION

COMMAND/SITE NAME	SCI JPAS SMO	PLAIN LANGUAGE ADDRESS (If JPAS SMO unknown)

VISIT INFORMATION

BEGIN DATE	END DATE	PURPOSE

DESTINATION POINT OF CONTACT (POC) (Last name, First, MI)	PHONE NUMBER
DESTINATION SECURITY POC (Last name, First, MI)	**PHONE NUMBER**

APPROVAL

PROJECT ENGINEER (Printed name)	DATE	SIGNATURE
COR/DOCOR - CONTRACTORS ONLY (Printed name)	**DATE**	**SIGNATURE**