

## **S2 Corporation – Classified Visit Request Information**

A visit request is **mandatory** for all classified visitors to S2 Corporation, government and civilian, regardless of the duration or classification of the visit. Classified access to S2 Corporation will not be granted **under any circumstances** without a valid visit authorization request on file. Please use one of the following two methods to request a visit:

### **Method 1: Visit Request Via JPAS**

Use of the Joint Personnel Adjudication System (JPAS) is the preferred method for submitting visit requests.

- Ø For non-SCI visits, the Security Management Office (SMO) Code for S2 Corporation visits is **47PH6**.
  - o Include the Classified Contract Number in the space allocated for the POC Phone Number.
  - o Questions on visits may be addressed to the FSO, Dr. Randy Reibel, at 406-922-0334 x102

### **Method 2: Visit Letter**

For companies or agencies that are **not on JPAS**, a visit request must be **FAXED** to S2 Corporation at **406-922-0337** on ORGANIZATION LETTERHEAD, and it must contain the following information:

- **Visitor's full name** (Last, First, Middle Initial) – Do not use nicknames
- **Company or Organization Name** – include complete address, phone number, fax number and CAGE code
- **Visitor's Social Security Number** – This information is protected by the Privacy Act of 1974
- **Visitor's Date of Birth**
- **Visitor's Place of Birth** (city/state)
- **Citizenship**
- **Individual's Level of Clearance Access** – This information is verified using JPAS
- **Technical Point of Contact (POC) at S2 Corporation** (include name and telephone number)
- **Specific Date(s) of Visit** (include the year)
- **Specific Purpose of Visit** (to include the classification of the visit)
- **Contract number**
- **Name, Title and Signature** of the ORGANIZATION Official authorizing the visit (**This Official may NOT be one of the listed visitors**)

***Visit requests that do not meet the above requirements will be rejected.***

PRIVACY ACT NOTICE: PRINCIPAL PURPOSE: INFORMATION IS OBTAINED UNDER EO 11652 TO IDENTIFY PERSONNEL WORKING AT ACTIVITIES WHERE UNESCORTED ACCESS TO THE FACILITY MAY BE REQUIRED. ROUTINE USE: INFORMATION, INCLUDING THE SOCIAL SECURITY NUMBER, DATE AND PLACE OF BIRTH, IS USED IN VERIFYING THE INDIVIDUAL'S IDENTITY AND SECURITY CLEARANCE LEVEL. THE INFORMATION MAY BE DISCLOSED TO THOSE AT THE ACTIVITY RESPONSIBLE FOR VERIFYING CLEARANCE AND UNESCORTED ACCESS AUTHORIZATION. DISCLOSURE: COMPLETION OF A VISIT REQUEST AUTHORIZATION, INCLUDING THE DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER AND DATE/PLACE OF BIRTH IS VOLUNTARY. FAILURE TO PROVIDE ALL INFORMATION, INCLUDING THE SOCIAL SECURITY NUMBER AND DATE/PLACE OF BIRTH, MAY SERVE AS A BASIS TO DENY ACCESS TO THE FACILITY.