



The C4T is a secure space. For Classified Visits:

JPAS:

For classified visits, visit requests must be submitted from the visitor's security office via JPAS. The MTCSC Level 5 SMO Code is 1X6T75. The POC name and telephone number which is required in JPAS should be the actual person you are meeting with at the C4T.

FAX:

If your security office does not use JPAS, a Visit Authorization Letter on company letterhead may be faxed to (703) 221-5555. The letter must contain:

- Contractor's name, address, phone number and CAGE Code.
- Name, date, place of birth and citizenship of the employee intending to visit.
- Certification of the Personnel Security Clearance of the employee intending to visit.
- Name and telephone number of the person you are coming to visit at the C4T.
- Purpose of the visit.
- Date or period of the visit.

For either method, please indicate that you will be visiting the *C4T, MTCSC Center for Technology*.