

TRAC-WSMR VISTOR REQUEST PROCEDURES

As of: June 23, 2014

For those utilizing JPAS: Contact the TRAC-WSMR security office at 575-678-1300 for SMO Code.

The **POC** should be the name and telephone number of person to be visited, not the security personnel.

For those who do not have JPAS: US Government employees may use a standard memorandum format. Contractors must submit their clearances on official company letterhead with their CAGE code, contract number, and certification of the level of the facility security clearance annotated on the visit authorization letter. Additionally, government personnel and contractors must have their clearances signed by their respective security officer (facility security officer for contractors) and a TRAC sponsor verifying the need-to-know. Pertinent information to be included in visit requests for Federal employees and contractors alike is listed below:

- Full Name, SSN
- Date of Birth
- Place of Birth
- Citizenship
- Clearance level
- Date clearance granted
- Granting organization (CCF, DONCAF, DISCO etc)
- Name and telephone number of person to be visited (POC)
- Purpose of visit

All visit requests must be signed by the individuals assigned security office, and all visit requests should include the security officer's contact information. Please ensure all visit request's are submitted to the TRAC-WSMR security office NLT 3 business days prior to arrival. Upon arrival, all attendees must present picture identification (other than ID issued by their organization).

If further information is needed, please contact TRAC Security:

Security Office:	Antonia Diaz	Cynthia Acord
	Personnel Security Manager	Security Manager Special Security Officer
	antonia.m.diaz.ctr@mail.mil	cynthia.a.acord.civ@mail.mil
	Voice: (575) 678-1613	Voice: (575) 678-1240
	Fax: (575) 678-2307	
Address:	Director TRAC-WSMR Attn: Security Office 1400 Martin Luther King Blvd. WSMR, NM 88002-5502	