



To: SSC-Atlantic Hosts, Sponsors, and Visitors

On behalf of the SPAWAR Leadership Team, we would like to welcome you to SPAWAR Systems Center Atlantic (SSC Atlantic) in Charleston, South Carolina for the **12th Annual Science & Engineering Technology Conference/ DoD Tech Exposition.**

The following information provides instructions for applying for a Visitor's Request, which must be submitted by June 10th. We also ask that you contact Tracy Dayton-Musiol at 843-218-6368 or via email tracy.daytonmusiol.ctr@navy.mil to sign up for this meeting.

Please feel free to contact me if you have any questions or concerns about your upcoming visit.

Welcome to Charleston!

Tracy Dayton-Musiol, CMP
*Cooper River Landing Conference Center
Protocol and Command Visit Support, Code 8.5.4
SPAWARSYSCEN Atlantic
Geologics Corporation, Contractor
W/P (843) 218-6368
Fax (843) 218-5074
Email:tracy.daytonmusiol.ctr@navy.mil*

APPLYING FOR VISIT REQUESTS, SECURITY CLEARANCES AND BASE ACCESS

General Information:

These instructions are designed to ensure that:

1. The correct SPAWAR badge is issued to you
 - This badge gives you swipe access to select SPAWAR buildings
 - Denotes your security clearance level
2. Your name is on the base access list
 - Base access is different than access to SPAWAR facilities
 - Base access is required for all drivers and passengers
 - You must be on the access list whether you are a passenger or a driver
 - Two exceptions are discussed below
3. Failure to comply with these instructions will make access to the base difficult, possibly making you or your visitor late to the schedule meeting, or impossible

Submit Visit Requests via Fax or the Joint Personnel Adjudication System (JPAS):

1. Faxing the visit request on company letterhead to SPAWAR Security
 - Submit the request no later than June 10, 2011.
 - Send the fax to 'Visitor Control (Security Office), Attn: Security Officer, Code 0A1'
 - Use fax number 843-218-4045
 - Base Access Coordinator is Ms. LeeAnn Marrale 843-218-6447
 - Host for the meeting is Dr. Al Emondi 843-218-5435
 - The fax should come from your company's security office
 - See number 3 immediately below for the required information
2. Entering the request in the Joint JPAS
 - Use Security Management Office code (SMO) 652366
 - Submit the request NLT June 10, 2011.
 - See number 3 immediately below for the required information
3. Faxed message or JPAS submission should include:
 - Visitor's name
 - Rank, grade, or title
 - SSN
 - Type of employee: Government employee, military, civilian, contractor, or vendor
 - Name of government agency or command or company name
 - Position Title
 - Start and end date of visit
 - If you need to return to SPAWAR on additional visits, you can make the Visit Request for one year
 - In any case, specify the dates for this particular visit
 - Clearance level:
 - Investigation type/Date
 - Place of birth (POB)
 - Date of birth (DOB)
 - U.S. Citizen: Yes/No
 - Work Phone:

- E-mail
- Purpose of the visit specifying the program you are supporting and what you will be doing for that program
- Name, code, and phone number of the government person that is sponsoring you
Dr. Al Emondi, 843-218-5435 and code is 70000.

What To Expect:

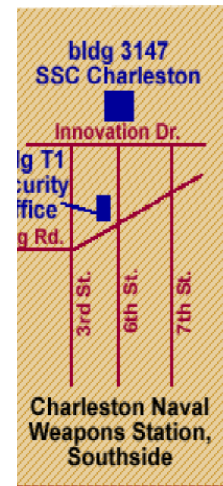
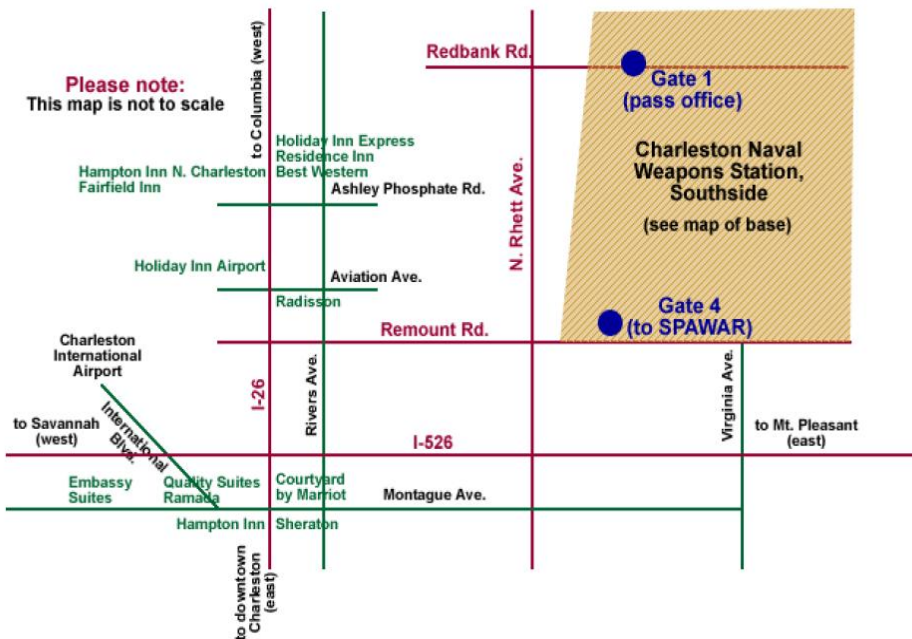
1. Once this information is received, Security will perform their checks
2. Security will submit your name to Joint Base Charleston for approvals
3. The access list will be at the Visitor Control Center (VCC), building 3205, at gate 4
4. -A military ID card, DD Form 1173; a military retiree card, DD Form 2 (or derivatives of either one); or a Common Access Card (CAC) are the only forms of identification that are acceptable for base access without having to stop at the VCC
-Other DoD ID cards are not acceptable as identification for base access
5. You will receive your badge at the conference registration desk see agenda for times.
6. If you fail to pick-up your badge in advance and do not take the transportation that is provided you can proceed thru the gate with the approved items we have listed above see number 4. You will receive your badge at the desk at the conference center.
7. Entry will be refused at the gate if the proper identification is not presented
8. If your name is not on the base access list then you will have to be escorted in
-The wait time could be significant based on duties taking place
-Please call 843-218-6368/7934 for assistance
9. Entry will be refused if you have not submitted the proper paperwork and clearance information in advance we will not have access to security checks the day of the meeting.
10. We also ask that you contact the conference center office at 843-218-6368 and speak with Tracy Dayton-Musiol to sign-up for this meeting. She can also be emailed at tracy.daytonmusiol.ctr@navy.mil.

Transportation:

1. Please utilize a bus if it is provided
2. Vehicle passes are not required however,
-A military ID card, DD Form 1173; military retiree card, DD Form 2 (derivatives of either one); or a Common Access Card (CAC)
-Other DoD ID cards are not authorized as identification for base access

Maps:

1. For Google Map searches use 1060 Remount Rd, 29406
 - This will get you to the area just before the gate go over the train tracks and the gate is on the left.
2. The physical address is:
 - SPAWARSYSCEN Atlantic
 - One Innovation Drive
 - Building 3112, Conference Center
 - Hanahan, SC 29406
3. For complete driving directions from locations other than what is listed below please contact us and we will provide them for you.
4. Briefly, from the airport or downtown Charleston
 - Take I-526 east to exit 19 (North Rhett)
 - Turn left at the stoplight
 - Continue on North Rhett to Remount Road and turn right
 - Go over the railroad tracks
 - Turn left into gate 4
 - The VCC, building 3205, is on the right before going through the gate.



SPAWAR Systems Center

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