

# DISS VISIT REQUEST GUIDE

In order to facilitate your event, please follow the instructions below to:

- 1) Submit EWTGPAC visit requests for all participants.

## **\*\*CONTROLLED UNCLASSIFIED INFORMATION\*\***

- 1) VISIT REQUESTS:** All visiting personnel must have an Active Visit Request in DISS for SMO N630186. Submit visit requests via DISS no later than two weeks prior to the event start date. Visit requests should only include the dates of the event. Attendees must have a minimum of SECRET access granted. DO NOT submit visit requests for dates beyond the event without prior coordination with EWTGPAC Security Manager.

\*NOTE\*: Creating SMOs must employ the following guidance to Visit Request submissions:

### a. Visit Details

- i. Visit Name: **(Course name, Event name, or meeting name.)**
- ii. Start Date: **(First date of event)**
- iii. End Date: **(Last date of event)**
- iv. Access Level: **SECRET**
- v. Reason: (choose one) **Inspection, Meeting, Other, Planning Conference, Seminar, Symposium, TAD/TDY, Training**

### b. Point of Contact Information **(The technical point of contact at EWTGPAC, i.e.. Course Manager, Event Coordinator or Meeting Host. NOT Security Manager):**

- i. First Name:
- ii. Last Name:
- iii. Phone Number:

**EVENT BADGING/CHECK-IN:** Badging will be conducted at prescribed/coordinated times, normally 0700-0800 on the morning of event. Check-in outside of prescribed times must be coordinated with the N3 Operations and Security Manager.

To verify receipt of Visit Requests, contact EWTGPAC Security at [EWTGPAC\\_Security.fct@navy.mil](mailto:EWTGPAC_Security.fct@navy.mil).