Unescorted Visits and Badging Requirements (U.S. Citizens Only)

As a Laboratory engaged in classified Department of Defense (DoD) programs, we are obligated and required to have procedures and controls in place to safeguard all classified technical information. This memo describes the policies in effect for unescorted visitors to the Laboratory (JHU/APL).

Individuals who require non-escort badges must either hold a current DoD personnel clearance or have successfully passed a background investigation via their current employer to include a criminal and social security check. Contractors who must drive motor vehicles on site will also be required to have a motor vehicle record check. Although no financial check is done, a credit bureau is used to do the social security check and is labeled as a credit inquiry on one's credit report. Investigation results must be held by the visitor's current organization and be provided upon request to JHU/APL. If a visitor has not passed the required background investigation or does not hold a current DoD clearance, an escort-required badge can be issued upon arrival with presentation of valid photo identification.

To arrange for an unescorted visit to the Laboratory, cleared visitors from DoD organizations should send their clearance information via the Joint Personnel Adjudication System (JPAS) to SMO code 888984.

Visitors from non-DoD organizations who cannot use JPAS may request an unescorted visit by faxing a Visit Authorization Letter containing the below information to 443-778-6400 or by emailing a **password-protected document** to the address invis-office@aplmsg.jhuapl.edu. The password must be provided either in a separate email or verbally by calling 240-228-5661. **Due to current remote work policies, password-protected documents sent via email are preferred as faxes are not being collected daily.** Requests must be typed and on company letterhead.

1. Visitor's full name (last, first, and middle), position, date and place of birth, citizenship, social security number, and email address
> - U.S. citizens not born in the United States must also provide a copy of proof of citizenship with the request (i.e. U.S. passport, certificate of birth abroad, or naturalization certificate)
> - Email addresses are being collected for each visitor to prepare for future e-check in notifications/capabilities

2. Certification of the visitor's DoD clearance level, date granted, and any special access authorizations required for the visit (if applicable)

3. If visitors do not hold a DoD clearance, include a statement that a background investigation was conducted by their current employer and the date that it was passed. If self-employed or a student, visitor should contact Incoming Visitor Control at 240-228-5661.
> - "Pass" = no information was discovered that would lead the authorizing individual signing the request to conclude that the visitor presents a security risk while visiting JHU/APL.

4. Company name, address, and telephone number, assigned DoD CAGE code (if applicable), and certification of the level of the facility security clearance

5. JHU/APL subcontract number (if applicable)

6. Date or period during which the request is to be valid

7. Name of person(s) to be visited

8. Purpose and sufficient justification for the visit

9. Authorizing individual signature and printed name (e.g. officer of the company, contract authority, person in a position of public trust) A visitor may not sign his/her own request and the signature cannot be typed.

Please note: Due to a three day document processing requirement, it could result in any visitor arriving unannounced to remain on an escort badge. If you have any questions or concerns, please contact the JHU/APL Incoming Visitor Control Office at 240-228-5661.

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