

## Littoral Combat Ship Training Facility Visitor Notification

<b>JPAS Visit Request Information:</b> Visitor POC/Security Manager submits request to:		SMO: POC: POC #:		Original Date:							
				Revised Date(s):							
<b>PART I</b>											
<b>Organization/Company:</b>											
<b>Organization/Company POC:</b> (Name & Contact Information)											
<b>Reason for Visit:</b>											
<b>Date(s) of Visit:</b>											
<b>Base Access Needed:</b>		Yes/No If yes, Year/Make/Model/License Plate # is needed for request									
<b>Submitted by :</b> (LTF POC for visit)											
<b>PART II</b>											
<p><b>LTF POC for visit completes (a) – (c)</b>  <b>LTF Admin completes (d) – (i), (l), if (c) is yes; admin completes (f) and (g), otherwise (f) and (g) will be N/A.</b>  <b>Visitor completes (j) – (k)</b></p>											
(a) Visitor Name (LN, FN MI)	(b) Access Needed (ie LCS1 & LCS2)	(c) Network Access? (Yes/No)	(d) JPAS Visit Request (Exp. Date)	(e) Signed User Agreement (Date)	(f) Complete IAV10 Training (Date)	(g) Complete SAAR- N(LTF) (Date)	(h) Badge #	(i) Locker #	(j) Signature	(k) Issue Date	(l) Return Date
<b>Visitors with RED Signed User Agreement box need to sign new User Agreement.</b>											

*To insert additional rows; highlight row(s), right click, select insert rows below.*

**LTF POC for visit:** Email completed form to LTF Admin. Subject example COMPANY NAME VISIT (From Date – To Date) ie LOCKHEED MARTIN VISIT (October 22 – 29, 20XX)  
**LTF Admin:** Upon completion, file in Visitor Access Log Binder on front desk.