

## NETC HQ VISIT REQUEST

(FOR OFFICIAL TRAVEL ONLY)

This form is required by NETC HQ Staff requesting to have their security clearance eligibility passed to a visiting command, for official travel only. The request must be received by NETC Security no later than three (3) working days prior to travel. If the trip consists of multiple travelers, list ALL travelers on the same form. If the trip consists of multiple travel periods and/or commands, please utilize a separate form for each.

NAME OF TRAVELER(S) (Last, First MI)	NAME OF TRAVELER(S) (Last, First MI)
SMO CODE OF COMMAND VISITING:	
DATES OF VISIT:	
LEVEL OF ACCESS REQUIRED FOR VISIT: SCI      TOP SECRET      SECRET	
PURPOSE OF VISIT:	
SMO POC (not the Security Manager, unless that is who is sponsoring your visit):	
SMO POC EMAIL ADDRESS:	SMO POC OFFICE PHONE:
NAME OF INDIVIDUAL SUBMITTING THIS REQUEST:	SUBMITTER'S OFFICE PHONE:

**\*\*\* Form MUST be filled out in its entirety. All information is required in DISS in order for DISS to accept the visit request \*\*\***

RETURN COMPLETED FORM TO [NETC SECURITY OFFICE@us.navy.mil](mailto:NETC_SECURITY_OFFICE@us.navy.mil) FOR PROCESSING