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| Operated for the United States Department of Energy |
| by National Technology and Engineering |
| Solutions of Sandia, LLC |

VISIT REQUEST

SECURITY CLEARANCE HOLDER

Please provide the following information to facilitate clearance verification, access approval and coordination of services to Sandia National Laboratories-Tonopah Test Range (SNL/TTR) as required:

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| --- | --- | --- | --- |
| **Visit Purpose:** |  | **Visit Host:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FULL NAME**  **( Last, First Middle )** | **SSN**  **( Last 4 )** | **ORGANIZATION** | **CLEARANCE LEVEL** | | | **VISIT DATES**  **( MM/DD/YY-MM/DD/YY )** | **ENTRY POINT** | **SERVICES** |
|  |  |  | Q L | TS  S | DISS  5631.20 |  | Main Cedar | Meals Lodging |
|  |  |  | Q L | TS  S | DISS  5631.20 |  | Main Cedar | Meals Lodging |
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|  |  |  | Q L | TS  S | DISS  5631.20 |  | Main Cedar | Meals Lodging |

For **recurring** SNL/TTR visitors who hold an **active Department of Defense (DoD) clearance** which can be verified in the DoD Defense Information System for Security (DISS), Security Office may submit visit request direct through DISS in lieu of completing the *U.S. Department of Energy Request for Visit or Access Approval* (DOE F 5631.20).

Use of DISS is allowed with the following conditions:

* Interim DoD clearances are **not accepted**
* For access to RD, CNWDI designation must be reflected in DISS
* Request must include the visit dates, purpose, Technical Host – Joseph Simile and Anthony R. Strickland
* Request must be saved as “active” to be released
* **SMO Code: 14213**

Use of DOE F 5631.20 form is required in the following instances:

* **Initial** visit to SNL; necessary to create visitor relationship
* DoD clearance cannot be verified through DISS

SIGMA access requires DOE/HQ approval

General site information available on the Tonopah Test Range external website:

<http://ttr.sandia.gov/customer.htm>