

# Industry Day Visit Request Instructions

## 1) Location

- a) SPAWAR Systems Center Pacific (SSC PAC), 53560 Hull St. San Diego, CA 92152
  - i) All Visitors must check in at the Main Badge office (additional information may be found at the web address provided in paragraph (3) (d) below.
  - ii) Personnel will need to allow for sufficient amount of time (recommend 30 min) to pick up their badge. All visitors will need badges while on-site. Please see paragraph (3) (b) for no-escort required instructions. All others will need to obtain a red, escort required badge. From here visitors will then proceed to the meeting location if unescorted or wait to be escorted by an SSC PAC escort if in possession of a red badge.

## 2) Industry Day Classification

- a) Industry Day will hold both Unclassified and Classified sessions. Classified discussion will be limited to the SECRET/GENSER Level. Personnel must submit their clearance to participate in the classified session.

## 3) Visitor Request Procedure

- a) RSVP required by **April 27, 2016**. RSVP by filling out the registration form and emailing the form to:
  - i) Mr. Marcus Maurer, [marcus.maurer@navy.mil](mailto:marcus.maurer@navy.mil)
  - ii) Dr. Diana Arceo, [diana.arceo@navy.mil](mailto:diana.arceo@navy.mil)
  - iii) Ms. Shauna Koppel, [shauna.koppel.ctr@navy.mil](mailto:shauna.koppel.ctr@navy.mil)
- b) Access to SSC PAC requires a visitor request with completion of the Navy Base Point Loma vetting process (typically 2 weeks to complete) or a visitor request with a CAC/NCAC or RAPID GATES identification card. Completing the SECNAV 5512/1 Vetting Form for unescorted access is optional for this meeting but highly encouraged. Personnel who are not vetted will require SSC PAC Government escorts and will be escorted while on site. Personnel who choose to submit the Vetting Form should do so **NO LATER THAN April 20, 2016** and also RSVP by this date. The vetting form can be downloaded from the website provided in paragraph (d) below. Fax form to (619) 553-6169 for processing.
- c) Submit a Classified Visit Request via JPAS **NO LATER THAN April 27, 2016**:
  - i) Place Visiting: SPAWAR Systems Center Pacific
  - ii) SMO Code: 660015
  - iii) Access Clearance Level: Secret
  - iv) Dates: 10 May
    - (1) NOTE: Visitor requests sent for other time periods will not be approved
  - v) Technical Point of Contact (POC): Mr. Marcus Maurer
  - vi) Phone Number of POC: (619) 553-3797
- d) Personnel who would like to participate in industry day but do not have a clearance will need to submit an unclassified Visit Request following the instruction at:  
<http://www.public.navy.mil/spawar/Pacific/Pages/VisitorInformation.aspx>
- e) Foreign Nationals are not authorized to attend.