

## ADF-C Clearance/Security Instructions

-Level of Clearances required for our site: TS/SCI

-Clearance message must include:

- Visitors full legal name (No Nicknames)
- SSN
- Citizenship
- Date of birth, place of birth
- Clearance level & SCI Indoctrination levels
- Dates of visit: 26 – 30 January 2015 (**USE THESE DATES**; do not condense or extend your dates for the clearance message)
- Purpose of visit: OPIR Week Sessions
  - ADF-C Point of Contact: (Mr. Jeff Parks; 303-677-0529)
- Messages need to be sent by one of the following means:
  - Secure email: [dv-pso-admin@nro.ic.gov](mailto:dv-pso-admin@nro.ic.gov)
  - Secure fax: 303.677.4719 ATTN: Security Admin
  - By M3 message using Criticom/Genser: SSO ADF
  - \* We do not accept JPAS at the facility
- Security Contact: Ms. Kathleen Lambert (303.677.3920) or [lambertk@nro.ic.gov](mailto:lambertk@nro.ic.gov)

*In addition to passing clearances*, if you do not have the proper credentials for base access (Active Common Access Card, Military ID, etc.), you must complete the information in the table below for base access **10 days prior to your arrival**. Send the information to Jeff Parks via email and/or phone. Please note, use proper security measures to protect your identification.

- Foreign Nationals – follow your countries procedures for access to the facility. We must receive your credentials no-later-than **10 January 2015**.

NAME: Last, First MI	DOB	DRIVERS LICENSE # or STATE I.D. # (Passport ID if Driver's License or State ID is N/A)	STATE OF ISSUE	FULL SSN	CITIZENSHIP

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