

Visitor Authorization Letter (VAL)

A new VAL **must** accompany all **new** AAIT-DC (Request for LOGONID) forms.

VAL's must be **typed** on **Company Letter Head**. In lieu of a Company Letter Head the Company's Complete Mailing Address must be in the upper Left hand corner of letter.

Prime Contractor Company Letterhead

--or--

Prime Contractor Company's Complete Mailing Address

To: COR Representative complete mailing address

Subject: Visit Authorization Letter

Authorization is requested for the following person from (Company Name), to access ATRRS.

1. Name and Address of Agency to be visited: ITA-DC, The Pentagon,
Washington, DC

2. Name of Visitor:

- a. Date of Birth:**
- b. Place of Birth:**
- c. Citizenship:**
- d. SSN:**
- e. Security Clearance:**
- f. Date Clearance Granted:**
- g. Type of Investigation, Date:**
- h. Clearance Granted by:**

3. Purpose of Visit: *Please be specific and identify: 1. The type of work to be performed (i.e. submitting application, posting graduates, etc.), and 2. The office for which the work will be performed. If read-only access is needed, please specify 1. The type of data that needs to be reviewed, and 2. The purpose for reviewing that data.*

4. Period of Visit: *The period of visit should not exceed one year. The dates of the visit must be listed (i.e. Jan 01, 2011 – Jan 01, 2012. A new updated VAL is required at the end the listed period of visit.*

5. POC:

6. Contract No.

I certify that the security clearance granted the person listed above is correct as stated.

(Type Name and Sign Signature)

Security Officer/Manager

NISA-DC Form VAL, Mar 12