



22 OCTOBER 2024

CONTENTS OF A VISIT REQUEST

All visit requests are required to be submitted via DISS. If you are visiting other Units on Kirtland AFB your FSO must send a request to that specific location. (*SMOs listed below*)

AFRL - KVIMFSCC6
USE FOR ALL AFRL VISITS

*****All visit requests must be submitted a minimum of 3 business days prior to visit, No Exceptions*****

Only use the following information if your company DOES NOT have access to DISS.

ALL faxed/emailed visit request must be on company letterhead. In order for your visit request to be considered valid, it must include all necessary information below and signed by either your Security Officer or Program Manager. This signature is required to confirm your employment and clearance status. If the request is not signed, it will not be processed.

1. Name:
2. Social Security Number:
3. Job title/position:
4. Date, Place of Birth and Citizenship:
5. Level of Clearance:
6. Date of last Investigation:
7. Name, Organization, and Phone number of POC: **Larry Grimes, AFRL/RDM, 505-206-8383**
8. Purpose and Justification for the visit: **2026 DE T&E Conference**
9. Date or Period of the visit: **May 18-22, 2026**
10. Your Company Name, Address, and Phone Number:
11. Signature of your security Manager/CEO/President/Department Chair:
12. Name of your security manager

Fax requests to the **AFRL Visitor Control Center at (505) 846-2190** or email requests to visitorcontrolcenter@us.af.mil. *Emails containing personal information must be encrypted.
Visit Requests may also be dropped off at the AFRL Visitor Control Center on Kirtland AFB, building 498.

If you have any questions please call the Visitor Control Center at (505) 846-7355 or (505) 853-4400.

NOTE:

Collateral visit requests are required to obtain “non-escort” visitor badges.

ALL **LAWFUL PERMANENT RESIDENTS** (LPR) “GREEN CARD HOLDERS” MUST BE PROCESSED THROUGH THE OPSEC OFFICE AND MUST INCLUDE A COPY OF THE VISITORS GREEN CARD. ALLOW **AT LEAST 14 DAYS** TO PROCESS LPR VISIT REQUESTS; CONTACT MR. BRIAN YOUNG, AFRL/OPSEC AT (505) 846-1332.

This letter supersedes all previous letters