BCF DISS Electronic VARs Checklist

Please complete the following checklist when submitting a request for a VAR via DISS:

* Employee Name/Phone:
* Visiting Organization:
* Visiting Address:
* Organization’s SMO Code:
* Purpose of Visit (very brief):
* Dates of Visit (we typically put from 1st day thru one year if you make frequent visits):
* Technical POC/Phone:

NOTE: This is an employee of the company NOT in their Security/Visit Control department.

* Access Required:
* NOTE: This is the security classification of the visit topics; not your clearance level, e.g., are the discussions S, TS, or Unclassified. Most business/programmatic meetings are Unclassified
* Your Contract/TO Number:

**OR**

BCF Paper VAR Checklist

Please complete the following checklist when submitting a request for a paper VAR:

* Full Mailing Address of the Company being visited:
* Company Security POC Name/phone/fax:
* Purpose of Visit (very brief):
* Dates of Visit (we typically put from 1st day thru one year):
* Company POC / Phone:

NOTE: This is an employee of the company **NOT** in their Security/Visit Control department.

* Access Required:

NOTE: This is the security classification of the visit topics; not your clearance level, e.g., are the discussions S, TS, or Unclassified. Most business/programmatic meetings are Unclassified

* Your Contract/TO Number: HQ0147-XX-X-00XX