



**WBB CONSULTING**  
*Solutions and Support for a Changing World*

## Visit Authorization Letter

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All visitors who will be attending classified meetings must have their designated security personnel send a visitor request letter (VRL) containing the following information:

1. Company Name and Address
2. Security Officer or designated personnel's signature and contact information
3. Visitor's Full Name
4. Social Security Number
5. Date of Birth/ Place of Birth
6. Citizenship
7. Level of Clearance and Date
8. Date of Visit: 24 February 2010
9. Point of Contact for Visit: Paul Ryan
10. Purpose of Visit: Attend Mine Warfare Government-Industry day
11. Address For VRL

WBB Consulting  
Attn: Security Officer  
11790 Sunrise Valley Drive  
Reston, VA 20191  
Fax: (703) 860-1870

Visits requests can be sent via JPAS, WBB Consulting JPAS SMO Code: **8Z6344**

To verify receipt of VRL contact Martha Wofford at (703) 448-6081 Ext. 304 or Tim Neumann Ext. 249.