

Kauai Test Facility (KTF) – Sandia National Laboratories (SNL)

Non-DOE Cleared Visitor Access Request (VAR) Instructions

STEP 1: DISS User Instructions

If you have a current Sandia Badge, please let KTF know prior to submitting any information to DISS.

SNL's SMO code in DISS is **14213**. Please have your Security Office send all required Personally Identifiable Information (PII) and visit/clearance information to the SNL Security Office in Albuquerque, NM. The request must include the following details:

- **Dates of visit**
- **Technical Point of Contact (POC)** (i.e., the SNL host of the meeting)
- **Purpose of the visit**

Note: Visit requests can be submitted for up to one year.

Important: **Interim DoD clearances are not accepted.** The visit must be in an active state for the SNL/NM office to process. The clearance type Final (TS or S) must be indicated in the "ACCESS TAB."

The following process must be completed in addition to the above requirements for KTF:

This information is necessary for entering visitors into SNL's Enterprise Person (EP) database, which is mandatory for all visitors requiring access to SNL.

DISS Questions?

Email incoming@sandia.gov

STEP 2: IN ADDITION TO THE ABOVE INSTRUCTIONS, The following must be sent to the Kauai (KTF) Security Office

Please FAX OR EMAIL the information below to the SNL/KTF (Kauai) Office:

- **Fax:** (808) 335-7349
- **Email:** ktf@sandia.gov (please send a password-protected PDF, no encryption)

Required Information:

- U.S. Citizen? (Yes/No) Select
If No, contact KTF FSO at ktf@sandia.gov to make arrangements for a Foreign National Visit request
- Company/Organization
- First Name (no nicknames)
- Middle Name (enter NMN if No Middle Name)
- Last Name
- Suffix (if applicable)
- SS#
- Date of Birth (DOB)
- Birth Country, State, City
- Dates of Visit
- Reason for Visit
- Email Address
- Office or Mobile Phone Number

***Badging is done on site at Sandia Kauai Test Facility.

To acquire an LSSO badge, only one ID is required, which can be either a primary form of ID accepted by the USAccess program or any ID accepted by the Transportation Security Administration (TSA).

<https://www.tsa.gov/travel/security-screening/identification>

KTF Access questions?

KTF Security Specialist at 808-335-5611

Email ktf@sandia.gov (no encryption).