



United States Department of State

Washington, D.C. 20520

October 13, 2000

Dear FSO:

As you may be aware, a new policy was instituted at the Department of State on September 1, 2000 regarding the submission of visit authorization letters. With the goal of improving security procedures at the Department, many of you have already been contacted telephonically and asked to attach copies of the Defense Industrial Security Clearance Office (DISCO) Letters of Consent (LOCs) to all visit authorization letters (VALs) submitted to the Department. The purpose of this letter is to inform *all* Department contractors of the new policy.

A copy of each LOC *must* be attached to all future VALs. If the clearance is being certified to us in accordance with the DSS waiver (Refer to DSS's website, [www.dss.mil](http://www.dss.mil)), you must submit a copy of the LOC from the losing firm (or written documentation from the applicable government/military agency) and the DISCO Form 562 requesting the conversion/transfer of the clearance. Additionally, please **mail** (DO NOT FAX) my office copies of all current VALs, with the LOCs attached, within 30 days of this letter.

We appreciate your cooperation in providing this information. Incomplete VALs will not be accepted and could result in contract delays. All VALs should be addressed to: Department of State, DS/ISP/INB, ATTN: Andrea Jones, 1400 Wilson Boulevard, SA-14, 7<sup>th</sup> Floor, Arlington, VA. 22209 (Fax Number 703-312-3274).

Please contact \_\_\_\_\_ at \_\_\_\_\_ if you have any questions regarding this requirement. We have also advised the Defense Security Service of this policy change.

Sincerely,

Andrea G. Jones, Chief, DS/ISP/INB  
Industrial Security Branch  
Information Security Programs  
Bureau of Diplomatic Security