

# Miramar Visit Request Process

The 2008 Hornet International Conference (HIC 08) will include on Wednesday, 11 June, tours, briefings and demonstrations of training devices at Marine Corps Air Station (MCAS) Miramar.

To enter MCAS Miramar, all US Government civilians and active duty military will provide their Common Access Card. All others should have a government issued photo ID. Attendee rosters will be provided prior to entry.

**"Please include "Hornet International Conference 2008" to the subject or purpose of the Visit Request form submissions".**

All foreign nationals participating in "Miramar Day" on June 11<sup>th</sup> must submit, from their respective Embassies through the Foreign Visit System (FVS) and via the Navy International Programs Office, an unclassified Visit Request to MCAS Miramar. This should initially be routed (via FVS) to NAS Patuxent River for verification by the F/A-18 Program Office of the attendees. On approval at PMA 265, the request will be routed by Patuxent River security to HQMC for consideration and approval. HQMC will send the request to MARFORPAC Security Office and then on to the MCAS Security Office. This is official notification to MCAS Miramar of the visit, and the authority to proceed.

All U.S. Government employees (Civilian and Military) and **Contractors** must submit Visit Requests to enter MCAS Miramar via the Joint Personnel Adjudication System (JPAS). Our destination is Bldg. 8656, the Flight Simulator Training building, as well as the Officers Club, Bldg. 4472. For processing purposes, the SMO code for this visit to MCAS Miramar is 022005. The visit point of contact is Maj. Robert Peterson, 3<sup>rd</sup> MAW, phone 858.577.1350, DSN 267-1350. robert.c.peterson@usmc.mil.

**United States Marine Corps  
Marine Aircraft Group 11 (REIN)  
3D Marine Aircraft Wing, MARFORPAC  
Attn: Maj Robert Peterson S-3  
P. O. Box 452039  
San Diego, CA 92145-2039  
Telephone: 858-577-1350  
Fax: 858-577-1973**

If JPAS is unavailable, the following information will be faxed to 858.577.1973, to the attention of Ms Davenna Bagley, commercial telephone number 858.577.8624. JPAS is open only to US citizens, all others must utilize the FVS system via their Embassies.

Full Name  
Rank/Grade  
Full SSAN  
Date of Visit  
Purpose of Visit  
Level of Clearance/Access  
Originator Point of Contact Information (name, telephone and e-mail address)  
Visit Point of Contact Information (name, telephone and e-mail address)

Any questions concerning these issues can be forwarded to Mr. Bertran Penton, 301.757.7531, bertran.penton@navy.mil, or Ms. LeAnn Buckhout, 301.757.7530, leann.buckhout@navy.mil.