

Security Office: Points of Contact

FSO: Mr. Benjamin Adams

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Phone: 206-543-1315

Security Manager: Mr. Andy Dietrich

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Classified Visit Authorization Requests (VARs)

The University of Washington uses DISS for visit requests

Please provide the following information:

Incoming – to APL-UW from another organization

Facility Name:

University of Washington

Facility Location:

1013 NE 40th St. Seattle, WA 98105

Facility SMO: 1HEX5

Meeting POC/Host (First & Last):

POC Phone:

POC Email:

Date(s) of Visit:

Purpose/reason for Visit:

Will you be presenting classified information?

If the sending organization does not have or use DISS:

1. Attendees' Security Officer may fax the visit request (in accordance with NISPOM) in advance of the meeting (fax to 206-897-5242)
2. Notify the FSO at secinfo@uw.edu or 206-543-1315 BEFORE faxing to ensure the protection of the visitor's PII

Transmitting Classified Material to APL-UW

APL-UW is authorized to accept USPS, FedEx, Hand-carried, Electronic Messages

PHYSICAL		
	Classified Address	Labeling
USPS Priority/ Overnight registered	1013 NE 40 th St. Seattle, WA 98105	Inner: Name of Recipient Outer: ATTN: Security/ Document Control
FedEx No weekend deliveries	1013 NE 40 th St. Seattle, WA 98105	Inner: Name of Recipient Outer: ATTN: Security/ Document Control
Hand-carried	Follow NISPOM or Facility Procedures. Sending office MUST coordinate with APL-UW Security Office <u>before</u> sending	
ELECTRONIC/DIGITAL		
SIPRNeT	Notification	
ASK POC FOR THEIR EMAIL ADDRESS ____@apluw.contractor.navsea.navy.smil.mil and Courtesy Copy (CC): security@apluw.contractor.navsea.navy.smil.mil	Please send an encrypted and digitally signed Unclassified email to the POC and APL FSO/ ISSM letting them know the message is on SIPR	
AMERDEC SAFE	Notification	
SIPRNeT portal: https://safe.arl.army.smil.mil *Token is required for pickup – ensure that the recipient has a SIPRNeT token	Please send an encrypted and digitally signed Unclassified email to the POC and APL FSO/ISSM letting them know the file will be sent via the SIPRNeT SAFE portal	
Secure Voice (vIPer)	110B: 206-543-6773 116: 206-543-9805	Please coordinate the call with the POC and the security office secinfo@uw.edu

Questions? Contact secinfo@uw.edu or uwfso@uw.edu

OR call the APL-UW Security Office at 206-543-1315 or 206-543-8452