Clearances and Other Requirements

The Marine Physical Laboratory (MPL) is a laboratory of the Scripps Institution of Oceanography and is located within the restricted confines of the Space and Naval Warfare Systems Center (SPAWAR), San Diego. It is at MPL that UCSD's Security Office is located with the classified mailing address being:

University of California, San Diego  
P.O. Box 6049  
San Diego, CA 92166-6049  
Contact: Facility Security Supervisor

All visitors to MPL must sign in at the SPAWAR Visitor Reception Center and will be required to produce a picture ID. An appropriate badge will be issued. The visitor will be met by the MPL Point of Contact (POC) and remain under constant escort.

Contracting or government agencies desiring their employee to visit MPL for classified discussions, must submit a written request by mail or fax directly to the UCSD Security Officer. The UCSD Security Office will accept a telephonic visit request in an emergency, however, a written confirmation must be received within five working days. Hand-carried visit requests are never accepted and visitors will not be permitted access when they have hand-carried their visit request. When a contractual relationship exists, the visit request can be accepted directly, otherwise when there is no contractual relationship between UCSD and a contractor/subcontractor, the visit request must contain the approval of the government agency that has jurisdiction over the information.

A visitor must complete the Classified Visitor Control Record, Form SO-21, prior to having classified access, noting that they will not record classified discussions, take photographs of classified material or remove classified material with the approval of the Facility Security Supervisor. The MPL Point of Contact will forward Form SO-21 to or contact the UCSD Security Office for verification of the visitor's clearance and be responsible in checking the visitor's identification and providing constant escort.