

## **Huntsville Simulation Conference Instructions for Attendees of Classified Presentations**

Revised 6 April 2007

To all attendees of the Classified Sessions of the Huntsville Simulation Conference,

Welcome! The 2007 Huntsville Simulation Conference (HSC) includes an opportunity for HSC attendees with the appropriate security clearances to attend a series of classified briefings on Tuesday, the 30th of October. These HSC classified sessions will occur at the Army Advanced Research Center (ARC), located in the Research Park area of Huntsville, less than four miles from the conference's Marriott hotel facility. (The unclassified HSC sessions will occur Wednesday through Thursday, 31 October to 1 November at the Marriott hotel.)

The ARC is a U.S. government facility that is contractor owned/contractor operated authorized to host classified briefings in support of the mission activities of the U. S. Army Space and Missile Defense Command (USASMDC). The local sponsor of the ARC is USASMDC's Future Warfighter Center. COLSA Corporation of Huntsville, Alabama operates the ARC on behalf of the Future Warfighter Center. The U.S. Government's Technical Monitor for the ARC is Mr. Marshall McBride. Mr. Chris Willisson of COLSA Corporation serves as the contractor POC for the HSC Classified Sessions.

To attend the classified HSC sessions at the ARC, all parties attending the conference must either submit a request through the Joint Personnel Adjudication System (JPAS) noting "HSC-Chris Willisson" as the POC for the dates of the conference or send your name, organization and social security number to the ARC HSC POC, Chris Willisson, at his email address [cwillisson@colsa.com](mailto:cwillisson@colsa.com). Social security number is required to verify PCL through JPAS.

If JPAS is not available and a Visit Authorization Letter (VAL) is required, submit a standard, properly documented VAL to the ARC indicating:

- (1.) Contractor's/Organization's name, address, and telephone number, assigned commercial and government entity (CAGE) code, if applicable and certification of the level of the facility security clearance:
- (2.) Name, date and place of birth, and citizenship
- (3.) Certification of the PCL to the U.S. SECRET or INTERIM SECRET level and has been briefed for access to NOFORN (Not Releasable to Foreign Nationals) and/or Intelligence information
- (4.) Purpose of the Visit (Present classified briefing at Huntsville Simulation Conference classified sessions)
- (5.) The ARC's HSC Point of Contact (Chris Willisson – COLSA Corporation)
- (6.) Date or period during which the VAL is to be valid (mm/dd/yy through mm/dd/yy)attendee

Due to the large number of attendees expected at the HSC classified sessions, all attendees must have their Visit Authorization Letters, or JPAS information, received by the ARC by Tuesday, 23 October 2007. (One week prior to the HSC classified sessions.)

A conference Registration and Message Board area will be established in the lobby of the ARC for the convenience of the attendees. An ARC telephone contact number will be published prior to the conference so messages can be relayed to all attendees.

HSC classified session attendees are reminded that the use of recording devices and two-way electronic devices are NOT allowed in the ARC. Plan to register and leave all such devices in your vehicle.

Here is the Points of Contact list for the HSC Classified Sessions at the ARC:

ARC Visitor Control	(256) 964-1718 or 964-1712 <a href="mailto:arcvisitorcontrol@colsa.com">arcvisitorcontrol@colsa.com</a>
ARC Visitor Control FAX	(256) 964-5736
ARC Security Manager – Ms. Beverly Thomas	(256) 964-1612 <a href="mailto:bthomas@colsa.com">bthomas@colsa.com</a>
ARC Information Systems Security Manager – Ms. Cathy Greenhaw	(256) 964-1714 <a href="mailto:cgreenha@colsa.com">cgreenha@colsa.com</a>
ARC General Number / Emergency Contact	(256) 964-5800
HSC ARC Point of Contact (Government)	Mr. Marshall McBride, SMDC Space & Missile Defense Command Tel. (256) 964 -1649 <a href="mailto:marshall.mcbride@us.army.mil">marshall.mcbride@us.army.mil</a>
HSC ARC Point of Contact (Contractor)	Mr. Chris Willisson COLSA Corporation Tel. (256) 964-5371 <a href="mailto:cwillisson@colsa.com">cwillisson@colsa.com</a>
To send Visit Notification through JPAS:	COLSA Corporation’s Security Management Office (SMO) code for JPAS: 4U8256
ARC address for surface mailed VALs: COLSA Corporation ATTN: ARC Visitor Control 6724 Odyssey Drive Research Park West Huntsville, AL35806-3302	ARC website: <a href="http://www.arc.army.mil/">http://www.arc.army.mil/</a>

We are looking forward to hosting you at the third annual Classified Sessions of the Huntsville Simulation Conference!

Chris Willisson  
HSC Classified Sessions POC  
Advanced Research Center  
COLSA Corporation  
Huntsville, AL 35806