

Huntsville Simulation Conference Instructions for Authors of Classified Presentations

Revised 6 April 2007

To those preparing briefings for presentation at the Classified Sessions of the Huntsville Simulation Conference.

Thank you for authoring a presentation for the classified sessions of this year's 2007 Huntsville Simulation Conference (HSC). We look forward to working with you to ensure your HSC classified briefing goes smoothly.

Your classified HSC briefing will be presented on Tuesday, the 30th of October at the Army Advanced Research Center (ARC). The ARC is located at 6724 Odyssey Drive in the Research Park area of Huntsville, Alabama 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 expedite the processing of the required conference presenter Visit Authorization Requests (VARs) and the receipt and logging of the classified briefings for the Huntsville Simulation Conference, we have established Tuesday, 23 October 2007 as the deadline for the ARC to receive the presenter's VAR and all related classified briefing materials for the HSC classified presentations. NOTE: Classified briefing media will NOT be accepted on 30 October, the day of the classified briefings and "round-tripping" of classified media is prohibited.

To brief at the classified HSC sessions at the ARC, all authors attending the conference must either submit a visit 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. 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)

Standard Department of Defense 5220.22-M NISPOM security guidelines are to be followed in the shipping, marking, and receipting of the classified materials for the Huntsville Simulation Conference. The highest security classification level of material that will be accepted for presentation at the Huntsville Simulation Conference will be SECRET/NOFORN. Please ensure your approving government agency marks your presentation at that level or below. Classified media shipping addresses and general contact information is included in the Point of Contact (POC) section below if specific questions arise relating to the shipment of HSC classified presentations.

Media formats accepted at HSC Classified Sessions:

- (1.) Microsoft Office (PowerPoint, Word, Excel – 1997 version or newer)
- (2.) Video tape (NSTC format)
- (3.) .AVI format if embedded in MS Office document from list above, 1997 version or newer

Properly marked media types accepted at the HSC Classified Sessions:

- (1.) Compact Disc (CD-ROM)
- (2.) Floppy Disk (3.5", 1.44 MB)
- (3.) Video Tape (NSTC format)
- (4.) Digital Versatile Disc (DVD-ROM)

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

HSC classified session authors 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 arevisitorcontrol@colsa.com
ARC Visitor Control FAX	(256) 964-5736
ARC Security Manager – Ms. Beverly Thomas	(256) 964-1612 bthomas@colsa.com

ARC Information Systems Security Manager – Ms. Cathy Greenhaw	(256) 964-1714 cgreenha@colsa.com
ARC Document Control (HSC materials)	(256) 964-1615 or 964-1725
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 marshall.mcbride@us.army.mil
HSC ARC Point of Contact (Contractor)	Mr. Chris Willisson COLSA Corporation Tel. (256) 964-5371 cwillisson@colsa.com
ARC address for surface mailed VALs: COLSA Corporation ATTN: ARC Visitor Control 6724 Odyssey Drive Research Park West Huntsville, AL 35806-3302	ARC website: http://www.arc.army.mil/
COLSA's Security Management Office (SMO)	Code for JPAS: 4U8256
Classified media shipping addresses: "Outer Label" COLSA Corporation P.O. Box 1068 West Station Huntsville, AL 35807 "Inner Label" COLSA Corporation P.O. Box 1068 West Station Huntsville, AL 35807 ATTN: HSC (and the briefer's name)	Cage code: 4U825

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