

Huntsville Simulation Conference Instructions for Authors of Classified Presentations

Revised 24 July 2008

Thank you for authoring a presentation for the Classified Sessions of this year's 2008 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 21st of October at the Missile Defense Agency (MDA) Advanced Research Center (ARC). The ARC is located in the Research Park area of Huntsville at 6724 Odyssey Drive, less than four miles from the conference's Marriott hotel facility. (The unclassified HSC sessions will occur Wednesday through Thursday, 22 October to 23 October at the Marriott hotel.)

The ARC is a U.S. government contractor facility that is authorized to host classified briefings in support of the mission activities of the Missile Defense Agency (MDA). COLSA Corporation of Huntsville, Alabama operates the ARC on behalf of MDA. The U.S. Government's Program Manager for the ARC is Mr. Marshall McBride. Mr. Paul Agarwal 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, 14 October 2008 as the deadline for the ARC to receive the presenter's VAL and all related classified briefing materials for the HSC classified presentations. NOTE: Classified briefing media will NOT be accepted on 21 October, the day of the classified briefings and "round-tripping" of classified media is prohibited.

To brief at the HSC Classified Sessions at the ARC, all authors attending the conference must submit a visit request for the Classified Sessions one of three ways:

1. Through the Joint Personnel Adjudication System (JPAS) noting "HSC-Paul Agarwal" as the POC for the 21 October conference date, or
2. By sending your name, organization/affiliation and social security number (SSN) to the ARC HSC POC, Mr. Paul Agarwal, at his email address paul.agarwal@arc.army.mil. [Your SSN is required to verify your Personal Clearance Level (PCL) through JPAS.], or
3. If JPAS is not available to you and a Visit Authorization Letter (VAL) will be used instead, please submit a standard, properly documented VAL to the Advanced Research Center, c/o COLSA Corporation containing all of the following information:
 - (1.) Agency/Service's name or contractor's organization 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.) Full name, birth date, place of birth, and citizenship of presenter
 - (3.) Certification of the PCL to the U.S. SECRET or INTERIM SECRET level and the individual 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 (Paul Agarwal – 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. The ARC's guard desk telephone number of (256) 964-5700 can be used to relay brief messages to Classified Session attendees via the Message Board during the event.

HSC classified session authors and attendees are reminded that recording devices, cameras, and two-way electronic devices are NOT allowed in the ARC's HSC Classified Sessions. Please plan to leave all such devices in your vehicle.

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

ARC Visitor Control	(256) 964-1718 arcvisitorcontrol@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) 964-5700
HSC ARC Point of Contact (Government)	Mr. Marshall McBride, SMDC ARC Gov't Program Manager Tel. (256) 964-1649 marshall.mcbride@us.army.mil
HSC ARC Point of Contact (Contractor)	Mr. Paul Agarwal COLSA Corporation Tel. (256) 964-5864 paul.agarwal@arc.army.mil
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 sixth annual ARC Classified Sessions of the Huntsville Simulation Conference!

Paul Agarwal
HSC Classified Sessions POC
MDA Advanced Research Center

COLSA Corporation
Huntsville, AL 35806