

Huntsville Simulation Conference Instructions for Attendees of Classified Presentations

Revised 22 July 2010

Welcome! The 2010 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 26th of October. These HSC Classified Sessions will occur 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, 27 October to 28 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 MDA. COLSA Corporation of Huntsville, Alabama operates the ARC on behalf of MDA. The U.S. Government's Contracting Officer's Representative for the ARC is Ms. Kathy Carpenter. Mr. Paul Agarwal of COLSA Corporation serves as the contractor POC for the HSC Classified Sessions.

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

1. Through the Joint Personnel Adjudication System (JPAS) noting "HSC-Paul Agarwal" as the POC for the 26 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 the CSA-designated database "JPAS" is not available and a Visit Authorization Letter (VAL) is required, please submit a standard, properly documented VAL to the Advanced Research Center, c/o COLSA Corporation containing all of the following information:
 - a. 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:
 - b. Full name, birth date, place of birth, and citizenship of attendee
 - c. Certification of the attendee's 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
 - d. Purpose of the Visit (Attend classified briefing at Huntsville Simulation Conference Classified Sessions)
 - e. The ARC's HSC Point of Contact (Paul Agarwal – COLSA Corporation)
 - f. Date or period during which the VAL is to be valid (mm/dd/yy through mm/dd/yy)

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 at the ARC by Tuesday, 19 October 2010. (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.

The ARC's guard desk telephone number of (256) 964-1680 extension 0 can be used to relay brief messages to Classified Session attendees via the Message Board during the event.

HSC classified session attendees are reminded that all 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 General Number / Emergency Contact	(256) 964-1680 ext. 0
HSC ARC Point of Contact (Government)	Ms. Kathy Carpenter ARC Contracting Officer's Rep. (COR) Tel. (256) 964-5865 Kathy.Carpenter@mda.mil
HSC ARC Point of Contact (Contractor)	Mr. Paul Agarwal COLSA Corporation Tel. (256) 964-5450 paul.agarwal@arc.army.mil
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: http://www.arc.army.mil/

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

Paul Agarwal, HSC Classified Sessions POC
MDA Advanced Research Center
COLSA Corporation
Huntsville, AL 35806