

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

Revised 2 September 2010

Thank you for authoring a presentation for the Classified Sessions of this year's 2010 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 26th 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, 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 the Missile Defense Agency (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 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, 19 October 2010 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 26 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 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](mailto: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 presenter
  - c. Certification of the Authors 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 (Present 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)

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) 964-1680 extension 0 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 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 <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 Document Control (HSC materials)	(256) 964-1615 or 964-1725

ARC General Number / Emergency Contact	(256) 964-1680 extension 0
HSC ARC Point of Contact (Government)	Ms. Kathy Carpenter ARC Contracting Officer's Rep. (COR) Tel. (256) 964-5865 <a href="mailto:Kathy.Carpenter@mda.mil">Kathy.Carpenter@mda.mil</a>
HSC ARC Point of Contact (Contractor)	Mr. Paul Agarwal COLSA Corporation Tel. (256) 964-5450 <a href="mailto:paul.agarwal@arc.army.mil">paul.agarwal@arc.army.mil</a>
ARC address for surface mailed VALs:  COLSA Corporation ATTN: ARC Visitor Control 6724 Odyssey Drive Research Park West Huntsville, AL 35806-3302	ARC website: <a href="http://www.arc.army.mil/">http://www.arc.army.mil/</a>
COLSA's Security Management Office (SMO)	Code for JPAS: 4U8256
Classified media shipping addresses using U.S. Postal Service:  "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)  Address for Classified media sent by "Federal Express (FedEx)":  COLSA does have FEDEX procedures in place, although we ask that you verify this address with the Defense Security Service (DSS) Central Verification Activity (CVA) at (888)-282-7682. The reason for this is that approved FEDEX procedures/addressing for contractors can only be verified by the DSS/CVA.	Cage code: 4U825

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

Paul Agarwal  
HSC Classified Sessions POC  
MDA Advanced Research Center

COLSA Corporation  
Huntsville, AL 35806