

## *Classified Technical Program*

# **Author Kit Instructions and Master Checklist**

## **Instructions**

This kit supplies instructions and the necessary forms for submitting final manuscripts for the MILCOM 2001 Classified Technical Program. Final, camera-ready manuscripts ([Preparing Final Papers for the Classified Technical Program](#)) are due no later than August 15, 2001. Please read the instructions carefully and submit all Mandatory Forms and the Optional Form (if applicable) with the final manuscript.

All presenters must register for the conference (see Online Conference Registration and Registration Fees after June 1, 2001). All attendees and presenters at the Classified Program must submit a completed [Security Clearance Form](#) no later than October 8, 2001. In addition, foreign nationals must submit a [Request for Visit](#) through their embassies to attend MILCOM 2001 classified sessions. Please allow enough time for your security office to process the form.

**MILCOM 2001 will not process any clearance forms at the conference.**

## **Master Checklist**

**Note: MILCOM 2001 requires camera-ready, final manuscript submission to the Classified Technical Program.**

Send the following materials to MILCOM 2001 Classified Technical Program (**due July 31, 2001**):

**MILCOM 2001 Security  
The MITRE Corporation  
7515 Colshire Dr.  
Mail Stop N120  
McLean, VA 22102**

- Camera-ready manuscript (send 3 copies) (see [Preparing Final Classified Papers for the Classified Technical Program](#)). Include your Paper Tracking Number and the Session to which you are submitting your paper.

## **Mandatory Forms**

- [IEEE Copyright Form](#)
- Approval Endorsement Forms (choose applicable form)
  - US Authors (except US Government Employees), [Endorsement Form D](#),
  - US Government Employee Authors, [Endorsement Form E](#)
  - Foreign Nationals (Non-US Authors), [Endorsement Form F](#)

## **Optional Form**

- [Student Travel Support Application Form](#) (if applicable)

# IEEE COPYRIGHT FORM

The IEEE has developed this form with great care and with the best interests of its members and contributing authors in mind. Therefore, in order to maintain uniform treatment among all contributors, other forms may not be substituted for this form, nor may any wording of this form be changed. This form is intended for original, previously unpublished material submitted to IEEE publications. This form, when completed, must accompany any such material in order to be published by IEEE. Please read it carefully and keep a copy of it for your files.

TITLE OF PAPER (hereinafter, "the work"):

AUTHOR(S):

PUBLICATION TITLE/DATE:

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## PART A—COPYRIGHT TRANSFER FORM

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The undersigned hereby assigns all copyright rights in and to the above work to The Institute of Electrical and Electronics Engineers, Inc. (the "IEEE"). The undersigned hereby represents and warrants that the work is original and that he/she is the author of the work, except possibly for material such as text passages, figures, and data that clearly identify the original source, with permission notices from the copyright owners where required. The undersigned represents that he/she has the power and authority to make and execute this assignment.

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3. Authors/employers may make limited distribution of all or portions of the above work prior to publication if they inform the IEEE of the nature and extent of such limited distribution prior thereto.
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5. For all circumstances not covered by Items 2, 3, and 4, authors/employers must request permission from the IEEE Copyrights Office to reproduce or authorize the reproduction of the work or material extracted verbatim from the work, including figures and tables.

**Please see notes on "IEEE Obligations" as copyright holder.**

In the event the above work is not accepted and published by the IEEE or is withdrawn by the author(s) before acceptance by the IEEE, this agreement becomes null and void.

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AUTHORIZED SIGNATURE  
(or if joint work, as AGENT for all authors)

---

TITLE

---

EMPLOYER FOR WHOM WORK WAS PERFORMED

---

DATE

### JOINT AUTHORSHIP

For jointly authored works, all the joint authors should sign, or one of the authors should sign as an authorized agent for the others. In the case of multiple authorship where one or more authors are Government employees but at least one author is not, that non-Government author should sign Part A of this copyright transfer form.

**PLEASE DIRECT ALL QUESTIONS ABOUT IEEE COPYRIGHT POLICY OR THIS FORM TO:** Manager, Copyrights and Trademarks, IEEE Service Center, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331. Telephone: (908) 562-3966.

# Speaker's Breakfast- Audiovisual Reservation-Media Interview



## Speaker's General Information

Speaker's Name \_\_\_\_\_ Date \_\_\_\_\_

Title of Paper \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_

## Speaker's Breakfast

\* Each speaker is entitled to a complimentary breakfast on the day of his/her presentation.

I will attend the Speaker's Breakfast  Yes  No

## Audiovisual Equipment Reservation

A laptop computer with a multimedia projector and an overhead transparency projector will be provided. Please bring your presentation on a floppy disk, Zip disk, or CD. Please bring your presentation on printed overhead transparencies as a backup.

Electronic presentations will be opened using Microsoft PowerPoint for Windows 2000.

Presentations may be sent electronically in advance to christopher.hummel@eds.com. Deadline for advance submission is Friday, October 12, 2001. No presentation will be accepted via email after that date.

Additional audio/visual equipment i.e., speakers, monitors, etc., can be made available at cost. To place an order for additional audio/visual equipment, please contact Chris Hummel: (703) 742-2599. Orders must be received by Friday, October 12, 2001.

I need the following audio/visual equipment: (Please be specific)

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## Media Interview Availability

Journalist from the general news media and trade press will be invited to attend all unclassified sessions at MILCOM 2001. They may report anything said or shown at these open sessions. Your presentations and artwork must be planned and cleared accordingly. If your presentation generates media interest, will you be available for an interview?  Yes  No

MILCOM's publicity committee will handle arrangement for media requests, and the interview can be conducted in the hotel's media center, if you desire. Interviewees and their companies or organizations are solely responsible for the following:

- The decision to be interviewed
- The interview's content
- All security and media relations aspects connected with the information released

We recommend that you coordinate your actions with the public relations or public affairs function within your company or organization. If you have any questions call Chris Hummel: (703) 742-2599

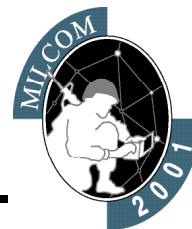
Please send this form to Unclassified Technical Program



## Form E- Mandatory

Classified Technical Program

# Approval Endorsements: U.S. Government Employee Authors



### Applicability

This form is to be used only by US Government Employee Authors (military and civilian). Complete Parts I and II.

Title of Paper

Paper Tracking No. (Required)

### Part I - US Government Employee Author Endorsement

Signature in Part I certifies that author and coauthor(s), if any, have received all required US Government agency approvals.

#### Note:

For jointly authored papers, only one signature is required, but all coauthors need to be advised of the above terms (i.e., they also need to have received all required approvals prior to signature).

Classification

Author's Phone

Fax

Government/University Name

Mailing Address

Country

Author (Print or type)

Author's Signature

Date

### Part II - US Government Foreign Disclosure Officer Endorsement

This paper is for presentation in a MILCOM 2001 classified session. All attendees at the classified session will have a current SECRET or higher level security clearance and a need-to-know justifying access to classified information. The *MILCOM 2001 Classified Proceedings* will be distributed to appropriately cleared US facilities. All Foreign Disclosure restrictions will be followed.

Part II must be signed by an authorized US Government Foreign Disclosure Officer.

#### Releasing Official

Your signature authorizes only oral and visual disclosure of this paper in a MILCOM 2001 classified session to appropriately cleared representatives who have a SECRET or higher security clearance from the following countries:

- ◆ Australia
- ◆ Belgium
- ◆ Canada
- ◆ Denmark
- ◆ France
- ◆ Germany
- ◆ Italy
- ◆ Japan
- ◆ The Netherlands
- ◆ Norway
- ◆ Portugal
- ◆ Saudi Arabia
- ◆ South Korea
- ◆ Spain
- ◆ Sweden
- ◆ United Kingdom

Name of Government Releasing Official (Print or type)

Official's Title

Official's Phone

Government/Organization

Mailing Address

Country

Releasing Official's Signature

Date

#### Please check the appropriate box

- Paper is approved for all the above-named countries
- Paper not approved for all of the above-named countries: attendance will be limited to US only

Please send this form to MILCOM 2001 Security

Form D- Mandatory (continued)



Classified Technical Program
Approval Endorsements: U.S. Authors
(Except Government Employees)

Applicability

Parts I and II on the previous page must be completed for all papers. Parts III & IV must be completed for all classified papers resulting from work performed under Government Contract.

Title of Paper

Classification

Paper Tracking No. (Required)

Part III - US Government Contracting Officer Endorsement for Classified and Unclassified Limited Disclosure Papers

Part III must be signed by the US Government Procurement Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) for the agency listed in Part II, of form D.

Releasing Official

Your signature confirms the assigned classification listed in Part I of form D and authorizes disclosure in a MILCOM 2001 classified session with subsequent publication in the MILCOM 2001 Classified Proceedings, subject to:

- All attendees at the MILCOM 2001 classified session have a SECRET or higher security clearance and a need-to-know justifying access to the classified information
Distribution of the MILCOM 2001 Classified Proceedings will be limited to appropriately cleared US facilities
All Foreign Disclosure restrictions listed in Part IV will be followed

Name of Government Releasing Official (Print or type)

Official's Title

Official's Phone

Government/Organization

Mailing Address

City, State, Zip

Releasing Official's Signature

Date

Part IV - US Government Foreign Disclosure Officer Endorsement

Part IV must be signed by an authorized US Government Foreign Disclosure Officer.

Releasing Official

Your signature authorizes only oral and visual disclosure of this paper in a MILCOM 2001 classified session to appropriately cleared representatives who have a SECRET or higher security clearance from the following countries:

- Australia, Belgium, Canada, Denmark, France, Germany, Italy, Japan, The Netherlands, Norway, Portugal, Saudi Arabia, South Korea, Spain, Sweden, United Kingdom

Name of Government Foreign Disclosure Official (Print or type)

Official's Title

Official's Phone

Government/Organization

Mailing Address

City, State, Zip

Releasing Official's Signature

Date

Please check the appropriate box

- Paper is approved for all the above-named countries
Paper not approved for all of the above-named countries: attendance will be limited to US only

Please send this form to MILCOM 2001 Security

## PART B—U.S. GOVERNMENT EMPLOYEE CERTIFICATION

Authors who are U.S. Government employees are not required to sign Part A of the IEEE Copyright Form, but any coauthors outside the U.S. Government are required to sign Part A (see JOINT AUTHORSHIP overleaf). Authors whose work was performed under a U.S. Government contract or grant, but who are not Government employees, are required to sign Part A of this form (Note: if your work was performed under Government contract but you are not a Government employee, sign transfer form (Part A) and see Item 4.).

This will certify that all authors of the above work are employees of the U.S. Government and performed this work as part of their official duties and that the work is therefore not subject to U.S. copyright protection.

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AUTHORIZED SIGNATURE

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TITLE

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NAME OF GOVERNMENT ORGANIZATION

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DATE

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Signing Part C will certify that all authors of the (above) work are subject to Crown Copyright. (Appropriate documentation and instructions regarding wording of Crown Copyright notice may be attached.)

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AUTHORIZED SIGNATURE

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TITLE

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NAME OF GOVERNMENT ORGANIZATION

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DATE

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In connection with its publishing activities, it is the formal policy of the IEEE to own the copyrights to all copyrightable material in its technical publications and to the individual contributions contained therein, in order to protect the interests of the IEEE, its authors and their employers, and, at the same time, to facilitate the appropriate re-use of this material by others. The IEEE distributes its technical publications throughout the world and does so by various means such as hard copy, microfiche, microfilm, and electronic media. It also abstracts and may translate its publications, and articles contained therein, for inclusion in various compendiums and similar publications, etc. When an article is submitted to the IEEE for publication, the IEEE understands that its acceptance of the article implies that IEEE has the rights to do all of the things it normally does with such an article.

*IEEE Policy 6.17—CLEARANCE OF PAPERS—applies to all material submitted to IEEE:* “The IEEE must of necessity assume that material presented at its meetings or submitted to its publications is properly available for general dissemination to the audiences these activities are organized to serve. It is the responsibility of the authors, not the IEEE, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it.”

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If you are employed and you prepared your paper as a part of your job, the rights to your paper rest initially with your employer. In that case, when you sign the copyright transfer form, we assume you are authorized to do so by your employer and that your employer has consented to all the terms and conditions of this form. If not, it should be signed by someone so authorized. (See also Policy 6.17 above.)

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## Form F- Mandatory

Classified Technical Program

# Approval Endorsements: Foreign Nationals (Non- U.S. Authors)



### Applicability

This form is to be used only by non-US citizen authors. Complete Parts I and II for all papers. If the paper is coauthored with a US citizen, the applicable author form is also required (Form D).

\_\_\_\_\_  
Title of Paper

\_\_\_\_\_  
Paper Tracking No. (Required)

### Part I - Author Endorsement

Signature in Part I certifies that author and coauthor(s), if any, have received all required company/agency approvals.

\_\_\_\_\_  
Classification

\_\_\_\_\_  
Author's Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Company/University Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Country

\_\_\_\_\_  
Author (Print or type)

\_\_\_\_\_  
Author's Signature

\_\_\_\_\_  
Date

### Part II - Foreign Disclosure Endorsement

This paper is for presentation in a MILCOM 2001 classified session. All attendees at the classified session will have a current SECRET or higher level security clearance and a need-to-know justifying access to classified information. Security for the MILCOM 2001 classified sessions is sponsored by the US Department of Defense. The *MILCOM 2001 Classified Proceedings* will be distributed to appropriately cleared US facilities.

#### Releasing Official

Your signature authorizes publication in the Classified Proceedings and oral/visual disclosure of this paper in a MILCOM 2001 classified session to appropriately cleared representatives who have a SECRET or higher security clearance from the following countries:

- ◆ Australia
- ◆ Belgium
- ◆ Canada
- ◆ Denmark
- ◆ France
- ◆ Germany
- ◆ Italy
- ◆ Japan
- ◆ The Netherlands
- ◆ Norway
- ◆ Portugal
- ◆ Saudi Arabia
- ◆ South Korea
- ◆ Spain
- ◆ Sweden
- ◆ United Kingdom

\_\_\_\_\_  
Authorizing Officer (Print or type)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Mailing Address

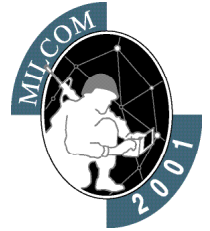
\_\_\_\_\_  
Country

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send this form to MILCOM 2001 Security

## Registration Additional Form (If Applicable)



# Student Travel Support Application

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### **Applicability**

Travel grants are intended to provide partial reimbursement of travel costs for full-time students attending MILCOM 2001 and making technical presentations based on research conducted as part of graduate-level university degree program in engineering or science. Although the primary goal is to provide partial or full reimbursement of transportation costs, the MILCOM 2001 Conference Board does not wish to rule out the reimbursement of hotel, registration, or other expenses in certain instances.

Student Name: Last  First  Middle Initial

Student IEEE Number

SSN

University

University Address

City, State, Zip or Country

Advisor's Name  Advisor's Phone

Title of Paper

Student Signature: I am a full-time student at the university listed above

Advisor's Signature: I confirm the above information and verify that alternate travel support for this student does not exist

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### **Guidelines for MILCOM 2001 Graduate Student Travel Grants**

The guidelines provide some degree of uniformity in the selection of MILCOM Student Travel Grant recipients from year to year. However, these are guidelines, not restrictions. The final authority in awarding travel grants lies with the Technical Program Chair.

#### **Eligibility Guidelines**

- Eligibility is limited to full-time university students who are enrolled in a graduate program and are making satisfactory progress toward a graduate-level engineering or science degree, as certified by the student's graduate thesis advisor.
- The student must be the author or a coauthor of a technical paper that has been accepted for presentation at MILCOM 2001. The paper must be based on the student's graduate research, as certified by the student's thesis advisor.
- The student must submit this completed application form, the copy of the camera-ready manuscript, and a copy of the appropriate MILCOM 2001 approval form indicating that the paper has been approved for release and publication in the *MILCOM 2001 Conference Proceedings*. The student's university affiliation must be displayed on the paper, and no company affiliations may be given.
- The student must be a member or student member of IEEE.

#### **Grant Awards**

All recipients of a Student Travel Grant will receive a Grant Award Letter from the Technical Program Chair specifying the amount of the award.

#### **Grant Reimbursement**

After the paper is presented, the student should contact the MILCOM 2001 Registration Supervisor to receive the grant award. The student must present a copy of the Grant Award Letter signed by the Technical Program Chair and a photo ID.

**Please send this form to the Technical Program Chair**

## **Instructions for completing Security Clearance Form – U. S. Citizens**

### **Note Penalty for Misrepresentation**

Title 18, United States Code 1001, makes it a criminal offense, punishable by a maximum of 5 years imprisonment, \$10,000 fine, or both, to make a false statement of representation to any Department or Agency of the United States as to any matter within the jurisdiction of any Department or Agency of the United States. This includes any statement knowingly made by an employer or employee herein that is found to be incorrect, incomplete, or misleading in any important particular.

### **Visit Authorizations**

All persons wishing to attend the MILCOM 2001 classified sessions must, at a minimum, possess a current SECRET personnel security clearance.

### **U.S. Citizens Employed by U.S. Government, U.S. Owned Firms, or U.S. Universities**

Applicants who have been granted a SECRET clearance by the U.S. Government must submit a MILCOM 2001 Security Clearance Form - U.S. Citizens by October 8, 2001.

### **U.S. Citizens Employed by Foreign Owned Firms**

U.S. citizens working for Foreign-owned firms located within the U.S. will process clearance data using the Security Clearance Form - U.S. Citizens and follow the instructions provided.

U.S. citizens employed by Foreign-owned firms located outside of the U.S will use the International Visitor Request Form to attend the classified program and follow the instructions provided. Their clearance data will be submitted electronically from the embassy.

### **Identification**

MILCOM has established a system that provides for the identification and control of attendees. Attendees must present proper identification before being issued a MILCOM badge. U.S. attendees may use any photo identification, e.g., valid driver's license, government or corporate identification.

### **Classified Storage**

Temporary classified storage facilities for visual aids and scripts for classified presentations will be managed by EDS and The MITRE Corporation during the conference. Classified material must be properly double wrapped prior to storage.

### **Classified Proceedings**

All requirements for copies of classified proceedings must be submitted by the U.S. Government sponsoring agency using page two of this form, as provided.

### **ADDITIONAL INFORMATION**

Costs for transportation, per diem and registration fees must be paid by the organization sending the attendee. Each visitor is required to complete the conference registration form and send it directly to the MILCOM 2001 Registration Chair using the Internet at <http://www.milcom.org/2001>. If access to the Internet is not available, send via fax c/o 703-631-7258.

**SECURITY CLEARANCE FORM - U.S. CITIZENS**

2001 Military Communications Conference - October 28-31, 2001  
(DoD sponsors security for Classified Program)

Attendance at the classified program of this conference is restricted to attendees who have a current Secret personnel security clearance and a need-to-know certified by appropriate officials in accordance with the requirements of the DoD National Industrial Security Program (NISP) Operating Manual (NISPOM). Forms received after October 8, 2001 will risk not being processed in time for attendance at the classified sessions. Hand-carried or faxed copies of clearances will not be accepted at MILCOM registration.

**Please type and complete all parts of this form**

**Personal Data (Completed by Attendee)**

Photographs: Please furnish two identical photos 1 inch wide x 1 1/4 inch high. Print attendee's name on the back.

\_\_\_\_\_  
Last                      First                      Middle Initial

Social Security #: \_\_\_\_\_

Rank (Military)/Title (Civilian): \_\_\_\_\_

Birth Date: \_\_\_\_\_      Citizenship: \_\_\_\_\_

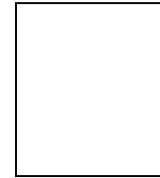
Employing Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_



**Personal Clearance Data**  
**(Completed by Facility Security Officer)**

**SPONSORING U.S. GOVERNMENT AGENCY**

**Need-To-Know Data**

Government Personnel (Completed by Supervisor)

Contractor Personnel (Completed by Government/Project Contracting Officer)

I hereby certify that attendance is necessary in the interest of U.S National Defense and that the attendee has a need-to-know of work being performed under, or in connection with, U.S. Government or User Agency Program.

\_\_\_\_\_  
Applicant's Security Clearance Level      Date Granted

\_\_\_\_\_  
Authorizing Agent Name

\_\_\_\_\_  
Issuing Agency

\_\_\_\_\_  
Title

I hereby certify that the foregoing information is true.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street/Mail Station

\_\_\_\_\_  
Security Officer Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title    Phone

\_\_\_\_\_  
Organization Phone

\_\_\_\_\_  
Signature

**Please Mail Completed Security Clearance Form To:**

MILCOM 2001 Security  
The MITRE Corporation  
7515 Colshire Dr., Mail Stop N120  
McLean, VA 22102

Acknowledgement will be mailed upon receipt of *completed Security Form*. For further assistance, call MILCOM 2001 Security at 703-883-5936.



**INTERNATIONAL VISITOR REQUEST FORM TO ATTEND CLASSIFIED PROGRAM**

2001 Military Communications Conference - October 28-31, 2001  
(DoD sponsors security for Classified Sessions)

**Instructions**

**Countries invited to nominate cleared individuals to MILCOM 2001 are:** Australia, Belgium, Canada, Denmark, France, Germany, Italy, Japan, Netherlands, Norway, Portugal, Republic of Korea, Saudi Arabia, Spain, Sweden and the United Kingdom. Attendance at the classified sessions of this conference is restricted to individuals from the countries above who have a current Secret personnel security clearance and a need-to-know certified by appropriate officials in accordance with the requirements of the DoD National Industrial Security Program (NISP) Operating Manual (NISPOM).

International visitors desiring to attend the Classified Program must:

- (1) Complete this form, certifying their current involvement in classified military communications programs with the United States and provide two copies of their photographs.
- (2) Submit a MILCOM 2001 Registration Form.
- (3) Pay the appropriate fees.
- (4) Submit a visit request in accordance with DOD Foreign Visitors Procedures Guide, as described in the accompanying instruction sheet.

Forms received after September 1, 2001 will risk not being processed in time for attendance at the classified sessions. Hand-carried or faxed copies of clearances will NOT be accepted at MILCOM registration.

**Please type and complete all parts of this form.**

**Personal Data (Completed by Attendee)**

\_\_\_\_\_  
Last            First            Middle Initial

Photographs: Please furnish two identical photos 1 inch wide x 1 1/4 inch high. Print attendee's name on the back.

Social Security # (If Applicable): \_\_\_\_\_

Passport # \_\_\_\_\_

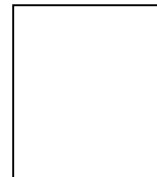
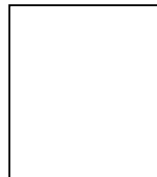
Rank (Military)/Title (Civilian) : \_\_\_\_\_

Birth Date: \_\_\_\_\_      Citizenship: \_\_\_\_\_

Employing Organization: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_



**Sponsoring U.S. DoD Agency Need-To-Know Data**

I hereby certify that the individual identified above has a need to know based on his/her active involvement in joint classified military communications programs.

**Please Mail this Completed Form To:**

\_\_\_\_\_  
Authorizing Agent Name

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Street/Mail Station: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

*Ms. Patricia M. Hopkins  
DoD MILCOM Coordinator  
OASD (C31)/ODASD (Dep CIO)  
Investment and Acquisition Directorate  
Crystal Gateway 1, Suite 920  
1235 Jefferson Davis Highway  
Arlington, VA 22202*

**Instructions for Completing International Visitor Request Form to Attend Classified Program**

**Note Penalty for Misrepresentation:** Title 18, United States Code 1001, makes it a criminal offense, punishable by a maximum of 5 years imprisonment, \$10,000 fine, or both, to make a false statement of representation to any Department or Agency of the United States (U.S.) as to any matter within the jurisdiction of any Department or Agency of the U. S. This includes any statement knowingly made by an employer or employee herein that is found to be incorrect, incomplete, or misleading in any important particular.

**International Visitors:** International visitors must submit an International Visitor Request Form to attend the classified program. An international visitor is a person who does not have U.S. citizenship. U. S. citizens employed by foreign-owned firms located outside of the US will be treated as international visitors. International visitors from invited countries desiring access to a classified session designated Classified - "U.S." and "Foreign" must possess the equivalent of a current U.S. SECRET personnel security clearance and be a representative of the government or a cleared defense contractor. This form and the electronic visit requests should be submitted no later than September 1, 2001, in accordance with the procedures described in the DoD Foreign Visitors Procedures Guide, dated June 1995. All visit requests must be processed electronically from your embassy to the Defense Intelligence Agency (DIA) using the Foreign Visitors System (FVS). The following information is to be included:

Administrative Data

Requestor: Your Embassy  
To: DIA

Government Agency or Facility to be Visited

Name: The MITRE Corporation  
The Hayes Building  
7525 Colshire Drive  
McLean, VA 22102  
Point of Contact: Susan Olson     Telephone: (703) 883-6462

Subject to be discussed: MILCOM 2001, "Communications for Network-Centric Operations: Creating the Information Force"

In addition to the requirements specified in the DoD Foreign Visitors Procedures Guide, attendees must also provide by September 1, 2001, the following:

- 1) Need-To-Know certification (justification must clearly state the individual is currently involved in joint classified military communication programs and be signed by a US DoD official who can certify the need-to-know)
- 2) Two (2) photographs 1 inch wide x 1 1/4 inches high

Send the justification and photographs to: *Ms. Patricia M. Hopkins, DoD MILCOM Coordinator*  
*OASD (C3I)/ODASD (Dep CIO)*  
*Investment and Acquisition Directorate*  
*Crystal Gateway 1, Suite 920*  
*1235 Jefferson Davis Highway*  
*Arlington, VA 22202     Telephone: (703) 602-0980 x159*

Each international visitor is required to complete the conference registration form and send it directly to the MILCOM 2001 Registration Chair using the Internet at <http://www.milcom.org/2001/>. If access to the internet is not available, send via fax c/o 703-631-7258. Each international visitor is responsible for paying all costs associated with the MILCOM Conference.

**Identification:** MILCOM has established a system that provides for the identification and control of attendees. Attendees must present proper identification before being issued a MILCOM badge. International visitors must present a passport or military photo identification.

**Classified Storage:** Temporary classified storage facilities for visual aids and scripts for classified presentations will be managed by EDS and The MITRE Corporation during the conference. Classified material must be properly double wrapped prior to storage.

**Classified Conference Proceeding:** Classified Conference Proceedings will not be provided.