



Author Kit Instructions and Master Checklist

Instructions

This kit provides instructions and necessary forms for submitting final manuscripts for the MILCOM 2003 Classified Technical Program. Three copies of final, camera-ready manuscripts, following the format outlined, are due no later than **July 15, 2003**. Please read the instructions carefully and submit all appropriate forms with the final manuscript.

All presenters must register for the conference including the Classified Program (see Online Conference Registration and Registration Fees). All attendees and presenters at the Classified Program must submit a completed Security Clearance Form no later than **September 5, 2003**. Foreign nationals must submit a Security Clearance Form for International Visitors through their embassies to attend MILCOM 2003 classified sessions. Please allow 4–6 weeks for your security office to process the request.

MILCOM 2003 will not process any clearance forms at the conference.

Master Checklist

Send 3 hard copies of camera-ready manuscripts along with the appropriate publication and presentation forms no later than **July 15, 2003**, to:

MIT Lincoln Laboratory
Attn: Document Control, LI-104
2003 MILCOM Conference
244 Wood Street
Lexington, MA 02420-9108

See [Preparing Final Papers for the Classified Technical Program](#)

Publication and Presentation Forms:

For the following, send completed form to the Lincoln Laboratory address, above.

- [IEEE Copyright Form](#)
- Approval Endorsement Forms (Choose applicable)
 - U.S. Authors (Except U.S. Government Employees) [Endorsement Form D](#)
 - U.S. Government Employee Authors [Endorsement Form E](#)
 - Foreign Nationals (Non-U.S. Authors) [Endorsement Form F](#)
- [Speaker's Breakfast/Audiovisual Reservation Form](#)
- Author Biography (approximately 100 words)
- [Student Travel Support Application Form](#)
- [Overlength Paper Instructions](#)

Security Form:

U.S. citizens

For the following, send completed form to the General Dynamics C4 Systems address on the bottom of each form

- [Security Clearance Form - U.S. Citizen](#)

Foreign nationals (or U.S. citizens working for foreign-owned firms located outside the U.S.)

For the following, send completed forms to the OSD address on the bottom of each form.

- [Security Clearance Form - International Visitor](#)

The following additional information can be found on-line at <http://www.milcom.org>

- [Hotel Reservation Information](#)
- [MILCOM 2003 Special Events](#)
- [General Speaker Instructions](#)
- [IEEE Membership Information](#)
- [AFCEA Membership Information](#)

Preparing Final Papers for the Classified Proceedings



General Information and Instructions

Please follow all instructions carefully. Omitting any step can jeopardize inclusion of your paper in the Conference Proceedings. For papers that exceed six pages (including all illustrations) please reference the Overlength Paper Instructions.

Paper Format Specifications

- Prepare your paper using full size format 8 1/2 x 11 in. (21.6 cm x 27.9 cm). Image area is 7 1/2 x 9 1/2 in.
- Top margin is 1/2 in., bottom margin is 1 in.
- Right and left margins are 1/2 in.
- Layout is 2-column, 3-5/8 in. per column, justified
- Paper title is all caps, centered, 12 pt. Times Roman bold
- Headings are all caps, centered, 11 pt. Times Roman bold
- Text font is 11 point Times Roman, single space
- Position figure numbers and captions below each figure; position table numbers and titles above each table
- Page numbers are centered, 9 point Times Roman, placed in the footer and should be in a format "1 of 6"
- The first paragraph must be the abstract in 11 pt. Times Roman Italic
- See figure on the next page for sample layout

Examples

Follow these examples for Paper with Single Author, Paper with Multiple Authors, and Artwork.

Paper Title

SAMPLE TITLE OF SAMPLE PAPER WITH ONE AUTHOR (U)

Janice Doe
The MITRE Corporation
Bedford, MA

Paper Title with Multiple Authors

SAMPLE TITLE OF SAMPLE PAPER WITH MORE THAN ONE AUTHOR (U)

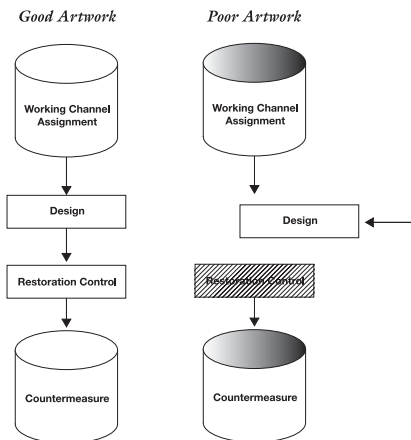
Janice Doe
The MITRE Corporation
Bedford, MA

and

John Smith
General Dynamics C4 Systems
Needham, MA

Artwork

Artwork will reproduce well in the Classified Proceedings if these guidelines are followed: Line selection should be simple (a number 1 line with a number 2 line used for emphasis). Shading should be kept at a minimum: Use only to show emphasis or flow. Text should be sans serif (Helvetica, Arial, etc.), black: Do not use color or shadow text. Do not submit any hand drawn artwork or text. Good and Poor art examples are shown below.



Preparing Final Papers for the Classified Proceedings (Cont.)



Transmittal of Classified Material

Transmit classified material in accordance with the DoD National Industrial Security Program Operating Manual (NISPOM). All required approvals must be submitted with the final manuscript.

Instructions for Marking Classified Papers

The Classification Marking Example shows a properly marked document. Format, typing and instructions for unclassified papers also apply to classified papers.

The first page must reflect the overall classification of the paper and each subsequent page marked to reflect the highest classification of the information on that page. Be sure to label all pages that do not contain classified material as unclassified and mark all such portions with (U). Use 11 point Times Roman bold font for the classification markings centered at the top and bottom of the pages.

All of the following information must appear on the first page:

- Title followed by classification of the title in parentheses. All titles must be unclassified

- Author, organization, and location

On the upper right of each page, put:

- Date of submission
- Derived from
- Declassify on

Classification Sources

To complete the "Derived from" line, identify the applicable DD Form 254 or other classification guide. If the source is DD Form 254, include the date and applicable contract number. If the source is a classification guide, identify the guide and its date. If there are two guides, cite both. If there are more than two guides use the phrase "Multiple Sources." Maintain a bibliography of the multiple sources.

Portion Marking

Mark each section, part, paragraph, subparagraph, or portion to show the level of classification or that a portion is unclassified. Use a capital letter in parentheses: (S), (C) or (U) to denote Secret, Confidential, and Unclassified respectively.

The Classification Marking Example shows a properly marked Classified document. For Unclassified documents, mark top and bottom of pages with UNCLASSIFIED. It is not necessary to mark each paragraph.

SECRET

**SAMPLE TITLE OF SAMPLE PAPER
WITH MORE THAN ONE AUTHOR (U)**

Janice Doe
The MITRE Corporation
Bedford, MA
and
John Smith
General Dynamics C4 Systems
Needham, MA

Date of Submission _____
Derived from _____
Declassify on _____

(U) ABSTRACT

(U) Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet.

(U) INTRODUCTION

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1 of 6

SECRET

Figure 1. (U) Sample illustration with caption and unclassified marking

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This paper sample is unclassified. Security markings are for illustration purposes only.

Preparing Final Papers for the Classified Proceedings (Cont.)



Headings, Subheadings, and Captions

Place the marking before the first word of a heading, subheading or caption. This marking must indicate only the classification of that item except when a second level heading is included in the first line of a paragraph. In this case, the marking must show the classification of the paragraph.

Lists are marked as follows:

- 1.(U) Items preceded by letters
 - A. (C) This subordinate portion contains (CONFIDENTIAL) information
- 2.(U) Items in list preceded by numbers
 - 2.1 (S) This subordinate portion contains (SECRET) information
 - 2.2 (C) This subordinate portion contains (CONFIDENTIAL) information

Footnotes

Mark each narrative footnote with its own classification preceding the footnote.

Illustrations

Fully enclose each illustration, photograph, figure, graph, drawing, chart, table and similar display material, and clearly show its classified or unclassified status. Do not abbreviate. Place the classification marking in the lower left corner of the box.

Figure Captions

Use a letter in parentheses to indicate the classification of a figure caption. Place the classification marking between the figure number and first word of the caption. Type the caption centered below the image area.

Figure 1. (U) Sample Caption

Table Titles

Use a letter in parentheses to indicated the classification of a table title. Type the table number and title on one line centered above the table with the classification marking between the number and first word. Type the table classification in the lower left corner of the table.

Table 1. (U) Sample Title

References

Place the classification of the document after the title when referencing classified sources.

No identifier is required after the title when referencing unclassified sources.

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(1) _____
Author/Authorized Agent for Joint Authors

Date

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Authorized Signature

Date

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*Approval Endorsements: U.S. Authors Form D —
Mandatory*



Applicability

Parts I and II on this page and Parts III and IV on the following page must be completed for all papers submitted by U.S. Authors (excluding U.S. Government Employees who should use Form E).

Title of Paper (Unclassified) Paper Tracking No. (Required)

Author's Name (printed/typed) Classification (Unclassified,
Confidential, Secret)

**Part I - Author and Company or University
Endorsement**

Signature in Part I certifies that author and coauthor(s), if any, have received all required company or university 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) and agree with the column selected/signed in Part II.

Classification (Unclassified, Confidential, Secret)

Author's Phone Fax

Company/University Name

Mailing Address

City, State, Zip

Author's Signature Date

Part II - Government Contract Information

For work performed or derived under a U.S. Government contract or grant, provide the information requested at right.

Contract or Grant Number

U.S. Government Agency Awarding Contract or Grant

Author's or Company Official Signature Date

Approval Endorsements: U.S. Authors Form D – Mandatory (Cont.)



Applicability

This form is to be used only by U.S. authors (excluding U.S. Government Employees) presenting papers up to and including SECRET.

 Title of Paper (Unclassified) Paper Tracking No. (Required)

 Author's Name (printed/typed) Classification (Unclassified, Confidential, Secret)

Part III - U.S. Government Contracting Officer Endorsement for Classified, Unclassified Limited Disclosure and Unclassified (No Restrictions) Papers

Part III must be signed by the U.S. Government Procurement Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) for the agency listed in Part II.

 Name of Government Contracting Officer (Print or type)

 Official's Title

 Official's Phone

 Company/Organization

 Mailing Address

 City, State, Zip

 Contracting Official's Signature Date

Your signature confirms the assigned classification listed in Part I and authorizes disclosure in a MILCOM 2003 classified session with subsequent publication in the *MILCOM 2003 Classified Proceedings*, subject to:

- All attendees at the MILCOM 2003 classified session have a SECRET or higher security clearance and a need-to-know justifying access to the classified information
- Distribution of the *MILCOM 2003 Classified Proceedings* will be limited to appropriately cleared U.S. only facilities
- All Foreign Disclosure restrictions listed in Part IV will be followed

Part IV - U.S. Government Foreign Disclosure Officer Endorsement

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

 Name of Government Foreign Disclosure Official (Print or type)

 Official's Title Official's Phone

 Company/Organization

 Mailing Address

 City, State, Zip

 Foreign Disclosure Official's Signature Date

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Your signature authorizes oral and visual disclosure of this paper in a MILCOM 2003 classified session to appropriately cleared representatives who have a SECRET or higher security clearance from the following countries.

United States

United States and the following countries

- | | | | | | |
|----------------|---------|-------------|-------------------|--------------|----------------|
| Australia | Finland | India | Norway | Singapore | United Kingdom |
| Belgium | France | Israel | Poland | South Africa | |
| Canada | Germany | Italy | Portugal | Spain | |
| Czech Republic | Greece | Japan | Republic of Korea | Sweden | |
| Denmark | Hungary | Netherlands | Saudi Arabia | Turkey | |

Approval Endorsements: U.S. Government Employee Authors Form E – Mandatory



Applicability

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

 Title of Paper (Unclassified) Paper Tracking No. (Required)

 Author's Name (printed/typed)

Part I - U.S. Government Employee Author Endorsement

Signature in Part I certifies that author and coauthor(s), if any, have received all required U.S. Government agency approvals, and authorizes publication of this classified paper and its inclusion in the MILCOM 2003 Classified Proceedings. Distribution of the proceedings will be limited to appropriately cleared U.S. only facilities.

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).

Part II - U.S. Government Foreign Disclosure Officer Endorsement

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- United States and the following additional countries

- | | | | |
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| Belgium | Greece | Norway | Spain |
| Canada | Hungary | Poland | Sweden |
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| Denmark | Israel | Republic of Korea | United Kingdom |
| Finland | Italy | Saudi Arabia | |
| France | Japan | Singapore | |

 Classification (Unclassified, Confidential, Secret)

 Author's Phone Fax

 Government Agency

 Mailing Address

 City, State, Zip

 Author's Signature Date

 Name of Government Foreign Disclosure/Releasing Official (Print or type)

 Official's Title

 Official's Phone

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 City, State, Zip

 Releasing Official's Signature Date

*Approval Endorsements: Foreign Nationals
(Non- U.S. Authors) Form F — Mandatory*



Applicability

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

Title of Paper (Unclassified) Paper Tracking No. (Required)

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Part I - Author Endorsement

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

Your signature authorizes presentation of this paper in a MILCOM 2003 classified session and publication in the MILCOM 2003 Classified Proceedings

Classification

Author's Phone Fax

Company/University Name

Mailing Address

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Author's Signature Date

Part II - Government Endorsement for Classified Papers

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 2003 classified sessions is sponsored by the U.S. Department of Defense. The *MILCOM 2003 Classified Proceedings* will be distributed to appropriately cleared U.S. only facilities.

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- | | | | |
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| Belgium | Greece | Norway | Spain |
| Canada | Hungary | Poland | Sweden |
| Czech Republic | India | Portugal | Turkey |
| Denmark | Israel | Republic of Korea | United Kingdom |
| Finland | Italy | Saudi Arabia | United States |
| France | Japan | Singapore | |

*Speaker's Breakfast - Audiovisual Reservation
Interview — Mandatory*



Speaker's General Information

Speaker's Name:

Paper Tracking Number:

Title of Paper (Unclassified)

Business Phone

Fax Number

E-Mail

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

Please bring your overhead transparencies or electronic file (PowerPoint or PDF) presentation with you to your scheduled session. A lectern, overhead projector, computer (PC with Windows 2000 applications, for unclassified material only), microphone, pointer, and projection screen will be provided.

**Should you require additional equipment, it can be provided at an extra charge. If you have any questions send email to MILCOMAV@gdc4s.com.

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

Student Travel Support Application Registration (Optional)



Applicability

Travel grants are intended to provide partial reimbursement of travel costs for full-time students attending MILCOM 2003 and making technical presentations based on research conducted as part of a 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 2003 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

University

University Address

City, State, Zip

Advisor's Name Advisor's Phone

Title of Paper Paper Tracking Number

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

Guidelines for MILCOM 2003 Graduate Student Travel Grants

These 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 2003. 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 2003 approval form indicating that the paper has been approved for release and publication in the MILCOM 2003 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 2003 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.

Overlength Paper Instructions



Applicability

Complete this form if your manuscript exceeds 6 pages. The fee for pages 7, 8 and 9 is \$300 for each page. More than 9 pages will not be accepted. Payment for overlength charges must be enclosed in a check separate from any other MILCOM 2003 fees or charges.

If the camera-ready copy of your manuscript exceeds 6 pages and no payment is enclosed, the manuscript will be truncated at 6 pages.

Overlength Fee

Charge for (check all that apply)

<input type="checkbox"/>	Page 7 @ \$300 =	\$ _____
<input type="checkbox"/>	Page 8 @ \$300 =	\$ _____
<input type="checkbox"/>	Page 9 @ \$300 =	\$ _____
	Total payment enclosed	\$ _____

Checks must be drawn in U.S. dollars on a U.S. bank and made payable to MILCOM 2003.

Information

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Speaker's Name

Company/Organization

Business Address

City

State/Province

Country

Zip/Postal Code

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Paper number	_____	Author(s)	_____
Check amount	_____		_____
Check number	_____		_____
Check date	_____		_____

Instructions for Completing Security Clearance Form — U. S. Citizen



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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.

Security Clearance Required

All persons wishing to attend the MILCOM 2003 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 2003 Security Clearance Form - U.S. Citizens by **September 5, 2003**.

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. Citizen and follow the instructions provided.

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

Identification

All persons wishing to attend the MILCOM 2003 classified sessions must present proper photo identification, such as a passport or military photo.

Classified Storage

Temporary classified storage facilities for visual aids and scripts for classified presentations will be managed by General Dynamics C4 Systems during the conference. Classified material to be presented at the conference must be received prior to October 4, 2003.

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 MILCOM 2003. Registration using the Internet is available at <http://www.milcom.org>. If access to the Internet is not available, send via fax at **703-631-7258**.

Security Clearance Form — U.S. Citizen



2003 Military Communications Conference - October 13-16, 2003 (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 September 5, 2003 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 complete all parts of this form

Attendee Individual Data

Last First Middle Initial

Social Security Number

Rank (Military)/Title (Civilian)

Date/Place of Birth Citizenship

Employing Organization

Address

City, State, Zip

Business Phone

Personnel/Facility Clearance Data (Completed by Facility Security Officer)

Attendee's Security Clearance Level Date Granted

Issuing Agency

CAGE Code

Facility Security Clearance Level

Cognizant Security Agency

As the Facility Security Officer, I hereby certify that the information provided herein is true and correct:

Typed Name

Signature Telephone

Sponsoring U.S. Government Agency Need to Know

Government Personnel (Completed by Supervisor) Contractor Personnel (Completed by Government or 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 within, or in connection with, U.S. Government Contracting Activity.

Authorizing Agency

Address (Street/Mail Station)

City, State, Zip

Authorizing Official's Typed Name

Authorizing Official's Signature

Business Telephone

Classified Proceedings

Check box if you wish to receive a copy of the classified proceedings

Classified Mailing Address (Complete if different from previous information)

Employing Organization

Address

City, State, Zip

Please Mail Completed Security Clearance Form To: General Dynamics C4 Systems Attn: Security - MILCOM 2003 77 A Street Needham, MA 02494-2892

Acknowledgement will be mailed upon receipt of completed Security Form. For further assistance, call MILCOM 2003 Security at 781-455-2250.

Security Clearance Form — U.S. Citizen (Cont.)



Photograph Requirements

Attendees of the classified program will be issued a color photograph identification badge. Please provide a color photograph in one of the following manners:

Option 1

E-mail a JPEG digital photograph together with your name and company/organization to MILCOM2003Security@GDC4S.com

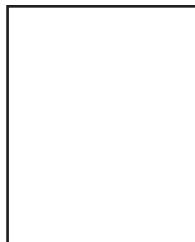
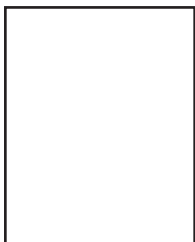
Option 2

Place a digital JPEG photograph on a 3.5 inch floppy diskette and mail it along with the completed security clearance form to the address indicated below.

General Dynamics
C4 Systems
Attn: Security - MILCOM 2003
77 A Street
Needham, MA 02494-2892

Option 3

Attach two (2) identical 1 inch wide x 1 ¼ inch high color photographs. Print attendee name on the back of the photographs and mail to address above.



International Visitor Application for Classified Program Attendance



Instructions for Completing the International Visitor Application for Classified Program Attendance

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.

International Visitors

Countries invited to nominate cleared individuals to attend MILCOM 2003 are: Australia, Belgium, Canada, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, India, Israel, Italy, Japan, Netherlands, Norway, Poland, Portugal, Republic of Korea, Saudi Arabia, Singapore, South Africa, Spain, Sweden, Turkey and the United Kingdom.

Attendance at the MILCOM 2003 classified sessions identified as "Classified – U.S. and Foreign" is restricted to individuals from the above countries having a current U.S. equivalent secret personnel

Administrative Data

Requester: Your Embassy
To: DIA

Government Agency or Facility to be Visited

Name: U.S. Department of Transportation
Volpe National Transportation Systems Center
55 Broadway Street
Kendall Square
Cambridge, MA 02142

Subject to be Discussed

MILCOM 2003-
Transformation: Power to the Edge

In addition to the requirements specified in the DoD Foreign Visitors Procedure Guide, attendees must also:

1. Submit a MILCOM 2003 Registration Form.
2. Pay the appropriate fees.

Forms received **after September 5, 2003** 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.**

security clearance, representatives of the government or cleared defense contractors with a need-to-know certified by appropriate officials in accordance with the requirements of the DoD National Industrial Security Program Operating Manual (NISPOM).

International visitors must submit an **International Visitor Application For Classified Program Attendance** form, including DoD Sponsorship need-to-know and requisite photographs, to attend the classified program. An international visitor is a person who does not have United States citizenship. United States citizens employed by foreign owned firms located outside the United States will be treated as international visitors.

This form and the electronic visit request should be submitted no later than September 5, 2003, 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:

*International Visitor Application for Classified
Program Attendance*

2003 Military Communications Conference - October 13-16, 2003



Please type and complete all parts of this form

Personal Data (Completed by Attendee)

Name

Last First Middle Initial

Passport Number

Rank (Military)/Title (Civilian)

Date/Place of Birth Citizenship

Employing Organization

Organization Telephone

Signature Telephone

Photograph Information

Please furnish two photographs 1 inch wide by 1 ¼ inch high (3cm by 4cm). Print attendee's name on the back.

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Please mail completed Form to:

Ms. Patricia M. Hopkins
DoD MILCOM Coordinator
OASD (NII)/ODASD (DEP CIO)
Planning and Outreach
Crystal Gateway 2, Suite 910
1225 Jefferson Davis Highway
Arlington, VA 22202

*International Visitor Application
for Classified Program Attendance (Cont.)*



**DoD Sponsor Need To Know Certification
To be completed by the Department of Defense Sponsor**

**DoD Sponsor
Name**

Last First Middle Initial

Title

Organization

Telephone Facsimile (FAX number)

**Person Being Sponsored
Name**

Last First Middle Initial

Title

Organization

Nationality

Need to Know

Explain what U. S. Military Communications Program this individual is involved with

Benefit to the U. S. by having this individual attend the classified MILCOM sessions

Please mail completed Form to:

Ms. Patricia M. Hopkins
DoD MILCOM Coordinator
OASD (NII)/ODASD (DEP CIO)
Planning and Outreach
Crystal Gateway 2, Suite 910
1225 Jefferson Davis Highway
Arlington, VA 22202