

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



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.

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

Form fields for 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)

Form fields for Personnel/Facility Clearance Data: 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:

Form fields for certification: 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.

Form fields for Sponsoring Agency: 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)

Form fields for Classified Proceedings: 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.

