

Transmittal of Classified Material

Transmit classified material in accordance with the DoD National Industrial Security Program Operating Manual (NISPOM) via U.S. Registered Mail or U.S. Express Mail only. All applicable Approvals Endorsement Forms must be submitted with the **DRAFT Paper** and **FINAL Paper**.

Instructions for Marking Classified Papers and Presentations

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

The first and last page must reflect the overall classification of the paper and presentation 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 14 pt. 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:

- The level of the highest classification shall be at the top and bottom of title page.
- Derivative classified presentations can only be up to the SECRET level.
- Presentations that are not cleared for release to Foreign nationals must be properly marked with SECRET/No-Foreign (S/NF).
- The following declassification information shall be included:
 - Derived From: List the name of the document that is the source of derivation classification.
 - Declassify on: Indicate date of declassification from the source document.
- Title followed by classification of the title in parentheses. All titles must be unclassified
- Author, organization, and location
- Enter standard notation "Multiple Sources" on the "Derived from line" of the derivative document to indicate that more than one classified source was used.
- Declassify on: Indicate date which is most remote from Multiple Sources used.

The Classification Marking Example shows a properly marked Classified document. For Unclassified documents, mark top and bottom of pages with UNCLASSIFIED. Mark each paragraph according to its highest classification level.

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

SECRET

Date of Submission _____
 Derived from _____
 Declassify on _____

**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

(U) ABSTRACT

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(U) INTRODUCTION

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(U) SAMPLE HEADING

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

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1 of 6
SECRET



Supplemental Authors Kit (Classified Technical Program) Preparing Final Papers for the Classified Technical Program (continued)

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.

Headings, Subheadings, and Captions

Place the abbreviated marking before the first word of a heading, subheading, or caption. This marking must indicate the classification of that item only, 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
 - 2.1.1 (S) This subordinate portion contains (SECRET) information
 - 2.1.2 (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. Place the unabbreviated classification marking in the lower left corner of the box, i.e. SECRET or CONFIDENTIAL.

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 indicate 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.



Supplemental Authors Kit (Classified Technical Program) Instructions for Completing Security Clearance Form F—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 2005 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 2005 Security Clearance Form—U.S. Citizen by **September 1, 2005**.

U.S. Citizens Employed by Foreign-Owned Firms

U.S. citizens employed by foreign-owned firms will use the 'Security Clearance Form—International Visitor Application for Classified Program Attendance' and follow the instructions provided. Their clearance data will be submitted electronically from the embassy.

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 2005. Registration using the Internet is available at <http://www.milcom.org>

Photograph Requirements

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

Option 1

E-mail a JPEG digital photograph together with your name and company/organization to: MILCOM05SECURITY.SAIC.com

Option 2

Place a digital JPEG photograph on a 3.5 in. floppy diskette and mail it along with the completed security clearance form to:

SAIC
Attn: Laura Martinez/MILCOM 2005
Security/Visitor Control
10260 Campus Point Drive
San Diego, CA 92121
Fax 858.826.6559



Supplemental Authors Kit (Classified Technical Program)
Form F: Security Clearance—U.S. Citizen

(DoD Sponsors Security for Classified Program)

Attendance at the conference program of this conference is restricted to attendees who have a current SECRET personnel security clearance in accordance with the requirements of the DoD National Industrial Program (NISP) Operating Manual (NISPOM) and Information Security Program Regulation (DOD 5200.1). Forms received after September 1st, 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 during the MILCOM conference 17-21 October 2005.

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	E-mail Address	

Personnel/Facility Clearance Data (Completed by Facility Security Officer or Government Security Manager)

Attendee Security Clearance Level	Date Granted
Issuing Agency	
CAGE Code (For Contractors Only)	
Facility Security Clearance Level (For Contractors Only)	
Cognizant Security Agency (For Contractors Only)	

As the Facility Security Officer or Government Security Manager, I hereby certify that the information provided herein is true and correct.

Typed Name	
Signature	Telephone

Acknowledgement will be emailed upon receipt of completed Security Form. For further assistance, call Laura Martinez (MILCOM 2005 Security/Visitor Control) at 858.826.6569

SEND or FAX FORM TO:
SAIC
Attn: Laura Martinez/MILCOM 2005
Security/Visitor Control
10260 Campus Point Drive
San Diego, CA 92121
Fax 858.826.6559



Supplemental Authors Kit (Classified Technical Program) Instructions for Completing International Visitor Application for Classified Program Attendance Form G

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 2005 are: Australia, Belgium, 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 United Kingdom.

Attendance at the MILCOM 05 classified sessions identified as "Classified-U.S. and Foreign Attendance" is restricted to individuals from the above countries **having a current U.S. equivalent Secret personnel security clearance and supported by their Embassy in the Request for Visit Authorization (RVA).**

International visitors must submit an **International Visitor Application for Classified Program Attendance** 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 will be treated as international visitors.**

The International Visitor Application for Classified Program Attendance and required photographs must be submitted no later than September 1, 2005 to MILCOM 05 Foreign Disclosure Liaison at the address provided below. All RVAs must be submitted through your Embassy to HQ DA (DAMI-CDD) using the Foreign Visitors System (FVS) no later than September 1, 2005. To assist you, the following information is provided and must be included in the RVA:

1. Case Study

Requester: Your Embassy

2. Visit Information

Visit Type: One Time

Request Type: Facility Invitation

Request Category: Government

Anticipated Level of Classified Info to be Involved: At Classified Session Secret

Visit Dates: 17–20 October 2005

3. Purpose of Visit

MILCOM 05

Innovation...Fueling the Transformation

4. Facility Information

Way to Contact: Online

Mil Org: C-E LCMC (formally CECOM< PEO C3T)

Name: MILCOM 05 Conference

Address: Atlantic City Convention Center
Atlantic City, New Jersey 08401

And: Federal Aviation Administration
William J. Hughes Technical Center
Atlantic City International Airport, NJ 08405

In addition to this Form and the RVA, attendees must also:

- a. Submit a MILCOM 05 Registration Form; and
- b. Pay appropriate fees.

Forms received after September 1, 2005 will risk not being processed in time for attendance at the classified sessions.

Hand-carried or faxed copies of clearance will NOT be accepted at MILCOM 05 Registration.

Form and RVA due by: September 1, 2005

SEND FORM TO:

Ms. Jacqueline R. Strain

MILCOM05—Foreign Disclosure Liaison

HQ C-E LCMC

AMSEL-MI

Fort Monmouth, NJ 07703

FORM and RVA due by: September 1, 2005



Supplemental Authors Kit (Classified Technical Program)
Form G: International Visitor Application for Classified Program
Attendance

Applicability

This form is to be used by international visitors requesting access to classified sessions that are open to international attendance.

Complete all parts of this form. E-mail, hard copy, or fax to address listed below.

Personal Data (Completed by Attendee)

Last	First	Middle Initial
Passport Number		
Date RVA submitted by Embassy, and if known, RVA number		
Rank (Military)/Title (Civilian)		
Date/Place of Birth	Citizenship	
Employing Organization		
Organizational Address		
Organizational Address (continued if needed)		
E-Mail Address		
Signature	Office Telephone	

Photograph Requirements

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

Option 1

E-mail a JPEG digital photograph together with your name and company/organization to: MILCOM05International@mail1.monmouth.army.mil

Option 2

Place a digital JPEG photograph on a 3.5 in. floppy diskette and mail it along with the completed security clearance form to:

Ms. Jacqueline Strain
MILCOM 05 Foreign Disclosure Liaison
HQ C-E LCMC
AMSEL-MI
Fort Monmouth, NJ 07703-5000
Fax: 732.532.6344
Voice 732.427.4366
E-mail: MILCOM05International@mail1.monmouth.army.mil

SEND FORM TO:
MILCOM05International@mail1.monmouth.army.mil
Ms. Jacqueline R. Strain
MILCOM05—Foreign Disclosure Liaison
HQ C-E LCMC
AMSEL-MI
Fort Monmouth, NJ 07703-5000



Supplemental Authors Kit (Classified Technical Program)
Conditions & Limitations for Form H: Approval Endorsements for
Classified Papers—U.S. Government Authors/Contractors

Conditions and Limitations Which Apply to Classified Sessions with Foreign Attendance:

1. All disclosures will be on an oral and visual basis only. No documentary disclosures will be made.
2. No manufacturing, production or design information will be disclosed. Commitments for licensed production will not be authorized.
3. To avoid creating false impressions, participating countries will be informed that presentation of the briefings and participation in the conference in no way implies U.S. Government willingness to sell the hardware or technologies discussed, or allow participation in or access to any U.S. research and development programs.
4. Disclosure concerning systems in development will be limited to general characteristics, capabilities and operational/support requirements. Information that could be used to design, develop, engineer, test, produce, manufacture, operate, maintain, repair, overhaul or modify defense articles will not be disclosed.
5. No information under the cognizance of another department or agency will be disclosed without prior written approval.
6. No information concerning fielded operational systems will be disclosed.
7. No electronic countermeasures or counter-countermeasures will be disclosed.
8. No U. S. system vulnerabilities will be disclosed.
9. No cryptographic information will be disclosed.
10. No disclosures will be made concerning susceptibilities of military communications systems or solutions to hostile jamming.
11. No information regarding how specific techniques prevent hostile jamming will be disclosed.
12. No disclosures will be made concerning U.S. Government TRANSEC or TEMPEST hardware or software.



Supplemental Authors Kit (Classified Technical Program)
Form H: Approval Endorsements for Classified Papers—
U.S. Government Authors/Contractors

Applicability

This form is to be used by all U.S. Contractors and U.S. Government Authors submitting classified papers.

Title of Paper (Unclassified) Paper Tracking Number (Required)
Author Name (printed/typed) Classification (Unclassified, Confidential, Secret)

Contractor/Government

Part I—Author and Company or University Endorsement

Signature in Part I certifies that author and co-author(s), if any, have obtained all required company/agency approvals. Your signature authorizes presentation of this paper in a MILCOM 2005 classified.

Note: For jointly authored papers, only one signature is required, but all co-authors must be advised of the above terms (i.e. they also need to have obtained all required approvals prior to signature) and agree with the column selected/signed in Part II below.

Classification (Unclassified, Confidential, Secret)

Author Phone Fax

Company/University Name/Government Agency

Mailing Address

City, Postal Code, Country

Author's Signature

Contractor/Government

Part II—Government Contract Information

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

Contract or Grant Number

U.S. Government Agency Awarding Contract or Grant

Author or Company Official Signature

(Continue onto next page for conclusion of the form)

SEND FORM TO:
MILCOM 2005
C/O U.S. Army RDECOM CERDEC
Attn: AMSRD-CER-ADO-OS (Security)
Building 2700
Fort Monmouth, NJ 07703

Include form with draft and final papers submittal.
Due date for draft papers submittal: May 15, 2005
Due date for final papers submittal: July 29, 2005



Supplemental Authors Kit (Classified Technical Program)
Form H: Approval Endorsements for Classified Papers—
U.S. Government Authors/Contractors (continued)

U.S. Contractor Authors—To be filled out by Contractor Authors Only

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

Your signature confirms the assigned classification listed in Part I, and authorizes disclosure in a MILCOM 2005 classified session subject to:

- All attendees at the MILCOM 2005 classified session have a SECRET or higher security clearance and need-to-know justifying access to the classified information.
- All Foreign Disclosure restrictions listed in Part IV will be followed.

Name of Government Contracting Official (Print or type)

Official's Title

Official's Phone

Company/Organization

Mailing Address

City, Postal Code, Country

Contracting Official's Signature

Date

U.S. Government Authors—To be filled out by U.S. Government Authors Only

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

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

Releasing Official

Your signature affirms that you have read and will comply with the Foreign Disclosure Restrictions and authorizes oral and visual disclosure of this paper in a MILCOM 2005 classified session to appropriately cleared representatives who have a SECRET or higher security clearance from the following countries: 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 United Kingdom.

Circle One

United States Only

United States and the aforementioned foreign countries.

Name of Government Foreign Disclosure Official (Print or type)

Official's Title

Official's Phone

Government Agency

Mailing Address

City, Postal Code, Country

Foreign Disclosure Official's Signature

Date

SEND FORM TO:
MILCOM 2005
C/O U.S. Army RDECOM CERDEC
Attn: AMSRD-CER-ADO-OS (Security)
Building 2700
Fort Monmouth, NJ 07703

Include form with draft and final papers submittal.
Due date for draft papers submittal: May 15, 2005
Due date for final papers submittal: July 29, 2005



Supplemental Authors Kit (Classified Technical Program)
 Form I: Approval Endorsements—Non-U.S. Originated Information

Applicability

This form must be completed for all draft or final papers submitted to MILCOM that contain information from NON-U.S. sources. **ABSTRACTS ARE EXEMPT FROM THIS REQUIREMENT.**

Title of Paper (Unclassified) Paper Tracking Number (Required)

Author Name (printed/typed)

Part I—Author Endorsement

Signature in Part I certifies that author and coauthor(s), if any, have obtained all required company/agency approvals. Your signature authorizes presentation of this paper in a MILCOM 2005 classified session.

Classification

Author Phone

Fax

Company/University/Name

Mailing Address

City, Postal Code, Country

Author's Signature

Date

Part II—Government Endorsement for Classified Papers

Signature in Part II is for the government releasing official who is the proponent of the information and who has release authority for that classified information. This information will be presented at the MILCOM05 Classified Session.

All attendees at the classified session will have a current Secret or higher level security clearance. The countries identified below have been invited to nominate appropriately cleared representative(s) to the 'Classified—U.S. and Foreign Attendance' sessions.

U.S. Citizens working for a foreign owned company will require release authority from the company's country of origin.

Name of Government Releasing Official and Country (Print or Type)

Official's Title

Official's Phone

Company/Organization

City, Postal Code, Country

Releasing Official's Signature

Date

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

SEND FORM TO:
 MILCOM 2005
 C/O U.S. Army RDECOM CERDEC
 Attn: AMSRD-CER-ADO-OS (Security)
 Building 2700
 Fort Monmouth, NJ 07703

Include form with draft and final papers submittal.
 Due date for draft papers submittal: May 15, 2005
 Due date for final papers submittal: July 29, 2005



Supplemental Authors Kit (Classified Technical Program)
Form J: Speakers Breakfast RSVP, A/V Equipment Reservation, and
Media Interview Availability

Speaker General Information

Speaker Name: _____ Date: _____

Title of Paper (Unclassified): _____

Business Phone: _____ Fax Number: _____ E-Mail: _____

Signature: _____

Speakers Breakfast RSVP

Each speaker is entitled to a complimentary breakfast on the day of his/her presentation. Speakers are encouraged to attend the breakfast to find out about last-minute details.

I will attend the Speakers Breakfast [] Yes [] No

Audio/Visual Equipment Reservation

An Intel-based computer with a projector will be provided. Computer Operating System (OS) is Windows XP with Microsoft Office software. Microsoft PowerPoint is the preferred application for presentations.

Additional audio/visual equipment, i.e., speakers, monitors, etc. will be made available at cost. To place an order, please list the additional equipment that you will need.

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

Media Interview Availability (Unclassified Program Only)

Journalists from the general news media and trade press will be invited to attend all unclassified sessions at MILCOM 2005. 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

The MILCOM 2005 publicity committee will handle arrangements for media requests. 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 or e-mail the MILCOM 2005 Publicity Chair Jodi Hakanen, 703.676.5049, mailto:jodi.hakanen@saic.com.

SEND FORM TO:
MILCOM05
C/O US ARMY RDECOM CERDEC
ATTN: AMSRD-CER-IW-I (A. Bogner)
Fort Monmouth, NJ 07703
Or Fax to 731.427.6450 (Attn: A. Bogner)

The purpose of the MILCOM 2005 conference is to share ideas and stimulate new developments in military and commercial communications. As a speaker, you have the honor of presenting your material to the communications community. You are responsible for maintaining the interest of conference participants.

The interest that your audience has in your material and the overall satisfaction they have for the conference as a whole is affected by the quality of your presentation. During previous conferences, surveys revealed what audiences liked and disliked about presentations. We have summarized some of those findings here to help you.

Even if you are an experienced presenter, we suggest you rehearse your material with a small group. Besides helping you become more practiced with your presentation, the group will provide candid feedback to help you refine your presentation.

These specific suggestions will help you reach your audience. If you have questions or need help, contact the person who signed your acceptance letter for assistance.

1. **Use the microphone effectively.** Speak to the microphone. Keep the volume level of your voice constant by pacing your breathing.
2. **Avoid reading your speech.** This is the most common complaint. Use an outline with key points to keep you on track. Each point should allow you to speak from memory for one or two minutes without referring to your notes. Use the outline to avoid running on.
3. **Less is more.** Center your speech on the unique features of the work being described. Provide enough context to allow the audience to follow your presentation. This leaves more time for interactive questions and answers.

Previous audiences have complained that speakers consumed the whole time slot, and conference participants had insufficient time for questions. Your moderator will provide guidance on when to terminate the question and answer period.

4. **Relax.** Stage fright causes people to speak faster. Breathe deeper and slower—speak slower—pause between thoughts.
5. **If English is not your first language.** You are to be commended for taking the time and effort to make a presentation under extra pressure. Practice your presentation with a native English speaker and seek advice on pronunciation and timing.

Speak slower than in conversation. If your paper has multiple authors, select the one who is most fluent in English to make the presentation.

6. **Have a clear introduction, body, and conclusion.** Summarize key points in the conclusion. Explain why your work is significant.
7. **If time permits, solicit questions.** When answering, repeat the question and then address the key point of the question. Do not make an elaborate second speech.
8. **Use visuals.** Visuals are a valuable asset to your presentation if they are prepared and presented well. If you want the audience to read your material, the text must be large enough to be read easily (at least 20-point text and no more than 8 to 10 lines of copy on any charts). Graph lines should be broad and dark. Use a pointer to draw the audience to the key elements of your visuals.
9. **Use visuals as your outline.** Avoid bringing up ideas from the next visual because you could duplicate material. Practice your timing and the sequence of your visual several times; have a contingency in case the visuals are not available.
10. **Feeling nervous about speaking is natural.** You should know that the participants want you to do well; they will support you. Before your speech, you may find it helpful to circulate in the room and find out what interests people. This will help with any nervousness you might be experiencing and provide the opportunity to discuss how your work correlates with the interests of others.
11. **You are an expert and you have a passion for this work; show it!** Your efforts are not some cold, isolated event. You worked hard—sometimes you stayed up all night, sometimes you made mistakes, and sometimes you had brilliant insight. Share some of these moments; tell about the silly idea that blossomed into the discovery and what took you there. That is not in your paper, so share it now with your IEEE companions.
12. **Fortune favors the brave.**