

CONFERENCE SECURITY FORM

(See reverse for submission instructions)

Year 2012 Multinational Ballistic Missile Defense Conference & Exhibition

10-12 September 2012
Maritim Hotel Berlin

Please print all information legibly. Unreadable forms will be returned to the originator without processing.

Attendance at the Year 2012 Multinational Ballistic Missile Defense Conference & Exhibition is limited to those personnel actively engaged in work related to the subject matter of the conference. Individuals must possess at least a U.S. Secret clearance. The need-to-know for the information to be presented must be certified in order to attend any element of the conference. Hand carried conference badging and U.S. security clearance certification forms will not be accepted at the conference site.

PART 1: TYPE OF CONFERENCE ATTENDEE (check only one box below):

- MDA Employee (U.S. Government-Civilian)
MDA Employee (U.S. Government-Military)
MDA Employee (Contractor)
Other U.S. Government (Civilian)
Other U.S. Government (Military)
U.S. Industry (Contractor)
Other (specify:)

PART 2: CATEGORY OF CONFERENCE ATTENDEE (check only one box below):

- Delegate/All Sessions-Open and Controlled Unclassified-Complete Parts 3, 4, 5 and 6
Exhibitor/All Sessions-Open and Controlled Unclassified-Complete Parts 3, 4, 5 and 6
Exhibitor/No Sessions-Complete Part 3
MDIOC Staff/All Sessions-Open and Controlled Unclassified-Complete Parts 3, 4, 5 and 6
MDIOC Staff/No Sessions-Complete Part 3
Invited Speaker (Attending Only to Deliver Invited Speech/Presentation)
Delegate/Open Sessions Only-Completed Parts 3 and 5
Exhibitor/Open Sessions Only-Complete Parts 3 and 5
Support Staff/No Sessions-Complete Parts 3 and 4
MDIOC Staff/Open Sessions Only-Complete Parts 3 and 5
Security-No Sessions-Complete Parts 3 and 4

PART 3: ATTENDEE/DELEGATE INFORMATION

Form fields for attendee information including Last Name/First Name/Middle Initial, Title or Military Rank & Branch, Office Phone, Date of Birth, Place of Birth, Company or Organization Name, Address, etc.

Please check this box if you attended the Year 2011 Multinational BMD Conference & Exhibition, Copenhagen, Denmark.

PART 4: CLEARANCE CERTIFICATION BY SECURITY MANAGER/FACILITY SECURITY OFFICER (FSO)

It is certified that the individual listed above possesses a security clearance issued on by

Organizational Name and Address of Certifying Official

Printed Name and Title of Certifying Official Phone Number SC No./Cage Code (Industry Only)

Certifying Officials Signature/Date Signed

PART 5: NEED TO KNOW CERTIFICATION BY U.S. GOVERNMENT OFFICIAL

Printed Name of Certifying Official Phone Number Contract Number (Industry Only)

Signature/Office Symbol Date Signed

PART 6: EMAIL NOTIFICATION

Provide your email address if you wish to receive notification of your registration status by MDA/SOC. (One character/symbol per box.)

Grid of boxes for email address notification

This form must be received at MDA/SOC by 13 August 2012.

FOR MDA/SOC USE ONLY

Date Form Received: Attendee Code: Date Entered Database:

Discrepancies: Form Not Readable: No Picture: No FSO Signature: No NTK Signature:

Notified by: (check one: Email Phone) on for receipt/status or discrepancy notification.

Conference Badging Form Submission Instructions

U.S. CITIZENS ONLY

This form for U.S. citizens only must be submitted to provide information and photograph required for the conference badge. Individuals granted a security clearance (U.S. SECRET or higher) and those having a valid need-to-know may request authorization to participate in all sessions of the three-day conference. Individuals who do not possess a security clearance but have a valid need-to-know may request authorization to attend only the OPEN sessions on Monday.

1. Complete parts 1, 2, and 3, and the additional parts as specified under part 2 of the category of attendee selected.
2. Part 4 must be completed by your security manager or facility security officer (FSO) certifying your security clearance.
3. Part 5 must be completed by your U.S. government representative certifying your need-to-know.
4. Part 6 must be completed to receive e-mail notification confirming the status of your security clearance form submission. Please enter your e-mail address in the boxes provided (one character/symbol per box).
5. Submission to MDA: After properly completing the security form and obtaining all the certifying signatures, scan and email form to: bmdconference@mda.mil or fax the form to:
Missile Defense Agency/SOC
Year 2012 Multinational BMD Conference and Exhibition
Fax: 571.231.8099
6. Photographs are required for the conference badge. Please provide by **13 August** a 300 dpi or greater, 2 x 2 inches or greater in size, to MDA/SOC using one of the following methods:

a. Email (Recommended by MDA)

1. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
2. The subject line of the email must be Year 2012 BMD. The body of the email must contain the name of the individual in the picture.
3. Send the JPEG photograph as an attachment to bmdconference@mda.mil.

b. Express Mail or courier service

1. Photograph (in JPEG format) must be stored on CD or DVD media disk.
2. The JPEG file name must be the name of the person contained in the JPEG file. Format for naming the file is "Last Name, First Name, Middle Initial.JPG."
3. Please ensure a memo is enclosed identifying the full name (last, first, middle initial) of the individual contained on the CD or DVD media disk.
4. Forward the complete package to:

MDA/SOC
Building 245
5700 18th Street
Fort Belvoir, VA 22060-5573

Please use a delivery service (i.e., FedEx, UPS, DHL) or other courier, or deliver by hand. The U.S. Postal Service may take longer to make the delivery.

All conference security forms must be received at MDA by **13 August 2012**. For questions concerning completion of the security clearance form or submission to MDA/SOC, please contact MDA Security Operations Center (SOC)/Conference Badging Office at 571.231.8098.

Register for the conference through AIAA. Submitting a security clearance form does not register you for the conference. Do not mail an AIAA conference registration form or fee to MDA.

This form must be received at MDA/SOC by 13 August 2012.