Aeronautical
Systems Center

Guide to Conducting Technical Meetings, Conferences and Symposia

Prepared by Scientific and Technical Information Office (STINFO)
May 1996

Wright Laboratory
Technical Information Branch
WRIGHT-PATTERSON AFB

FOREWORD

The Scientific and Technical Information Office (STINFO) is responsible for providing guidance to meeting managers to assist with planning technical meetings, conferences, and symposia. STINFO also tracks all presented papers and ensures that they are submitted to the Defense Technical Information Center in Ft Belvoir, VA. This guide has been designed to help managers become familiar with the special requirements, procedures or policies that pertain to sponsoring unclassified and classified meetings. It details the required endorsements, forms and letters, expected lead times, off-site justifications, etc. The guide applies to presenters as well as sponsors.

The information provided here, IAW AFI 61-205, does not apply to:

1. **Routine gatherings of US Government officials.***
2. **Meeting participants.**
3. **Schools conducted by Department of Defense (DoD).**
4. **Gatherings between Air Force personnel and foreign government representatives.***
5. **Program reviews.**
6. **Gatherings of DoD personnel or contractor and DoD personnel involved in a specific contract, program or project, even if formally scheduled.***

This document is not intended to duplicate or replace existing directives or regulations, but to facilitate their implementation. Updates, corrections, deletions, additions and changes to the guide will be by the ASC/WL STINFO office. Changes will be made, as necessary, to ensure currency and also during an annual review.

David Ryans, ASC/WL STINFO Office, WL/DORT, is the point of contact for the guide. Mr Ryans will be glad to assist with requests for additional information or clarification:

Commerical telephone: (513) 255-5767 or DSN 785-5767
Commercial FAX: (513) 255-5383 or DSN 785-5383
E-mail address: ryansda@b045mail.wpafb.af.mil.

* On-base facilities should be used whenever possible for these activities. Contact ASC/CCX concerning any questions about holding these gatherings off-base.

TABLE OF CONTENTS

Page

Foreword i

CONTENTS

Section 1. Meeting Practices 1

1.1 Meeting Sponsorship 1
1.2 Meeting Manager 1
1.3 Meeting Checklist 1
1.4 Data References 1

Section 2. Definitions 2
2.1 Conference 2
2.2 Defense Technical Information Center (DTIC) 2
2.3 Meeting Committee 2
2.4 Meeting Manager 2
2.5 Off-site Conference 2
2.6 On-site Conference 2
2.7 Proceedings 2
2.8 STIP 2
2.9 Symposium 2
2.10 Technical Meeting 2
2.11 Workshop 2

Section 3. Requesting Unclassified Conference/Meeting Approval 3
3.1 Submission Dates 3
3.2 Memorandum Routing Addresses 3
3.3 Points to Address in On-site Approval Request 3
3.4 Points to Address in Off-site Approval Request 4

Section 4. Requesting Limited or Classified Conference/Meeting Approval 6
4.1 Controls on Classified Conferences/Meetings 6
4.2 Submission Date 6
4.3 Memorandum Routing Addresses 7
4.4 Classified Approval Request 7

Section 5. Proceedings of Technical Conferences/Meetings 9
5.1 Responsibility to Publish 9
5.2 Format 9
5.3 Submitting Proceedings to Technical Information Branch (STINFO) 9
5.4 Classified Information 9

Appendix A: Checklist for Arranging for an Air Force Conference or Symposium.....10

Appendix B: Off-site Approval
AF Fm 1768 [Staff Summary Sheet] Sample.....12
Format/Points to address for ASC/CC Approval.....13
SAF/FMBM MSG 031309Z Sep 93.....15
AFMC/CV Ltr, 13 Feb 95.....16
ASC/CC Ltr, 25 Apr 95.....17

Appendix C: Format for Request to Invite Letter (Foreign Attendees).....18

Appendix D: Sample Security Plan for Classified Meeting.....19

Appendix E: Sample AFMC Form 191, Foreign Disclosure Decision Worksheet.....28

Section 1. MEETING PRACTICES

1.1 Meeting Sponsorship. ASC and Wright Laboratory organizations are encouraged to sponsor or co-sponsor technical meetings when it is in the interest of DoD to have the information issued promptly and widely, in order to exploit discoveries and to share information, innovations and inventions. Determining factors include:

1.1.1. Sponsorship of the meeting is necessary, serves a specific mission-related purpose and is limited to the minimum number of individuals required.

1.1.2. Other prescribed information dissemination channels are not cost-effective and will not accomplish the purpose of the meeting.

1.1.3. Adequate security measures and access control procedures have been developed and will be implemented.

1.1.4. Where warranted, the meeting site is under the security cognizance of a US Government agency or a US contractor having an appropriate facility security clearance.

1.2 Meeting Manager. A meeting/conference manager should be appointed by the sponsoring DoD organization at the beginning of the planning stages for the meeting. A security manager should also be appointed. The security manager must be a DoD employee and is responsible for all dissemination controls.

1.3 Meeting Checklist. A checklist (modified version of AFI 61-205, Attachment 1, 25 Jul 94) for arranging an Air Force conference or symposium can be found in Appendix A of this guide.

1.4 Data References.

DoDD 5200.12	**Conduct of Classified Meetings**
DoD 5200.2-R	**DoD Personnel Security Program**
DoDD C-5230.23	**Intelligence Disclosure Policy**
DoD Directive 5230.27	**Presentation of DoD-Related Scientific and Technical Papers at Meetings**
AFI 16-201	**Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations**
AFI 37-162	**Managing the Processes of Printing, Duplicating and Copying**
AFI 61-204	**Dissemination of Scientific and Technical Information**
AFI 61-205	**Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings**
AFI 65-601, Vol 1	**Budget Guidance and Procedures**
AFPD 16-2	**Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations**
AFPD 61-2	**Management of Scientific and Technical Information**
SAF Memo, 22 Nov 94	**USAF-Sponsored Conferences**
ASC/CC Ltr, 25 Apr 95	**Approval Authority for Off-Base Conferences**
WL/FM Ltr, 18 Mar 94	**Registration Fees for Air Force Sponsored Conference Meetings**
AD-A260 200	**DoD STINFO Manager Training Course (DTIC/TR-93-10)**

Section 2. DEFINITIONS

2.1 Conference. A meeting to determine policies or where consultation, discussion or interchange of opinions or ideas occur and where discussion or debate is encouraged.

2.2 Defense Technical Information Center (DTIC). The focal point within DoD responsible for collecting, storing, retrieving, and disseminating information resulting from or relevant to, DoD research, development, test, evaluation, analysis, studies and acquisition management activities.

2.3 Meeting Committee. Works with meeting manager in determining and assisting with all aspects of meeting preparation, implementation and conclusion.

2.4 Meeting Manager. Individual responsible for ensuring all aspects of a meeting are addressed. Works with meeting committee to determine time, location, theme/topics, speakers within limits of theme, special site or miscellaneous requirements (i.e., audiovisual, computers, room layout, etc.), and obtain necessary approvals.

2.5 Off-site Conference. A conference or similar scientific or technical meeting that is not conducted on-base. AFMC Center Commanders must approve requests for off-site conferences.

2.6 On-site Conference. A conference or similar scientific or technical meeting that is conducted on-base. In the case of Wright-Patterson AFB, the Hope Conference Center and other military installations are considered on-base locations.

2.7 Proceedings. Papers and other formal information presented at a scientific or technical meeting that are printed together for ease of reference and to preserve knowledge. Need to be submitted to Defense Technical Information Center for preservation and possible dissemination.

2.8 STIP. Coordinated, comprehensive **Scientific and Technical Information Programs** within DoD developed to provide for the interchange of scientific and technical information within and among DoD components and their contractors, federal agencies and their contractors, and the national and international scientific and technical community.

2.9 Symposium. A meeting where several speakers or panels deliver prepared addresses on related topics or on various aspects of the same topic, followed by audience participation.

2.10 Technical Meeting. A conference, seminar, symposium, exhibit, convention, or other type of formally scheduled session. Advanced Planning Briefings for Industry (APBI) are also included. It is conducted, sponsored or cosponsored by a DoD organization, DoD contractor, or a private association, institute, or society whose membership includes DoD personnel or DoD contractors. Official information is disclosed outside official DoD channels.

2.11 Workshop. A course or seminar emphasizing free discussion, the exchange of ideas or the demonstration of method and practical application of skills. Directed group participation, usually involving a high level of audience interaction.

Section 3. REQUESTING UNCLASSIFIED CONFERENCE/ MEETING APPROVAL

3.1 Submission Dates. Request for on-site conference approval should be submitted to WL/DORT a minimum of 60 days prior to the conference date.

Request for off-site conference approval should be submitted to ASC/CC and forwarded to WL/DORT, a minimum of 60 days prior to the conference date. Note: The Hope Hotel is considered an on-site location.

3.2 Memorandum Routing Addresses. Memorandum routing addresses for on-site locations should be as follows:

MEMORANDUM FOR WL/DORT
ASC/SYSR (Foreign Disclosure)
(Requesting Org. 2-Ltr Sym)
IN TURN

3.3 Points to Address in On-site Approval Request.

3.3.1. **Name of Sponsoring Organization/Office symbol requesting approval**

3.3.2. **Meeting Manager** (Name, office symbol and telephone)

3.3.3. **Title of conference, symposium, etc.**

3.3.4. **Location** (i.e., site and place -- e.g., On-line Searching in Technical Libraries Conference, Bldg 22, Conference Room S-107, Wright-Patterson AFB, OH)

3.3.5. **Dates** (from/to...inclusive days)

3.3.6. **Mission Essential Justification** (Explain why the conference is necessary for the effective accomplishment of the organization's mission. Describe in detail the purpose of the gathering.)

3.3.7. **Estimated WL/ASC Costs to include:**

(a) **Travel:**
(b) **Per Diem:**
(c) **Contracts: Pertinent procurement regulations will be followed.**
(d) **Other: Registration fees, etc.** Per AFI 65-601, organizations holding conferences and seminars that are not authorized formal training will pay for speaker fees, honorariums, off base facilities (excluding lodging) and other related costs from their O&M type funds, rather than recover such costs through a registration fee. However, because of the exceptional emphasis placed on cooperation with industry, greater latitude beyond this general policy was authorized by SAF/FMB 18 Mar 95 ltr, "Funding for Scientific, Technical and Professional Symposiums, Conferences and Similar Meetings." Conferences, symposiums and other similar meetings may employ a contractor, through normal acquisition procedures, to handle administrative arrangements. DoD, non-DoD Federal and non-Government personnel may be charged a registration fee by the contractor to cover all costs associated with the contract, including a reasonable profit. The contractor collects all fees. The registration fee is a reimbursable expense on the travel voucher.

Note: Do not include printing costs. AFI 37-162 requires that printing be performed by the Government Printing Office.

3.3.8. **Security Classification:** Select one of the following: Classified (see page 6); Unclassified/ Unlimited; Unclassified/Limited; Unclassified/Limited/Export Controlled.

(a) If the meeting is **Unclassified/Unlimited** include the following statement: "All technical papers presented by DoD personnel and their contractors will be cleared for public release by local public affairs officials." A technical meeting involving the PUBLIC is subject to a security and policy review process performed by the Public Affairs Office.

(b) If **export-controlled information** is involved, include the following statement: "All US nongovernment attendees will be registered with DLSC, Battle Creek, MI." (Use DD Fm 2345 to register with DLSC.) Export controlled information can only be presented in sessions where the recipients are eligible to receive such data, unless specific release authority has been received.

3.3.9. **Estimated total attendees:** Limit to the minimum number of attendees required. If the meeting is held at WPAFB, the following action needs to be stated and accomplished: "88 ABW/CC will be sent a copy of this approval request letter prior to the meeting date and advised if high ranking officials will be in attendance."

(a) **Number of government attendees**
(b) **Number of contractor/nongovernment attendees**
(c) **Number of foreign national attendees**

3.3.10. If **foreign nationals** will attend **Unclassified/Unlimited** meetings held at the **Hope Conference Center**, WPAFB, notify 88 SPS/SPOL and state the following in the request letter:

"88 SPS/SPOL will be sent a copy of this letter prior to the meeting and notified of any foreign nationals who are expected to attend this meeting, and the company/country they represent."

3.3.11. If the meeting is **Unclassified/Limited** and **foreign nationals** will attend , include AFMC Form 191, "Foreign Disclosure Decision Worksheet," (See Appendix E) with your "Request for Approval" letter. Call ASC/SYSR, DSN 785-3131, for additional information on AFMC Form 191. A "Request to Invite" foreign nationals letter is required if the meeting will be held on any military installation (See Appendix C).

3.3.12. **Estimated number of papers** (WL/DORT needs to receive two copies of resultant proceedings for the assignment of a technical report number and input into DTIC and the Wright Laboratory Technical Reports Vault. A camera-ready version should be submitted if printed copies are needed. Please see page 8 for additional information concerning proceedings.)

3.3.13. **Signature of 2-ltr Director**

3.4 Points to Address in Off-site Approval Request.

All USAF sponsored conferences held off-site need prior approval. AFMC/CV delegated approval authority for off-site conferences to AFMC Center Commanders. This approval is given only to conferences that are fully justified. ASC/CC or ASC/CV approves all justification requests for holding a conference off the WPAFB installation. See Appendix B for additional background information, a sample staff summary sheet, and required concerns to be addressed.

After off-site conference approval has been received, unclassified conference requests should be forwarded to WL/DORT with the following additional information:

3.4.1. If the meeting is **Unclassified/Unlimited,** include the following statement: "All technical papers presented by DoD personnel and their contractors will be cleared for public release by local public affairs officials." A technical meeting involving the **PUBLIC** is subject to a security and policy review process performed by the Public Affairs Office.

3.4.2. If **export-controlled information** is involved, include the following statement: "All US non-government attendees will be registered with DLSC, Battle Creek, MI." (Use DD Fm 2345 to register with DLSC.) Export controlled information can only be presented in sessions where the recipients are eligible to receive such data, unless specific release authority has been received.

3.4.3. If the meeting is **Unclassified/Limited** and **foreign nationals** will attend , include AFMC Form 191, "Foreign Disclosure Decision Worksheet," (See Appendix E) with your "Request for Approval" letter. Call ASC/SYSR, DSN 785-3131, for additional information on AFMC Form 191. A "Request to Invite" foreign nationals letter is required if the meeting will be held on any military installation (See Appendix C).

3.4.4. **Estimated number of papers:** WL/DORT needs to receive two copies of resultant proceedings for the assignment of a technical report number and input into DTIC and the Wright Laboratory Technical Reports Vault. A camera-ready version should be submitted if printed copies are needed. Please see page 8 for additional information concerning proceedings.

Section 4. REQUESTING LIMITED OR CLASSIFIED CONFERENCE/MEETING APPROVAL

4.1 Controls on Classified Conferences/Meetings. A technical meeting or conference where CLASSIFIED scientific and technical information is disclosed is subject to a number of controls as specified in DoDD 5200.12, Conduct of Classified Meetings; AFI 61-205, Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings, and other security directives. Please review these documents carefully. Among the more important points to remember are:

4.1.1. The conduct of a classified meeting shall be authorized by the Head of a DoD Component that has principal interest in the subject matter of the meeting. This responsibility may be delegated. However, if the meeting involves non-Government organizations or foreign participation, it shall be delegated only to a person serving in a position at or above the level of deputy assistant secretary or equivalent for the OSD.

4.1.2. The meeting may only be sponsored by a DoD activity.

4.1.3. The number of such meetings must be limited.

4.1.4. The sponsoring activity takes on the burden of security and must appoint a security manager to ensure that the provisions of all security regulations are met.

4.1.5. The meeting may only be held at either a DoD site or a cleared contractor site.

4.2 Submission Date.

4.2.1. Request to conduct a conference that will not be open to the public requires Secretary of the Air Force approval. **Limited conferences/meetings** need to be approved by the Disclosure Division, Office of the Deputy Under Secretary of the Air Force for International Affairs (SAF/IADV), 1010 AF Pentagon, Washington D.C. 20030-1010. Approval requests for **classified conferences/meetings** must be submitted through SAF/IADV to the Office of the Administrative Assistant to the Secretary of the Air Force (SAF/AA). Both types of approval requests should be submitted at least 6 months before the conference or meeting date.

Note: In several instances, Air Force personnel have inferred that all conferences "not open to the public" (including unclassified conferences where the information presented is "DoD and DoD Contractors only" or export-controlled) require SAF/AA approval. There is no such requirement.

4.2.2. ASC/CC approval to hold a classified meeting/conference off-site must be obtained prior to the submitting the request to SAF/IADV and SAF/AA. A copy of the approval should be forwarded to WL/DORT with the SAF/IADV and SAF/AA request. Note: The Hope Hotel is considered an on-site location.

4.3 Memorandum Routing Addresses.

4.3.1. Memorandum routing addresses for approval for **limited** conferences should be as follows:

MEMORANDUM FOR WL/DORT ASC/SYSR WL/DOR WL/DO SAF/IADV (Requesting WL Org 2-Ltr) IN TURN	or	MEMORANDUM FOR WL/DORT ASC/SYSR ASC/2-Ltr SAF/IADV (Requesting ASC Org 2-Ltr) IN TURN

4.3.2. **Classified** conferences should be routed as follows:

MEMORANDUM FOR WL/DORT ASC/SYSR WL/DOR WL/DOY WL/DO SAF/IADV SAF/AA (Requesting WL Org 2-Ltr) IN TURN	or	MEMORANDUM FOR WL/DORT ASC/SYSR ASC/2-Ltr SAF/IADV SAF/AA (Requesting ASC Org 2-Ltr) IN TURN

4.4 Classified Approval Request. Address the points indicated previously in the **on-site** (para 3.3) or **off-site** (para 3.4) approval request and the following:

4.4.1. **Security Manager's name, office symbol and telephone number**

4.4.2. **Scope of classified topics and maximum authorized classification level**

4.4.3. **Draft of the proposed announcement or invitation to be sent to prospective attendees or participants**

4.4.4. **Certification Statement**

4.4.5 **A Security Plan (See Appendix D for sample)**

4.4.6. **Justification for Specific Exclusion of Foreign Nationals** (Include a description of any sensitive information to be presented upon which the exclusion is based, if applicable. Use AFMC Fm 191 -- see Appendix E for sample)

4.4.7. **If Foreign Representatives Will Participate in the Conference or Symposium**, need Request of Invite letter (Appendix C) and AFMC Fm 191 (Appendix E). In addition to being reviewed by ASC/SYSR, copies of the request must be forwarded to:

- Director, Counter Intelligence and Security Programs Directorate: ODASD (I&S), OASD (C3I), 6000 Defense, Washington D.C. 20310-6000

- Office of Information Security: HQ USAF/SPI, 1340 AF Pentagon, Washington D.C. 20330-1340

- Director of the National Security Agency: Chief/Central Security Services, Attn: Exec Reg, 9800 Savage Rd, Ft George Meade, MD 20755-6000 if the conference or symposium involves special intelligence, IAW DoDD C-5230.23, **Intelligence Disclosure Policy**.

Section 5. PROCEEDINGS OF TECHNICAL CONFERENCES AND MEETINGS

5.1 Responsibility to Publish. The papers presented at technical meetings are considered STI publications, and it is the responsibility of the sponsor to publish proceedings of an Air Force-sponsored meeting, conference or symposium as a technical report.

5.2 Format. These proceedings may be published in any convenient format (for example, a single volume, individual volumes by technical discipline, or individual papers). If the proceedings consist primarily of vu-graphs, presenters must provide explanatory notes for publication and number pages.

5.3 Submitting Proceedings to Technical Information Branch (STINFO). Proceedings must be submitted to the STINFO office (WL/DORT). They will assist with the publication of the proceedings and will ensure that the Defense Technical Information Center receives their required copy. The following items need to be submitted with the proceedings:

5.3.1. Request for Editing and Publishing Support
5.3.2. SF Form 298 Report Documentation Page
5.3.3. Signed Notice Page
5.3.4. Mailing labels for distribution
5.3.5. Public Release case number and date of public release approval

5.4 Classified Information. When possible and meaningful, publish all **classified information** in a document separate from general proceedings. Before publication and release, the sponsor must: review the text to make sure it is releasable and bears appropriate security markings, check that recipients have proper facility clearances/storage capability and personal clearance, and, obtain foreign disclosure approval and instructions on releasing the proceedings to foreign nationals.

Appendix A: CHECKLIST FOR ARRANGING AN AIR FORCE CONFERENCE OR SYMPOSIUM

[Adapted from AFI 61-205, Attachment 1, 25 July 1994]

Steps 1, 2, 7, 8, and 9 tell how to perform the security review and clearance of papers to be presented at conferences, symposia, and seminars with DoD or Air Force sponsorship or participation, including those hosted by industry and professional and technical associations and attended by foreign representatives. These procedures pertain primarily to classified information, unclassified information related to classified programs or projects, or controlled unclassified information. At the outset, the meeting sponsor assigns responsibilities by placing checks opposite the duty or action in one of the two squares in the right-hand columns.

NO.	DUTY OR ACTION	PERFORMED BY	
		MEETING SPONSOR	SUPPORT PROVIDER
1	Establish the responsibilities of the host facility, the meeting manager, and the security manager. Obtain written statement from the host facility allowing use of the facility.		
2	Submit requests for SAF/AA approval through SAF/IADV 6 months before the meeting.		
3	Request on-site approval from 2 ltr; off-site approval from ASC/CC.		
4	Develop agenda, select speakers and session chairpersons.		
5	Contact /confirm in writing speakers and session chairpersons.		
6	Consult with financial manager; prepare cost estimate and all necessary AF Form 9's; submit DFAS certified Form 9 to Contracting		
7	4 months before the meeting, make invitations for papers. Include disclosure guidelines, information on anticipated foreign attendance, and instructions on obtaining disclosure authorization.		
8	3 months before the meeting, get foreign disclosure approval.		
9	Establish milestones.		
10	Select classification level.		
11	Prepare information for brochure, including a description of the briefing and the agenda, registration and lodging information, and addresses/phone numbers where more information may be obtained.		
12	Prepare and distribute press release.		
13	Prepare and publish Commerce Business Daily announcement.		
14	Select and arrange exhibits.		
15	Identify special invitees.		
16	Provide ___ copies of the brochure to the host.		
17	Print and mail brochure to mailing list and to requesters.		
18	Receive mail requests for brochure.		
19	Set up and operate a phone hot line.		
20	Negotiate room rates and audio-visual requirements with hotel(s). This includes meeting rooms when the briefing is not on a Government rate.		
21	Make arrangements for the auditorium, including audio-visual requirements.		
22	Arrange protocol support if attendees will include distinguished personnel.		
23	Arrange meals, coffee breaks, receptions.		
24	Receive registration forms from registrants, maintain up-to-date roster, provide weekly copy of roster to the host.		
25	Review and approve need-to-know levels of attendees.		

NO.	DUTY OR ACTION	PERFORMED BY	
		MEETING SPONSOR	SUPPORT PROVIDER
26	Review certification of attendees if export controlled information will be released. Attendees must provide a certified DD Form 2345 or be in the Certified Contractor Access List.		
27	Arrange transportation from hotel to briefing site.		
28	Verify security clearances.		
29	Conduct rehearsals.		
30	Collect copies of briefing material and hand-outs, make sufficient copies for attendees.		
31	Collect material from speakers for inclusion in proceedings.		
32	Check out audio-visual equipment.		
33	Arrange for tables, chairs, signs for registration.		
34	Set up furniture 12 hours before briefing.		
35	Obtain on-site computer for registration.		
36	Arrange for phones for use by attendees.		
37	Arrange for message board at the briefing.		
38	Provide ____ copies of registration lists at registration.		
39	Arrange for guards and secure storage of classified documents (classified briefings).		
40	Provide supplies for registration: Pens UV ink pad and stamp UV light Message pads _____ _____		
41	Provide persons to assist with registration: Sponsor_____ Support Provider_____ Host_____		
42	Arrange for escorts for distinguished guests.		
43	Arrange for flags (American, Air Force, and General Officer).		
44	Arrange for parking.		
45	Prepare name signs for panel discussions.		
46	Print and duplicate up-to-date roster for and including all attendees.		
47	Make arrangements for room for authors to review papers.		
48	Prepare after-action report.		
49	Prepare receiving reports for all purchase orders.		
50	Review papers for security and prepare proceedings.		
51	Forward proceedings to STINFO office to send to DTIC		

Appendix B: SAMPLE OFF-SITE STAFF SUMMARY SHEET AND JUSTIFICATION

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	WL/DO	Coord		6			
2	WL/CD	Coord		7			
3	WL/CC	Sign		8			
4	ASC/CCX	Coord		9			
5	ASC/CC	Approve/ Sign		10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
DOEJOHN, GS-14	WL/WXYZ	51234	JAB	

SUBJECT
REQUEST FOR APPROVAL AUTHORITY FOR OFF-BASE CONFERENCE

DATE

SUMMARY

1. Request approval for the XXXXXX Directorate of Wright Laboratory to hold the 199X Avionics and Flight Industrial Requirements Conference on 5-9 Nov 9X off-site at the Dayton Conference Center.

2. The mission purpose of this meeting is to provide the widest dissemination of acquisitions-related information available to the industrial sector and respond to specific information requirements. This joint services initiative will offer a platform for government planners, technologists and developers to brief their industry counterparts on the long-term and short-term needs/opportunities in avionics.

3. The Dayton Convention Center has been chosen as the site for this conference because of its proximity to the directorates located at Wright-Patterson AFB tasked with information dissemination to industry. The Convention Center has the necessary facilities to host a major conference of this size, including a suitably large area for displays and banquet rooms for dining. There are no facilities available on Wright-Patterson that can meet these requirements.

4. RECOMMENDATION. ASC/CC approve attached request for an off-base conference site.

1 Tab
Request for Approval Authority for Off-base Conference

SAMPLE

AF FORM 1768, SEP 84 (EF-V3) (PerFORM PRO) PREVIOUS EDITION WILL BE USED.

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AERONAUTICAL SYSTEMS CENTER (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

{Date}

MEMORANDUM FOR ASC/CC

FROM: ASC/{2-Letter}

SUBJECT: Request Approval Authority for Off-Base Conference

1. The {name of the 2-Letter organization (i.e., Wright Laboratory Materials Directorate)} requests approval to hold an off-base conference at {Location (i.e., site and place – e.g., Dayton Convention Center, Dayton, OH)} from {inclusive dates} for, or in support of {state name of conference here}. We have exhausted all possibilities of holding our conference on WPAFB or another Government facility, and the following justification is provided IAW ASC/CC, 25 Apr 95, memo/guidance.

a. Mission Essential: {Consider whether the conference is necessary for the effective accomplishment of the organizations mission (i.e., provide mission essential rationale), and describe, in detail, the purpose of the meeting/conference.}

b. Cost Comparison: {Evaluate all cost differences of the prospective sites.}

c. Conference Information: {Provide specific conference related information here.}

(1) Sponsoring and Cosponsoring Organization: {Organization FAS}
(2) Security Classification: {Unclassified/Limited/etc.}
(3) Facility Classification: {Unclassified etc.}
(4) Estimated total attendees: {limit to the minimum number of attendees required}
  (a) Number of government attendees:
  (b) Number of contractor attendees:
  (c) Number of foreign nationals:
(5) Total man-hours to be extended:
(6) POC: {Name and phone number}

d. Facility Adequacy: {Provide rationale explaining why the conference/meeting can not be held on WPAFB or other Government facility (i.e., describe inadequacy and/or nonavailability of base facilities). Also, state the overriding factors considered in choosing the particular facility for the conference (e.g., need large screen barco projector capability).}

2. [Use this paragraph to communicate any other factors you would like to bring to the attention of ASC/CC].

{Letter Signature Block}

{Attachments if necessary}

1st Ind, ASC/CC {Date}

TO: ASC/{2-letter}

Approved/disapproved

{ASC/CC Signature Block}

RTTUZYUW RUEAHQA9687 3421544-UUUU--RUWT

:NR UUUUU
: 081830Z DEC 94
FM SAF WASHINGTON DC//FMBM//
TO AIG 10612
AIG 10610
INFO RUEAHQA/SAF WASHINGTON DC//AQX/AQC/LLP/PAR/GCA//
RUEAHQA/HQ USAF WASHINGTON DC//LGS/LGX/LGM/LGT//
BT
UNCLAS
SUBJECT: APPROVAL AUTHORITY FOR OFF-BASE CONFERENCES (SAF/FMBM MSG 031309Z SEP 93)
1. SECRETARY OF THE AIR FORCE MEMORANDUM 22 NOV 94, GOVERNMENT FISCAL RESPONSIBILITY AND REDUCING PERQUISITES, STATES THE FOLLOWING CRITERIA FOR ALL USAF SPONSORED CONFERENCES: (A) CONSIDER WHETHER THE CONFERENCE IS NECESSARY FOR THE EFFECTIVE ACCOMPLISHMENT OF THE ORGANIZATION'S MISSION, (B) EVALUATE THE COST DIFFERENCES OF PROSPECTIVE SITES, AND (C) LIMIT ATTENDANCE TO THE MINIMUM NUMBER OF INDIVIDUALS REQUIRED.
2. THE SECRETARY HAS MODIFIED THE 28 MAY 93 DIRECTION ON APPROVAL AUTHORITIES FOR OFF-BASE CONFERENCES. CONFERENCE APPROVAL AUTHORITY FOR SECAF IS THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY.

PAGE 02 RUEAHQA9687 UNCLAS
FOR THE AIR STAFF AND NATIONAL CAPITAL REGION, IT WILL BE THE ASSISTANT VICE CHIEF OF STAFF. FOR ALL MAJCOMS, THE VICE COMMANDER MAY DELEGATE APPROVAL AUTHORITY TO MAJCOM DIRECTORS AND WING COMMANDERS. ALL FOA APPROVAL AUTHORITY OVERSIGHT WILL REST IN THE HQ USAF TWO LETTER (E.G. DCS) HAVING OVERSIGHT OF THEIR ACTIVITY. FOR THE AIR FORCE ACADEMY THE SUPERINTENDANT AND FOR AFOTEC THE COMMANDER WILL BE THE APPROVAL AUTHORITIES.
3. DOCUMENTATION OF COMPLIANCE WITH THIS DIRECTION SHOULD BE MAINTAINED FOR INSPECTION BY INSPECTORS GENERAL OR OTHER INTERESTED PARTIES. POC IS JOE FARRELL, SAF/FMBMD, DSN 227-8250 OR 6371 (VOICE) AND DSN 223-7294 (FAX).
BT
#9687

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

13 FEB 1995

MEMORANDUM FOR ALAFMC/CC
RL/CC
377ABW/CC

FROM: AFMC/CV
4375 Chidlaw Road, Suite 1
Wright-Patterson AFB OH 45433-5001

SUBJECT: Approval Authority for Off-Base Conferences (SAF/FMBM Msg, 081830Z Dec 94)

1. The Secretary of the Air Force has delegated approval authority for off-base conferences for Air Force Materiel Command to the vice commander. The attached message authorizes the vice commanders to delegate approval authority for off-base conferences to MAJCOM directors and wing commanders (attached).

2. Effective immediately, approval authority is delegated to all AFMC Center Commanders and headquarters directors. Approval authority is also delegated to the 377th Air Base Wing Commander at Kirtland AFB and to the Rome Laboratory Commander at Rome Laboratory. Commanders and directors should strictly limit off-base conferences and grant approval authority only in those instances fully justified under the criteria in paragraph 1 of the attached.

3. Point of contact is Ms. Gloria Pamplin, HQ AFMC/FMBM, DSN 787-6188.

DALE W. THOMPSON, JR.
Lieutenant General, USAF
Vice Commander

Attachment:
SAF/FMBM Msg, 081830Z Dec 94

ATCH 1

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AERONAUTICAL SYSTEMS CENTER (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

25 Apr 95

MEMORANDUM FOR 2A

FROM: ASC/CC

SUBJECT: Approval Authority for Off-Base Conferences

1. AFMC/CV delegated approval authority for off-base conferences to AFMC Center Commanders and recommended limiting off-base conferences to only those which are fully justified (see attachment 1). I fully endorse this guidance. Either the Vice Commander or I will approve all ASC requests for off-base conferences. This memo provides additional guidance for you to follow if you are considering holding a conference off of the WPAFB installation. This guidance does not apply for meetings at your contractor facilities.

2. I recognize the importance of military and civilian personnel attending meetings and conferences at government expense when it is part of an authorized training program or it directly relates to the official duties of the attendee. However, it is imperative that we are cautious in planning and scheduling conferences away from the WPAFB installation.

3. I expect all organizations that sponsor a meeting or conference to comply with the guidance provided in AFI 65-601, Volume 1, para 4.42, pg 39, 21 Oct 94, which provides instruction for use of registration fees for meetings and conferences. In addition, the Secretary of the Air Force memorandum, 22 Nov 94, describes three criteria which must be met for all USAF-sponsored conferences. Include, within your justification, your rationale for why your conference cannot be held on WPAFB or other government facilities (see attachment 2). You must make an objective effort to match your requirement with the facilities on base.

4. If you have any further questions, please contact my Commander's Action Office at 53118.

RICHARD M. SCOFIELD
Lieutenant General, USAF
Commander

2 Attachments:
1. AFMC/CV Memo, 13 Feb 95 w/attachment
2. Example format/memo

Appendix C: Format for Request to Invite Letter (Foreign Attendees)

(use letterhead)
Date

MEMORANDUM FOR ASC/____ (Foreign Disclosure Office)

FROM: (originator)

SUBJECT: Request to Invite

1. We request your approval to invite foreign nationals to the following meeting:

   a. Title of Meeting:

   b. Meeting Location:

   c. Date of Meeting:

   d. Purpose:

   e. Air Force Sponsor: (name/org/phone)

   f. Security Manager: (name/org/phone)

   g. Host Point of Contact: (name/org/phone)

   h. Classification Level: Authority: (does not apply to uncl/unltd info)
(If unclassified, state whether unlimited or limited and/or export controlled. If classified, cite the specific guidelines authorizing release of the information.)

   I. Foreign Attendees:

2, Questions may be referred to the undersigned at extension _____.

SIGNATURE

Attachments:

(Please refer any questions on the above sample correspondence to the ASC Foreign Disclosure Office, DSN 785-3131, FAX DSN 986-7542/Commercial FAX (513) 476-7542.)

Appendix D: Sample Security Plan for Classified Meeting

Security Plan
for
TITLE OF MEETING
DATE(S)

LOCATION
CITY, STATE

This security plan addresses conference physical security, access control, the administration and verification of security clearances, and control of classified documents. This plan complies with Air Force Instruction (AFI) 31-401 dated 22 July 1994 and DoD 5220.22-M, National Industrial Security Program dated January 1995. The highest level of classified information to be presented at this conference is (**CLASSIFICATION LEVEL**). The (i.e., Aeronautical Systems Center, Wright Laboratory, etc.) is the Government Sponsor for the conference, with security management responsibilities assigned to (**NAME, TITLE OF OFFICE**).

APPROVAL OF SECURITY PLAN

This Security Plan has been reviewed and found to meet all of the security requirements for holding the (**TITLE OF MEETING**).

Approved By:

2LTR SIGNATURE

GOVERNMENT SECURITY OFFICE SIGNATURE

PART A

PHYSICAL SECURITY

This physical security plan will be used to brief and be followed by all security personnel and conference attendees.

1. The responsibility for the administrative coordination and maintenance of physical security for the classified portion of the symposium at the (**FACILITY**), is assigned to the (**OFFICE TITLE AND SYMBOL**).

2. The (i.e. Aeronautical Systems Center (ASC), Wright Laboratory (WL) etc.), will designate a government employee as Conference Security Manager (CSM) to plan and administer all security requirements for the conference. The CSM will be assisted by a support contractor and the (**MEETING LOCATION**) Office in the administration of all security requirements for the conference. The support contractor has arranged for guards to maintain physical security for the symposium. The guards responsibilities are as follows:

a. Control access into meeting area(s) by use of black lights/stamps. Any questions resolved by CSM.

b. Assist the CSM in inspecting the conference area before and after each session. This will include perimeter doors for secureness, no papers, etc. are left in the area, all classified is secure.

c. Ensure that photographic equipment, audio/visual recording devices, briefcases, phones, beepers, firearms, etc. do not enter the meeting areas.

d. Assist the CSM with other access related requirements as needed.

3. The support contractor will provide the CSM with a list of security personnel selected for guard duty during the (**TITLE OF MEETING**). All selectees will have a DoD (**LEVEL OF CLEARANCE**) that is current within 15 years. Throughout the symposium, the guards assigned will remain under the direction and control of the CSM.

4. Security guards under the direct control of the CSM will control the meeting room. Before the start of the classified sessions of the conference, a physical search of the conference area will be conducted. Use of amplified sound in the meeting room will meet (**MEETING LOCATION**) requirements. The CSM will review security procedures with the conferees prior to the start of the day's presentations.

5. During the symposium, the meeting room will be secured. Guards will be stationed at the entrances and only cleared personnel or personnel under escort by the CSM and his/her designed representative will have access to the meeting

room. The guards' sole function is to prevent unauthorized physical and aural access to the conference facility. Therefore, all classified discussions are limited to the meeting room and will not be permitted in the hallway.

6. The rear access door will be used only for emergency egress from the conference area. If required, additional guards will be assigned for security duty contingent upon the fluidity of the situation and associated requirements. All guards will be in either visual or cellular phone contact at all times. Phones will not be used during classified sessions, except, in an emergency.

7. Telephonic coordination will be conducted between the CSM, the support contractor, and the (**MEETING LOCATION**) to define and clarify the security responsibilities of all agencies involved. Subsequent coordination will be conducted as necessary. A final security briefing will be given by the CSM to all concerned personnel at (**TIME, DATE, LOCATION**).

8. Access to the classified conference area by uncleared personnel, such as repairmen, will be coordinated through the CSM. Uncleared personnel requiring access will be escorted to the appropriate entrance and turned over to a cleared guard force member, who will be responsible for, and escort the uncleared personnel while they are inside the facility. No classified presentations will be made during this period.

9. Telephones for general use are in the lobby area outside the secured area. A message board and information desk will be set up in the lobby area to handle incoming messages for attendees.

10. The CSM or his/her designated security representative will inspect the conference area before and after each session. This inspection will include the following: checking all perimeter entrances/ exits for secureness, making sure that all classified documents/viewgraphs/etc., have been removed or secured, and checking general surroundings for unattended items, e.g., glasses, coats, etc.

11. The chairperson for each session will introduce and announce the classification of each session. An announcement will be made at the beginning of the conference and beginning of each session that no classified discussion will take place outside the secure meeting room and that note taking is NOT permitted during the symposium.

12. Notebooks/pads, photographic equipment, audio/visual recording devices, briefcases, beepers, portable phones, and firearms will be prohibited in the classified conference area. Briefcases will be stored in a security area and will not be taken into the meeting room. A security awareness briefing will be conducted at the beginning of the classified conference. Requests for documentary materials containing classified or export controlled unclassified information must be submitted through established document request channels and will not be honored on-site.

13. Security personnel will be positioned at the entrances to the conference facility to check that attendees are 1) wearing badges, 2) that the proper hand stamps are used for that day of the conference, and 3) no electronic equipment is being introduced to the meeting room.

PART B

ADMINISTRATION AND VALIDATION OF SECURITY CLEARANCES

1. The CSM or his/her appointed security representative is the designated clearance and reporting and verification agency for the classified (**TITLE OF MEETING**).

2. All personnel attending the (**TITLE OF MEETING**) must be certified as having a minimum (**CLEARANCE LEVEL**) DoD clearance, and a need-to-know.

a. Domestic U.S. Government contractors registering for (**TITLE OF MEETING**) attendance must submit security clearance forms (**ATTACH SAMPLE**) signed by their respective company/organization security officer and with government official certified need-to-know.

b. The support contractor will collect and verify all personnel security clearances and consolidate them for review and approval by the CSM prior to the conference.

c. Attendees affiliated with the U.S. Government or a DoD component must submit clearance information to include need-to-know certification by their supervisors and security managers using the same form as 2.a., above. Data will be merged into the master listing of cleared attendees.

d. All security clearance forms must be returned to the support contractor five weeks prior to the symposium. No security clearances will be accepted after this date. If the clearance is not submitted and received, attendance at the symposium is denied.

3. The CSM is responsible for approving cleared DoD contractor personnel wishing to attend the conference. The support contractor will develop a list of approved U.S. Government, military, and DoD contractor attendees from U.S. Government, DoD, and U.S. industrial organizations. This will be submitted to the CSM for review and approval prior to the conference.

4. To attend the classified symposium, each attendee must present a current and valid means of photographic identification, i.e., driver's license, government or company identification card, or passport. The CSM or his/her representative (registrar) will verify the individual's name on the master listing of cleared attendees and compare the individual to the photographic identification.

PART C

BADGE ISSUE

The following procedures are to be used for registration and badge issuance at the (**TITLE OF MEETING**):

1. Registration Sites:

a. Early registration on (**DATE AND LOCATION**).

(1) Five registration tables with a registrar, who will be responsible for each participant in their respective alpha listings.

(2) Unregistered persons and those attendees who do not have a security clearance on file will be referred to the CSM for appropriate action.

b. Late registration at symposium site beginning at (**TIME, DATE AND LOCATION**):

(1) Five registration tables with a registrar, who will be responsible for each participant in their respective alpha listings.

(2) Unregistered persons and those attendees who do not have a security clearance will be referred to the CSM for appropriate action. Attendance may be denied pursuant to Section B paragraph 2.d.

2. Registration:

a. Five registrars will be available to process participants alphabetically divided as follows: A-C, D-H, I-N, O-S, AND T-Z.

b. Each participant registered for the symposium will report to the registrar responsible for the alpha group identified by the first letter of the last name.

c. The registrar will verify the participant's identification by comparing the full name from some form of valid positive photographic identification card (i.e., driver's license, passport, government, military, or company identification card, etc.) with the name on the security roster.

d. After proper identification has been made, the participant will be required to sign for his badge on the security roster, and will be issued their badges as a result of this verification process.

e. A badge will not be issued if the name is not on the security roster unless directed by the CSM.

f. The participant is responsible for protection of the badge while in his/her possession. Each day different design hand stamps will be used.

3. Discrepancy:

a. If a discrepancy is identified during the badge issue, notify the CSM for appropriate action.

b. Delay the participant while the problem is being worked.

c. Continue issuing badges to other participants.

4. Lost Badges:

a. If a badge is reported lost, be sure the following steps are taken:

(1) Get all the information possible (i.e., full name, number, late registrant or not, etc.)

(2) Notify the CSM. The CSM will advise the security guard on duty that the badge has been lost.

(3) Notify guards at all conference entry points to be alert for unauthorized use of the lost badge.

(4) A new badge will be issued only if the CSM approves.

(5) The CSM will annotate the master security roster that the badge was lost.

b. If a badge is turned in as being found, turn the badge over to the CSM.

PART D

DOCUMENT CONTROL

Procedures to be followed by security representatives in the handling of classified material:

1. Classified material initially delivered to the symposium storage facility by the courier/presenter:

a. The security representative receiving the classified material will not unwrap the presenter's package, if it is properly annotated. Presenters will be directed to mark the inner wrapper with the name of the presenter, company, and statement, "This package is for the (**TITLE OF MEETING**)."

b. The courier/presenter will be given a receipt for the classified package.

c. The classified package will be stored in a GSA approved security container. Only the security representatives, and (**MEETING LOCATION**) co-sponsoring office representative will have access to this container. Security personnel will be available to receive classified material from couriers/presenters at (**TIME AND DATE**).

2. Classified materials will be mailed to (**NAME AND ADDRESS OF OFFICE**). After receipt of all material, it will be mailed to the co-sponsoring representative at the (**MEETING LOCATION**) where it will be properly stored. Upon arrival of the CSM, the material will be transferred by the CSM to a storage container provided in the meeting facility. Only the CSM or his/her designated representative will have access to the container.

3. Only the classified material required for presentation at the morning or afternoon session will be transported from the storage area to the meeting room. At the end of the session the classified material will be returned to the storage area.

4. Following the conference, all classified material will be returned to the office of primary responsibility (OPR). Upon receipt, OPR will return material to the presenters organization via registered mail.

a. Registered Mail:

(1) Prior to returning classified material to the presenter's organization via registered mail, the CSM or his/her designated representative will verify their facility clearance data through the Defense Investigative Service, Tel: 410-633-4820.

(2) Classified material, if returned via registered mail, will be done by (i.e. ASC, WL) security representatives IAW Department of Defense (DoD) Regulation 5200.1-R and Air Force Instruction (AFI) 31-401.

(3) Return by registered mail will require a classified material receipt indicating the contents of the package which will be inserted into the inner envelope.

(4) The inner envelope will be stamped with the classification of the material and the presenter's address.

(5) Return by registered mail will have the presenter's address on both the inner and outer envelope.

(6) On registered mail packages, attach register number and post office return receipt (Form 3811).

6. At the end of each conference day an inventory of all classified material will be conducted. Loss or compromise of classified material will be handled IAW Department of Defense (DoD) Regulation 5200.1-R and (AFI) Air Force Instruction 31-401.

7. No personal items will be stored in the classified storage facility for conference attendees at any time. However, phones and other pertinent items used by conference organizers will be placed in the room holding the storage container. A cap lock will be placed on the door to the storage area and only the keys will be held by the (**MEETING LOCATION**).

Appendix E: Sample AFMC Form 191, Foreign Disclosure Decision Worksheet

CLASSIFICATION _____ *(When filled in)*

NOT RELEASABLE TO FOREIGN NATIONALS, GOVERNMENT CONTRACTORS, OR THEIR REPRESENTATIVES

FOREIGN DISCLOSURE DECISION WORKSHEET

I CASE IDENTIFICATION

1. CASE NUMBER

2. SHORT TITLE Ninth DoD Conf on Directed Energy Warfare Vulnerability, Surv & Effects and the USAF Laser Hardened Mat'ls Program Review

3. FOREIGN NATION(S) INVOLVED

All Nations

II SECURITY CLASSIFICATION INFORMATION

	SECRET	CONFIDENTIAL	UNCLASSIFIED	EXPORT CONTROLLED
4. SECURITY CLASSIFICATION OF USAF INFORMATION OR EQUIPMENT TO BE DISCLOSED TO THE FOREIGN COUNTRY	X			
5. CLASSIFICATION OF RELATED USAF PROGRAM	X			
6. ANTICIPATED SECURITY CLASSIFICATION OF INFORMATION OR EQUIPMENT TO BE DEVELOPED *(If this disclosure action is for procurement of goods or services from a foreign-owned, controlled or influenced company)*	X			

III PROGRAM INFORMATION

7. THE INFORMATION OR EQUIPMENT TO BE DISCLOSED *(is being/was)* DEVELOPED UNDER PROGRAM ELEMENT NUMBER PE63112F

PROJECT 2100 TASK _____

IV MILITARY CRITICAL TECHNOLOGIES

8. LIST ALL TECHNOLOGIES TO BE DISCLOSED AND IDENTIFY THE CORRESPONDING MILITARILY CRITICAL TECHNOLOGIES LIST *(MCTL)* PARAGRAPH NUMBER *(MCTL is available from foreign disclosure policy office or technology transfer focal point)*

TECHNOLOGY	MCTL PARAGRAPH NUMBER
Optical Coatings	5.4.1
Lasers/High Energy Laser (HEL) Beam Prop/ HEL Beam Target Coupling	6.1.1/6.1.3/6.1.4
HEL Target Effects and Countermeasures/ HEL RF Target Effects and Countermeasures	6.1.5/6.2.3
Vulnerability Reduction	12.9.3A.4g
Nonlinear Optics Technology/Laser Optical Components/Subsystems Technology	13.2/13.4/13.5

9. DESCRIBE THE TECHNOLOGY CRITICAL ELEMENTS TO BE DISCLOSED *(Manufacturing processes or techniques, detailed design, sophisticated know-how, algorithms, software systems, etc.)*

High, medium, and low energy laser beam propagation and conditioning to include effects on airframes, spacecraft structures, airborne and spacecraft optical sensors; countermeasure relating to human eye protection, hardened coatings, carbon-carbon composites, specialized ceramics, non-linear optical polymers, specialized filters, and optical limiting technology.

10. IF THE TECHNOLOGY IS NOT LISTED IN THE MCTL, DO YOU CONSIDER IT SENSITIVE OR CRITICAL TO U.S. NATIONAL SECURITY

☐ NO ☒ YES *(If yes, give rationale)* ☐ N/A

While information outside the scope of the MCTL may not constitute a threat to national security in and of itself, consolidating such information may allow one to construct a sensitive body of knowledge by virtue of such consolidating.

V EQUIPMENT

11. LIST AND DESCRIBE ANY EQUIPMENT TO BE DISCLOSED BY NOMENCLATURE, FUNCTION, AND MANUFACTURER ☒ N/A

12. THE EQUIPMENT IS ☐ SECRET ☐ CONFIDENTIAL ☐ UNCLASSIFIED ☐ EXPORT CONTROLLED ☐ N/A

AFMC FORM 191, NOV 95 REPLACES AFMC FORM 1027, NOV 92 WHICH IS OBSOLETE

CLASSIFICATION _____ *(When filled in)*

COMPUTER MAINTENANCE

13. IS COMPUTER MAINTENANCE OR ACCESS TO COMPUTER REQUIRED

No

VII MISCELLANEOUS

14. IF ANY OF THE INFORMATION OR EQUIPMENT TO BE DISCLOSED IS UNDER THE COGNIZANCE OR JOINT COGNIZANCE OF ANOTHER US GOVERNMENT AGENCY (*Army, Navy, ARPA, NASA, etc.*) IDENTIFY THE INFORMATION AND AGENCY [ ] N/A

Army, Navy, Air Force - Joint Service Agile Laser Eye Protection
- Additional Army and Navy Eye and Sensor Protection Programs

15. DOES ANY OF THE INFORMATION TO BE DISCLOSED HAVE A CAVEAT OR MARKING THAT LIMITS DISTRIBUTION OR ACCESS, SUCH AS NOT RELEASEABLE TO FOREIGN NATIONALS (*NOFORN*), RESTRICTED DATA (*RD*), FORMERLY RESTRICTED DATA (*FRD*), WARNING NOTICE, INTELLIGENCE SOURCES AND METHODS INVOLVED (*WNINTEL*), OR SPECIAL ACCESS REQUIRED (*SAR*)

[ ] NO [X] YES (*If yes, specify*)

NOFORN Conference will brief intelligence data.

16. IS ANY OF THE INFORMATION TO BE DISCLOSED PROPRIETARY TO A CONTRACTOR OR PRIVATE PERSON (*Copyright, patent, trade secret, etc.*)

[X] NO [ ] YES (*If yes, identify the information and owner*)

17. DOES ANY OF THE INFORMATION TO BE DISCLOSED RELATE TO COMMUNICATIONS SECURITY (*COMSEC*), TELECOMMUNICATIONS SECURITY OR INFORMATION SECURITY OR CRYPTOGRAPHIC DEVICES AND SYSTEMS [X] NO [ ] YES (*Identify*)

18. DOES ANY OF THE INFORMATION TO BE DISCLOSED REVEAL VULNERABILITIES, DEFICIENCIES, COUNTERMEASURES OR COUNTER-COUNTERMEASURES FOR ANY U.S. WEAPON SYSTEM OR COMPONENT [ ] NO [X] YES (*Specify*)

Laser damage thresholds to spacecraft sensors, airborne sensors, human eyes, laser jamming thresholds relating to same. Various laser filter system vulnerabilities. Conference will reveal US knowledge of opponent country's laser threats. Airborne and spacecraft system vulnerabilities will be analyzed.

19. DOES ANY OF THE INFORMATION REVEAL PENETRATION AIDS OR TACTICS OF EMPLOYMENT FOR ANY U.S. WEAPON SYSTEM

[ ] NO [X] YES (*Specify*) Conference will discuss laser countermeasure system development, full-scale device development programs for personnel and sensor hardening against directed energy, directed energy hardening of structural elements such as windows and domes for tactical air; land, and sea vehicles and munitions and directed energy hardening of space-based electro-optic systems.

20. IF THE DISCLOSURE ACTION INVOLVES PROCURING GOODS OR SERVICES FROM A FOREIGN-OWNED, CONTROLLED OR INFLUENCED COMPANY, WOULD THE PROCUREMENT HELP CREATE A NEW TECHNICAL OR INDUSTRIAL CAPABILITY IN THE FOREIGN COUNTRY

[ ] NO [ ] YES (*Provide rationale for your answer*)

NOT RELEASABLE TO FOREIGN NATIONALS, GOVERNMENT CONTRACTORS, OR THEIR REPRESENTATIVES

21. IF THE INFORMATION, TECHNOLOGY OR EQUIPMENT TO BE DISCLOSED (*or developed in a foreign country*) WERE COMPROMISED TO AN ADVERSARY, WHAT WOULD BE THE EFFECT ON THE USAF

Grave damage to national security via compromise of laser damage thresholds of USAF airborne and space structures, revelation of an array of USAF systems and subsystem vulnerabilities and susceptibilities including optical system weaknesses, limiting filter technology and AF laser eye protection technology parameters.

VIII PROGRAM MANAGER/PROJECT ENGINEER COMMENTS/SCIENTIST OR INDIVIDUAL WHO IS TECHNICALLY COGNIZANT

22. PROVIDE ANY ADDITIONAL COMMENTS YOU FEEL ARE APPROPRIATE TO THIS DISCLOSURE ACTION

This conference will cover the following topics and technology areas: Various DoD laser hardening programs including laser countermeasure and counter-countermeasure activities relating to spacecraft sensors, subsystems, and components; various laser system survivability requirements and specific Air Force system laboratory, field, and flight test data and results to include detailed assessments of current Air Force eye and personnel protection efforts. The conference will also highlight other directed energy weapon effects and materials hardening programs relating to personnel and sensor protection.

23. EXPORT CONTROLLED [X] YES [ ] NO

24. I RECOMMEND RELEASE [ ] YES [X] NO

25. NAME	RANK/GRADE	OFFICE SYMBOL	PHONE (DSN)	DATE
Gregg Anderson	GS-12	WL/MLPJ	785-3808x3179	26 Feb 96

IX FOREIGN DISCLOSURE POLICY OFFICER COMMENTS (*See AFI 16-201 for security classification guidance concerning your comments*)

26. CHECK ONE BOX AND FILL IN BLANK LINE

a. [ ] THIS DISCLOSURE ACTION IS APPROVED BASED ON MY DISCLOSURE AUTHORITY CONTAINED IN (*Give DDL title and number, or other delegated authority*)

_____

b. [ ] THIS DISCLOSURE ACTION IS DISAPPROVED BASED ON MY DISCLOSURE AUTHORITY CONTAINED IN (*Give DDL title and number, or other delegated authority*)

_____

c. [ ] THIS DISCLOSURE ACTION REQUIRES APPROVAL OR DISAPPROVAL BY HQ AFMC OR HIGHER AUTHORITY BECAUSE (*include recommendation for or against approval*)

_____

27. NAME	RANK/GRADE	OFFICE SYMBOL	PHONE (*DSN*)	DATE

CLASSIFIED BY	DECLASSIFY ON

AFMC FORM 191, NOV 95