

Conference Security Form Submission Instructions

U.S. CITIZENS ONLY

This form for U.S. citizens must only be submitted to provide information and photograph required for the conference badge. Individuals granted a security clearance (U.S. SECRET or higher) and that are actively engaged in work related to the subject matter may 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 Tuesday.

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 to receive e-mail notification confirming the status of your security clearance form submission. Please enter your email address in the boxes provided (one character/symbol per box).
4. 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 2018 Multinational BMD Conference
Fax: 571.231.8099
5. Photographs are required for the conference badge. Please provide by **15 October 2018** at 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 2018 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. The U.S. Postal Service may delay delivery.

All conference security forms must be received at MDA by **15 October 2018**. For questions concerning completion of the conference security form or submission to MDA/SOC, please contact MDA Security Operations Center (SOC) Special Event and Conference Badging Office at 571-231-8098.

IMPORTANT. Please register for the conference through NDIA. Submitting a conference security form does not register you for the conference. Please do not mail a NDIA conference registration form or fee to MDA/SOC.

This form must be received at MDA/SOC by 15 October 2018.