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# SECURITY PROCEDURES

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The HEART Conference is a Classified meeting with a Classified GOMAC Session being held. Therefore, as in the years past, certain items are forbidden inside the Classified meeting room or auditorium. The items are cellular phones, hand-held computers, briefcases, or any other item considered by Security to be a possible prohibited item under DoD and/or DOE rules. Violations of this policy will be dealt with accordingly.

**Attendance at the UNCLASSIFIED ITAR-CONTROLLED SESSIONS requires:**

1. A military or company photo ID.
2. On-site proof of citizenship (U.S. or Canadian) or immigrant alien status in the form of a birth certificate, passport, naturalization certification, or immigrant alien registration card, and, additionally, for non-Government attendees only,
3. Submittal of a copy of your facility's DD Form 2345. A completed DD Form 2345 may be hand-carried to the conference or mailed in advance to Palisades Convention Management, Attn.: Ralph Nadell (G-02), 411 Lafayette Street, Suite 201, New York, NY 10003 NO LATER THAN 15 FEBRUARY 2002. Telephone 1-800-350-0111 or (212) 460-9700.

**Attendance at the HEART/GOMAC CLASSIFIED SESSIONS at NPS requires:**

1. A DoD Secret or Top Secret clearance, or a DOE Q clearance.
2. A DOE F 5631.20, or the clearance form located in the center-fold, must be submitted by each prospective attendee to gain admission to the technical sessions at NPS. Your Certification of need-to-know for the HEART/GOMAC Conference must be completed by your authorized DoD certifying official or by your DOE clearance-certifying official. Clearances (DOE F 5631.20) must be received by 15 February 2002.

Please complete DOE F 5631.20 or the enclosed clearance form according to the instructions contained in Clearance Procedures below.

For answers to questions about your security clearance, call DTRA security at 703/325-2893 or 703/325-1126.

## **CLEARANCE PROCEDURES**

### **Department of Energy and DOE Contractors**

If your employer is part of the DOE Direct Processing Weapons Complex, your visit request should be sent to DTRA. Visit requests from employees at all other DOE facilities must be processed through USDOE/NA-55, Attn: Steve Murphy, with a signed information copy forwarded to DTRA/SCR, ATTN: Pam Stanley, 6801 Telegraph Road, Alexandria, VA 22310-3398.

### **Defense Threat Reduction Agency Contractors**

Send your completed DOE F 5631.20 directly to DTRA/SCR.

### **Department of Defense Personnel**

Have your DOE F 5631.20 signed by (or for) your appropriate Certifying Official (as designated in DoD Directive 5210.2). A signature of a Security Manager or Security Officer is not acceptable unless the person is authorized to sign by direction of, or for, the certifying official. The DOE F5631.20 must be sent to USDOE/NA-55, with a signed information copy forwarded to DTRA/SCR.

### **Department of Defense (non-DTRA) Contractors**

Send your completed DOE F 5631.20 through your DoD User Agency. Your user agency certifying official will forward it to USDOE/NA-55, with a signed information copy forwarded to DTRA/SCR. If you are not sure who your DoD User Agency is, please call DTRA/SCR at 703/325-2893 or 703/325-1126 for assistance.

### **Other Government Agencies**

All personnel from outside the DoD must have a Q clearance to have access to Restricted Data. Have your Q clearance certified through normal channels to USDOE/NA-55. NASA personnel are the one exception to the rule and should follow normal procedures with visit requests sent to USDOE/NA-55. A signed copy of the clearance request must be forwarded to DTRA/SCR.

### **HEART Conference Access List**

DTRA will control access to the 2002 HEART/GOMAC Classified Sessions. Your name will not appear on the access list unless you submit a properly completed DOE F 5631.20 visit request.

### **Special Notes**

1. Be sure to complete the forms correctly. This will ensure proper processing of the visit request.
2. Clearances must be received no later than 15 February 2002 by DTRA/SCR and USDOE/NA-55.
3. All persons attending the conference must present a photo ID for positive identification to be issued a badge and be admitted to the meeting auditorium.

### **Addresses**

Headquarters Security Division, NNSA  
Attn: Steve Murphy, NA-55  
Germantown, MD 20874  
301/903-3246, fax -3395

DTRA  
Attn: SCR/Access Control  
6801 Telegraph Road  
Alexandria, VA 22310-3398  
703/325-2983, fax -6674.

## INSTRUCTIONS FOR COMPLETING DOE F 5631.20

**Note:** To help you complete DOE F 5631.20, we have keyed the numbers in these instructions to the numbers on the sample form enclosed.

### Part A of Form

#### 1. To:

If your employer is not a DOE agency, address the form to Headquarters Security Division, NNSA, Attn: Steve Murphy, NA-55, Germantown, MD 20874.

If your employer is part of the DOE Direct Processing Weapons Complex, your request for clearance should be sent to DTRA/SCR. Requests from employees at all other DOE facilities must be processed through NNSA/NA-55, Attn: Steve Murphy.

#### 2. From:

If your employer is a DoD Contractor, insert name of government user agency that certifies your need-to-know. This agency has responsibility for authorizing your access to Restricted Data. The certifying agency is sometimes identified as User Agency. Send your DOE F 5631.20 to your User Agency. After certification of your clearance and need-to-know, they will transfer it to NNSA/NA-55 and DTRA/SCR.

If your employer is a DOE or DoD agency or facility, list company name or name of government agency.

#### 3. Date:

Insert date that DOE F 5631.20 was completed.  
Allow 3 weeks for clearance processing.

#### 4. Prepared by:

Name of individual to contact for additional information.

**4a:** Office symbol or code.

**4b:** Commercial or FTS telephone number.

#### 5. Last Name, First, Middle Initial, and Social Security Number: (You may list up to three people on a form.)

#### 6. U.S. Citizen: Place an "X" if you are a U.S. citizen.

#### 7. Foreign nationals may not attend the HEART/GOMAC Conference.

#### 8. Date of Birth:

List your birth date. Example: 7 August 1953.

#### 9. Organization:

List the name of your company, your particular organization, and the address of your organization.

#### 10. Type Clearance:

List Q, Secret, Top Secret.

(Interim clearances are not accepted.)

#### 11. Clearance No.:

List the number of your clearance.

Applies only to Q clearances.

#### 12. Date of Clearance:

List the date your clearance was granted.

Example: 3 May 1980.

13. Signature and telephone number of facility security officer. Applies to DoD contractors only.
14. Name of location to be visited: Naval Postgraduate School, Monterey, CA
15. For the inclusive dates: 11-15 March 2002
16. DOE security official verifying clearance: Include telephone number. Those holding a Q clearance must have it verified by their Security Officer.
17. Attending the 2002 HEART/GOMAC Conferences.
18. Donna Dillon/DTRA and Gary J. Scrivner/SNL, and other HEART Conference Program Managers.
19. Specific information to which access is requested: Secret information on radiation effects.
20. Access requested to Restricted Data: Check YES  
Other classified info: Check YES

### **Certification for Personnel Having DoD Clearance**

21. Authorized access to CNWDI: Check NO

#### **22-24:**

DoD-cleared personnel must have this section signed by an official or designated alternate who is approved according to DoD Directive 5210.2. If certification is signed by a designated alternate, the signature should read:

22. Name of Person Signing for or by Direction of
23. Title of Approved Certifying Official
24. Signature: Most administrative problems occur because the person signing the DoD Certification does not indicate on the DOE F 5631.20 that he/she has been designated the approval authority for/by the certifying official.

### **Certification for Personnel Having DOE Clearance**

#### **25-26.**

This section is to be completed for those who hold Q clearances.

#### **Part B of Form**

27. This section will be completed by NNSA/NA-55.

**Note:** Access lists for the conference will be prepared by DTRA/SCR. Even if you have a continuing visit request at DTRA or SNL, you must submit a visit request specifically for the 2002 HEART Conference.

U.S. DEPARTMENT OF ENERGY  
REQUEST FOR VISIT OR ACCESS APPROVAL

(Not to be used for temporary or permanent personnel assignments.)

PART "A"

To: (1) ← DOE/NA-55/Steve Murphy  
FAX: (301) 903-3395  
DTRA/SCR/FAX: (703) 325-6674  
From: (2)

Date: (3)  
Prepared by: (4)  
Symbol: (4a)  
Telephone No.-Commercial: (4b)

It is requested that the following person(s) be granted visit/access approval

FTS:

LAST NAME, FIRST, MIDDLE INITIAL AND SOCIAL SECURITY NUMBER	CHECK		DATE OF BIRTH	ORGANIZATION	TYPE CLEARANCE	CLEARANCE NO.	DATE OF CLEARANCE
	U.S. CITIZEN	ALIEN					
(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
				(13)			
NAME OF FACILITY(IES) TO BE VISITED: (14) Naval Postgraduate School, Monterey, CA				FOR THE INCLUSIVE DATES 11-15 March, 2002 (15)	DOE Security Official Verifying DOE Clearance (16)		

FOR THE PURPOSE OF:  
(17) Attending the HEART/GOMAC Conferences

TO CONFER WITH THE FOLLOWING PERSON(S):  
(18) Donna Dillon/DTRA and Gary J. Scrivner/SNL, and other HEART Conf. Program Managers

SPECIFIC INFORMATION TO WHICH ACCESS IS REQUESTED:  
(19) SECRET information on Radiation Effects

Access requested to:  
 Restricted Data  Yes  No  
 Other classified info  Yes  No (20)

Prior arrangements have/have not been made as follows:

CERTIFICATION FOR PERSONNEL HAVING DOD CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty and that permitting the above access will not endanger the common defense and security.

(22) \_\_\_\_\_  
Name and Title, Requesting DOD Official

(23) \_\_\_\_\_  
Title, Authorizing DOD Official  
(See DOD Directive 5210.2 and 5210.8)

Authorized access to Critical Nuclear Weapons  
(21) Design Information (CNWDI) in Accordance  
with DOD Directive 5210.2  Yes  No

(24) \_\_\_\_\_  
Signature  
(See AR 380-150; OPNAV 5510.3F; AFR 2105-1)

CERTIFICATION FOR PERSONNEL HAVING DOE CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty.

(25) \_\_\_\_\_  
Title

(26) \_\_\_\_\_  
Requesting DOE or Other Government Agencies

PART "B"

Approval is granted with limitations indicated below:

(27) \_\_\_\_\_  
Manager of Operations/Headquarters Division Director