Security Instructions  
MORS ABI Workshop  
27-29 April 2016, MITRE McLean Campus  
as of: 19 April 2016

Part A. Clearances

ALL participants, incl. WG-1, must complete steps 2 and 3.  
WG-1 participants also complete Step 1.

Step 1. Sending your SCI Visit Cert to MITRE (Participants of WG-1 only)
- **Contractor Personnel:** Company SSO forwards SCI Visit Cert Attn: SSO Visitor Control (Gail Shelton) Phone 703-983-6358 Fax (U) 703-983-6012 Fax (S) 703-748-0420 or 703-983-1299; or through CIS, now CIS Fax (U) 703-374-1530 or 1529; (S) Fax 703-796-2949 or 2950 with instructions to pass to MITRE/McLean, VA
- **Government Personnel:** Same information as above except government SSO can pass SCI Visit Cert directly to the MITRE SSO. Government SSO can also send via JPAS using S CI SMO code 7L0303.
- **Meeting POCs:**
  - Steve Nary- 703.225.7272
  - Kenneth Crowther- 703.983.3637
- **Purpose:** ABI Special Meeting

Step 2. Sending your Collateral Clearance to MORS
- **MORS SMO code:** 6A2864
- **POC** Taniesha Sims 703.933.9073  
- **FAX** 703.933.9066  
- **E-Mail:** taniesha.sims@mors.org  
- **Meeting:** ABI  
- **Dates:** 27 April 2016 thru 29 April 2016

Step 3. Sending Collateral Clearance to MITRE
- **MITRE SMO code:** 7L0307  
- **POC** Steve Nary 703.225.7272  
- **Karen Loss Fax number** 703-983-5050 (If NOT in JPAS)  
- **Meeting:** ABI  
- **Dates:** 27 April 2016 thru 29 April 2016

Part B. Briefings

1. **WG-1**
   - All briefings intended for use in WG-1 regardless of classification must be sent to:
     - stephen.r.riese@coe.ic.gov
     - stephen.w.nary@coe.ic.gov
   - All briefings will be available in the working group room via SCI network.
   - **NOTE:** All briefings must be received by COB Friday, April 22

2. **WG-3, Synthesis and Plenary Sessions**
   - **CLASSIFIED** Briefs Up to Secret Collateral only. Send via SIPRNET to both:
     - stephen.r.riese.ctr@mail.smil.mil
     - asnyder@wiso.mitre.contractor.army.smil.mil
   - **UNCLASSIFIED** briefs. Bring on a CD or send to both:
     - stephen.riese@jhuapl.edu
     - snary@mitre.org
• The MITRE staff will burn all briefings onto a CD and transfer onto a MITRE Secret laptop that will be set-up in the WG-3 Room.
• **NOTE: All briefings must be received by COB Friday, April 22**

**Part C. Note-Taking**

1. **Electronic**
   • There will be no electronic note-taking permitted in any of the sessions.
   • Electronic devices may not be brought into any of the sessions.

2. **Pen and Paper**
   • Individual participants are permitted to take UNCLASSIFIED notes on paper.
   • MITRE will collect any unwanted notes for disposal at the end of each day (up to the classification of the session, either Secret or TS//SCI).
   • There is no overnight storage of classified material available.
   • There is no provision to ship classified notes to participants after the workshop.

3. **Workshop Leadership**
   • MITRE is providing an UNCLASSIFIED workspace for working group and synthesis team leadership to document progress and prepare out briefs.
   • Use of electronic equipment in these spaces is permitted.

4. **Exceptions and Questions**
   • Anyone requiring an exception to any rules must contact Steve Nary at snary@mitre.org.
   • Questions? Please contact Steve Nary (snary@mitre.org) or Taniesha Sims (taniesha.sims@mors.org).

**Part D. Room Assignments**

1. **MITRE Campus**
   • All sessions are in MITRE 3.

2. **Rooms**
   • Opening Session: **1T510** (SECRET//NOFORN)
   • Closing Session: **1T510** (SECRET//NOFORN)
   • WG-1: **6T530** Rubicon SCIF (TS//SCI)
   • WG-3: **1T510** (SECRET//NOFORN)
   • Synthesis Team: **0T530** (UNCLASSIFIED)
   • Administrative: **Lobby** (UNCLASSIFIED)

3. **Times**
   • Sessions run 0800 – 1700 daily
   • Rooms open 0700 – 1800 daily

4. **IT Support**
   • MITRE provides a SECRET laptop and projector in **1T510** (Opening, Closing and WG-1)
   • MITRE provides a SCI thin client with SCI network access and projector in **6T530** (WG-1)
   • MORS provides UNCLASSIFIED laptops and printer for registration and workshop support

**Part E. A huge thanks to MITRE for their support to the ABI workshop!**