

TASC Heritage Conference Center (HCC) Security Acknowledgment

At the HCC, Security is our top priority. Please take a few moments to become familiar with our policies and follow the guidelines for a productive and successful event.

SCI Level Events: Visitors to the HCC must pass a visit certification to the HCC Security Office at least three (5) business days prior to the event, or must have a current permanent visit certification on file. An accrediting Government agency or contractor security representative must verify clearances. A visitor may not certify oneself. Interim clearances of any level are not accepted for attendance at a classified event. All visitors must be granted a final clearance. Certifications can be sent via one of the following:

- » Open Fax: 703-633-2222
- » Secure Fax: 703-961-9915
- » C/GWAN: TASC_HCC_SECURITY@tasc.npa.gov
- » JPAS SMO Code: 9G9243

Please include: Name, Social Security Number, Date of Birth, Clearance Level and Accesses, Event Name, Event Dates, U.S. Citizenship Verification, and Event Host Name

The HCC recognizes Blue Badge reciprocity within the Intelligence Community (IC) for U.S. Government Civilian personnel and IC assigned U.S. Military personnel. All others will need to have a current visit certification on file prior to attending a classified event.

Non-SCI Level Meetings: Top Secret (TS) Collateral and Secret (S) Collateral meetings require visitors to be cleared at the appropriate level. Visit certifications must be passed to the HCC Security Office as stated above. For Unclassified meetings, a TASC uncleared employee may attend only with SCI-cleared Monitors present. Uncleared attendees from the public (i.e., non-TASC) must have advance approval from HCC Security in order to attend an HCC event. When an event is held at the HCC with uncleared or non-SCI cleared attendees, there will be at least two (2) and up to 12 SCI-cleared Monitors assigned to an HCC conference room, approximately one (1) SCI-cleared Monitor per 25 non-SCI cleared attendees. The Event Host is responsible for providing SCI-cleared Monitors for each conference room booked. These individuals must be clearly identified when submitting the Attendee List. Please note the SCI-cleared Monitors will be required to arrive no later than 20 minutes before check-in to ensure attendees will have access to the room. The designated SCI-cleared Monitors will be briefed by HCC Security on their responsibilities prior to event start. Please note that non-IC events are prohibited at the HCC.

Foreign National Visitors: The HCC can host SCI and TS Collateral cleared Foreign National visitors. All Foreign National visitors must have an approved TASC (TASC) Form C-75B (Visitor Request – Non-US Citizen/Foreign Person) on file with HCC Security prior to attending an event. Allow ten (10) business days for TASC Export/Import Management to process the form. HCC Security can provide a copy of TASC Form C-75B upon request. There must also be a current visit certification on file at the HCC for each Foreign National visitor per visit. The visit certification must be received from the government agency or embassy that the Foreign National visitor represents and must validate the visitor's Security Level and Accesses. The HCC may not accept Foreign National visit certifications from any other entity.

Media or Laptops: Media and Laptops are only to be used for briefing and essential event support purposes. Laptops will not be approved for personal note taking within the HCC. An HCC Laptop and Media Form must be submitted to the HCC Audio Visual (A/V) Administrator and Information Systems Security Officer (ISSO) no later than ten (10) business days prior to the start of the event. **For classified laptops, a copy of the accreditation letter must be provided. FOREIGN OWNED MEDIA AND LAPTOPS ARE PROHIBITED.** All equipment is subject to approval by the HCC ISSO and HCC Security. It is HCC policy to destroy any media brought into the facility unless otherwise coordinated with the HCC ISSO and HCC Security. All media brought into the facility will be scanned for malicious code. Only CDs/DVDs will be permitted in the HCC. Thumb/Flash drives and other data storage devices are prohibited.

During your visit to the HCC, you will be unable to possess any of the following prohibited items:

- » Cellular phones/Blackberrys; PEDs/PDAs; Audio or Video Recording Equipment; iPods/MP3 Players.
- » Cameras; 2 Way Pagers; Wireless/Bluetooth Devices; Personally Owned Media Photography is strictly prohibited within the HCC.
- » Personally Owned Laptops/Computers; Personal Software; Thumb Drives/Memory Sticks Independent consultant equipment, including laptops, is considered personally owned, unless it is provided by TASC or the NRO.
- » Firearms/Weapons; and Illegal Substances.
- » All boxes and briefcases are subject to search by TASC Security.

If you have any questions with respect to Security and/or AV support, please contact the following HCC personnel:

HCC Security Office:

- » Sonya Maldonado: Phone: 703-633-2220; sonya.maldonado@tasc.com
- » Larry Freeman: Phone: 703-633-2201; lawrence.freeman@tasc.com

HCC A/V Administrator:

- » Gabe Butler: Phone: 703-633-2233; gabe.butler@tasc.com

HCC ISSO:

- » Roger LeCroy: Phone: 703-633-8300 x8242; roger.lecroy@tasc.com

**Thank you and enjoy your visit to the
Heritage Conference Center.**

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