

ARC Reading Room Access

And Media Handling

The ACE facility in Chantilly, Virginia, allows appropriately cleared contractors and government personnel limited access to the AWAN for ACE/ARC activities. Please use the following process to schedule a visit to the ARC Reading Room.

- 1) Pass your visit request.
 - a. Please look on the ARC under the ACE Contacts page to find the ACE Clearance Cert Request Form.
 - b. Use the form available under the same tab to send in the visit Cert. The Cert can be for up to 1 year. Be sure to include your facility accreditation information to allow media to be taken out of the ACE facility.
 - c. Allow 48 hours for your clearance information to be processed and entered into the database before calling the front desk to schedule.

- 2) Once your CERT request is passed and processed, you can call the main number to schedule an appointment (703) 230-6100. You **MUST** schedule an appointment before coming to the Reading Room. **Walk-ins are not permitted.**

- 3) AWAN network accounts for the Reading Room will be issued upon your first arrival. Appropriate network use/policy agreements must be signed prior to first use and renewed on an annual basis.

- 4) Any media brought to the Reading Room (e.g. CD containing RFI response) **MUST** be appropriately labeled. A Media Upload form must be filled out. Once completed, the media will be given to the ACE Help Desk staff to be virus-scanned and uploaded to your specific folder. Unlabeled (or improperly labeled) media will not be accepted by ACE Help Desk staff.
 - a. Media labeling must include:
 - i. Classification level
 - ii. Date
 - iii. Owner
 - iv. Title/Effort Name

 - b. All media content will be loaded to the AWAN Shared Drive

 - d. The user must locate their folder and submit/upload the document to the appropriate ARC Site location.

- 5) All requests for download of media must be done on the approved Media Release form. This is available in the Reading Room or from the receptionist. Once filled out, the ACE Help Desk Staff

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should be notified by calling the number listed in the Reading Room. They in turn will work with security to ensure all needed permissions for storage of classified media have been received. Any person requesting a download of media who does not have a copy of their facility approval to store media on file will not be able to take media with them.

All media is released at the TS//SCI level. Media will not be downgraded or securely copied for release at any lower level. All data on the media should be treated as TS//SCI.

Prior to requesting a media, the following rules should be followed. These are posted in the reading rooms.

1. A current facility clearance is required to be on file before media will be released
2. Double-locked bags are required to remove media for the facility. The staff will not double wrap media for removal.
3. All media will be copied on to SCI level disks. No downgrading of media will be permitted.

All questions regarding the ACE Reading Room procedures should be addressed to the Security Staff. They can be reached by contacting the receptionist.

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