

Date: _____

MEMORANDUM

From: _____

Via: Department Information Assurance Officer (IAO)

Department IAO Signature

To: Information Assurance Manager (IAM), Code 1043

SUBJ: NON-NUWCDIVNPT OWNED COMPUTER EQUIPMENT

1. Identification. Request the following individual be authorized to transport computer resources as identified below, in and out of NUWCDIVNPT (attach additional sheets as necessary):

Name of Individual: _____

Contract#/Exp. date _____

Company Name: _____

Arrival Date: _____

Departure Date: _____

(No greater than contract exp.
Or 1 year)

Bldg: _____

Room: _____

Lab: _____

NUWCDIVNPT Point of Contact: _____

Telephone Ext: _____

Manufacturer: _____

Model: _____

Serial Number: _____

Software: _____

Intended Use (Demo, etc.): _____

Additional Comments: **Standalone Only - No 802.11 Wireless - No web cameras, external or built-in. Full Disk Encryption required for processing and storing of FOUO/CUI government data and information.**

2. Access. The personnel identified in paragraph 1 must keep a copy of this request with the computer equipment at all times while on board NUWCDIVNPT.

3. Operation. Unclassified NON-NUWCDIVNPT Owned computers are NOT allowed in classified spaces unless approved by the IAO. All computer operations will be unclassified and operated in a stand-alone configuration unless prior authorization is obtained from the IAM and noted on this request. Connection to any classified information system or network is prohibited. All wireless capability will be disabled in BIOS or card removed prior to entry to NUWCDIVNPT. No web cameras, external or built-in, are permitted aboard NUWCDIVNPT.

4. Responsibility. The Government assumes no responsibility for lost, stolen or damaged computer equipment.

User (Non-NUWC) Signature

NUWCDIVNPT POC Signature

Approval: _____
Information Assurance Manager

Date: _____