

**POLICY, CUSTODY AND CONTROL OF  
NON-CDSA DAM NECK OWNED  
AUTOMATED INFORMATION SYSTEMS EQUIPMENT (AISE)**

1. AISE includes all automated information systems, including laptop/portable computers, memory-holding devices such as magnetic tapes, diskettes, CD-ROM's and any peripheral IT devices, (i.e., removable hard drives, external modems, etc).

2. While onboard this installation, all contractors/visitors entering/leaving with AISE are warned that equipment may be confiscated for further disposition. CDSA Dam Neck also reserves the right to scan all magnetic media (i.e., discs, tapes, and/or systems) for malicious logic.

3. In order to gain authorization for use of non-CDSA Dam Neck owned AISE while onboard CDSA Dam Neck, it is mandatory to complete the AISE Custody and Control form, located on the reverse side of this page.

4. If connection to any CDSA Dam Neck AISE (Networks, PC's, SIPRNET, etc.) is requested, prior approval by the Information Assurance Manager (IAM), Network Administrator or Chief Information Officer must be obtained.

5. Visitors entering command premises carrying magnetic media are accountable for all the data on such media. Visitors will not acquire, remove or further disseminate command/project-owned media without proper authorization from job order sponsor/staff Point of Contact (POC). Visitor acquisition, removal or further dissemination of command/project-owned media will be documented on a serialized transmittal form. The job order sponsor/staff POC will initiate the transmittal, ensuring transmittal content accurately describes applicable media.

6. I (The visitor) accept total responsibility for the proper protection, disclosure, and dissemination of all accessible command/project-owned media. I am aware that breeches to national security as a result of misuse of this data will result in federal prosecution.

7. I (The visitor) understand and agree to adhere to all policy requirements regarding proper custody and control of AISE and data on all accessible command/project-owned media.

**Section 1. Command/Company information:**

Command/Company: \_\_\_\_\_

Visitor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Command/Company Address: \_\_\_\_\_  
\_\_\_\_\_

CDSA DAM NECK Staff Sponsor: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

**Section 2. AISE information (hardware and software):**

NOMENCLATURE	SER # or PPN #	CLASSIFICATION
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Section 3. Connections to CDSA Dam Neck AISE?**  YES  NO

(1) If Yes, Type of specific connection(s) requested (**Internet, Workgroup, LAN connections, etc.**): \_\_\_\_\_

(2) Connectivity Signatures required:

Command Network Manager \_\_\_\_\_  YES  NO

Information Assurance Manager \_\_\_\_\_  YES  NO

Chief Information Officer \_\_\_\_\_  YES  NO

Section 4. Duration of this specific visit: \_\_\_\_\_

**Section 5. Visitor's acknowledgment of AISE policy.** Below signed visitor agrees to comply with CDSA Dam Neck AISE policy (located on reverse of this form).

Signature of Visitor \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

**Section 6. Security Use Only**

AISE Control Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Security Rep: \_\_\_\_\_