

MEMORANDUM

From NUWC POC: _____

Via: Dept. Information Systems Security Officer (ISSO) _____

Department ISSO Signature

To: Information Systems Security Manager (ISSM), Code 1043

SUBJ: NON-NUWC DIVNPT OWNED COMPUTER EQUIPMENT

1. Identification. Request the following individual be authorized to transport computer resources as identified below, in and out of NUWC DIVNPT (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: _____

NUWC DIVNPT Point of Contact: _____

Telephone Ext: _____

Manufacturer: _____

Model: _____

Serial Number: _____

Full Disk Encryption Software: _____

Requested Use: _____

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 NUWC DIVNPT.

3. Operation. Unclassified NON-NUWC DIVNPT Owned computers are NOT allowed in classified spaces unless approved by the ISSO. All computer operations will be unclassified and operated in a stand-alone configuration unless prior authorization is obtained from the ISSM 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 NUWC DIVNPT. No web cameras, external or built-in, are permitted aboard NUWC DIVNPT. Full Disk Encryption is required for processing and storage of FOUO/CUI government data and information.

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

User (Non-NUWC) Signature

NUWC DIVNPT POC Signature

Approval: _____
Information Systems Security Manager

Date: _____