

REQUEST FOR AUTHORIZATION TO OPERATE NON-SSC SAN DIEGO OWNED COMPUTER OR SOFTWARE ONBOARD

(Prescribing Document – IA Handbook)

WARNING: The Department of Defense (DoD) requires removal of DoD information from all hard drives by overwriting, degaussing, or destruction prior to removal from this command unless returning to another command, governmental organization or an authorized DoD contractor facility.
The system shall be scanned for viruses using the latest virus signature files prior to use at the command. Contact your [ISSO](#) for assistance.

USE THIS FORM TO REQUEST APPROVAL FOR TEMPORARY USAGE OF COMPUTER(S) OR SOFTWARE FOR YOUR VISITOR(S) IN CONJUNCTION WITH OFFICIAL GOVERNMENT BUSINESS

From: _____ (Name, Code, Phone)
Via: ISSO, Code _____ (Name, Code, Phone)
To: Code 83301 (email to accredit@spawar.navy.mil)

VISITOR INFORMATION

NAME	CODE	TELEPHONE	COMPANY
PURPOSE OF USAGE			
COMMAND POINT OF CONTACT (POC):		CODE	TELEPHONE
REQUESTED DATES OF USE:		FROM:	TO:

SYSTEM AND PERIPHERAL EQUIPMENT INFORMATION

LOCATION OF USE:	SITE	BUILDING	ROOM
MANUFACTURER/MAKE		MODEL	SERIAL NO.
<input type="checkbox"/> COMPANY OWNED		COMPANY NAME:	
<input type="checkbox"/> OTHER GOVERNMENT AGENCY OWNED		AGENCY NAME:	
<input type="checkbox"/> PERSONALLY OWNED		NAME:	
<input type="checkbox"/> LEASED OR RENTED		FROM WHOM:	
DATE LAST SCANNED FOR VIRUSES:		ANTI-VIRUS PROGRAM USED:	
HARD DRIVE IS: <input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL <input type="checkbox"/> REMOVABLE			
TYPE OF DATA PROCESSED (check all that apply)			
<input type="checkbox"/> TOP SECRET <input type="checkbox"/> SECRET <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SENSITIVE BUT UNCLASSIFIED <input type="checkbox"/> NATO <input type="checkbox"/> INTELLIGENCE <input type="checkbox"/> OTHER (list)			

NETWORK CONNECTIVITY

<input type="checkbox"/> CAMPUS NETWORK VIA	<input type="checkbox"/> MODEM	<input type="checkbox"/> ETHERNET
<input type="checkbox"/> OTHER (specify)		
<input type="checkbox"/> CRYPTOGRAPHIC MATERIAL USED	<input type="checkbox"/> YES, specify	<input type="checkbox"/> NO

SOFTWARE INFORMATION

NAME	MANUFACTURER		
LOCATION OF USE:	BUILDING	ROOM	SITE
COMMENTS:			

SYSTEM USERS MUST COMPLY WITH THE SECURITY SAFEGUARDS AND PROCEDURES POSTED ON
<https://iweb.spawar.navy.mil/services/security/html/issafe2.html>

Unless being returned to another command, governmental organization or an authorized DoD contractor facility, I/we understand the requirement to remove all DoD information from the hard drive listed above and will do so before removing the system from this command using the following method:

OVERWRITING DEGAUSSING DESTRUCTION – METHOD OF DESTRUCTION