You can fill out this form on-line.

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AIS SECURITY SURVEY FOR VISITOR COMPUTER EQUIPMENT

Ref: NAVSHIPYDPUGETINST P5239.2

COMPANY OR ACTIVITY NAME	ARRIVAL DATE	DEPARTURE DATE
MFG & MODEL ID	**SERIAL NUMBER**	**OPERATING SYSTEM TYPE** (i.e. , Windows 2000, Linux, MAC, etc.)

AUTHORITY TO OPERATE ON PUGET SOUND NAVAL SHIPYARD AND INTERMEDIATE MAINTENANCE FACILITY (PSNS & IMF) BREMERTON SITE

I certify that this system is owned by a company under contract with the U.S. Government or is owned by the U.S. Government. I understand that **personally owned** computers and peripherals **are not authorized** at PSNS & IMF and are not covered by this Authority to Operate.

I understand that while at PSNS & IMF site I will not connect to the PSNS & IMF Local Area Network. I will ensure that daily virus scan of memory and all storage media is performed before conducting any use of this system and that all removable media will be identified with appropriate sensitivity labels. A copy of this Authority to Operate shall accompany the system at all times while at PSNS & IMF.

DATE: _____ SIGNATURE: _____

PHONE NUMBER: _____ PRINTED NAME: _____

DATA SENSITIVITY

INDICATE THE SENSITIVITY LEVEL OF THE INFORMATION STORED ON THE SYSTEM BY PERCENTAGE (MUST TOTAL 100%):

LEVEL	PERCENT
COMPANY (NON-NAVY DATA)	_____%
UNCLASSIFIED	_____%
SENSITIVE UNCLASSIFIED	_____%
☐ FOUO	_____%
☐ PRIVACY ACT	_____%
☐ NNPI/NOFORN	_____%
CONFIDENTIAL	_____%
SECRET	_____%

YES	NO	(IF YES, EXPLAIN IN COMMENTS BLOCK, BELOW.)
☐	☐	WILL THE MODEM BE USED TO CONNECT TO ANY NETWORK? IF YES, EXPLAIN BELOW (COMMENTS).
☐	☐	DOES THE LAPTOP HAVE A WIRELESS CARD?
☐	☐	WILL THE WIRELESS CARD BE USED TO CONNECT TO ANY NETWORK? IF YES, EXPLAIN BELOW (COMMENTS).
☐	☐	DOES THE LAPTOP HAVE AN ETHERNET CARD?
☐	☐	WILL THE ETHERNET CARD BE USED TO CONNECT TO ANY NETWORK? IF YES, EXPLAIN BELOW (COMMENTS).
☐	☐	DOES THE LAPTOP HAVE BLUETOOTH CAPABILITY?
☐	☐	IS THIS AN NMCI-NNPI ASSET (UNDER THE NNPI COI)?

COMMENTS:

ALL USERS HAVE SECURITY CLEARANCE EQUAL TO OR HIGHER THAN THE HIGHEST LEVEL OF INFORMATION ON THE SYSTEM AND A NEED-TO-KNOW FOR ALL OF THE INFORMATION.

REQUESTOR'S FAX NUMBER: ( ) _____ -- _____

SIGNATURE OF PERSON VALIDATING SECURITY CLEARANCE: _____

PHONE NUMBER: _____ PRINTED NAME: _____

WHEN APPROVED, A COPY OF THIS FORM SHALL ACCOMPANY THE EQUIPMENT AT ALL TIMES WHILE AT PSNS & IMF.

OWNING ORGANIZATION ADDRESS	OWNING ORGANIZATION POINT OF CONTACT	OWNING ORGANIZATION TELEPHONE NUMBER

PSNS & IMF CODE/SHOP SUPPORTED	PSNS & IMF PROJECT NAME AND LOCATION OF SYSTEM (BUILDING OR AREA)		PSNS & IMF LOCAL POINT OF CONTACT	
	PROJECT:	LOCATION:	NAME: (REQUIRED)	PHONE: (REQUIRED)

PSNS & IMF APPROVAL TO OPERATE	DATE
I hereby grant authority to operate this system on PSNS & IMF during the period specified and under the conditions specified above. Code 1234, (360) 627-2405, Fax (360) 476-2049	

NAVSEA
NAVAL SEA SYSTEMS COMMAND
ELECTRONIC FORMS

PROHIBITED ITEMS

Pursuant to the authority contained in 10 U.S.C. 6011 and U.S. Navy Regulations, Chapter 8, Article 0826, the following items are prohibited from areas under NAVSEA cognizance unless specifically authorized by the Office of Security and Law Enforcement (SEA 104):

- Personal photographic equipment of any kind, including but not limited to cameras (still and/or video), film and cellular telephones with cameras.
- Weapons or other dangerous materials of any kind, including but not limited to firearms, ammunition, knives (with blades longer than 2-inches), explosives, incendiaries, personal defense aerosols/sprays.
- Personal reproduction equipment of any kind, including but not limited to photocopying, copying, and/or recording devices.
- Alcoholic Beverages of any kind.
- Personally owned Portable Electronic Devices (PEDs) used for storing data, to including but not limited to removable storage devices (e.g. memory sticks, rewriteable CDs and DVDs, Zip and floppy disks).
- Any other item, the possession of which is prohibited by Federal, State or municipal law, Department of Defense or Department of Navy instruction directive or policy.

PROHIBITED ITEMS

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