VISITOR PORTABLE ELECTRONIC DEVICE (PED) AUTHORIZATION

All requests to introduce Portable Electronic Devices (PEDs) for official purposes only shall be in accordance with NRO Directive 100-8 and NRO Instruction 100-8-1.

PED VERIFIED BY: *(Uniformed Security Officer)* _____ DATE: _____

SIGNATURE: _____

I. REQUESTOR INFORMATION

1. NAME: _____

2. BADGE: _____ *(If applicable)*

3. ORGANIZATION: _____

4. OFFICE DESIGNATION: _____

5. LOCATION: _____

6. SECURE PHONE: _____

7. EMAIL: _____

8. REQUESTOR SIGNATURE: _____ DATE: _____

II. VISITOR CONTROLLED PED INFORMATION

1. TYPE/NAME OF DEVICE: _____

2. MAKE/MODEL NUMBER: _____

3. SERIAL NUMBER: _____

4. CLASSIFICATION: _____

5. EXTERNAL COMPONENTS: *(e.g., storage devices, complete Section VII, if required)* ☐ YES ☐ NO

6. OPERATING SYSTEM AND SOFTWARE LIST: *(continue in Section VIII, if required)*

7. JUSTIFICATION/INTENDED USE FOR PED: *(continue in Section VIII, if required)*

8. ☐ GOVERNMENT-OWNED 9. ☐ CONTRACTOR-OWNED 10. COMPANY/AGENCY NAME: _____

11. COMPANY/AGENCY ADDRESS: _____

III. MOBILE DEVICE (e.g., laptop, tablet, etc.) *(Complete each item, list additional drives on continuation page, if necessary)*

1. MAKE/MODEL: _____

2. DEVICE CLASSIFICATION: _____

3. SERIAL NUMBER: _____

4. PROHIBITED TECHNOLOGY: _____

(USB, Wi-Fi, Bluetooth, etc)

5. NRO ISSO INSPECTION DATE: _____

6. REGISTRATION/PROPERTY TAG NUMBER: _____ *(if applicable)*

IV. DESCRIBE SYSTEM CONNECTIVITY *(Continue in Section VIII, if necessary)*

V. VISITOR PED ENTRY / EXIT PROCEDURE

The visitor must have the cognizant NRO PSO and ISSO complete this section prior to entering and / or exiting with the PED to / from NRO secure facilities and show a copy to the uniformed Security Officer in order to enter / exit with the identified PED.

I VALIDATE THAT THIS USER MAY ☐ ENTER ☐ EXIT WITH THE IDENTIFIED PED TO / FROM NRO SECURE FACILITIES. UPON EXIT, I HAVE ENSURED ALL NRO LABELS ARE REMOVED AND SANITIZED ANY UNAUTHORIZED DATA.

1. PSO NAME: _____

2. BADGE OR PCN: _____

3. PSO SIGNATURE: _____

4. DATE: _____

5. ISSO NAME: _____

6. BADGE OR PCN: _____

7. ISSO SIGNATURE: _____

8. DATE: _____

9. ☐ YES ☐ NO UPON EXIT, CONTENT REVIEW COMPLETED?

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. 301, "Departmental Regulations"; National Security Act of 1947, as amended, 50 U.S.C. 401 et seq., "Congressional declaration of purpose"; E.O. 9397, "Federal Agency Use of Social Security Numbers"; and E.O. 12333, as amended, "United States Intelligence Activities."

Purpose(s): This information will be used to manage, supervise, and administer NRO personnel support programs relating to personnel management, official travel, timecards and leave records, awards, training, loan of property, security, emergency recall rosters and contact information; to support organizational and personnel reporting requirements; to support organizational and strategic planning and workforce modeling; to support workplace violence protection programs; to support diversity initiatives; and to respond to personnel or related taskings.

Routine uses: In addition to the statutory disclosures permitted under 5 U.S.C. 552a(b) of the Privacy Act, under QNRO-24 these records may specifically be disclosed outside the NRO as a routine use pursuant to 5 U. S.C. 552a(b)(3). Disclosures may be pursuant to DoD 'Blanket Routines Uses' published in the Federal Register at the beginning of the NRO compilation of systems of records notices.

Disclosures: Disclosure of information is voluntary; however, failure to provide complete information may delay processing of the form.

CL BY:

DRV FROM:

DECL ON:

OPR: OS&CI/SIPD/PCMB

PREVIOUS EDITIONS ARE OBSOLETE

N5-21, NOV 2017

B-RCS: B-700-03

For assistance with this form, contact NRO Forms.

VISITOR PORTABLE ELECTRONIC DEVICE (PED) AUTHORIZATION

VI. APPROVALS FOR USE WITHIN NRO FACILITIES

1. NRO GOVERNMENT VALIDATOR NAME: _____

2. BADGE OR PCN: _____

3. NRO GOVERNMENT VALIDATOR SIGNATURE: _____

4. DATE: _____

5. PROGRAM MANAGER NAME: _____

6. BADGE OR PCN: _____

7 PROGRAM MANAGER SIGNATURE: _____

8. DATE: _____

9. PSO NAME: _____

10. BADGE OR PCN: _____

11. PSO SIGNATURE: _____

12. DATE: _____

13. ISSO NAME: _____

14. BADGE OR PCN: _____

15. ISSO SIGNATURE: _____

16. DATE: _____

VII. INFORMATION SYSTEMS SECURITY OFFICER ONLY *(Continue in Section IX, if required)*

1. DEVICE CAPABILITIES: _____

2. RISK MITIGATIONS: _____

3. VERIFICATION: *(ISSO initials)*

4. GPED REGISTRATION NUMBER *(if necessary)*: _____

5. DATE REGISTRATION LABEL AFFIXED: _____

6. DATE ADDED TO DATABASE: _____

7. SYSTEM SECURITY PLAN, CO-LOCATION, OR CONOP ON FILE: ☐ YES ☐ NO

8. ISSO SIGNATURE: _____

9. DATE: _____

VIII. VISITOR CONTROLLED PED INFORMATION *(Continued)*

IX. EXTERNAL COMPONENT CONTINUATION *(As required)*

1. DEVICE CAPABILITIES: _____

2. RISK MITIGATIONS: _____

3. VERIFICATION: *(ISSO initials)*

4. ADDITIONAL INFORMATION:

CL BY:

DRV FROM:

DECL ON:

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VISITOR PORTABLE ELECTRONIC DEVICE (PED) AUTHORIZATION (Instructions)

NOTE: *Approval must be coordinated with the Program Security Officer (PSO) and Information System Security Officer (ISSO) prior to authorizing entry, use and exit of the device. The visitor must also obtain the PSO's approval prior to taking the device to the ISSO for functionality review.*

UNIFORMED SECURITY OFFICER VERIFICATION

An NRO Uniformed Security Officer will verify the visitor has coordinated PED entry / exit with the NRO PSO and ISSO. Verification will consist of completion of the form and checking the PED serial number(s) against the data provided below.

I. REQUESTOR INFORMATION

The visitor will enter pertinent information, sign and date.

II. VISITOR CONTROLLED PORTABLE ELECTRONIC DEVICE (PED) AUTHORIZATION

1-3. Type, model, serial # of PED.

4. Highest Classification of information authorized to be stored or processed by PED.

5. External add-ons, such as removable media, peripherals, etc. If present, list and complete Section VII.

6. Operating system / software installed on the PED.

7. Justification for bringing PED into NRO Secure Facilities and intended use of the PED.

8-9. Is the PED Government owned or Contractor owned?

10-11. Contractor-owned PED information.

III. LAPTOP INFORMATION (Laptops are the only PED that may be approved for CLASSIFIED processing)

1-2 Provide the highest classification of the information to be stored / processed on this device. Include a listing of drives or other removable storage media and their classifications.

3. The ISSO will inspect and register, if appropriate, the PED in the GPED SAP Database.

IV. DESCRIBE SYSTEM CONNECTIVITY

The requestor will indicate if connectivity to any NRO information systems (network or standalone) is requested for the PED. Provide details such as description of the connected system (e.g., NMIS, UMIS), where it will be located (e.g., WF), and how the PED is connected (e.g., wired, wireless). An NRO Government PM must justify connectivity of any PED. Approval must be coordinated with the PSO, ISSO, and F&ISD and may require an SSP on file and CIO approval in accordance with NRO Directive 50-20 and other applicable directives and regulations indicating that this PED is approved for connectivity.

V. VISITOR PED ENTRY / EXIT PROCEDURES

1-8. The PSO and ISSO will enter this data, sign, and date to validate that the device may enter and / or exit from NRO secure facilities. The PSO will review data on the PED to ensure no unauthorized information is exfiltrated. The ISSO will remove the PED registration label and make the appropriate changes in the database, if applicable. The visitor must show this Form to the Uniformed Security Officer in order to enter / exit NRO facilities with the PED.

VI. APPROVALS FOR USE WITHIN NRO FACILITIES

The visitor must obtain approval signatures prior to introducing the PED into NRO secure facilities. The Uniformed Security Officer will validate that the PSO has approved the device for entry, sign and date the Form upon initial entry. This Form and device must be immediately taken to the ISSO for PED review and, if required, mitigation. The ISSO will also register the device in the GPED SAP database, as appropriate.

VII. ISSO ONLY

1. Device capabilities: list PED functions.

2. Risk Mitigations: describe how NRO Directive 50-20 and NRO Instruction 50-20-1 requirements have been implemented to mitigate the PED's risk-related functions.

3. Verification: the ISSO will verify that these risk mitigation requirements have been met and initial each item.

4-6. The ISSO will affix the facility PED registration label and add the information to the PED tracking database, as required.

7. The ISSO will annotate the date of a verified, approved System Security Plan, Co-Location request, or CONOP for this PED.

CL BY
DRV FROM
DECL ON

N5-21, NOV 2017