

AFLCMC/HNC NIPR Docked Laptop User Agreement

DESCRIPTION:

This agreement pertains to government issued laptop computers used as docked desktop computers for unclassified communication within AFLCMC/HNC secure work areas.

POLICY:

1. Wireless capability, camera and microphone have been disabled prior to introducing the laptop into a secure (SCIF or Collateral) processing area. Wireless must not be re-enabled without approval.
2. Branch Chief approval **MUST** be obtained prior to removing laptops for home or TDY use. HNC-DOS (Security Office) maintains the approval letter template.
3. If approved for use at home or TDY, safeguards must be taken to protect laptops from theft and data from being accessed by unauthorized individuals. If the laptop is taken on TDY, it must always remain in the possession of the user or secured when unattended, e.g., lockable compartment in hotel room. If a stop must be made while transporting the laptop, secure the laptop in the locked trunk of your car prior to departing.
4. HNC-DOI has air-cards to loan for TDY. If by exception wireless is enabled for TDY, user must ensure wireless is again disabled by contacting HNC IA prior to returning to a secure work area.
5. Laptops will not be taken OCONUS without prior Command CISO approval. Approval must be processed through the AFLCMC/HNC-DOI IA Office. When returning from OCONUS the laptop must not be connected to a government network until it is examined or re-imaged.
6. Laptop must be connected to the network for 24 hours for each 3-week period to ensure necessary virus updates, security patches and vulnerability scanning are accomplished.
7. All laptops will be configured and maintained according to the approved Standard Desktop Configuration. No personal software/applications/media (i.e., Skype, I-tunes, CDs, DVDs, SD cards, thumb drives, etc.) will be installed or connected on a Government device at any time whether on the AF network or not. This includes personal mobile devices even for charging purposes.
8. In the event of a Classified Message Incident, the Security Office must be notified and affected users will surrender their laptops to the ISSM or ISSO to be sanitized before it can be used again.
9. If the laptop is lost or stolen, users must report it immediately to the ISSM/ISSO and Property Custodian (Per AFMAN 17-1203).
10. Government laptops are only approved for official use. All directives associated with official government use will apply both while connected/disconnected from the AF network.
11. User must read and acknowledge the AFLCMC/HNC Laptop SOP before a laptop is issued to a user. Introducing a laptop configured for use in AFLCMC/HNC Unclassified work areas (i.e. warehouse) into a SCIF or Collateral processing environment is strictly prohibited.

I acknowledge that I have read and understand the user agreement form and the AFLCMC/HNC Mobile Computer SOP. I acknowledge my responsibility to conform to the requirements above and that per AFMAN 23-220 I may be held financially liable if the laptop is lost, damaged or stolen depending upon the surrounding circumstances. I also acknowledge that failure to comply with these policies may constitute a security violation resulting in denial of access to AFLCMC/HNC information systems, networks, or facilities and that such violations will be reported to appropriate authorities for further action as deemed appropriate.

Laptop Make/Serial Number:

Digital Signature:

Current HNC Bldg: