SEC-233
V2.1 012020

Visitor Request for Bringing Information Technology Assets Into FBI Space Assessment and Authorization

PURPOSE OF THIS FORM

This form is to be used to conduct a security assessment and authorization of information technology (IT) assets entering FBI space with authorized visitors. IT assets include portable electronic devices[1] (PEDs), laptops, other electronic devices (i.e. audio recorders, video projectors, etc…), and removable electronic storage devices[2] that may be used in management level meetings or litigation activities. Additionally, 1061PG, Mobile Devices and Mobile Application Policy Guide requires the justification and time period for use be provided for the entry and use of laptops in FBI facilities.

[1] A PED is any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, and/or transmitting data, voice, video, or images. This includes, but is not limited to, personal digital assistants, pocket personal computers, palmtops, MP3 players, cellular telephones, video cameras, book readers, and pagers.

[2] A removable electronic storage device is any portable, electronic storage media such as magnetic, optical, and solid-state devices, that can be inserted into and removed from a computing device and that is used to store and transfer text, video, audio, and image information. Such devices have no independent processing capability. This includes, but not limited to zip drives, compact disks, thumb drives, and similar USB storage devices.

VISIT INFORMATION

(TO BE COMPLETED BY REQUESTOR)

Name of Meeting:	**Meeting Date:**
Meeting Location:	**Meeting Time:** Start: End:
FBI Point of Contact/Escort:	**POC Telephone Number:**

VISITOR AND IT ASSEST INFORMATION

(LIST UP TO THREE VISITORS)

VISITOR NAME (Last, First, Middle)	COMPANY NAME	IT ASSET TYPE	IT ASSET MAKE & MODEL	SERIAL NUMBER
1)		1.	1.	1.
		2.	2.	2.
		3.	3.	3.
		4.	4.	4.

Period of Use (Begin – End Dates, not to exceed one year): –

Justification for Use:

VISITOR NAME (Last, First, Middle)	COMPANY NAME	IT ASSET TYPE	IT ASSET MAKE & MODEL	SERIAL NUMBER
2)		1.	1.	1.
		2.	2.	2.
		3.	3.	3.
		4.	4.	4.

Period of Use (Begin – End Dates, not to exceed one year): –

Justification for Use:

VISITOR NAME (Last, First, Middle)	COMPANY NAME	IT ASSET TYPE	IT ASSET MAKE & MODEL	SERIAL NUMBER
3)		1.	1.	1.
		2.	2.	2.
		3.	3.	3.
		4.	4.	4.

Period of Use (Begin – End Dates, not to exceed one year): –

Justification for Use:

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PED BRIEFING AND ACKNOWLEDGEMENT (TO BE READ AND ACKNOWLEDGED BY ALL VISITORS PRIOR TO FIRST USE)

Purpose: This agreement outlines the policies and user responsibilities specific to the authorization for use of an approved Portable Electronic Device (PED) in accordance with Federal Bureau of Investigation 1061PG, Mobile Devices and Mobile Applications Policy Guide. It describes the acceptable and unacceptable uses of PEDs within FBI-controlled spaces. This agreement is intended to supplement, not replace, other user agreements enacted between the signer and the FBI.

Scope: This agreement applies to anyone granted authorization to use a Portable Electronic Device in FBI-controlled space, including but not limited to: FBI employees, contractors, interns, detailees, and personnel from Other Government Agencies (e.g., Federal, state, municipal, or tribal). It is the responsibility of the system operator (signer) to maintain current knowledge of the FBI Information Technology / Information Security Rules of Behavior for General Users, and other policies that may apply to the use of this PED.

References:

- FBI 0247PD, Removable Electronic Storage Media (RES)
- FBI 0655PD, Security Assessment and Authorization for FBI Information Systems
- FBI 1061PG, Mobile Devices and Mobile Application Policy Guide
- FBI 1071PD, FBI Information System Use Policy
- FBI Form FD-889, FBI Information Technology and Information Systems Rules of Behavior for General Users Agreement Form

Revocability: The authorization to use a non-FBI PED in FBI spaces is a revocable privilege**.**

Rules of Behavior: The PED described herein will be operated in a manner that complies with the FBI Form FD-889, FBI Information Technology and Information Systems Rules of Behavior for General Users Agreement Form, and 1061PG, Mobile Devices and Mobile Applications Policy Guide, and other applicable policies and directives.
Specifically:

- Do not store or process classified or government-sensitive information on any non-FBI PED. FBI PEDs must be accredited to handle those types of information
- By signing this acknowledgement, you consent to PED inspections, and agree to make the PED available for audit and review by security personnel
- Do not connect the PED, to any system (classified or unclassified) while in a FBI facility
- Do not update or load any software onto any government-owned PED unless authorized by FBI security
- Personal PEDs are NOT permitted in Sensitive Compartmented Information Facilities (SCIFs)
- PEDs with Bluetooth, radio frequency (RF), infrared (IR), or wireless capabilities are prohibited in FBI-controlled areas and the capabilities must be disabled within FBI facilities (unless exempted by waiver identified in the “Risk Mitigation” section of this form)
- I will report immediately to division security if a PED is contaminated with classified information and cease using the device unless, and until, it has been cleared by FBI security

Privacy Act Statement: The Personally Identifying Information solicited on this form is collected pursuant to the Federal Information Security Management Act (FISMA) of 2002, the Computer Security Act of 1987, the general recordkeeping provision of the Administrative Procedures Act (5 U.S.C. § 301) and Executive Order 9397, as amended by Executive Order 13478, which permits (but does not require) the collection of social security numbers. Pursuant to the Privacy Act of 1974 (5 U.S.C. § 552a), the following information is provided on the principal purpose for collecting this information and any routine uses thereof.

The information is being collected for the principal purpose of verifying that individual signatories are aware of the rules of behavior that govern use of PEDs in FBI space.

The information on this form may be shared with officials or employees within the Department of Justice (DOJ) (including its various components) and with other governmental agencies to assist in the performance of their duties when disclosure is compatible with the purposes for which the information was collected.

The provision of the solicited information is voluntary, but without your acknowledgment of the rules of behavior for use of the PED, you may not be authorized to use a PED in FBI space.

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Acknowledgment: I acknowledge that I have read and understand the PED briefing and Rules of Behavior on the previous page. I also state that I will adhere to these Rules of Behavior and system-specific security controls, and that failure to do so may constitute a security violation resulting in revocation of this authorization. I also understand that violation of these rules of behavior will be reported to the appropriate authorities and may result in administrative, criminal, or other adverse disciplinary action deemed appropriate. I was given an opportunity to ask questions about any aspect of the acknowledgment or registration that was not initially clear. In signing this agreement I hereby acknowledge that I clearly understand all conditions of this registration and acknowledgment.

1)

Printed Name

Signature | Date

2)

Printed Name

Signature | Date

3)

Printed Name

Signature | Date

ASSESSMENT AND AUTHORIZATION INFORMATION

Physical Security Unit (PSU) Contact (that approved visitor entry into FBI space) **:**

PSU Contact Telephone Number:

Inspection Location:

ISSO Conducting Assessment and Authorization:

Printed Name | Telephone Number

Signature | Date

Security Office Approval:

Check Approver's Title: ☐ Chief Security Officer ☐ Deputy Chief Security Officer ☐ Associate Chief Security Officer

Printed Name | Telephone Number

Signature | Date

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RISK MITIGATION **(TO BE COMPLETED BY THE CSO OR ISSO)**

Printed Name of Security Officer

Security Role: ☐ Chief Security Officer ☐ Information Systems Security Officer

☐ Device is not permitted to be connected to FBI systems.
☐ Device will be deactivated while in FBI space.
☐ Prohibited functionality can, and will, be deactivated in FBI space.
☐ Government-owned camera/video camera will be used in sanitized areas for authorized purposes only.
☐ Device has been waived for the following capability/capabilities as indicated in the attached.

☐ Irregular PED(s) to be registered on form PED-203.
☐ Other mitigations:

Security Officer Signature

Date