



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 5<sup>th</sup> SIGNAL COMMAND  
Unit 29800  
APO AE 09056-9800

NETC-SEC-O

MEMORANDUM FOR: Organization Information Assurance Manager (IAM)/ Information Assurance Officer (IASO)/Information Management Officer (IMO)

SUBJECT: U.S. Government Laptop Unclassified Computer User Agreement

1. Reference is made to:

- a. AR 25-2, Information Assurance, 14 November 2003.
- b. ALARACT 209/2006, Army Data-at-Rest (DAR) Protection Strategy, 271600Z Oct 06.

2. I understand that, due to recent incidents involving loss of “mobile information systems” and as the user/operator of a lap top computer and removable media, I have an obligation to ensure protection of the computer issued to me and the media and data stored on this device.

3. I understand and will comply with the following rules to protect this device/data:

a. Ensure that this computer is included as part of an approved accreditation. When travel plans will require connecting to another organization’s network, I will provide a Certificate to Connect memorandum prepared by my IAM/IASO to prove my computer is a trusted device.

b. Only connect this device to the NIPRNET or Local Area Network approved for no higher than “Unclassified But Sensitive.”

c. Ensure the laptop has been modified to use the Common Access Card (CAC).

d. Ensure that this laptop is updated with the latest Antivirus signature and is compliant with all applicable Information Assurance Vulnerability Alerts (IAVAs).

e. No unapproved software will be downloaded to this computer without prior permission of the Designated Accrediting Authority (DAA).

f. No classified data will be downloaded to this unclassified computer and media.

g. No personally-owned electronic devices (thumb drives, external hard drives, PEDs, etc) will be connected to this device.

h. Unless issued and authorized to use a wireless-enabled laptop or PCM-CIA wireless card, absolutely no other wireless devices will be connected to this computer.

i. All media included for use with this laptop (floppy diskettes, CD ROMs, thumb drives, external hard drives, etc) will be identified with SF Label 710 (**UNCLASSIFIED – U.S. Government Property**) and will be marked to show any other protection required (e.g., **FOR OFFICIAL USE ONLY** or **FOUO**, if it falls under the purview of AR 25-55; **Privacy Act Information** if it falls under AR 340-21; and **Unclassified But Sensitive** if it falls under Chapter 5, AR 380-5). All media will be accounted for until destroyed.

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j. Protect the data contained on this laptop and any associated media against unauthorized access or viewing. When not in my personal possession, this computer and media will be kept secured in a locked drawer, locked desk, locked wall locker or other lockable container in a locked room or office.

k. Provide strict accountability for this laptop computer and all associated media used to process, store or transmit data that belongs to the U.S. Government. If this computer and any media is lost or stolen or otherwise unaccounted for, it will be reported immediately to the issuing office (i.e., IMO or System Administrator) and to my respective IAM/IASO.

4. The referenced ALARACT (1b) also requires encryption of all Data-at-Rest (DAR). I will contact my System Administrator for instructions on how to secure DAR in accordance with Best Business Practices (BBP) 06-EC-O-0008, dated 12 Oct 06, or other Army-approved encryption solution.

5. I understand that failure to adhere to the requirements directed by the listed references, could result in punishment as violations of a lawful general order or under other disciplinary, administrative, or contractual obligations, as applicable.

6. I agree to these rules for the following laptop computer and any media associated with this device:

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Computer Make, Model, Serial Number

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(signature)

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(printed name)

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(rank)

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(duty position or job title)

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(organization)

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(date signed)