**Department of Veterans Affairs**

**Memorandum**

Date: <date signed>

From: <Requestor’s Title>

Subj: Authorization to transport sensitive information outside protected environments

 To: Facility Information Security Officer (00-ISO)

Thru: <Requestor’s Service/Department Chief>

Thru: Facility Chief Information Officer (IRM)

Thru: Medical Center Director (00)

1. In order to accomplish my duties, I require the capability to store, transport and utilize VA sensitive information outside protected environments, as defined by VA Handbook 6500. VA information refers to all information, either electronic or paper-based. My personal information follows:

<Requestor’s Full Name>

<Title>

 <Home Address>

<City, State, Zip>

<Home Phone number>

<VA Cell Phone number (if applicable)>

1. Justification for the access and use of VA sensitive information outside of protected environments (include where and how information will be used):
2. The sensitive information, as defined in VA Handbook 6500, I intend to access, store, transport and utilize includes (check all that apply):

[ ]  Individually identifiable medical, benefits or personnel information

[ ]  Information that can be withheld under the Freedom of Information Act

[ ]  Financial information

[ ]  Research information

[ ]  Investigatory information

[ ]  Commercial information

[ ]  Quality assurance information

[ ]  Law enforcement information

[ ]  Information that is confidential or privileged in litigation

[ ]  Information that could adversely affect the national interest or conduct of

 federal programs

1. The timeframe I will access, store, transport and utilize VA sensitive information outside protected environments is:

[ ]  30 days

[ ]  180 days

[ ]  One Year

1. I acknowledge that the above statements are accurate and are in compliance with VA Handbook 6500, Information Security Program.
2. I acknowledge this document requires renewal upon expiration of the approval timeframe requested above.

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<requestor signature> <service chief signature>

**Required Concurrence and Approval**

Concur / Do Not Concur

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Autry Curry/DeShawn Fox/Curtis Allen Date

Information Security Officer

Concur / Do Not Concur

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William Brock Date

Facility Chief Information Officer

Approved / Disapprove

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Leslie Wiggins Date

Director, Atlanta VAMC