Department of Veterans Affairs

Memorandum

Date:

From:

Subj: Authorization to Transport and Utilize VA Sensitive Information Outside Protected Environments

To: VAMHCS Information Security Officer (512/BT/ISO)

Thru:

1. In order to accomplish my duties, I require the capability to store, transport and/or utilize VA sensitive information outside protected environments, as defined by VA Directive and 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 Code: Home Phone:

2. Justification for the removal of VA sensitive information outside of protected environments (include where and how information will be used):

3. The sensitive information, as defined in VA Directive and Handbook 6500, I intend to 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

   Information that is confidential or privileged in litigation

   Information that could adversely affect national interest or federal programs

   Financial Information   Commercial Information

   Research Information   Law Enforcement Information

   Investigatory Information   Other:_____

4. In what medium does the information reside? (electronic, CD, paper, etc…)

5. The sensitive information will be stored off site:
   Yes: No:

6. Please describe how the data is to be safeguarded if stored off-site. (Locked cabinet in a locked office with only # keys for access, etc…)

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

   30 Days: ⁄⁄⁄⁄⁄⁄⁄⁄⁄Ö˘¦æą}Å⁻Áǔ˘åˆ: ⁄⁄⁄⁄⁄⁄⁄⁄⁄Ö˘¦æą}Å⁻ÁÔ˘¦¦^}ďˆÁÒ•æà|ã@åÁʄ[&^••:

8. I acknowledge that the above statements are accurate and are in compliance with all VA Directives, Handbooks and Memorandum on Data Security, Removal of VA Sensitive Data to Alternate Locations and Privacy. These Directives, Handbooks and memos include but are not solely, VA Directive and Handbook 6500; VA IT Directives 06-02, 06-03, 06-05 and 06-06; VHA Directive 1605; VHA Handbook 1605.1; and VA Directive 6001.

9. If sensitive information is stored off site, on a non-VA computer or database, I understand that this waiver does not constitute approval to maintain such data until the VA CIO or a designee authorizes its storage.

10. I acknowledge this document requires renewal upon expiration of the approval timeframe requested above, and will initiate such approval at that time.

_____—   _____
Requestor   Date

Approve: Disapprove:

_____—   _____
Immediate Supervisor   Date

Concur: Do Not Concur:

_____   _____
VAMHCS Information Security Officer   Date

Is additional approval required by VA CIO or designee?

Yes: No: