

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**SIPRNet WRITABLE MEDIA ACCESS REQUEST**

**Digital Signatures Required**

**Requestor & Unit Information**

Name/Rank	Email Address	
Unit	Phone Number	CLEAR Training Completed

**Append PDF CLEAR certificate. DO NOT consolidate multiple forms into one PDF file.**

**Unit ISSO/ISSA**  
COMMAND SECURITY REPRESENTATIVE (CSO, ISSO, or ISSA)

Name/Rank
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**Justification**

EKMS Management	CG Messaging	Navy FSM	CG Intelligence
Watchstander Duties (MIFC, CIC, Command Center, etc.)			PATFORSWA Support
Other - Explain			

**Media Type Needed**

<p style="text-align: center;"><b>Authorized Media</b></p> <p>Internal CD-R/DVD-R ONLY <i>(Use of rewriteable CDs or DVDs is not authorized.)</i></p> <p>External 3.5 Floppy Drive <i>(Must be an ITCCB approved device)</i></p> <p>Simple Key Loader (SKL) (PYQ-10)</p> <p>External SATA Drive <i>(Approved waiver must accompany request)</i></p>	Computer Name <i>(Multiple machines allowed)</i>
	IP Address <i>(Last Octal ONLY)</i> XXX.XXX.XXX.
	SIPRNet Image Version

**Command Approval**

COMMANDING OFFICER or COMMAND REPRESENTATIVE ("by direction" authority) ENDORSEMENT

Approve	Disapprove	Name/Rank	Title
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**DAA Approval**

COMDT (CG-65 or CG-651) ENDORSEMENT

Approve	Disapprove	Name/Rank
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**Privacy Act Notice**

**Authority:** 14 U.S.C. §§ 1, 2, 141(b), 145(c), 10 U.S.C. 101(a)(4), 50 U.S.C. 401a(4)(h) and DoD Communications Tasking Order 10-133 - Protection of Classified Information on Department of Defense SIPRNet.

**Purpose:** The USCG will use this information to track those persons who have been granted authority to create or write to removable media on the Secret Internet Protocol Router Network (SIPRNet).

**Routine Uses:** This information will be used by and disclosed to USCG personnel and contractors or other agents who need the information to assist in activities related to tracking of personnel that have been granted authority to create removable media on SIPRNet. Additionally, USCG may share this information with the DoD as necessary to respond to inquiries concerning those individuals with approval to create removable media on SIPRNet, or pursuant to its published Privacy Act system of records notice.

**Disclosure:** Furnishing this information (including your employee ID) is voluntary; however, failure to furnish the requested information will prevent the completion of your request to create or write to removable media on SIPRNet.