SA 2712-CVC (10-2004)
Supersedes (7-2004) issue

Sandia National Laboratories

CONTRACTOR/VISITOR - COMPUTERS

TEMPORARY, ONE-TIME Preapproved Variation Of SNL Policy *(see reverse side for details)*

Follow the standard corporate processes for access (*see CPR400.2.10-3.0*) for anything other than a **Temporary, One-time visit**, such as multiple visits **OR** on going contracts (e.g. maintenance) **OR** for stays exceeding one month (e.g. summer hires)).
Complete this form to take Computing Devices into Sandia premises (both Limited Areas and Property Protection Areas).
Send the completed electronic form (or FAX a copy) to the host's CSR (Computer Security Representative) BEFORE going on-site.
This form may also be used to obtain authorization for potential TSE (technical surveillance equipment) with TSCM approval.

Name _____ Start Date _____
Business Affiliation _____ End Date **Not to exceed 1 month**
SNL Host Name _____ Host's CSR's Name _____
SNL Host phone _____ CSR email (or FAX) _____
Equipment Description _____
Business Reason for bringing equipment on-site _____
Location(s) where equipment will be taken/used _____

Equipment Identification	Major Peripheral Equipment (enter info or "none")
Model _____	Model _____
Make _____	Make _____
Identifying Number	Identifying Number

Are you a Foreign National? ☐ YES ☐ NO If YES, the Approved FNR number is _____
This form may be used to extend an FNR to bring in equipment for a presentation as long as the equipment is NOT connected to a network.

This equipment is owned by *(Check **only one**)*
☐ US Government Owned ☐ Business Owned ☐ Owned by a Candidate for Employment
If any questions below are answered "YES", then additional actions apply.
Do you wish to connect to a network? ☐ YES ☐ NO If "YES", *(See reverse side for the standard processes).*
Activated RF wireless networking? **NOT Allowed** NNSA (DOE)/AL approval required. Begin by completing RF-Request form.

Rules-of-Use

Minimum Requirements

- **Don't connect this equipment to a cyber resource without first obtaining approval thru standard corporate processes.** *(See reverse side)*
- **Any equipment brought onto a Sandia National Laboratories site is subject to monitoring and/or inspection.**
- **No other equipment may be substituted under this authorization.**
- **This completed form must remain with the equipment at all times while on a Sandia National Laboratories site.**
- **Send the completed electronic form (or FAX a copy) to the host's CSR (Computer Security Representative) BEFORE going on-site.**
- **A copy of the completed form must be retained by the host organization's CSR for at least 3 months following the visit.**

Additional Requirements for Limited Areas

- Portable electronic devices must be in possession of the visitor or secured by the Host at all times when in a limited area.
- No activated RF wireless networking capability is allowed. DOE would have to approve an exception.
- TSCM must review, prior to use, audio recording or video recording devices.
- The equipment will not be taken into any classified facility that contains SCI, SAPs, or TS without the approval of the facility security officer.

Additional Requirements for Classified Devices

- A copy of the 'home site' accredited Computer Security Plan for the device must remain with the device.
- This device can be only operated in a standalone mode and must NOT be connected to any Sandia computer resource.
- Any unclassified media inserted into a Sandia classified device that has the capability of writing to the media must be appropriately marked, stored and transported. Thereafter, the media can only be transported as classified media. (This is true whether the media is written to or not.)

I have reviewed the form for completeness *and* accuracy *and accept responsibility for authorizing this equipment into a Sandia National Laboratory site.*	Host/Escort Name/ Signature *(required)*
The information on this form is accurate *and I accept the above Rules-Of-Use*	Visitor Name/ Signature *(required)*

Security review(s) signatures *(if required)*
(see reverse side for requirements)
_____
(please identify type of review – computer security / TSCM / facility security officer)
Security Officers: Please ensure that all information is completed.

 Detailed Instructions for completing this form are on page 2

Instructions for completing the form. see also CPR400.2.10 –4.8 and –4.8.5

Follow the standard, corporate processes for access (see 2. below and CPR400.2.10-3.0) for anything other than a **Temporary, One-time situation**, such as multiple visits **OR** on-going contracts (e.g. maintenance) **OR** for stays exceeding one month (e.g. summer hires))

1. Complete this form (preferably electronically). **Leave No Blanks.** Sign it.

2. Determine basic approval requirements and obtain necessary signatures.

Basic required approvals for **Contractor/Visitor Computers and/or equipment**

		US Citizen		
	Foreign National Approved FNR required	**US Government Owned**	**Business Owned**	**Employment Candidate Owned**
Property Protected Area	Approved FNR Host approval	Host approval	Host approval	Host approval
Limited Area Notify Computer Security if classified is involved	Approved FNR Host approval Computer Security review in CA	Host approval	Host approval	Host approval Computer Security concurrence

The Host/Escort must be a member of the SNL workforce

Duration of visit

No additional authorization is required for on-site access up to:
- 1 week for equipment owned by an Employment Candidate
- 1 month for business/company-owned or US government-owned equipment

For visits of less than 2 days involving US government owned equipment, this form is recommended but not required.

Standard Corporate Processes for Access (see CPR400.2.10-3.0) (required for Network Connections)

SUMMARY: Computers requiring connection to a Sandia National Laboratory network(s) must have an auditable manager's authorization (e.g. a WebCARS authorization), an Approved FNR (if appropriate), be configured to the Minimum Information Protection Requirements (MIPs) including a virus scan (with current virus signatures) performed off-line, an NWIS registration, a completed network action request (in CA) and obtain approvals prior to connection.

3. Determine **if the following additional reviews/approvals are required**

Classified Devices

Computer Security Review - REQUIRED

Equipment owned by an Employee Candidate to be taken into a Limited Area

Computer Security Review - REQUIRED

Activated Audio Recording or Video Recording Device (e.g. microphone or camera)

TSCM Review - REQUIRED

Accessing SCI, SAPs, or TS Facility

Approval of Responsible Facility Security Officer -REQUIRED

4. **Once the form is completed (no blanks) and the required approvals are obtained, send/FAX page 1 of this form to the host organization's Computer Security Representative before going on-site.**