

Date:

From:

Subj: Authorization to Use, Process, Store, or Transmit VA Sensitive Information
Outside VA Owned or Managed Facilities

To: Associate Chief of Staff, Research & Development

Thru: Requestor's Supervisor and Area OI&T Manager

1. In order to accomplish my duties, I require the capability to use, process, store, or transmit VA sensitive information remotely (e.g., to and from the VA facility or between VA facilities). VA Handbook 6500, *Risk Management Framework for VA Information Systems – Tier 3: VA Information Security Program* defines “remotely” as outside of VA owned or managed facilities (e.g., medical centers, community based outpatient clinics (CBOC), regional offices). **VA sensitive information may be in hardcopy, softcopy, or electronic format.** My personal information follows:

Requestor's Name and Title

Address / Mailstop

City, State, Zip

Phone Number

2. Justification for the removal of VA sensitive information outside of VA owned or managed facilities (include where the information is located when not at VA, and how information will be used outside of VA):

3. I understand that I am responsible for safeguarding VA sensitive information at work and remotely (including during the transfer between facilities). Electronic VA sensitive information used, processed, stored, or transmitted remotely requires FIPS 140-2 (or its successor) validated encryption and use of information systems with VA's approved configuration and security control requirements. **Describe the mechanisms that will be used to safeguard VA sensitive information** (i.e. using VA laptop, securing the information in a locked briefcase):

If paper files are transported then the following guidance should be included and used on the envelope/folder used for transport:

NOTICE!!!

Access to these records is limited to: AUTHORIZED PERSONS ONLY. Information may not be disclosed from this file unless permitted by all applicable legal authorities, which may include the Privacy Act; 38 U.S.C. §§ 5701, 5705, 7332; the Health Insurance Portability and Accountability Act; and regulations implementing those provisions, at 38 C.F.R. §§ 1.460 – 1.599 and 45 C.F.R. Parts 160 and 164. Anyone who discloses information in violation of the above provisions may subject to civil and criminal penalties.

4. The VA sensitive information I intend to use, process, store, or transmit remotely includes (check all that apply):
 - Individually identifiable medical, benefits or personnel information
 - Information that can be withheld under the Freedom of Information Act
 - Financial or budgetary information
 - Research information
 - Quality assurance information
 - Confidential commercial information
 - Critical infrastructure information
 - Investigatory or law enforcement information
 - Information that is confidential or privileged in litigation
 - Information that could adversely affect the national interest or conduct of Federal programs
 - Other:

5. The timeframe I will use, process, store, or transmit VA sensitive information outside of VA owned or managed facilities is:
 - 30 days
 - 180 days
 - One Year
 - Indefinitely (as long as Service assignment and position remains unchanged)

6. I acknowledge that the above statements are accurate and are in compliance with VA Handbook 6500 and the Rules of Behavior which I sign annually. I further acknowledge this document requires renewal upon expiration of the approval timeframe requested above. If 'indefinitely' is checked, it expires immediately upon my reassignment to a different Service, work location, Section, or job duty.

7. I acknowledge that I have exhausted all means of electronically transferring this data in a secured VA environment (i.e. S: drive folders) and have discussed this request with my supervisor or the Chief of the Service who agree that in order for me to accomplish my job duties, there is no alternative to the possession of VA sensitive data outside the VA managed environment.

8. For research requests:

Study PI

Protocol #/Study Title

9. Requestor's Signature

10. Required Concurrence and Approval
Signatures/Dates of:

Requestor's Supervisor

ACOS for Research and Development

OI&T Area Manager