

PERSONAL DIGITAL ASSISTANTS (PDA)/USB FLASH CARDS
CERTIFICATION/ACCREDITATION WORKSHEET

PDA/USB Flash Card Information

1. Manufacturer:_____ Model:_____ Serial Number:_____

2. Software Installed on PDA/USB FLASH CARD:

3. Department where PDA/USB FLASH CARD will be located/used:_____

4. Navy Property Account Number of CPU on which PDA software will be installed:_____

PDA Policy

1. Personal Digital Assistants:

- a. will be secured when not in use.
- b. will only be connected to the Command Information System listed above.
- c. will conform to approved DOD standards of operation for Information Systems.
- d. may be used to carry information from a desktop workstation, including schedules, contact information, notes, and e-mail items from Microsoft Outlook.
- e. may be used to take notes, save information or write e-mails while away from PDA user's desk.
- f. may be used to synchronize information with PDA user's desktop workstation using direct connect cables.

2. Personal Digital Assistants/USB Flash Drives will NOT be:

- a. used to process or store classified information.
- b. connected to any classified Information System or network.
- c. used to connect to commercial Internet Service Providers.
- d. used with modems to exchange information with PDA user's desktop or other systems on the network.
- e. used to synchronize any equipment features or devices across any network.
- f. used to download and install freeware or shareware software enhancements to PDAs. Such software is from untrusted sources and may contain malicious code.
- g. left unattended while attached to a government Information System.

3. Please contact your Information Systems Security Manager (ISSM) if you have any questions or concerns regarding this policy.

Reference: BUMED Info Assurance Systems Security Policy Manual version 1.0 (23Jan2003)

https://imcenter.med.navy.mil/035department/security_policy.htm paragraph 5.18

PDA/USB FLASH CARD User Agreement

1. I have read and understand the Personal Digital Assistant (PDA) Policy security guidelines. I further understand the necessity for safeguarding my personal data assistant and recognize the requirement for maintaining confidentiality of all data stored in it.

2. I agree to abide by the strict policy outlined above and understand that failure to comply will result in the loss of my PDA use privilege.

ISSM Information

Date: _____

Name: _____

Title: _____

Signature: _____

User Information

Date: _____

Name: _____

Title: _____

Signature: _____

Remember that your Personal Digital Assistant (PDA)/USB Flash Card is for OFFICIAL USE ONLY. If you are using personal owned PDA/USB Flash Card that has been approved by your Command for use at work, the Command and BUMED/NMIMC are not responsible for theft, inappropriate use, hardware or software failures of that PDA or any other incidental loss. All users of personal owned PDA's/USB Flash Card's must follow all of the command's guidelines.