

CUI

(WHEN FILLED IN)

EHSS-53 - OFFICE OF TECHNICAL SECURITY SECURE PHONE WORK ORDER WORKSHEET

REQUEST INFORMATION

| | | |
|----------------------|----------------------|----------------------------|
| Request Date: | Service Type: | Action Required By: |
| Org: | Phone: | Email: |
| HSO/SSO Name: | | HSO/SSO Signature |

SECURITY COMPLIANCE

(Only required if secure speakerphone enabled)

It is the responsibility of the HSO/SSO to ensure the physical security of the environment supports the requirement for speakerphone. Speakerphones will only be enabled in locations with tested NIC/STC values of 45 /50 or higher. HSO/SSO signature implies compliance.

NEW SECURE PHONE INSTALL REQUEST

| | | |
|--|--|-----------------------------|
| Primary User: | Phone: | Email: |
| Org: | User ID: | |
| Phone Type: | Install Location (Facility/vIPer/RM): | |
| Classification Req: | | |
| Install Area Type: | | |
| Does a voice/data line already exist? | If Yes, Phone Number: | Is this a VoIP Line? |
| Speakersphone Requirement: (If secure speakerphone is enabled, security compliance is required) | | |
| Comments: | | |

SECURE PHONE REMOVAL

| | | |
|----------------------|---------------|--------------------------------------|
| Primary User: | Phone: | Location (Facility/vIPer/RM): |
| Org: | Email: | |
| User ID: | | |
| Phone SN: | | |
| Comments: | | |

SECURE PHONE RELOCATION
(Primary User/Org does not change)

Primary User:

Email:

Org:

User ID:

Current Location (Facility/vIPer/RM):

New Location (Facility/vIPer/RM):

Current Phone:

New Phone:

Current Phone SN:

New Phone SN:

Comments:

TRANSFER OF USER RESPONSIBILITY

Current User

Name:

Org:

Location (Facility/vIPer/RM):

Email:

Phone:

User ID:

Phone SN:

New User

Name:

Org:

Location (Facility/vIPer/RM):

Email:

Phone:

User ID:

Phone SN:

Did this transfer result in a new HSO/SSO?

New HSO/SSO:

Phone:

Org:

Email:

Comments: