

How to Complete CG-5532 Form

- Open Attachment from this email (CG-5532).
- Fill out Form as outlined in **Red** on the Form Below
- Place N/A in boxes that do not apply*

If any Boxes are blank your ticket will be canceled

Save Form As: LastName_Unit/Department_AISGOOD
 Save Form To: Home Drive (U:)

To Upload file to CGFixIT Ticket:

- Open Ticket following Job Aide -Creating Request for Goodlink (Also Attached to this Email)

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard		
WIRELESS MOBILE DEVICE USER AGREEMENT		
1. New User's Name (First, MI, Last) Rank/Rate John, J, Doe LT/O-3	2. Unit Name CG-88888	
3. Previous User's Name (First, MI, Last) Rank/Rate Jane, C, Doe LTJG/O-2	4. Device Phone Number (if applicable) 555-555-5555	5. ATU-OPFAC 99-99999
<p>I have been issued a Coast Guard (CG) owned Wireless Mobile Device. I have a valid Government need for this device and I agree to abide by all Government rules and regulations applicable to the use of this device. If I fail to follow any of the rules and regulations, I jeopardize my opportunity to use this device and I understand that I may face administrative, civil, or criminal penalties as a result of non-compliance with rules and regulations.</p> <p>I agree to abide by the following policies when using my CG owned Wireless Mobile Device:</p> <ol style="list-style-type: none"> 1. JD initial - I will NOT connect the device to any CG Standard Workstation at any time. 2. JD initial - I will NOT use the device as a Wi-Fi hotspot OR tether the device via a USB cable to provide broadband network access to any other device, including CG Standard Workstations, CG Non-Standard Workstations, or Personal computers. 3. JD initial - I will NOT send or receive official business communication via personal email accounts. 4. JD initial - I will ONLY connect this device to private, trusted Wi-Fi networks with strong encryption (at a minimum WPA2) enabled. 5. JD initial - I will ONLY use Bluetooth functionality for hands-free connections to communication devices (e.g. earpieces, headsets, vehicle systems, GPS units, etc.) to make cellular telephone calls (i.e. voice communications only). Bluetooth shall be set to off when not in use. While utilizing Bluetooth, I shall minimize the time that Bluetooth discovery/visibility mode is on. 6. JD initial - I will abide by policy in COMDTINST M5100.5(series) "MOTOR VEHICLE AND RECREATIONAL SAFETY MANUAL". <p>I understand the following actions are approved:</p> <ol style="list-style-type: none"> 1. Using a hands-free wired earpiece/headset for making cellular telephone calls. 2. Accessing the Internet, social media web sites and accounts, and personal email accounts. 3. Downloading applications and files so long as no unofficial charges are applied to the Government device account. Applications shall only be downloaded from Google Play or the Apple App Store. 4. Synchronizing with a personal computer to transfer personal data. 5. Using navigation and/or GPS features so long as no unofficial charges are applied to the Government device account. 6. Text messaging so long as no unofficial charges are applied to the Government device account. I understand that text messages are not transmitted with the same level of encryption as email, so I shall observe proper security practices when using text messaging. (Not all service plans include text messaging; be sure to check your device service plan to avoid the possibility of accruing unofficial charges to your Government device account.) <p>I understand that as the custodian of this CG owned device, I must abide by COMDTINST 5375.1(series) "LIMITED PERSONAL USE OF GOVERNMENT OFFICE EQUIPMENT AND SERVICES". Limited personal use shall be incidental in nature and shall not interfere with my performance of duties nor hinder the completion of CG missions. Limited personal use of this device is a privilege, not a right. I understand that I will be held financially responsible and shall reimburse the CG for any overage charges, subscription fees, or purchases that result from unofficial actions, including, but not limited to, downloading and installing applications, downloading files, text messaging, phone calls, purchases, etc.</p> <p>I shall observe proper Operations Security (OPSEC), Communications Security (COMSEC), and Information Security (INFOSEC) practices when using this device, particularly when text messaging, using personal email accounts, and storing/processing information on this device.</p> <p>When I transfer/depart my current unit/position, I must return this device to my Information Resource Management (IRM) coordinator, or Base C4IT Division so it can be reissued. I will not transfer this device to any other user without going through my IRM coordinator, or Base C4IT Division.</p>		
WIRELESS EMAIL USER AGREEMENT		<input checked="" type="radio"/> Applicable <input type="radio"/> Non-Applicable
<p>This section applies only to those approved CG Wireless Mobile Devices loaded with the Good Mobile Messaging (GMM) application to be used as Wireless Email Devices.</p> <p>GMM allows me the capability to access my CG email, contacts, and calendar. I have a valid Government need to use this device for wireless email capability. I agree to abide by all Government rules and regulations applicable to the use of this Wireless Email Device. If I fail to follow any of the rules and regulations, I jeopardize my opportunity to use this device for wireless email capability. I understand that I may face administrative, civil, or criminal penalties as a result of non-compliance with rules and regulations.</p> <p>I agree to abide by the following policies when using my CG-owned Wireless Mobile Device for wireless email:</p> <ol style="list-style-type: none"> 1. JD initial - I will NOT load nor provision any personally-owned device with GMM. 2. JD initial - I understand that sensitive Government information on my mobile device MUST reside exclusively inside the GMM application. Therefore, on my mobile device, I will NOT transfer sensitive Government information into or out of the GMM application environment. 3. JD initial - I understand that any Government information stored or processed outside of the GMM application must be approved for Internet release. <p>Command approval acknowledges the requirement for this CG unit to provide to the C4IT Service Center recurring funding for support of the CG-owned device if it is loaded with GMM and used as a Wireless Email Device. This unit agrees to pay the annual charge for this service.</p>		
User Signature 	Date 99-XXX-9999	
Command Approval Authority (First, MI, Last) Rank/Rate Jannet, K, Doe CDR/O-5	Command Approval Authority Signature 	
CG-5233 (08/13)		