



HEADSET AND MICROPHONE USE ACKNOWLEDGMENT FORM

**Authority:**

Executive Order 10450, 9397; Public Law 99-474; the Computer Fraud and Abuse Act; 5 U.S.C Statute 301; 10 U.S.C. Part II; 14 U.S.C. Chapter 11; UCMJ; DOD 5500.7R, Joint Ethics Regulation; CJCSM 6510.05, SECNAVINST 5239.3A, DON Information Assurance (IA) policy, and E.O. 9397;

References:

- (a) TASKORD 17-023, Actions for Microphone Mitigation;
- (b) Network Services Policy STIG.
- (c) NAVADMIN 148/20, Updated Policy for the Use of Embedded Computer Capabilities and Peripherals to Support Two-Way Collaboration.

Privacy Act of 1974 Statement: This Regulation is reissued under the authority of DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007 (Reference (a)). It provides guidance on section 552a of title 5 United States Code (U.S.C.), the Privacy Act of 1974, as amended, (Reference (b)), and prescribes uniform procedures for implementation of the DoD Privacy Program.

Purpose: To ensure that the undersigned user fully understands the very intent of the policies and procedures of ONE-Net with respect to the use of Active Headsets (Headsets with built-in microphones) on ONE-Net CLASSIFIED and UNCLASSIFIED workstations via network connection, OWA access, and/or VPN solution, either explicitly detailed or implicitly implied.

NOTE: This acknowledgment form is not required for the utilization of Passive Headsets (headsets without built-in microphones).

As a network user utilizing an Active Headset or microphone on a ONE-Net system, it is important to realize that these collaboration tools inherently present a risk, including unintentional information sharing and remote microphone execution. By continuing use of this system, (which includes any device attached to the system), you acknowledge and consent to the following conditions to mitigate risk:

1. I understand that I WILL NOT utilize an active headset or microphone that is not listed on the ONE-Net Authorized Products List (APL);
2. I understand that I WILL NOT utilize an active headset with active noise-cancelling functionality.
3. I understand that I WILL utilize a headset in lieu of long range microphone and speakers whenever possible;
4. I understand that I WILL maintain volume settings of speakers such that the session information is not heard by non-participants in a work area;
5. I understand that I WILL disconnect any headset when not in use;

By signing Requester Signature (Block 11), the requester acknowledges and consents to understanding items 1 through 5, as stated above, and therefore accepts responsibility for any violations.

NOTE: Once approved, user is permitted to use an Active Headset or microphone on any ONE-Net workstation of the same classification. Wireless devices such as headsets, mice, keyboards, etc. are NOT AUTHORIZED to be connected to ONE-NET assets.

Any violation of the above will be considered a security incident and will be treated as such.

1.) TYPE OF REQUEST	2.) DESIGNATION OF REQUESTOR	3.) TYPE OF ACCESS (ENCLAVE)	4.) DATE OF SAAR-N ON FILE (Format – dd-MON-yyyy)	5.) COMMAND	6.) DEPARTMENT/DIVISION
7.) REQUESTOR'S NAME (Format–Last, First, Middle)		8.) REQUESTER OFFICIAL (.MIL) EMAIL			
		9.) DSN PHONE (Area Code + 7 Digits)	10.) COMMERCIAL PHONE (Format – enter number after + (add dashes))		
11.) REQUESTOR (DIGITAL ONLY) SIGNATURE				12.) DATE (Format – dd-MON-yyyy)	
13.) REQUESTOR'S SUPERVISOR NAME (Format – Last, First, Middle)		14.) DSN PHONE (Area Code + 7 Digits)		15.) DATE (Format – dd-MON-yyyy)	
16.) REQUESTOR'S SUPERVISOR OFFICIAL (.MIL) EMAIL		17.) REQUESTOR'S SUPERVISOR (DIGITAL ONLY) SIGNATURE			