



**INSTRUCTIONS FOR THE JUSTIFICATION REQUEST FOR HSDN ACCOUNT FORM**

**Block 1:** Enter the employee's full name. (Example: *Doe, John C*)

**Block 2:** Enter the employee's Official Position/Title. (Example: *Security Manager*)

**Block 3:** Indicate the Agency that the employee is assigned to. (Examples: *FAS / APHIS / DM*)

**Block 4:** Indicate if the employee is a new user of HSDN by checking Yes or No.

**Block 5:** Indicate the employment status by checking the appropriate option.

**Block 6:** Indicate if the employee has an approved container (safe) for the storage of classified materials at the Secret level by checking either *IS* or *IS NOT available*. The employee and their Supervisor should initial accordingly.

**Block 7:** Indicate if the employee will require access to classified cables. (A justification for the access must be placed in block 8.) **OHSEC Staff must approve or deny this request.**

**Block 8:** All requests for HSDN access require specific justification explaining the need for access to classified national security information (CNSI) as it relates to an individual's duties.

**Block 9:** Users must certify the request and justification listed in Block 9. If a user requires initial or refresher training on the proper handling, marking, storage, and transportation of classified material, they must contact the Personnel and Document Security (PDSD) Office, 202-720-7373.

**Block 10:** The Requesting Official's information should be filled out and signed by the employee's supervisor. Annotate the date of request, the Supervisor's Name, Signature and Date.

**Applicant or Supervisor must now provide the form to the HSDN Support Team:**

- HSDN Suite (located in the South Bldg., Wing 2, Sub Basement, Suite S100E)
- Telephone: 202-720-0594 Fax: 202-205-0140

**Block 11: OHSEC Staff Use Only-** Annotate whether the justification is approved or disapproved. Annotate the Approving Official's Name, Signature and Date.

**Once the account request is approved, the HSDN Support Team will contact the user to submit an HSDN User Account Application and supporting User Agreements.**



**Instructions:** This form is to be prepared and submitted for each individual requesting access to the Homeland Secure Data Network (HSDN). The justification statement must specifically explain the need for access to Classified National Security Information (CNSI). See the attached instructions for additional help.

1. Employee Name (Last, First, MI)		2. Official Position/Title		
3. Agency	4. New User Yes                  No		5. Employment Status Employee      Contractor      Other	

I acknowledge that any information, to include printed documents and notes, retrieved from the HSDN System must be protected at the Secret level unless clearly identified as Unclassified or Confidential. I will be held accountable for the proper protection, storage, transportation, and disposition of the information. I understand that I must have an approved GSA Container or NSA Certified Shredder to remove information from the HSDN Suite. Failure to properly safeguard classified information will be reported as a security incident and may result in denial of access to the HSDN system and classified information.

Employee Initials

**7. Classified Cable Access Requested** *(Include Justification Statement Below in Block 8)*

No

Approved

Initials

## 9. User Certification

**Employee's Signature**

## 10 Requesting Official/Supervisor

Date of Request	Printed Name	
Signature		Date

Approved      Disapproved

Signature

Date