**Naval Surface Warfare Center Division Crane**

# Portfolio Acquisition Executive Mission Systems Information Center

Instructions for Portfolio Acquisition Executive (PAE) Mission Systems (MS) Information Center Account Activation

1. To request access, please provide the following information:

a) Last Name: _____

b) First Name: _____

c) Title/Rank: _____

d) Position: _____

e) Civ/Mil/Contractor: _____

f) Current Employer/Activity: _____

g) Employer/Activity: _____

h) Phone: _____

i) Email: _____

j) Work Address:_____

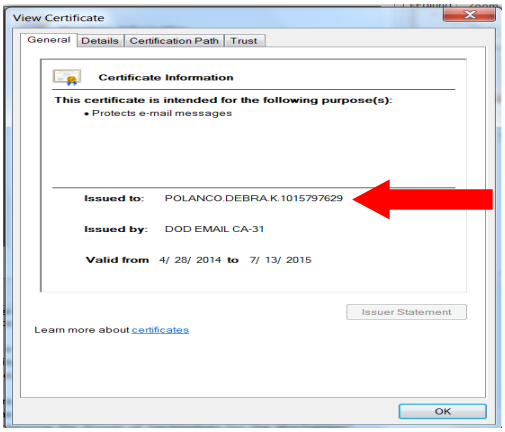
k) Work Address:_____

l) City, State, Zip: _____

m) PAE MS Program Office POC: Miss. Tania Adams

n) Reason/Data needed: N00024-26-R-5246 ECDIS Offeror Library

o) Certificate Info (CAC Users)_____




2. Complete the Non-Disclosure Agreement. Digital signatures are acceptable. If you are unable to do that, please print page two of this document; sign and email to Austin Witt at william.a.witt19.civ@us.navy.mil.

3. If you are using a non-government issued computer, you will need to reference the browser settings on page 3

If you have any questions, you may contact Jennifer Flinn at Jennifer.m.flinn3.ctr@us.navy.mil or Austin Witt at william.a.witt19.civ@us.navy.mil.

# CERTIFICATION STATEMENT
# PAE MS WEBSITE ACCESS REQUEST/NONDISCLOSURE OF PAE MS GOVERNMENT INFORMATION

To: Mr. Austin Witt, NSWC Crane Task Lead

From: _____
Name and Organization

_____
POC email address and phone number

Complete this form and email to william.a.witt19.civ@us.navy.mil

Subj: CERTIFICATION–NONDISCLOSURE OF PAE MS PROGRAM INFORMATION

Ref: (a) DoDI 8500.1 dated March 14, 2014
Ref: (b) SECNAVINST 5239.3C Department of the Navy Cybersecurity Policy

I acknowledge that I have read references (a) and (b). I understand my obligations and responsibilities, under applicable laws, regulations, directives and instructions not to discuss, divulge, or otherwise disclose via any means (e.g., paper, electronic mail, voice, facsimile, web site, diskette, etc.) any data, information, procedure, correspondence, documentation, computer code, evaluation, evaluation criteria, offer or proposal, photographic/video information or other For Official Use Only data except as approved by PAE MS, Command and Control Directorate.

To the best of my ability, I will protect my access identification from compromise and will notify security personnel immediately if I suspect that others have knowledge of it.

I agree to follow current security classification guidance provided by the Product Directors for each PAE MS product that I support. This includes official markings and encryption when emailed.

I understand that my signature on this document authorizes use of appropriate information systems, for official business only.

The Website office will maintain this Nondisclosure Form.

Signature and Date