



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Northeast Fisheries Science Center
166 Water Street
Woods Hole, MA 02543-1026

April 6, 2015

MEMORANDUM FOR: A.I.S., Inc. Observers,
East West Technical Services Observers,
Fathom Research LLC Observers, and
MRAG Americas Observers

FROM: Amy S. Martins 
Branch Chief, Fisheries Sampling Branch (FSB)

SUBJECT: Issuance of noaa.gov e-mail addresses

We will be issuing noaa.gov e-mail addresses to those of you who do not use the Android SectorASM data entry application. Please complete the highlighted fields on the 'Individual Statement of Non-Disclosure' and send the document back in the pre-addressed envelope.

Once your noaa.gov e-mail is established, the FSB will contact you to create a password and have you access your e-mail. After waiting 24 hours for your name to go into the system, you will be required to complete the IT Security Awareness Course within 3 days. The instructions to complete that course are included.

If you have any questions or concerns, please feel free to contact Erin Kupcha at Erin.Kupcha@noaa.gov or by phone at 508-495-2031. If Erin is not available, you may contact Charles Dunlap at Charles.Dunlap@noaa.gov or by office phone at 508-495-2035 or the Tech Support cell phone at 508-367-8256.

Attachment:
Individual Statement of Non-Disclosure
Instructions to Complete the IT Security Awareness Course