



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD  
33 STATE HOUSE STATION  
AUGUSTA, ME 04333-0033

NGME-Z (25-1a1)

15 April 2025  
TAG 25-07

MEMORANDUM FOR All Maine Army National Guard (MEARNG) Components

SUBJECT: Request for Access to the Secure Internet Protocol Router Network (SIPRNet) for Outside Entities

1. This policy is effective immediately and will remain in effect until rescinded or superseded.
2. Any Outside request to access the MEARNG SIPR network by a third party must have written approval from the MEARNG J3.
3. The requestors Controlling Agency must submit a written request for access to the Information System Security Manager (ISSM) for the MEARNG, CW4 Kevin Moncrieffe ([kevin.l.moncrieffe.mil@army.mil](mailto:kevin.l.moncrieffe.mil@army.mil)). The request must include justification for the requirement and must be signed by a GS-14/O-5 or higher in the requestors Controlling Agency, prior to completing all documents.
4. Before access is granted, the following criteria must be met:
  - a. The user must already possess a SIPR Token.
  - b. Complete and sign a DD Form 2875 with both user's and supervisor's information. The 2875 must annotate which specific resources the user requires access to.
  - c. Submit a copy of the Classified Information Nondisclosure Agreement (SF 312) signed by MEARNG PERSEC Manager.
  - d. Complete the "Unauthorized Disclosure of Classified Information" training and provide the certificate from the following site: (<https://securityawareness.usalearning.gov/disclosure/>).
  - e. Sign the MEARNG Acceptable Use Policy (AUP).
5. All applications will require verification of background check and security clearance by MEARNG PERSEC Office.

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6. Point of contact for this policy is CW4 Kevin Moncrieffe, ISSM, (207) 430-5725, [kevin.l.moncrieffe.mil@army.mil](mailto:kevin.l.moncrieffe.mil@army.mil).

A handwritten signature in black ink, appearing to read "Diane L. Dunn". The signature is fluid and cursive, with the first name "Diane" and last name "Dunn" clearly distinguishable.

DIANE L. DUNN

BG, MENG

The Adjutant General