



# USER ACCESS REQUEST

## Security Agreement for Philadelphia Automated Information Systems

The following rules of behavior apply to everyone (e.g. VHA employees, contractors, and business partners) who has access to this VHA automated information system (AIS) resource(s). Because written guidance cannot cover every contingency, personnel are asked to go beyond the stated rules, using their best judgment and highest ethical standards to guide their actions. Personnel must understand that these rules are based on Federal laws, regulations, VA and VHA Directives. As such, there are consequences for non-compliance with rules of behavior. Depending on the severity of the violation, at the discretion of management and through due process of the law, consequences can include: suspension of access privileges, reprimand, suspension from work, demotion, removal, and criminal and civil penalties.

I understand that, when using the above resource(s), I am personally accountable for my actions and that I must:

1. Protect sensitive information from disclosure to unauthorized individuals or groups;
2. Acquire and use sensitive information only in accordance with the performance of my official government duties, utilizing established security policies and procedures. This includes: properly disposing of sensitive information contained in hardcopy or softcopy, as appropriate, and ensuring that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used;
3. Protect information security through effective use of my access codes and devices;
4. Protect my access codes and devices from disclosure;
5. Protect my computer equipment from damage, abuse, and unauthorized use;
6. Report security incidents and vulnerabilities to the ISO;
7. Comply with all copyright licenses associated with the resource;
8. Comply with the personal use of government equipment in accordance with my site's local policies and procedures;
9. I understand that the same security measures apply no matter where I am located. I will protect information in a manner consistent with its value, sensitivity, and criticality.
10. I must conduct myself professionally and refrain from using the Internet for activities that are inappropriate or offensive to co-workers or the public.
11. I will not use Government issued credit cards for personal access to the Internet, or to purchase items from the Internet for personal use.
12. I understand that electronic mail is not inherently confidential and I have no expectation of privacy in using it.
13. I understand that I am responsible for the content of all communications that are stored or sent using e-mail.
14. I must not use any electronic mail account assigned to another individual to send or receive messages.
15. I understand that use of the Internet may be monitored and that such is for business purposes only.

I understand that management has the right, in the course of an official investigation to monitor, intercept, read, record, and copy all information attributable to my access of this resource.

Unless and until the Director of this facility or my direct Supervisor releases me in writing, I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system.

I acknowledge receipt of and understand my responsibilities, and will comply with the rules of behavior for the resource defined above.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE AND TITLE**

\_\_\_\_\_  
**PRINT EMPLOYEE NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
REQUESTING OFFICIAL SIGNATURE (ADPAC)

\_\_\_\_\_  
|DATE

\_\_\_\_\_  
APPROVING OFFICIAL (VP or Designee)

\_\_\_\_\_  
|DATE

\_\_\_\_\_  
IRM SUPPORT PROVIDING ACCESS

\_\_\_\_\_  
|DATE

**\*FUNCTIONAL CATEGORY MUST BE ASSIGNED AND SECURITY AGREEMENT MUST BE SIGNED BY APPLICANT BEFORE ACCESS IS GRANTED. ALL INFORMATION MUST BE LEGIBLE OR FORM WILL BE RETURNED UNPROCESSED.**

4/13/05 (Rescission: All forms prior to this date)