WebTA Standards of Acceptable System Use and Account Approval

Notice to all System Users: These standards apply to all users of Office of Human Resources Management (OHRM) information technology (IT) resources and are intended to increase individual awareness and responsibility, and to ensure that all users utilize OHRM IT resources in an efficient, ethical, and lawful manner. Failure to abide by these rules may constitute grounds for termination of access privileges, administrative actions such as disciplinary actions, and/or criminal prosecution, if warranted. All users must read and acknowledge these standards, on an annual basis, to receive access to OHRM IT resources, to include the following specific provisions:

- I will only use userIDs for which I am authorized and will not divulge my userID or account access procedures to any unauthorized user.
- I consent to monitoring and security testing to ensure proper security procedures and appropriate usage are being observed for OHRM IT resources.
- I will notify the DOC Computer Incident Response Team (phone number 202-482-4000, e-mail DOC-CIRT@doc.gov) of all reportable incidents of IT security (viruses, unauthorized access, theft, inappropriate use, etc.). A reportable incident is defined in the DOC *IT Security Program Policy* found at **https://connection.commerce.gov/collection/it-security-policy-and-fisma-reporting-program**
- When I no longer require access to OHRM IT resources, I will notify my immediate supervisor, and make no further attempt to access these resources.
- I understand that passwords are required for accounts on DOC computers. I will manage my passwords in accordance with the DOC *Policy on Password Management* (https://connection.commerce.gov/sites/connection.commerce.gov/files/media/files/2014/citr-021_password_management.pdf) and any password policy in effect.
- I will not attempt to access any Personally Identifiable Information (PII) data in the WebTA application for which I am not authorized based on my role assignment in WebTA
- I am only authorized to access WebTA PII data through a government owned or access laptop/computer through a secure VPN connection. I understand that I am not authorized to access WebTA PII data from any unprotected laptop/computer or non-governmental facility location.

Approval of all Privileged User Accounts: I certify that I have been provided a copy of the Standards of Acceptable System Use and Account Approval and that I have a need for privileged access in the performance of my official job duties.

Printed User's Signature: _____

User's Signature: _____

Date: _____

I authorize the Account. I certify that he/she has an official need for privileged access.

Printed Supervisor's Signature: _____

Supervisor's Signature: _____

Date: _____