

U.S. Department of Energy
Certification of Timesharing LOGON ID Owner Responsibilities

OMB Burden Disclosure Statement

Public recording burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Records and Business Management (IM-11), Paperwork Reduction Project (1910-0100), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585, and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0100), Washington, DC 20503.

I am requesting a logon ID for the following application/Vendor Service _____.
I understand that the computer system is to be used for official Government business only and that any other use of the system is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or dismissal.

I accept the responsibilities associated with the ownership of my logon ID and will adhere to the following procedures.

1. I will protect my password, keep it secret, and allow no other person access to its identity.
2. I understand that my logon ID, my password, and all associated data sets will be automatically suspended if my logon ID remains inactive for a period of 6 months.
3. I will immediately notify the Office of the CIO any changes in my organization or employment status so appropriate action may be taken regarding my computer access logon ID and related data sets.
4. I will not use my timesharing logon ID to access any system or associated data base without first obtaining written authorization from the system manager and adhering to the system manager's safeguards used for the protection of the data, if the information is classified data, personal data, or other information defined as "sensitive data" in OMB Circular A-130, Appendix III, dated December 12, 1985, and is subject to the Privacy Act of 1974.
5. I will not attempt to use my timesharing logon ID to access any U.S. Department of Energy information system or data base subsequent to the termination of my employment at the U.S. Department of Energy or a U.S. Department of Energy supporting contractor.

I hereby certify that I will comply with the above-listed procedures and that I understand the limitations and restrictions imposed on the use of this code by Classification, Sensitivity, and the Privacy Act of 1974 while accessing the U.S. Department of Energy automated information system.

User Name (Signature), also Print/Type and Date

I hereby certify the user requesting timesharing access is an authorized contractor employee working under a current U.S. Department of Energy contract or a U.S. Department of Energy employee requiring administrative Automatic Data Processing (ADP) resources. In the case of contractor employees, I have assured that this contractor is aware of his responsibilities in reviewing references and backgrounds of employees to a depth commensurate with the involvement and sensitivity of data to be handled and the risk/magnitude of loss or harm.

U.S. Department of Energy Authorizing Official (Signature), and Date