

**FFAS-13C**  
(05-27-99)

**Local Area Network (LAN) Dial-In Access Authorization**  
Farm and Foreign Agricultural Services

USDA-FFAS

**Part A - User Information**

1. Name		4. Home Address	
2. Title			
3. Organization		5. Work Phone	6. Home Phone
7. Status of Employee			
Career Conditional	<input type="checkbox"/>	Permanent	<input type="checkbox"/>
Contractor	<input type="checkbox"/>	Temporary	<input type="checkbox"/>
Other Gov't	<input type="checkbox"/>	Other (Explain)	<input type="checkbox"/>

8. Explanation

**Part B - Functions and Applications**

1. List Required Functions and Applications

2. Start Date →

3. Expiration Date 1/ →

*1/ Your dial-in access privileges will be automatically terminated on the specified expiration date.*

**Part C - Data Security Requirements Acknowledgment**

The data maintained on the agencies' LAN's contain critical and sensitive information subject to the provisions of the Privacy Act of 1974, other Federal laws, agency and USDA regulations. Users of these resources are responsible for protecting and safeguarding the data and information resources from unauthorized access and disclosure.

- Hardware, software, communications, systems, data and information resources accessed and retrieved from Agency LAN's **will not** be given or disclosed to any unauthorized person.
- Access and use of LAN, systems, data and information resources must be approved and authorized by your immediate supervisor and will be **for official government use only**.
- Your user identification and password for the LAN and systems shall not be shared, disclosed, or transferred to anyone.
- Failure to follow these basic security procedures may result in an investigation by appropriate FFAS and USDA officials including the office of the inspector general.
- Any person who violates or abuses FFAS and USDA regulations and these security procedures may be subject to disciplinary action including dismissal.

I hereby acknowledge that I have read and understand these data security requirements. I agree to comply with them and to access only the LAN, data, systems, software, and information resources that have been authorized and approved by my supervisor **for official government use only**.

User's Signature	Date
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**Part D - Approval Authorities (Please Print Name and Sign)**

1. User's Supervisor/Manager		3. Work Phone	
2. Title		4. Supervisor/Manager Sign and Date	
5. Signature, Director, Information Technology Services Division			6. Date

**Part E - LAN System Administrator Actions (Assigned User ID Codes, Password, Etc.)**

1. Date Issued →	2. Expiration Date →
3. LAN System Administrator Signature	4. Date

Mail Form to: Director, Information Technology Services Division  
Stop 0580  
Washington, DC 20250-0580

Questions on Completing Form: RMA and FSA User Assistance - (202) 690-4316  
FAS User Assistance - (202) 720-6763