

**U.S. Fish and Wildlife Service
Automated Information System Statement of Responsibility**

I, the undersigned Employee, understand that upon being granted access to a U.S. Fish and Wildlife Service (Service) Automated Information System, I am accepting responsibility to utilize this system for the performance of official business and within the guidelines of the Service's Acceptable Use policy, to safeguard the equipment and information according to established security procedures, to read and become familiar with all appropriate operating and security instructions, and to report any security incidents to my supervisor and/or the Information Technology Security Manager for my installation.

General Information

<i>Employee Name (print):</i>	<i>Organization:</i>
<i>Employee Signature:</i>	<i>Date:</i>
<i>Type of employee: ___ Federal ___ Contractor ___ Other (specify) _____</i>	
<i>Supervisor (print):</i>	
<i>Supervisor Signature:</i>	<i>Date:</i>

IT Security Manager

<i>Name:</i>	<i>Organization/Title:</i>
<i>Signature:</i>	<i>Date:</i>

Termination of Access

Employee	System Owner or Manager
<i>Date:</i>	<i>Date:</i>
<i>Signature:</i>	<i>Signature:</i>

Instructions: This form is required by Service Manual 270 FW 7 and should be submitted for every user prior to gaining access to any Service computer, terminal, network, or system. The supervisor should retain a copy of this form and provide a copy to the user's Installation IT Security Manager (IITSM). The employee should retain the original SOR. Only one such statement per user is required regardless of the number of systems accessed. When access to a system is no longer required, including transfer or departure of an employee, the supervisor will notify the IITSM, who will in turn notify the system owner of each system for which that employee has a system application on file. System owners and IITSMs will enter on this form the date that access was removed and retain the information for 1 year.