

APPENDIX A

TRANSCOM User Responsibilities

Each TRANSCOM user is responsible for the confidentiality, integrity, and availability of information he/she processes at his/her site and the desktop personal computer (PC) on which the information is processed. Upon reviewing the information in this form, each user must sign and date this form, indicating acceptance of user responsibilities.

Responsibilities include, but are not limited to, the following actions:

- Ensuring that government computer resources and those resources dedicated to government business are used to perform government business only
- Being aware of and complying with all DOE computer security requirements as discussed in TRANSCOM computer security training
- Being aware of visitors in the work area, especially when sensitive unclassified information is being processed, displayed, or printed
- Protecting personal identifiers (e.g., passwords, user IDs, etc.) used to access TRANSCOM per DOE G 205.3-1 and presented in TRANSCOM computer security training.
- Helping promote sound computer security practices
- Reporting computer security concerns to:
 - The responsible party at the user’s organization
 - The TRANSCOM System Agency Representative (TSAR)
 - The TCC helpdesk 575-234-7105
 - The respective DOE site CIO
- Allowing access to TRANSCOM to only those that have a need to know, have received TRANSCOM computer and system training, and have met the personnel screening requirements outlined in Attachment 1.
- Ensuring proper marking and storage of all TRANSCOM information, including removable media and printed output

I understand and accept my user responsibilities for protecting the TRANSCOM information processed on my PC, and the information contained within the TRANSCOM database.

User Signature

User Typed/Printed Name

User Organization/Office TRANSCOM USERID

Date

TSAR
 Yes No
 If Yes, see Appendix “F”.

DOE Clearance
 Yes No
 Date/Level of Clearance Issued _____

U.S. Citizen
 Yes No

CBFO TRANSCOM Program Manager

Date