

Rules of Behavior Memo

The Office of Management and Budget requires that all users of Federal Information Technology (IT) systems sign a Rules of Behavior form each year. Please note that you must complete and submit the new Rules of Behavior form by **May 30, 2008**, following the instructions listed below.

- Complete the form, and click on the "I Agree" button.
- You will automatically receive a validation e-mail, confirming that you have completed the Rules of Behavior form. Simply reply to the email (without altering the Subject line or adding/changing any text) to complete the process.

You must complete all the steps of this process by May 30, 2008 or your FMCSA access will be taken away until you have completed this process.

An important note for Federal Contracting Officers Technical Representatives: Please ensure that all of your contractors complete the Rules of Behavior process by **May 30, 2008**.

An important note for Organization Coordinators: Please ensure that all personnel for whom you are the OC complete the Rules of Behavior process by **May 30, 2008**. You are also responsible for ensuring that FMCSA Technical Support has official e-mail addresses for all of your personnel who have been assigned valid e-mail addresses.

If you have questions, please contact FMCSA Information Systems Security Officer Kelvin Taylor at FMCSASecurity@dot.gov.

Thanks for helping us protect FMCSA data and assets.

Terry Shelton
FMCSA Chief Information Officer