

BWXT Y-12 L.L.C.
USER SECURITY AGREEMENT
FOR
CLASSIFIED COMPUTING RESOURCES

I understand that in order to use classified computing and telecommunications resources, I must comply with all applicable Department of Energy and BWXT Y-12, L.L.C. security and operational requirements and procedures. I understand that the information stored or processed on BWXT Y-12 computing resources must be protected from unauthorized disclosure, modification, or destruction, and that I have a responsibility to use these resources in accordance with the following rules of conduct.

1. My password for access to a classified computing resource is classified at the highest level of information which the system is accredited to process. I will not share my password with anyone or allow anyone to use my password to access computing resources. If my password is written or printed on paper, I will properly mark the document and will protect the document at the highest level and most restrictive category of information which the system is accredited to process.
2. I will protect all information under my control or to which I am granted access. I will ensure that all output (printouts, tapes, disks, film, etc.) is properly marked with classification information. If I have any doubt regarding the proper classification, I will ensure that my output is reviewed for classification or marked at the highest level and most restrictive category of information that the system is accredited to process. I will not grant access to any information without first ensuring that the person has proper clearance, need-to-know, and appropriate authorization.
3. I will use the computing resources for official business in support of my assigned duties. I will not use the computing resources in a manner which would constitute waste or fraud (such as playing games) toward the Department of Energy, BWXT Y-12, or any other government or commercial organization. I will not abuse the computing resources nor will I use the resources to support any personal business or activities.
4. I will use only authorized BWXT Y-12 software on computing resources to which I have access and I will not introduce any unauthorized software, such as personal software, into the classified computing systems or networks. I will not create or modify any software for the purpose of disrupting operations, circumventing security controls, or destroying or modifying data or programs without authorization. Also, I will not create or modify any software to provide unauthorized access to classified computing resources or to gain access to privileges, programs, data, or resources for which I am not authorized.
5. I will follow the access control rules and system or network operational procedures specified by the appropriate Information System Security Officer for each system which I am authorized to access, and the rules and procedures specified by other BWXT Y-12 computer security officials.
6. I am current in the training requirements for access to classified resources at my site.

I understand that this agreement remains in effect for the entire time that I have access to classified computing resources at BWXT Y-12.

Employee Name - Please Print

Site Name

UID(Y12 Only)

Signature

Date

Phone Number

Send to Y-12 Communications Center, P.O. Box 2009, Bldg 9117 MS 8215, or fax (865) 576-4890