

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF ADMINISTRATION
WASHINGTON, D.C. 20503

INFORMATION SYSTEM & TECHNOLOGY DIVISION REMOTE ACCESS AGREEMENT FOR AGENCY USERS

This agreement is issued under the authority of the Computer Security Act of 1987, Public Law 100-235; 101 Stat. 1724.

By signing this agreement, I signify my understanding and acceptance of the policies and practices of the Office of Administration (OA), Executive Office of the President (EOP), concerning access to the Executive Office of the President Data Center (EOPDC) computer systems.

For the purposes of this agreement, the term "exceeds authorized access" is taken directly from 18 U.S.C. § 1030, "Fraud and Related Activity in Connection with Computers", and means to access a computer with authorization and to use such access to obtain or alter information in the computer that the accessor is not entitled to obtain or alter.

I hereby acknowledge that I have received a copy of 18 U.S.C. § 1030 which in general terms provides criminal punishment for the following conduct:

- a. Anyone who intentionally accesses an EOPDC computer without authorization and such conduct affects the use of the government's operation of such computer.
- b. Anyone who knowingly with intent to defraud, accesses an EOPDC computer without authorization, or exceeds authorized access, and by means of such conduct obtains anything of value.
- c. Anyone who intentionally accesses an EOPDC computer without authorization, and by means of such conduct alters, damages, or destroys information in such computer or prevents authorized use of such computers or information and thereby causes loss of a value aggregating \$1,000 or more during any one period.
- d. Anyone who knowingly and with intent to defraud, traffics in any password or similar information through which an EOPDC computer may be accessed without authorization.

I acknowledge that I may be held accountable for any unauthorized use of my LogonID or access control card for the purposes of accessing EOPDC computer systems. Any such unauthorized access may subject me to a violation of 18 U.S.C. § 1030. The first violation of this and related statutes could subject me to termination of my employment, a fine, and/or imprisonment (ranging from one to five years).

Additionally, I hereby acknowledge the following:

1. Dial-in access to the EOPDC is provided on a telephone number established for that purpose. This telephone number is considered sensitive, critical information and will not be disclosed to others.
2. I will use only government owned equipment, as configured by the government, to access the EOPDC systems.
3. I will not enter classified information into the EOPDC computer systems.
4. I will create my own personal password the first time I logon to the EOPDC. I will not use personal identifiers (e.g., name, family member's name, initials and/or date of birth, etc.) as a password.
5. I will protect my personal password from disclosure. My password is used to authenticate my identity and I will not allow its use by another person, code it into programs or write it down where it will be accessible to others.
6. I will protect the access control card from physical abuse.
7. I will not disclose information about the access control card and related computer security procedures to personnel without a documented need to know.
8. I will log off my terminal or personal computer when it is unattended.
9. I will immediately return the access control card and/or relinquish the LogonID when access is no longer required or upon request by the EOP/OA Information Security Officer, or designee.
10. I will report immediately to the EOP/OA Customer Support Help Desk at 202-395-7370 any of the following conditions:
 - C Suspected or actual unauthorized use of my LogonID or access control card;
 - C A lost, stolen, damaged, or broken access control card; and
 - C A change in my employment status. This includes termination of employment, transfer to another group or leave of absence.

Print Name (Last, First MI)

Date

Signature

LogonID & Card Serial Number

Organization

Phone