Rules of Behavior
Office of Financial Management Systems (OFMS)

1.   Introduction

The following rules of behavior are to be followed by all users (this includes all Government and contractor staff) of the DOC OFMS's CBS/Core Financial System (CBS/CFS), Serena Business Manager (SBM), Version Manager and other supporting tools included in the "CBS/CFS" scope. The rules clearly delineate responsibilities of and expectations for all individuals with access to the OFMS systems including the CBS/CFS. Non-compliance of these rules will be enforced through sanctions commensurate with the level of infraction. Actions may range from a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, or termination, depending on the severity of the violation.   Users are any individuals who access and/or utilize IT resources. Use of the computer without authorization or for purposes for which authorization has not been extended is a violation of the Computer Fraud and Abuse Act, 18 USC 1031.

2.   Responsibilities

The Director for Financial Management Systems is responsible for ensuring an adequate level of protection is afforded to the CBS/CFS and OFMS development environment, through an appropriate mix of technical, administrative, and managerial controls. Users shall comply with these controls in the following manner:

- Users of the CBS/CFS development environment are responsible for ensuring that they protect the IT resources and assets made available to them to perform their official duties.

- Users who become aware of a security violation shall notify the appropriate OFMS Information System Security Officer, Network Manager and OFMS Government Supervisor.

- Users shall be responsible for completing user security training session annually.

- Users shall be familiar with and adhere to all DOC IT security policies.

- Users supporting the OFMS and/or CBS/CFS program are responsible for ensuring that Government IT resources provided to them are used only in accordance with the official government assigned task.

- Users acknowledge that they are granted access to licensed software and shall honor and abide by the Government's license agreements.

3.   Other Policies and Procedures

The rules are intended to enhance and further define the specific rules each user must follow while accessing CBS/CFS. The rules are consistent with the policy and procedures described in the following directives:

- **DOC OFMS IT Infrastructure Policies and Procedures** contains computer security guidance on a wide range of topics (i.e., personnel security, incident handling, and access control mechanisms).

4. Letter for External (Non-OFMS) Users

A letter for non-OFMS users which transmits the applicable DOC OFMS policies will be provided to all non-OFMS users while using CBS/CFS, or when using OFMS systems and applications in general. These responsibilities include complying with OFMS security procedures, provide for agency security points of contact, and include interagency agreements or other formal agreements or documents between DOC OFMS and other organizations. OFMS users shall not disclose or grant access to OFMS IT resources to non-OFMS users without first ensuring the non-OFMS user has complied with DOC security policies.

5. Application Rules

Access to OFMS IT resources is restricted to authorized or official Government business. OFMS personnel are responsible for ensuring that they safeguard Government IT resources assigned to them. Users shall comply with the following specific directives:

- Users shall only access or attempt to access systems/servers they have been explicitly authorized to access.

- Users shall safeguard their passwords and not share them with any other person or organization.

- Users shall comply with the Privacy Act of 1974 and all DOC Privacy Policies/Guidelines.

- Disclosure of confidential data, employee information, or bureau specific data is forbidden.

- Access to CBS bureaus' IT resources shall be restricted to official business only. This access shall not be delegated, shared, or provided to any other user without authorization from the responsible CBS bureau personnel.

- Users shall not remove from the OFMS hardware, software, documentation, or data without obtaining prior Government authorization.

6. Connection to the Internet

All OFMS personnel have access to the Internet. Access to the Internet should be limited to official Government business. OFMS personnel, both Government and contractors, should know that only OFMS-authorized Internet connections will be allowed, and that all connections must conform to DOC OFMS's security and telecommunications policies. Under no circumstance must CBS/CFS source code, vendor documentation, or bureau data be transmitted over unapproved/unauthorized Internet connections. The Government does monitor all internet traffic to and from the OFMS.

7. Protection of Copyright Licenses (Software)

CBS/CFS developers/users are not to upload, transfer, FTP, and/or download software over the Internet. Audit logs will be reviewed to determine whether OFMS personnel attempt to access servers on which valuable, off-the-shelf software resides, but to which users have not been granted access. Unauthorized copying/duplicating of licensed software is prohibited.

The CBS/CFS software and supporting system software are licensed products. Users shall not copy, distribute, replicate, transfer, or share any CBS/CFS and/or OFMS licensed software product or its

documentation. This restriction includes electronic and hardcopy versions of software and/or documentation. Removal of source code, software, and/or documentation in any form, from the OFMS, without expressed written Government permission is forbidden. Authorized personnel performing their assigned job functions to distribute CBS/CFS updates, enhancements, patches, and/or new versions to CBS bureau contacts are exempt.

8.   Unofficial Use of Government Equipment

Users should be aware that personal use of information resources is not authorized.
I acknowledge receipt of, understand my responsibilities, and will comply with the rules of behavior for the CBS/CFS.

_____   <u>OFMS/CSC</u>

Print Name   Organization Name

_____   _____

Signature of User   Date

No system access will be given to user until user has signed the Rules of Behavior Form. After reading and signing this form, please return the form to OFMS/CSC ISSO (Surinder Paul) or (in his absence) Shelia Young, Program Analyst.

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Signature of Information System Security Officer