

Line Of Credit Control System (LOCCS - A67) RULES OF BEHAVIOR

The Office of the Chief Financial Officer (CFO) may grant system access to employees, contractors, clients/customers, and program participants who have a need to utilize the Line Of Credit Control System (LOCCS-A67).

Access to the OCFO LOCCS system is **for official use only**. The system user identification (User ID) and password issued to you are to be used solely in connection with the performance of your responsibilities in support of the HUD mission and may not be used for personal or private gain. As a condition of receiving access, you agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user identification (User ID). Further, you agree that you will not provide this confidential User ID/ password to anyone, and that you will notify the CFO Security Office upon leaving the employment of your existing office and/or the Department.

Additional rules of the system follow:

- a) Log off the system when leaving the system/workstation area.
- b) Refrain from leaving written passwords in the workstation area.
- c) Passwords for application system must be changed periodically, and the rules for length, composition (uppercase/lowercase, numeric) and reuse are dependent on individual application controls.
- d) Your User ID will be suspended after 45 days of inactivity and you will need to contact the Information Security staff at 202-708-3300 (Option 3) for a password reset.
- e) Your User ID will be terminated after six months of inactivity, and you will need to re-apply for access to the system.
- f) Avoid posting printouts of sensitive output data on bulletin boards.
- g) Avoid leaving system output reports unattended or unsecured.
- h) Control input documents by returning them to files or forwarding them to the appropriate contact person in your office.
- i) Avoid violation of the Privacy Act, which requires confidentiality of personal data contained in government and contractor data files.
- j) Report security violations immediately to the CFO Security Office at 1-877-705-7504, or the Government Technical Representative (if you are a contractor).
- k) Cooperate in providing personal background information to be used in conducting security background checks required by Federal regulations.
- l) Respond to any requests for information from either the Government Technical Representative, CFO Security Office or management officials regarding system security practices.
- m) Review the Department's "Information Security Guide" and other security guidance at: <http://hudweb.hud.gov/po/i/it/security/gensec.htm> .

Actions violating any of these rules will result in immediate termination of your assigned User ID/ password from the system and can result in further disciplinary action as prescribed by the Office of the Inspector General.

CERTIFICATION: I have read the above statement of policy regarding system security awareness and practices when accessing HUD's information resources. I understand the Department's policies as set forth above, and I agree to comply with these requirements as a condition of being granted limited access to the CFO's information technology resources.

System User's Name (print)

System User's Name (signature)

Date