

Instructions:

- 1. PRINT legibly, use BLACK INK --- stay inside the boxes
- 2. VERIFY Header information is complete and correct
- 3. Complete Badge No. field at bottom; Sign & Date

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TRAINING COMPLETION REPORT

(Ref. MNL-00070)

Employee Name

Badge No.

LMS No.

Grid for Badge No.

OR

Grid for LMS No.

Item Name

Item No.

Item Type

Item Revision Date

Code of Conduct Statement for Computer Users

Grid for Item No. (7 5 . 3 1)

Grid for Item Type (C B)

Grid for Item Revision Date (0 2 M M 2 5 D D 0 9 Y Y)

Test Version

Instructor Badge No.

Score

RIDS

Route No. (MFG. Use only)

TSR Related?

Grid for Test Version (0 0 0 0 0)

Grid for Instructor Badge No. (9 9 9 9 9)

Grid for Score

Grid for RIDS (B)

Grid for Route No.

Grid for TSR Related? (X)

I am aware that use of Pantex computing resources is not a guaranteed right. By signing this document, I acknowledge and confirm that I will:

Use Pantex computer resources, including copiers, for official DOE/NNSA business only, unless the Cyber Security Site Manager (CSSM) has given me written authorization to do otherwise, or the use is specifically approved in the Cyber Security Resource Manual, MNL-00070, or Cyber Security Work Instructions.

Use my access authorization appropriately; comply with individual responsibilities and operating rules listed in the security plan for a classified or unclassified system(s) or application(s) to which I have been given access.

Protect my password; never reveal it to anyone or write it down; and use only passwords that meet the guidelines in MNL-00070. I will change my password and contact the Cyber Hotline at ext. 7060 if I know or suspect it has been compromised (revealed). I ACKNOWLEDGE THAT IT IS PROHIBITED TO CREATE MY OWN CLASSIFIED PASSWORD.

Remain aware that my use of any Pantex computer resources is monitored and that there is no expectation of privacy of any information that I create, process, transmit or store, including e-mail that I send or receive internally or via the Internet.

Understand that my account on any system can be suspended without notice if I do not log on for a period greater than 90 days; fail to keep mandatory cyber security training current; or fail to adhere to cyber security requirements.

Use only government-owned software and not introduce unauthorized or personal software, including screensavers, into the Pantex computing environment.

Not reconfigure or otherwise alter the Pantex standard image as installed on my system. Not use audio recording capabilities on any computing system.

Accept my responsibilities to protect classified and sensitive unclassified information (i.e. OOU, UCNI, ECI, Privacy Act, Personally Identifiable Information (PII)) that I access or control, in accordance with DOE/NNSA requirements to protect information vital to the security of our nation, our work, and our personal identities.

Not electronically transmit information off the plant site unless it is protected as follows:

- Classified: ENCRYPTED via the SecureNet classified system*
- UCNI: ENCRYPTED using the DAA-approved application*
- OOU: ENCRYPTED using the DAA-approved application*
- PII: ENCRYPTED using the DAA-approved application*

*I will use only DAA-approved encryption tools when sending encrypted files.

Not knowingly introduce classified information to the unclassified network or other unclassified systems. Have a Derivative Classifier review all information with the potential to contain classified information, prior to processing the information on an unclassified computer (especially when combining two or more unclassified documents).

Contact the Pantex Classification Officer if I need to download or transfer unclassified information off a classified system.

Notify Cyber Security of all prospective security significant changes to the classified system assigned to me before making such changes. I know this can be done by filing a new PX-3914 to CyberMail.

Report cyber security issues or incidents, including viruses, to the Cyber Hotline at ext. 7060.

Virus scan all incoming removable media such as vendor software, before use on Pantex computer resources, and report to Cyber Help any problems or anomalies with my desktop virus protection software.

I acknowledge that failure to comply with any Cyber Security requirement will subject me to a Cyber Security occurrence/infraction and disciplinary action.

Badge No. (or LMS No.)

Employee Signature:

Training Completion Date:

Grid for Badge No. (or LMS No.)

Signature line

Grid for Training Completion Date

M M D D Y Y