

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Office of Enforcement and Compliance Assurance
Office of Compliance
1200 Pennsylvania Avenue NW
Washington, DC 20003

MEMORANDUM

SUBJECT: AIRS Facility Subsystem (AFS) Security Agreement

FROM: John F. Hovell, Chief
Data Systems and Information Management Branch

TO: AFS Regional Compliance Managers

Recently the Office of Environmental Information (OEI) risk assessments for several agency data systems, included AFS. To address their recommendation to ensure that all AFS users are registered and have signed a security agreement, we are providing the attached form to be completed by all AFS users. Please ensure that each federal, state and local user of the AFS system signs the attached security agreement. The signed forms must returned via either fax or agency mail to Rachiel Durant, of my staff, by COB January 25, 2002. Rachiel's fax number is (202) 564-0032 and her mail code is 2222A. If the security form is not received by the date mentioned the users AFS access will be suspended.

To assist with this exercise attached is a listing by region and state of all AFS users for your particular region. In the future, please be sure to notify Rachiel immediately when a AFS user no longer is in need of AFS access.

Thank you in advance for your assistance to ensure that all AFS users are in compliance with the Agency's system security procedures. If there are any questions regarding this memo, please contact Rachiel Durant on (202) 564-4106.

Attachments:

AFS Security Agreement Form
Regional printout of AFS Users
AFS Security Agreement

AFS SECURITY AGREEMENT FORM

All AFS users are responsible and accountable for their use of the system and the data resulting from such access. Failure to practice safety procedures while using the AFS system may result in suspension of access privileges.

(See OMB-A130 This Circular establishes policy for the management of Federal information resources.)

- ! You may not allow any other individual(s) to use your User-ID and password to access the system.
- ! Your password should consist of letters/characters that are not very easily determined.
- ! Your password should not be displayed in visible areas. Your AFS User-ID and password should be safeguarded against all risk.
- ! Respect enforcement sensitive data! Reports from AFS will indicate if they are enforcement sensitive. Enforcement sensitive reports should be guarded from inappropriate disclosure.
- ! It is your responsibility to notify the appropriate individual when your ID is no longer required to conduct your job (i.e. new position, departure from the agency etc.)

Having AFS access, I understand and agree to the above responsibilities.

Requestor's Signature: _____

Date: ___/___/___

User ID ___ ___ ___