

Exhibit I - IT Security: Additional Instructions

In addition to the requirements of NFS 1852.204-76, the contractor shall comply with LaPD 2810.1 (<http://lms-r.larc.nasa.gov/admin/documents/LAPD2810-1.pdf>) and review and sign the below form within 30 days following contract award.

End-User Responsibilities for Information Technology (IT) Security

I have read (1) the memorandum provided by the Langley IT Security Manager on the following web site: <http://computer-security.larc.nasa.gov/Memo.doc> ; and (2) LAPD 2810.1. I understand that my activities on the NASA networks may be monitored.

I also understand my responsibilities for:

- Using Langley IT resources for authorized purposes only
- Selecting a good password, protecting it and changing it as directed
- Maintaining current security patches on my Langley computer
- Ensuring that my Langley computer is not simultaneously connected to another network via any means, including a modem or wireless access point
- Ensuring that the NASA CIO Warning Banner is installed on my Langley computer
- Not accessing any computer with someone else's login id and password
- Obtaining approval from my organization's CSO before installing any imported software on a Langley computer
- Protecting sensitive information that is stored or processed on my Langley computer
- Ensuring the software I use has a proper license agreement
- Having regularly scheduled back-ups of my Langley computer
- Logging off the system or locking my screen when I leave my Langley computer unattended
- Immediately reporting any suspected security violation to my supervisor and/or the Langley IT Security Manager
- Contacting the appropriate system administrator to terminate my account for any NASA computer or application when access is no longer required

Employee Name _____ Phone _____ MS _____
(Please print)

Employee Signature _____ Date _____

Supervisor's Name _____ Org Code _____ MS _____
(Please print)

Supervisor's Signature _____ Date _____

RETURN COMPLETED FORM TO YOUR CSO

**CSO's FORWARD COMPLETED FORMS
TO LANGLEY ITSM AT MS 164**