Information Security Training and Acknowledgement Requirement

The National Science Foundation has mandated that prior to gaining access to the USAP network and network resources, including accessing the Internet from a USAP location, all USAP participants are required to:

- o Complete Information Security Awareness training
- o Sign and return the *Acknowledgement of Information Security Policies and Permission for Use* form

Both of these actions are required on an annual basis. These mandates stem from the Federal Information System Management Act of 2002 (FISMA), and are required as a condition for deployment. USAP Information Security Policies and Enterprise Rules of Behavior can be found at: http://www.usap.gov/technology/contentHandler.cfm?id=1563.

As an ASC employee, you will be required to complete your Information Security Awareness Training during orientation prior to deployment. The instructions to complete this training (form IS-ATT-0001) may also be sent to you by your Human Resources department. We strongly encourage you to complete this requirement prior to your deployment to Christchurch or Punta Arenas.

You will not be granted any USAP Network access upon arrival (including access to the Internet) if you have not completed these requirements.

In order to meet the second requirement, fill out and sign the *Acknowledgement of Information Security Policies and Permission for Use* form included in this packet. Note: electronic signatures are not accepted at this time. **Return the completed form (both pages) to:**

ASC Travel
7400 S. Tucson Way
Centennial, CO 80112-0742
or fax to 303-705-0742

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