

**Automated Information Systems (AIS) Security Access Notice  
and Statement of Understanding**

Home Station			
GLA	<input type="checkbox"/>	SD	<input type="checkbox"/>
LL	<input type="checkbox"/>	LV	<input type="checkbox"/>
LB	<input type="checkbox"/>		

I \_\_\_\_\_ have read the provided VA National Rules of Behavior, VA Handbook 6500, and will abide by those instructions when using the VA computer systems, or while accessing or handling VA data. I recognize that the Rules of Behavior are a general guideline and that full coverage of my roles and responsibilities is covered in VA, VHA, and local policy, and that I should review the local policy covering my use of VA owned data and computer systems on an annual basis (Local Policy is on DocuShare). I understand that I can and will be held accountable for actions performed under my user name on the VA systems.

\_\_\_\_\_  
Employee Signature, Title

\_\_\_\_\_  
Date

Expiration (for students and temporary employees or contractors): \_\_\_\_\_

**E-Mail/Fax (all users)**

\_\_\_\_\_  
Initials

**Work at Home (all users)**

\_\_\_\_\_  
Initials

For Privileged Users (if appropriate)
_____ Initials

