Rules of Behavior for One-VA VPN Service

VA NY Harbor Healthcare System

The following rules of behavior apply to all users (e.g., VA employees, contractors, business partners) utilizing the above stated One-VA VPN service.

Because written guidance cannot cover every contingency, personnel are asked to go beyond the stated rules, using their best judgment and highest ethical standards to guide their actions. Personnel must understand that these rules are based on Federal laws and regulations, VA, and administrations' directives. As such, there are consequences for non-compliance with rules of behavior. Depending on the severity of the violation, at the discretion of management and through due process of the law, consequences can include: suspension of access privileges, reprimand, suspension, demotion, removal, and criminal and civil penalties.

I understand that when using the above resources I will be held accountable for my actions related to the information resources entrusted to me. I understand this to include, at minimum, the following security measures:

1) Workstations used for remote work:
- Will not be used to host a server that is accessed by the Internet
- Will have virus protection installed and maintained with current updates
- Will have a software or hardware firewall installed and active

2) Software used to access VA private networks or process VA information will be acquired, installed, configured, and maintained at current releases and security patches; in accordance with direction and support provided by VA security and support organizations.
3) I will not share ISP or VPN account information or media with others.
4) VA information communicated, processed, or stored will be protected according to its classification as directed by VA security guidance.
5) I will prevent others from accessing VA information that is under my control and from using VA supplied equipment for reasons not related to VA.
6) E-mail, instant messaging, and other messaging and file transfer services will be used with caution to make sure that VA information does not become available to third parties as a result of its transmission across service support servers.
7) Physical security precautions will be taken to protect VA issued equipment.
8) I will report any security exposure, of which I am aware, as quickly as possible and fully cooperate in order to mitigate associated risks.

I understand that management has the right, in the course of an official investigation to monitor, intercept, read, record, and copy all information attributable to my access to this resource.

Unless and until an authorized representative of the Department of Veterans Affairs, releases me in writing, I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to the VA intranet via the One-VA VPN.

I acknowledge receipt of and understand my responsibilities, and will comply with the rules of behavior for the resource defined above.

_____ _____

[print or type employee name] Employee Signature

Position Title: _____ _____

Date

Expiration (for students and temporary employees or contractors): _____