

RULES OF BEHAVIOR
U.S. DEPARTMENT OF COMMERCE
COMMERCE BUSINESS SYSTEMS (CBS) SOURCE CODE

1. Introduction

The following rules of behavior are to be followed by all government and contractor staff with access to the DOC CBS source code. These rules delineate the responsibilities of these individuals. Non-compliance with these rules will be enforced by sanctions commensurate with the level of infraction. Sanctions may include a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, and/or disciplinary action up to and including removal.

2. Responsibilities

a. All individuals with access to the CBS source code (as defined in the Non-Disclosure Agreement) will protect it from licensing agreement violations, unauthorized modifications, or destruction, and contractors shall abide by the non-disclosure agreement. Neither government nor contractor personnel are allowed to make or transport copies of the CBS source code outside bureau-controlled facilities unless advance written permission has been granted by the authorized bureau CBS manager or designee on a case-by-case basis. At the end of the authorization period, the requestor will either return the source code copy to the authorized bureau CBS manager or designee, or provide written notice to the bureau CBS manager or designee that the copy has been destroyed in accordance with the pertinent records retention schedules.

b. The authorized bureau CBS manager or designee is responsible for determining access authorization and for maintaining an up-to-date list of all bureau personnel who have been granted access to the CBS source code. This list will include the name of the requestor, medium onto which the CBS source code was copied, location to which copy is to be transported, purposes of use, and duration of authorization.

3. Other Policies and Procedures

These rules are not to be used in place of existing policy; rather, they are intended to enhance and further define the specific rules in Department Administrative Order 203-31, "Protection of Commerce Business Systems (CBS) Source Code," which each user must follow while accessing the CBS source code. Additionally, CBS users must also sign a Non-Disclosure Agreement (Attachment C).

I acknowledge receipt of, understand my responsibilities for, and will comply with the rules of behavior for the CBS source code. Additionally, CBS users must also sign a Non-Disclosure Agreement (Attachment C).

Name of User (Printed)

Organization Name

Signature of User

Date

Signature of Bureau CBS Manager or Designee