

**U.S. DEPARTMENT OF THE INTERIOR
U. S. GEOLOGICAL SURVEY
CONTRACTOR COMPUTER/IT POSITION AGREEMENT**

NAME:	SOCIAL SECURITY NUMBER:
CONTRACT ORGANIZATION:	

I certify that I understand the responsibilities explained by the Contracting Officer Representative for the computer/Information Technology (IT) position to which I am assigned; and that I will perform my duties in a responsible manner, adhering to standards. The degree of public trust and authority of my position and the impact these areas have on the mission of the U.S. Government were explained to me.

I understand that my designated computer/IT position requires that I have special access to automated information, programs, or computer equipment. My access privileges must be safeguarded and must never be shared with other persons under any circumstances. Any compromise of my passwords, keys, cardkeys, etc., must be reported immediately to my supervisor and appropriate action taken to change the password or locks so that unauthorized persons will not be able to benefit from the compromise. I will take all reasonable measures to protect automated information of the U.S. Geological Survey from damage, destruction, and, where appropriate, from disclosure.

I also acknowledge, by my signature below, that I have been furnished a personal copy of Survey Manual Chapter 600.5, and that I will read and comply with these instructions.

SIGNATURE: (Individual)	DATE:
SIGNATURE: (USGS Contracting Officer Representative)	DATE:

NOTICE: The Privacy Act, 5 U.S.C. 552a, requires that Federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Executive Order 9397. Your SSN is used to identify you precisely when it is necessary to 1) certify that you have met the qualifications for a public trust position or 2) determine that your certification has terminated. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of such certifications or determinations.