



Enterprise Information Technology (eIT) Project Management Office (PMO) EDMS Elevated Permissions Acceptable Use Policy 18 July 2011

1. MINIMUM SECURITY RULES AND REQUIREMENTS AND PRIVILEGES

I understand that I have access to manage unclassified, sensitive data (i.e. For Official Use Only (FOUO) in the Enterprise Information Technology (eIT) Electronic Document Management System (EDMS). I have and will maintain the necessary permissions for granting access for need to know and FOUO information.

As a "Manager" of a folder(s) in the eIT-EDMS IS:

- a. I have completed the required EDMS 305 Training Course.
- b. I will **NOT** share the manager account entrusted for my use.
- c. I am responsible for the type of information that is stored and shared in the folder that I manage.
- d. I am responsible for safeguarding the appropriate classification level on all information created, copied, stored, or disseminated from the folder that I manage.
- e. I understand that non-DoD collaborators should not view FOUO information unless I grant them access to the folder that I manage.
 - **NOTE:** Non-DoD collaborators have account access on some of the eIT's Information Systems. USE CAUTION when posting FOUO information. Non-DoD collaborators should not view FOUO documents unless granted access by the folder manager per *DoD Access Control In Support of Information Systems Security Technical Implementation Guide (STIG) v2,r3*. FOUO documents should not be disseminated to anyone without a specific need to know in order to prevent unauthorized public disclosure.
 - If non-DoD collaborators will have access to FOUO information, regulations require that those documents be labeled **For Official Use Only** at the top and bottom of each page
- f. I understand that Personally Identifiable Information (PII) and Personal Health Information (PHI) are not allowed in the eIT Information Systems.

Questions may be directed to the USAMRMC Network Enterprise Center (NEC) Helpdesk at (301) 619-2049 or (800) 438-0855 or eIT PMO at usamrmc.eitpmo@amedd.army.mil.

2. ACKNOWLEDGEMENT

By signing this document, you acknowledge and consent to the above conditions.

I have read the elevated permissions regarding use of eIT – EDMS IS. I understand and accept my responsibilities and accountability regarding this system and the information contained within.

Folder Location and Description

Date:

Last Name, First, MI (*Print*)

Title/Organization

User ID

Phone

Email



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Signature or Electronic Signature of User Requesting an Elevated Privilege Account	
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3. APPROVAL AUTHORITY

By signing this document, you are approving the above user to have elevated permissions to this folder.

Date:	Last Name, First, MI (<i>Print</i>)	
Title/Organization	Phone	Email

Signature or Electronic Signature of Approval Authority	
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**4. FOR ENTERPRISE INFORMATION TECHNOLOGY
PROJECT MANAGEMENT OFFICE USE ONLY**

Date Received:	Received by: Last Name, First, MI (<i>Print</i>)
Date Completed	

Signature or Electronic Signature	
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