

KEESLER AFB REMOTE ACCESS SERVICE AGREEMENT

IN ORDER TO RECEIVE REMOTE ACCESS CAPABILITY FROM KEESLER AFB, ALL USERS MUST READ AND COMPLETE THIS FORM. FAILURE TO DO SO WILL REQUIRE THE NETWORK CONTROL CENTER (NCC) TO TERMINATE THE

SECTION 1. KAFB USER INFORMATION

NAME (Last, First, Middle Initial):		GRADE:
ORGANIZATION / UNIT:	OFFICE SYMBOL:	DUTY PHONE:

SECTION 2. KAFB USER OBLIGATIONS

INITIALS AFTER EACH STATEMENT INDICATES THE USER NAMED ABOVE HAS READ AND AGREED TO ABIDE BY THE OBLIGATIONS STATED HEREIN.

	OBLIGATORY STATEMENTS	INITIALS
1.	User ID and Password are "FOUO" (For Official Use Only) and will be protected as such. I will NOT compromise my User ID / Password to other individuals or sources. I accept full responsibility for all actions taken within the system under my assigned User ID IAW AFI 33-223, Chapter 3.	
2.	I understand that remote access into the Keesler AFB Network is a DoD / Air Force-owned system and is FOUO only.	
3.	I understand use for other than OFFICIAL U.S. government business is a violation of federal law.	
4.	I accept full responsibility for all actions taken within the system under my assigned User ID.	
5.	I will notify the NCC upon PCS / PCA notification, or any other action that eliminates my need for remote access to the Keesler AFB Network.	
6.	I understand that I am not allowed to maintain adult material or visit sites that maintain and / or distribute adult material while using this account and DoD / Air Force-owned hardware and software.	
7.	I understand any illegal, fraudulent, or malicious activities are prohibited. These activities include but are not limited to, partisan political activity, political or religious lobbying, or activities on behalf of organizations having no affiliation with the United States Air Force.	
8.	I understand that activities for the purpose of personal or commercial financial gain are prohibited. This includes but is not limited to, chain letters, solicitation of business or services, and sales of personal property.	
9.	I understand that storing, processing, or displaying offensive or obscene material, such as pornography, hate literature, etc. is prohibited.	
10.	I understand that storing or processing classified information on any system not explicitly approved for classified processing is prohibited.	
11.	I understand I am not allowed to annoy or harass another person, e.g. by sending uninvited e-mail of a personal nature or by using lewd or offensive language.	
12.	I will not allow or permit any unauthorized individuals to access a government-owned system.	

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

KEESLER AFB REMOTE ACCESS SERVICE AGREEMENT (CONTINUED)

SECTION 2. REMOTE ACCESS SERVICE AGREEMENT USER OBLIGATIONS (CONTINUED)

INITIALS AFTER EACH STATEMENT INDICATES THE USER NAMED ABOVE HAS READ AND AGREED TO ABIDE BY THE OBLIGATIONS STARTED HEREIN.

OBLIGATORY STATEMENTS		INITIALS
13.	<i>I understand connecting to the Keesler AFB Network is subject to having all activities monitored and recorded without further notice. Any individual who uses this system expressly consents to such monitoring and is advised that if this monitoring reveals possible evidence of criminal activity, this evidence may be provided to federal law enforcement officials for possible prosecution.</i>	
14.	<i>I understand that I must have the most current anti-virus software installed and running at all times.</i>	
15.	<i>I understand that I must comply with the Air Force e-mail policy (AFI 33-119).</i>	
16.	<i>I will maintain sole responsibility for the content of my e-mail messages and ensure that messages they send meet Air Force directives regarding appropriate use of e-mail (see AFI 33-119, para 3.5).</i>	
17.	<i>I will make sure information received or transmitted that constitutes an Air Force record is maintained according to Air Force records management directives: AFMAN 37-123, Management of Records (will convert to AFMAN 33-323); AFI 37-138, Records Disposition - Procedures and Responsibilities (will convert to AFI 33-338), and AFMAN 37-139, Records Disposition Schedule (will convert to AFMAN 33-339) (see paragraph 9 for more detailed records management guidance).</i>	
18.	<i>I will make sure the account from which the e-mail message was sent is clearly identified (either in the 'FROM' element of the e-mail header, the "BODY" of the message, or both). E-mail senders will not use anonymous accounts or forwarding mechanisms that purposely attempt to conceal the originator of a message unless approved by the commander for the purposes of soliciting anonymous feedback</i>	
19.	<i>I understand that I must get approval from their chain of command before subscribing to or participating in e-mail listservers and newsgroups except official Air Force internal information products. These products are managed and approved by the Headquarters Air Force News Agency, Lackland AFB, Texas. This policy listservers are a potentially valuable information tool for e-mail users; however, the potential for abuse is high. Approve each listserver individually. Blanket approval for user participation in all listservers is not appropriate.</i>	
20.	<i>I will report any suspected violations of e-mail policy to their supervisor, information protection office, or e-mail administrator.</i>	
21.	<i>I will verify the authenticity of messages received if the authenticity of the message is uncertain.</i>	
22.	<i>I will not publicize modem telephone numbers. Furthermore, I will treat those numbers as sensitive information.</i>	

SECTION 3. USER VALIDATION

I UNDERSTAND AND AGREE TO ABIDE BY THE GUIDELINES LISTED ABOVE.

SIGNATURE OF USER:

DATE: