

BPMI-Repair Part Ordering Data
Request for Password Access

NAME (Last, First MI)	Company Address	PHONE

1. The use of e-Commerce access is for NNPP work and official business only; personal use is prohibited. To provide confirmation of proper use of the system and detect unauthorized activity, audits will be conducted periodically without prior notice.
2. Recipients shall properly control information they receive. The recipient shall not transfer files to other systems until they have been checked and released in accordance with local procedures. Unless authorized in advance, files which are downloaded shall not be transferred to the classified network or system until released by a designated administrator.
3. Passwords to log on to the local access device may not be shared. Distinct passwords for the unclassified and classified networks will be maintained; no derivative of a password providing access to a classified system will be used for the unclassified system.
4. Only computers used for business purposes related to e-Commerce repair part bidding and procurement may be used to process and store e-Commerce information. The use of non-business computers, such as personal-use home PCs, is prohibited.
5. By signing this form, I acknowledge and consent to monitoring of any and all use of computers accessing external, unclassified networks, including the Internet.
6. The NN-677B and DD-2345 forms must be filed before any userID and password will be assigned.

Employee:

Signature

Date

Administrator Use Only:

ID Assigned: _____

Date Input: _____

Signature

Date