



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

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 users with a need to know.

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

- a. I have completed the required EDMS 305 Manager 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(s) that I manage.
- d. I am responsible for safeguarding the appropriate classification level on all information created, copied, stored, or disseminated from the folder(s) 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 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 *DoDM 5200.01-V4, DoD Information Security Program: Controlled Unclassified Information (CUI)*. FOUO documents should not be disseminated to anyone without a specific need to know in order to prevent unauthorized public disclosure. However, all users including Non-DoD collaborators have access to the Public area and FOUO data is not permitted.
 - 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 eIT Helpdesk at (301) 619 0752, (301) 619 7703 or the eIT PMO helpdesk mailbox at usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil.

2. ACKNOWLEDGEMENT

Folder Location and Description

Date

Last Name, First, MI (*Print*)

Title/Organization

User ID

Phone

Email



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

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

**Signature or Electronic Signature
of User Requesting Permissions** X

3. APPROVAL AUTHORITY

By signing this document, you are approving as Government Sponsor the above user to have elevated permissions to this/these folder(s).

Date

Last Name, First, MI (*Print*)

Title/Organization

Email

**Signature or Electronic Signature
of Approval Authority** X
