

RULES OF BEHAVIOR
U.S. DEPARTMENT OF COMMERCE
COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM (CAMS)
SOURCE CODE

1. Introduction

The following rules of behavior are to be followed by all government and contractor staff with access to the DOC CAMS source code. These rules delineate the responsibilities of these individuals. Non-compliance with these rules will be enforced by sanctions commensurate with the level of infraction. Sanctions may include a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, and/or termination, depending on the severity of the violation.

2. Responsibilities

a. All individuals with access to the CAMS source code will protect it from licensing agreement violations, unauthorized modifications, or destruction, and contractors shall abide by the non-disclosure agreement. Neither government nor contractor personnel are allowed to make or transport copies of the CAMS source code outside bureau-controlled facilities unless advance written permission has been granted by the authorized bureau CAMS manager or designee on a case-by-case basis. At the end of the authorization period, the requestor will either return the source code copy to the authorized bureau CAMS manager or designee, or provide written notice to the bureau CAMS manager or designee that the copy has been destroyed.

b. The authorized bureau CAMS manager or designee is responsible for determining access authorization and for maintaining an up-to-date list of all bureau personnel who have been granted access to the CAMS source code. This list will include the name of the requestor, medium onto which the CAMS source code was copied, location to which copy is to be transported, purposes of use, and duration of authorization.

3. Other Policies and Procedures

These rules are not to be used in place of existing policy; rather, they are intended to enhance and further define the specific rules in Department Administrative Order 203-31, "Protection of Commerce Administrative Management System (CAMS) Source Code" each user must follow while accessing the CAMS source code.

I acknowledge receipt of, understand my responsibilities for, and will comply with the rules of behavior for the CAMS source code.

Name of User (Printed)

Organization Name

Signature of User

Date

Signature of Bureau CAMS Manager or designee