

U.S. DEPARTMENT OF ENERGY
ELECTRONIC DOE INTEGRATED SECURITY SYSTEM
(eDISS+) ACCESS REQUEST

For assistance, please contact:
OfficeofDepartmentalVettingPolicyandOutreach@hq.doe.gov

Instructions:

DOE Rules of Behavior, Privacy Act Information, and OMB Burden Statement are on Page 2 and 3 of this form.

Both sides of form must be completed.

If access to eDISS+ is no longer needed after access is granted, notify the Office of Departmental Personnel Security at OfficeofDepartmentalVettingPolicyandOutreach@hq.doe.gov within 24 hours so the account can be deactivated.

Section I - Identifying Information

- | | |
|--|-----------------------|
| 1. Name (person needing access) | 2. SSN |
|
<i>(Last, First, Middle Initial)</i> | |
| 3. Work Address | |
| 4. Work Phone | 5. Work Email Address |
| 6. User Clearance Level | 7. User Affiliation |
| 8. If user is a Contractor, provide Company name | |
| 9. DOE Sponsoring Office | |

Section II - Required Training

10. Date of last Cyber Security Awareness Training Completion
11. Date of last Safe-guarding Personally Identifiable Information Training Completion

Section III – Request Information

- | | | |
|------------------|---------------------------|------------------|
| 12. Request Type | 13. eDISS+ Module Needed* | 14. Access Type* |
|------------------|---------------------------|------------------|

Note: Account disables after 60 days of inactivity *If more than one is needed, add in Block 14*

Only fill out 15a – 15b for access to US-UK Visits Module

- | | |
|------------------|--|
| 15a. Citizenship | 15b. Passport Number
(UK Citizens Only) |
|------------------|--|

16. Justification: Provide detailed information (**without revealing classified data**) as to why the individual requires access to the requested eDISS+ module. The information must include a full explanation of the information to be accessed, frequency of access, and for what programs/projects the information is needed.

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Section IV - Approvals

DOE Office or
Division Director

WDACS & US-UK Visits

Cognizant Personnel
Security Office
(if applicable)

EHSS-83 System
Application Manager

Submit completed form to the Office of Departmental Personnel Security by clicking Submit.

DOE Rules of Behavior for eDISS+ Access

I understand that the Electronic DOE Integrated Security System (eDISS+) is to be used for Official Government business only and that any other use of the system is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or dismissal.

I accept the responsibilities associated with the ownership of my login ID and will adhere to the following procedures:

1. I will protect my password. I understand that password sharing or the use of another user's ID or password constitutes a security infraction. I will change my password at least every six (6) months and immediately whenever I suspect that it may have been compromised.
2. I understand that my login ID and password will be automatically suspended if it remains inactive for a period of two (2) months.
3. I will immediately notify the Office of Departmental Vetting Policy and Outreach (EHSS-83) of any changes in my organization or employment status so appropriate action may be taken regarding my eDISS+ access.
4. I will not attempt to use my login ID to access any DOE system or database subsequent to the termination of my employment at DOE, or a DOE supporting contractor, or Other Government Agency (OGA).
5. I will not use eDISS+ to attempt to gain access to my own record or any record without an official action and the proper need-to-know. I understand that my use of eDISS+ is monitored, and any misuse of the application may result in revocation of my eDISS+ access privileges.
6. I will protect controlled unclassified information, including Controlled Unclassified Information (CUI) such as Personally Identifiable Information, according to Departmental Directives governing such information. In accordance with these directives, I will protect such information from unauthorized access, misuse, damage, or theft, regardless of where it is processed and stored, and I will not transmit any such data without prior approval.
7. I have completed the Departmental training with regards to Cyber Security Awareness and Safe-guarding Personally Identifiable Information.

I acknowledge receipt of, understand my responsibilities, and will comply with these rules of behavior while accessing eDISS+, a DOE automated information system.

User Signature

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PRIVACY ACT STATEMENT

AUTHORITY: The Atomic Energy Act of 1954, as amended, (42 U.S.C. § 2011 et seq.), the Department of Energy (DOE) Organization Act (42 U.S.C. § 7101) authorizes the collection of this information. The information provided through this form is covered by a DOE Privacy Act System of Record, DOE-43, *Personnel Security Files*, which was last updated in volume 76 of the Federal Register, pages 66917-66920, published on December 11, 2011, and located at Federal Register: Privacy Act of 1974; Notice to Amend an Existing System of Records.

PURPOSE: DOE will use this information to grant or terminate access to the eDISS+. This information is necessary to maintain auditable records for eDISS+ system access.

ROUTINE USES: This information will be used by and disclosed to DOE personnel or contractors who will need the information to grant access to eDISS+. DOE may disclose this information in courts or in administrative proceedings, to the tribunals, counsel, other parties, witnesses, and the public (in publicly available pleadings, filings, or discussion in open court) if the disclosure is relevant and necessary for the proceeding and compatible with the purpose for which the Department originally collected this information. This information may be provided to DOE employees or contractors who have a need for the information in the performance of their duties or to fulfill contact requirements, pursuant to the purpose established in DOE-43.

DISCLOSURE: Furnishing this information (including additional identifying data) is mandatory for covered individuals with a valid need to access eDISS+ in the performance of their duties.

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average three (3) minutes per response, including the time to search existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Environment, Health, Safety and Security's Office of Departmental Vetting Policy and Outreach (EHSS-83), U.S. Department of Energy, Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.