

**PROTECTED A (WHEN COMPLETE)**

**Annex A – Access Control Form (CCO Net and CadetNet)**

**APPLICANT**

Surname		Given Name(s)		Service Number or PRI	
Rank	Home Telephone		Daytime Telephone		

**UNIT**

Name		UIC	City	Appointment / Position	
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**USER ATTESTATION**

1. I shall only use the CCO Net/CadetNet in direct support of authorized activities and in accordance with CATO 11-34, 12-40 & 12-41;
2. I acknowledge that the CCO Net/CadetNet is authorized to process, store and transmit up to Protected A level information, and accordingly I shall only introduce information that is Protected A or below;
3. I shall not do any of the following without the explicit written authorization of the ISSO:
  - a. Introduce, produce or modify IT executable instructions, including software, command procedures, and configurations;
  - b. Add, move or change communications equipment or IT assets; and/or
  - c. Move or remove any hardware, communications, or software items from DND property (either temporarily or permanently).
4. I will not disclose or share any user-IDs, passwords, and/or access control items;
5. I shall not allow unauthorized persons access to the system resources;
6. I shall immediately report all security incidents to my service desk who will advise the applicable ISSO;
7. I shall observe all restrictions which limit my access to specific locations, times, systems, files and programs;
8. I shall respect all copyright and licence agreements for all software and data;
9. I shall not connect unauthorized devices, including non-issued USB and/or personal communication devices;
10. I understand that DND IS can and will be monitored to ensure compliance with applicable rules and regulations;
11. I understand that any violation of the spirit or intent of the rules and regulations can lead to administrative or disciplinary action; and
12. I understand that official email communications shall be conducted in accordance with CadetNet Security Orders, CATO 11-34 and the Official Secrets Act.

By signing I confirm that I have read and understood the CCO Net Security Orders, CATO 12-40 and 12-41, and I shall comply with the stated rules and regulations. Additionally (for those requesting access to CadetNet) I have read and understood the CadetNet Security Orders and CATO 11-34.	_____	_____
	User Signature	Date

**INTERNAL USE ONLY (PERSONNEL SECTION)**

Security Clearance	Effective Date
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**INTERNAL USE ONLY (IT SECTION)**

Processed By	Date	ISSO Approval	Date
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The procedure for submitting this form is included at paragraph 42 of the CCO Net Security Orders.