

ISSUED
WDS Access Request Form

Review and Approval

The approving sponsor is responsible for ensuring the user is qualified for access role requested. If user's qualification status changes, it is the approving sponsor's responsibility to notify the WDS Data Administrator, who will re-evaluate user's access in the WDS.

Sponsor

Review/Approval _____
Print Name Signature Date

I understand I am responsible for protecting my assigned user account and password for confidentiality, and ensuring no one except me gains access to WIPP/DOE computer systems with my assigned User ID and password.

I will report any change in my assigned duties. I understand that disclosure of or failure to safeguard sensitive data is prohibited. I understand failing to comply with policies and procedures described therein may be subject to disciplinary action.

I understand I have no expectation of privacy (implied or otherwise) and that the user of DOE computer resources is subject to monitoring and review by authorized personnel.

I understand unauthorized use of Government property is prohibited by Law (Section 641, Title 18 U.S.C.) and could result in disciplinary action.

User _____
Print Name Signature Date

After this form is complete, scan as a pdf format (*.pdf) and return via email to WDS Data Administrator for review at DL_WDS_DA@wipp.ws or print a hard copy and mail to:

WDS Data Administrator
MA GSA-210
P.O. Box 2078
Carlsbad, NM 88221

If you have questions, comments, or concerns, please contact the WDS Team by email at DL_WDS_DA@wipp.ws.