

EMPLOYEE HOME USE AMENDMENT  
TO VA \_\_\_\_\_ AGREEMENT

Employee name and address:

\_\_\_\_\_  
\_\_\_\_\_  
("Employee")

Customer currently \_\_\_\_\_ software ("Software") associated with the above-referenced Site under a Federal Supply Schedule Contract ("Agreement"). By signing below, \_\_\_\_\_ and Customer agree to modify the terms under which the Software is licensed for that Site as follows:

"Notwithstanding any language in the Agreement to the contrary, Customer's employees may use workstation or personal computer Software at home subject to the following terms:

1. the employee's use of the Software is governed by the Agreement;
2. the Software source code is a trade secret of \_\_\_\_\_ which the employee is not authorized to access, therefore, the employee will not modify, reverse assemble, reverse engineer, decompile or otherwise attempt to recreate the Software source code;
3. the employee will not copy or permit copying or access to the Software by any third party;
4. the employee will use the Software for Customer's work-related projects only;
5. the employee shall return the Software to Customer and destroy any copies of the Software if no longer an employee of Customer or if Customer discontinues the Software license;
6. Customer shall: (a) keep records of where the Software is being used; (b) if user based licensing applies, keep records of how many users are accessing the Software; and (c) provide the above information to \_\_\_\_\_ upon request; and
7. Customer is responsible for any violations of these terms by the Customer's employees.

For Software licensed by total number of users, one employee using the Software both at work and at home shall be counted as one (1) user. For Software licensed by the number of workstations or copies, one employee using the Software on an employee workstation at home and on a Customer workstation at work shall be counted as utilizing two (2) copies. Customer shall ensure that the total number of workstations on which the Software is installed \_\_\_\_\_

Except as herein modified, all terms and conditions of the Agreement shall remain in full force and effect.

Accepted by:

Employee: \_\_\_\_\_

By

By

Name (type or print) \_\_\_\_\_  
Info. Technology Specialist  
Title  
On Sept. 5, 2002  
Date

Name (type or print) \_\_\_\_\_  
Programmer  
Title  
On 9-5-02  
Date



OPTIONAL FORM 7  
SEPTEMBER 1988  
PRESCRIBED BY GSA  
FPMR (41 CFR) 101-20.110

## PROPERTY PASS

1. DATE ISSUED

This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.

2. NAME

3. BUILDING

810 Vermont ave.

4. DESCRIPTION OF PROPERTY BEING REMOVED

Laptop Computer and accessories

Barcode# 101 323816

5. PROPERTY BELONGS TO

Policy, Planning & Preparid

6. DEPARTMENT OR AGENCY

Dept. of Veterans Affairs

7. SIGNATURE OF PERSON AUTHORIZING REMOVAL  
OF PROPERTY

8. TITLE

9. PASS GOOD UNTIL

JetForm



## Justification for Access to SSNs

The Policy Analysis Service (008A1) conducts OMB approved National Surveys of Veterans to collect data to be used for policy analyses and planning purposes. Administrative files such as the C&P files and medical files are often used as partial sampling frames supplemented with a Random Digit Dialing telephone methodology. Veterans not selected from VA administrative files are asked their real SSN in order that these may be matched against the administrative lists to determine if these veterans had more than one chance to be selected. These real SSNs are also used for matching purposes to supplement data requested on the survey in order to reduce respondent burden. These data are protected under the Privacy Act and a System of Records exists for the surveys and matched information. [redacted] is the lead programmer within the Policy Analysis Service and as such needs access to real SSNs.

Office of the Assistant Secretary  
For Policy and Planning  
2/5/02

*[Handwritten signature]*  
*[Handwritten initials]*