



# All Partners Access Network (APAN)

## COMMUNITY OWNER ACKNOWLEDGMENT (COA) FORM

APAN COMMUNITY NAME		APAN USERNAME	
ORGANIZATION or COMMAND – <i>spell out acronyms</i>		ORGANIZATIONAL TITLE or POSITION	
COMMERCIAL WORK PHONE NUMBER with AREA CODE	EMAIL ADDRESS		

Please read and acknowledge the following statements:

- ☐ 1. I have received and read the [APAN Community Owner Guidelines](https://community.apan.org/support/m/info/139431), which outline APAN business rules, APAN information security best practices in accordance with DOD and USG web posting policy – the responsibilities of APAN Community Owners, and guidelines for appropriate security and access controls. [Community Owner Guidelines Link https://community.apan.org/support/m/info/139431](https://community.apan.org/support/m/info/139431)
- ☐ 2. I acknowledge, understand, accept, and agree to comply with information assurance, computer security policies, and procedures documented in the APAN community owner guidelines and [APAN Governance](https://community.apan.org/support/m/info/262852), including but not limited to APAN's 2-year retention policy. [APAN Governance Link https://community.apan.org/support/m/info/262852](https://community.apan.org/support/m/info/262852)
- ☐ 3. I will **not** post any Controlled Unclassified Information (CUI) to any APAN community – to include FOUO, PII or any other type of special handling designations for unclassified data – unless specific approval has been granted **in writing** by the APAN Technical Director. **Communities that receive approval to store CUI data shall remain Private Unlisted; and will be set to unsearchable.**
- ☐ 4. I will **not** post any content that violates policy identified in the [APAN CUI SOP](https://community.apan.org/support/m/info/262862) including but not limited to **OPSEC, PII, PHI, and NATO UNCLASSIFIED** information. [APAN CUI SOP Link https://community.apan.org/support/m/info/262862](https://community.apan.org/support/m/info/262862)
- ☐ 5. I will monitor the community for violations of any of the above items; I will immediately remove inappropriate content and notify the user as soon as possible.
- ☐ 6. I will consult with an APAN Knowledge Manager before changing **Group Privacy** settings in Verint Communities to **Joinless, Public Open, or Public Closed** – or **Anonymous, All Users, or Everyone** access settings in SharePoint.
- ☐ 7. I understand that in order to elevate permissions for another user such as Community Owner, Host, or Portal Owner, the perspective user will need to review the [APAN Community Owner Guidelines](https://community.apan.org/support/m/info/139431) and sign a COA form; I will upload the COA form to a folder in my APAN community. [Community Owner Guidelines Link https://community.apan.org/support/m/info/139431](https://community.apan.org/support/m/info/139431)
- ☐ 8. I understand that all new community owners are required to attend **New Owner training**. Details can be found at [APAN University](https://community.apan.org/support/p/apanu). [APAN University Link https://community.apan.org/support/p/apanu](https://community.apan.org/support/p/apanu)

SIGNATURE	DATE
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### Instructions:

Sign and return this form to the APAN staff member who is processing your request. APAN will maintain a copy of this document.