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**User Agency Agreement**

**Terminal Agency Coordinator (TAC) Addendum**

**Between**

**U.S. Department of Justice**

**Criminal Justice Information Services Systems Agency**

**and**

**<Insert User Agency>**

**Purpose:** This Addendum to the User Agency Agreement sets forth the responsibilities of the Terminal Agency Coordinator (TAC) for the protection of Criminal Justice Information (CJI) accessed through the DOJ Justice Criminal Information Services (JCIS). All acronyms not defined herein have the meaning given in the User Agreement.

# Terminal Agency Coordinator Responsibilities

The User Agency Executive has appointed a TAC to carry out the responsibilities described in the User Agency Agreement and this TAC Addendum. The TAC must immediately notify the User Agency Executive if the individual serving as the TAC changes, so that the User Agency Executive can notify the DOJ Criminal Justice Information Services (CJIS) Systems Agency (CSA) within five business days for the execution of a new TAC Addendum.

The TAC shall:

* Serve as the User Agency point-of-contact for matters relating to FBI CJIS information access, and administer DOJ JCIS programs across the entire User Agency
* Ensure the User Agency complies with FBI CJIS Security Policy (CSP), related FBI CJIS system-specific manuals, the Nlets User Policy Manual, directives and decisions of the criminal justice community’s Advisory Policy Board (APB), National Crime Prevention and Privacy Compact Council, and all relevant DOJ specific policies, orders, and regulations
* Ensure the User Agency maintains criminal justice record quality, accuracy, availability, and validity
* Ensure all users with access to CJI meet the appropriate minimum screening, training, and certification requirements prior to access being granted
* Notify the DOJ CSA of any network, system, or security changes, and the status of personnel within the User Agency that will impact their legal authority for access to CJI
* Notify the DOJ CSA of any suspected or verified misuse of the national crime information systems
* Maintain copies of the signature pages of the FBI CJIS Security Addendum for each contractor employee prior to the contractor employee being granted access to CJI. Copies of the signature page shall be made available at the time of an audit, or upon request from the DOJ CSA
* Maintain and biennially validate the User Agency’s Originating Agency Identifiers (ORIs)
* Initiate, maintain, and annually validate user accounts
* Ensure completion of monthly NCIC record validations
* Perform all TAC responsibilities, unless affirmatively delegated to other individuals. While the TAC may delegate responsibility, they may not delegate overall accountability. The TAC must maintain a current list of any delegations, and their effective dates. This list must be made available to the DOJ CSA upon request.
* Discharge or delegate the following DOJ CSA required roles:
	+ Local Agency Security Officer (LASO) – the primary Information Security point-of-contact between the User Agency and the DOJ CSA (CSP 3.2.9).
	+ N-DEx Agency Coordinator (NAC) – primary N-DEx point-of-contact between the User Agency and the DOJ CSA (N-DEX 1.6.4)
	+ Technical Point of Contact (TPOC) – liaison between the User Agency and the DOJ CSA to support technical issues, such as system operability, software and hardware installation, and network/router connectivity
	+ Billing POC (BPOC) – liaison between the User Agency and the DOJ CSA to support billing

## TAC Contact Information

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Name and Title (print or type) Telephone Number

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Mailing Address (if different) Email Address

In the event that the TAC is a private contractor, please provide the following information of the TAC’s government supervisor:

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Mailing Address (if different) Email Address

# Signatory Page

Each party hereby acknowledges the requirements set out in this User Agency Agreement – TAC Addendum. The User Agency further acknowledges that a failure to comply with these requirements will subject it to DOJ CSA sanctions that may range from suspension of access to termination of services.

This User Agency Agreement – TAC Addendum shall remain in effect until the DOJ CSA receives notification of a new TAC through submission of a new addendum with signatures of the User Agency Executive and the new TAC.

X

User Agency Executive Signature Date

User Agency Executive Printed Name Agency and Title

X

TAC Signature Date

TAC Printed Name Agency and Title