

# COMPUTER SECURITY REQUIREMENTS

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# Subcontractor Recommendation

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# Subcontractor Requirements

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- Search all work areas for writable **non-government** owned and **government** owned removable electronic media and ensure that non-government owned items are never brought into a security area.
  - This includes memory cards, USB/FW drives, palm pilots, camera cards, and personal writable CD/DVDs.
  - NOTE: A security area requires at least a Q or L clearance for unescorted access.
- Review the cyber and physical security requirements and procedures for your area.
  - Address issues and concerns with your supervisor, OSCR, ISSO, procurement, or technical representative.

# Subcontractor Requirements

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- Within security areas, remove **non-government** owned electronics after sanitization
  - This includes memory cards, USB/FW drives, palm pilots, camera cards, personal writable CD/DVDs, stereos, radios, CD/DVD players, IPODs/music players, personal laptops, etc.
  - The intent is to remove these items from all office and work areas, not items installed in your car.
- Within security areas, locate and move all **government** owned electronics to locked storage in division offices.

# Subcontractor Requirements

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- Within security areas, ensure that it is physically impossible to move media from a classified to an unclassified system in the same work area.
- If a non-essential classified computer media port (USB/Firewire, SCSI, etc.) is not physically disabled, notify an OCSR, ISSO, supervisor, procurement, or technical representative.
- Review user agreements for all computer systems.

# Subcontractor General Rules

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- Non-government owned equipment cannot be connected to a government computer system or network. Exceptions may be granted by the Computer Security Site Manager (CSSM).
- Read and understand proper protocol for prohibited and controlled items.
- Never take classified documents home.
- Never create unauthorized classified removable electronic media (CREM).
- When being escorted, answer all questions openly and honestly.
- If you have any questions, ask. There are no dumb questions.

# LANL Expectations

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- Compliance with the requirements for safety, security, and quality.
- Adherence to the terms of the subcontract.
- Performance.
- If computer security interferes with any of the above, contact your Contract Administrator!