

*John*

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DATE: March 18, 1983

NOTE TO:

STAT

SUBJECT: Policy on Personal Computers

Fred:

I'm not really sure that I fully understand the purpose of the policy.

If it is intended to block the use of non-tempered equipment in the Agency, then I think the policy should be broadened to include all electronic devices.

If however, the intent is to prevent the unauthorized removal of magnetic media from the building or to remind people that they should handle and store the magnetic media properly. Then I strongly object, this problem is not unique to personal computers.

If the policy is intended as a restraint to prevent the removal of the device itself from the building, I also object to that, the material stored on magnetic media is the problem not the device. Security doesn't check people going in and out of the building to see if they are carrying pens and pencils when its the written word that you want to protect.

I hope that you don't get the wrong impression from my note. I do not have a negative attitude on the subject of security, my intent is to try and point out that the items and areas addressed by this policy are not unique to the personal computer and are certainly not new. If we are going to address these issues lets talk about all magnetic media, all computer listings and the removal of all recording equipment from the building. My final observation is that all such devices, storage media and procedures should be subject to a security audit and that should be understood by all Agency employees.

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Policy Number 14      Personal Computers\* for Headquarters\*\*  
Applications

Information Systems Security Group policy is to restrict the use of personal microcomputers to only those applications which can be solidly justified for reasons such as efficiency and substantial cost savings, and where demonstrably robust security controls exist.

The Information Systems Security Group recognizes that some personal microcomputers will be required for unclassified applications. Our experience to date, however, clearly indicates that the presence of unclassified word and data processing equipment in classified program/project areas creates the very real danger of contamination of the unclassified system in spite of conscientious efforts on the part of well intentioned individuals to prevent such occurrences. For this reason, all processing which occurs in classified program/project areas will be presumed to be classified and must be controlled accordingly.

In those selected cases where sufficient management justification exists, the use of personal microcomputers for the processing of Agency official information in a work-related capacity in a classified program/project area may be approved providing:

- a. The use of personal microcomputer equipment, in each case, is approved by the Information Systems Security Group, Office of Security and the program/project Manager.
- b. The personal microcomputer equipment is TEMPEST approved, or otherwise controlled, in accordance with standards published by the Office of Communications.
- c. The program/project manager creates, publishes and promulgates written procedures designed to securely control the use of personal computers, and all associated magnetic storage media and printed output.

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\* A personal computer is defined as one which (a) is easily transportable, (b) possesses limited software capabilities, and (c) costs less than \$5,000.00.  
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\*\* The headquarters building, the Agency training centers and Agency owned or leased facilities located in the Washington D.C. metropolitan area.

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