

Policy No. 108**March 2009****BASELINE CONFIGURATION OF COMPUTER EQUIPMENT****POLICY**

It is the goal of NCI-Frederick to provide a flexible, dynamic, stable, and secure computing environment to facilitate the missions of NCI-Frederick organizations. To support this goal, it is the policy of NCI-Frederick that all computers will be configured to meet established security standards and adhere to all applicable laws and policies. The Computer & Statistical Services (C&SS) contractor will perform the baseline configuration of operating systems and the required support software upon initial receipt of any end-user computer. The C&SS contractor will verify and record the baseline configuration of operating systems and the required support software for all computers at NCI-Frederick.

C&SS is responsible for configuring computers identified in the NCI-Frederick Property System to meet established standards, laws, policies, and guidelines. Users of computers identified in the NCI-Frederick Property System are responsible for maintaining and not altering the configuration. Users are also responsible for ensuring that assigned computers not centrally received are configured by C&SS to meet established security standards, adhere to all applicable laws and policies, and follow NCI-Frederick guidelines.

DEFINITIONS

Computer: Any server, desktop, laptop or portable computing device

End-User Computer: Any computer used for general computing activities

IT: Information Technology

Portable Computer: Any laptop, PDA, Blackberry or other computing device designed to be easily moved from location to location

Special-Use Computer: Any computer used for directly controlling scientific instrumentation or production equipment

PROCEDURES

Following formal acceptance of any computer by the Acquisitions Logistical Services (ALS) Logistical Support Department (LSD), LSD staff will deliver computer equipment directly to C&SS. C&SS will notify program areas of arrival of equipment.

C&SS will confirm and record that the baseline configuration on any computer conforms to all applicable standards, laws, policies, and guidelines before any computer is put into service or connected to the NCI-Frederick network. Connectivity to the NCI-Frederick network must be coordinated with and authorized by the Advanced Biomedical Computing Center (ABCC) LAN Office.

End-User Computer

C&SS staff will perform the initial installation and baseline configuration of operating systems and support software to meet established requirements. These activities may include installation of anti-virus software, encryption of storage devices, and configuration of required security settings

C&SS will verify and record the completion of these tasks and will arrange for final delivery to the recipient program area.

Special-Use Computer

Program areas may request to configure special-use computers directly by completing a "Baseline Configuration Waiver." This waiver will be signed by a representative of the NCI-Frederick Office of Scientific Operations. Upon receipt of the waiver, C&SS will arrange for delivery to the recipient program area.

The user of a special-use computer that has been approved for a waiver is responsible for ensuring special-use computers are configured to meet established security standards, adhere to all applicable laws and policies, and follow NCI-Frederick guidelines; this includes computers configured by a vendor or third party provider. These guidelines will be published and publicly accessible via the NCI-Frederick web site.

Before any special-use computer is put into service or connected to the NCI-Frederick network, C&SS must confirm and record that the baseline configuration conforms to all applicable standards, laws, policies, and guidelines.

Portable Computer

No portable equipment will be issued until the end user completes an "NCI-Frederick Property Pass," acknowledging responsibility for the portable equipment and agreeing to comply with the policies that govern its use. All portable computers must be checked on a semi-annual basis by C&SS to verify that they remain in compliance with applicable configuration and security policies. C&SS will confirm and record that the configuration continues to conform to all applicable standards, laws, policies, and guidelines.

RESPONSIBILITIES

ALS/LSD

ALS/LSD will deliver computers to C&SS following formal receipt. The ALS Property Accountability Office will review and issue NCI-Frederick Property Passes for portable computers. ALS will maintain records required to support this policy.

C&SS

C&SS will perform initial installation and configuration of end-user computers to meet the established system baseline. This will include affixing a sticker to each computer configured to identify compliance with the required baseline configuration. C&SS will deliver computers to the recipient program area. End users will be asked to sign off that they have received computers from C&SS and that they understand they are not to alter the security settings. C&SS will receive and process waivers submitted for special-use computers. C&SS will verify that computers are configured to meet guidelines and that portable computers continue to meet guidelines semi-annually. C&SS will maintain and publish the baseline configuration guidelines and will maintain records required to support this policy.

ABCC LAN Office

The ABCC LAN office will provide network connectivity information to C&SS staff or authorized program area staff.

IT Staff

IT staff working with an end user is responsible for ensuring that no computer will be put into service or connected to the NCI-Frederick network until C&SS verifies and records baseline configuration compliance.

IT staff are responsible for completing and submitting waivers to C&SS for any special-use computer configured by the program area or third party.

End Users

End users are responsible for ensuring security settings are not altered on their computers. They are also responsible for signing off that they have received their computers from C&SS with all applicable security settings installed and for completing an NCI-Frederick Property Pass for all portable computers issued to them.

REFERENCES

NONE