



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
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FORT LEE VA 23801-1720

FORT LEE POLICY NO. 16-05
5 June 2009

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Laptop-Style Computer Security Policy

1. References:

- a. AR 735-5, dated 2 February 2005, Policies and Procedures for Property Accountability.
- b. DA PAM 710-2-1, dated 31 December 1997, Using Unit Supply System (Manual Procedures).
- c. ALARACT message Army Data-At-Rest (DAR) Protection Strategy, dated 27 October 2006

2. Background:

- a. Purpose: To establish policy, procedure, and responsibility for storage, security and inventory of laptop-style computers within Fort Lee and tenant organizations located at Fort Lee.
- b. General: Commanders and staff will ensure compliance with all policies and procedures prescribed herein that applies to their command or control.

3. Policy/Procedures:

- a. Accountability and Responsibility. Personnel assigned to Fort Lee, either in training, temporary duty, permanent party status or tenant organizations, will ensure personal responsibility by hand-receipting each laptop-style computer to the user level. Because of the high-risk theft possibility, each laptop-style computer will be treated as a controlled item and inventoried IAW AR 735-5.
- b. Storage. Unit personnel accountable for laptop-style computers will ensure adequate safeguards are emplaced by securing the computers to immovable objects or are placed in locked containers. Procedures must be developed for establishing and maintaining a documented chain of custody/responsibility for each computer.

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c. Security.

(1) Users will secure laptop-style computers by keeping them in their personal possession or placing them under the protection of another responsible person.

(2) Laptop-style computers will be secured in a locked container or use an approved locking device when not in use or in the user's possession.

(3) While in a travel status, the user will hand carry laptop-style computers and will not check them as baggage.

(a) When processing through a metal detector, do not proceed until the person ahead of you has cleared the conveyor system area and has departed the processing area.

(b) After the computer passes through the conveyor, ensure the computer is not damaged by checking its operability.

(c) Store the laptop-style computer under your seat and not in the overhead baggage compartment.

(d) When staying overnight in government billets, commercial hotels or other similar facilities, the user will secure the computer within the room using caution and an approved security locking system attached to the computer or in a secured container located in the room, if available.

(e) Ensure laptop-style computers authorized for travel are properly configured using an Army approved Data-At-Rest (DAR) solution or IAW Information Assurance Best Business Practices.

(4) Designated unit personnel will ensure each laptop-style computer is fitted with a permanently mounted security device prior to issue, and, will fit laptop-style computers on hand with locking devices immediately. These security-locking devices may be locally procured and must meet approved industry standards.

d. Inventory.

(1) Laptop-style computers will be inventoried at least quarterly or upon change of the hand-receipt holder.

(2) Immediately upon discovery and IAW AR 735-5, the user will report the loss, theft or destruction of a laptop-style computer to their chain-of-command.

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e. Labeling. Laptop-style computers are highly susceptible to theft and loss. They are identified as high-risk when authorized for use in remote computing scenarios. Ensure all laptop-style computers authorized for travel are labeled to indicate the system is authorized for travel IAW Army Data-At-Rest (DAR) Protection Strategy.

4. This policy supersedes Fort Lee Policy No. 16-05, dated 21 March 2005.

5. Proponent for this policy is the Directorate of Emergency Services, Physical Security Office, at 734-7438/7436/7748.



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