

ADP Security Kit (for Clinic ADPSSO's)

Helpful Hints

1. Prepare a binder (or find the one from your predecessor) and ensure it is all it up-to-date.
2. All forms/instructions are available via command web site
 - a. Ndcswest.med.navy.mil
 - b. login to the web page
 - c. Staff Resources
 - 1) Forms
 - 2) Instructions

Records to Keep

1. Appointment Letter
 - a. appoints you to be in charged of ADP security (ADPSSO)
 - b. signed by your director
 - c. copy to MID
2. NDCSW Instructions (keep a copy in your binder for reference –or- indicate web site as your source)
 - a. 5230.1D Automated Information Systems (AIS) Program
 - b. 5230.2 Electronic Mail (E-MAIL) Use Policy
 - c. 5239.1D Automated Information System Security Program (AISSP)
3. Authorized User Lists
 - a. lists the only personnel authorized to use indicated computer equipment
 - b. signed by you,
 - c. posted in area
 - c. copy to MID
4. Information Systems Security Rules
 - a. signed by each user
 - b. file in clinic binder
5. Information Systems Security Incident Report (in case of theft or malicious acts)

More Info

Also included in your kit are Clinic ISSM Guide and User Guide, which summarizes the info contained in the lengthy command instruction which you can use as reference and share with clinic staff, if you wish.

Contact your Command Information Systems Security Officer, Ms. Lisa De Mars, lademars@ndcsw.med.navy.mil, 619-556-9143, DSN 526-9143