



Jefferson Science Associates

Thomas Jefferson National Accelerator Facility

Jefferson Lab Policy Statement on Stewardship of Government Property, Information, and Technology

Dear Colleagues:

August 10, 2010

The success of our scientific mission is contingent on everybody performing our work in a safe and secure manner. Employees, Users, and contractors all contribute in protecting property, information, and technology. We must integrate security and protection strategies into everything we do by being familiar with and following JLab security policy, procedures, and best practices.

Managers, supervisors, and SOTR's personal involvement in protection programs and risk management will reduce losses and help prevent malicious damage to our facilities, property, and electronic systems. We must consciously strive to do the right thing – the right way – each and every time. Everyone is empowered to challenge suspicious behavior, report concerns, and remind others to take reasonable precautions to reduce risks.

Information regarding responsibilities for integrated security is found at:

GEN034 Security Awareness for Employees & Subcontractors

http://www.jlab.org/div_dept/train/lms/security_awareness/index.html

GEN034U Security Awareness for Users

http://www.jlab.org/div_dept/train/gen034u/index.html

Computer Security Services

<http://cc.jlab.org/services/security/>

Integrated Security: Security Cross Cutting References

<http://www.jlab.org/intralab/security/>

GEN150 Property Custodian Refresher

http://www.jlab.org/div_dept/train/prop_cust_refresher/

Security is the responsibility of everyone and line managers should encourage, engage and empower everyone to be aware of their surroundings. All work places; administrative buildings, experimental halls, construction areas, warehouses, technical work shops, and campus parking areas are all vulnerable to persons with malicious, criminal intent. We must continue to make JLab a safe and secure workplace and continue to be good stewards of property, information, and technology we use in conducting research.

This letter replaces the Jefferson Lab director's letter dated July 1, 2008 and implements policies and procedures set forth in Jefferson Lab's integrated security programs. Call the JLab security management at ext. 7169/7548 or after hours call Guard Post 2 at ext. 5822 for questions or concerns.

Sincerely,

Hugh Montgomery
JSA President
Director, Jefferson Lab