

New Year Resolution: Improve Workplace Security

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ON CYBER PATROL

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The beginning of each year is an excellent opportunity to look at ourselves and resolve to improve. Resolutions can also help improve more than your personal life. They can improve your workplace, too!

This year, consider making resolutions to improve your workplace security.

Resolution #1: Maintain Control of Your CAC. Many of us walk away from our Government computer without removing our Common Access Card (CAC) before departing the area. We assume no one in our office would deliberately harm our system, but we are leaving our system open to compromise and failing to ensure that only those with a need to know can access our computer information. Make a resolution to *always* take your CAC with you when stepping away from your desk.

Resolution #2: Challenge Unescorted Visitors. Most visitors have a legitimate purpose for being in our office and have been properly cleared by the Security Manager. However, all visitors who require an escort must be escorted *at all times*, regardless of how many times they may have visited your facility. Many people fail to challenge unescorted visitors. Make a resolution to question unescorted visitors in your office and increase the security of your workplace.

Just as important is ensuring only authorized personnel gain entry to the building. Remember, it is a violation to prop open secure doors, allow piggybacking, or badge someone into a government building. Only security and facility personnel are allowed to prop doors open or badge-in visitors.

Resolution #3: Do not Possess or Use Mobile Devices in Secure Areas. This is a serious security violation --which is hard to detect since mobile devices are so easily concealed. The devices pose a severe risk, since they can receive and transmit captured information without the user knowing it. In addition, using mobile devices increases the chance of eavesdroppers.

Any of these security risks can damage your organization. We challenge everyone to choose at least one office security area they can improve, and resolve to address it.

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