

**U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION
NEVADA FIELD OFFICE**

Approved: 12-15-2014



**ELECTRONIC DEVICES ACCEPTABLE
USE POLICY**



**NEVADA FIELD OFFICE
ELECTRONIC DEVICES ACCEPTABLE USE POLICY**

December 15, 2014

Legend and Definitions:

Symbol or Phrase	Meaning
	The item is not allowed under any circumstances.
	The item is allowed without restriction.
RESTRICTIONS	The item <u>may</u> be allowed, but only in accordance with the applicable RESTRICTIONS shown in the right column.
Personal	The item is owned by an individual or employee.
DOE/NNSA Managed	Only used in items involving technology, this phrase refers to technology items that are owned and operated by DOE/NNSA and its contractors. This is more restrictive than "Government Owned" because computers and peripheral equipment from another government agency is not allowed to connect to DOE/NNSA information technology assets. For example, only DOE/NNSA USB thumb drives may be connected to a DOE/NNSA computer. Connecting a USB thumb drive from any other government agency outside of the DOE/NNSA is prohibited.
Non DOE/NNSA Managed	Only used in items involving technology, this phrase refers to any technology item that is not managed by the DOE/NNSA. Examples include devices owned by other government agencies, companies, visitors, and individuals or employees.

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Electronic Device Acceptable Use Policy

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ARTICLE	OWNER	PROPERTY PROTECTION AREA	LIMITED AREA	CLOSED AREA/ VAULT TYPE ROOM	PROTECTED AREA/ MATERIAL ACCESS AREA	COMMENTS, EXEMPTIONS, AND ADDITIONAL REQUIREMENTS
Recording Device (Cameras, video recorders, tape recorders, or audio and/or, still or motion video devices) (See Cellular Phone RESTRICTIONS)	DOE/NNSA Managed	RESTRICTIONS (1) (2)	RESTRICTIONS (1) (2) (3)	RESTRICTIONS (1) (2) (3)	RESTRICTIONS (1) (2) (3)	(1) Recording is authorized when performed by, or in the presence or control of, a person in possession of an NFO Special Permit Holder, and the device is not prohibited under any other controls within this policy. (2) Upon conclusion of the recording, the device and its media must be reviewed by a Derivative Classifier/Reviewing Official prior to distribution or downloading to an automated information system. (3) When used in an LA, CA/VTR, PA/MAA, or classified discussion, meeting, or computing area, the recording, the recorder and its media must controlled as a classified "working paper," protected at the highest level and most restrictive category for which the area is authorized, until reviewed by a Derivative Classifier.
	Non-DOE/NNSA Managed	RESTRICTIONS (1)	⊘	⊘	⊘	(1) Personally owned recording devices, audio and video, tape, digital, voice or image such as cameras maintained within a vehicle for the purpose of documenting an accident, are allowed introduction into a PPA, but may not be used and must remain within the vehicle.
Pagers	DOE/NNSA Managed	✓	RESTRICTIONS (1) (2)	RESTRICTIONS (1) (2)	RESTRICTIONS (1) (2)	(1) This policy does not allow for the introduction into areas where Top Secret, Special Access Program, Sensitive Compartmented information, or Nuclear Command and Control information is stored, processed or discussed or, in TEMPEST protected areas. (2) Devices may not be operated within 10 feet of classified computer systems, equipment copying or faxing classified information, or secure communications equipment.
	Non-DOE/NNSA Managed	✓	⊘	⊘	⊘	

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<p style="text-align: center;">Cellular Phone/Smart/ Blackberry/ Tablets (with iOS, Android, Windows RT Operating Systems)</p> <p style="text-align: center;">(See Recording Device RESTRICTIONS)</p>	DOE/NNSA Managed	<p style="text-align: center;">RESTRICTIONS</p> <p style="text-align: center;">(1) (2)</p>	<p style="text-align: center;">RESTRICTIONS</p> <p style="text-align: center;">(1) (2) (3) (4) (5) (6) (7)</p>	<p style="text-align: center;">RESTRICTIONS</p> <p style="text-align: center;">(1) (2) (3) (4) (5) (6) (7)</p>	<p style="text-align: center;">RESTRICTIONS</p> <p style="text-align: center;">(1) (2) (3) (4) (5) (6) (7)</p>	<ul style="list-style-type: none"> (1) Hotspot (Wi-Fi) functionality must be disabled. (2) May be used to conduct telephone calls, texting, email, browsing, and other functions, not associated with recording. (3) May be used in accordance with an approved security plan as Test, Measurement, Diagnostic Equipment (TMDE) (4) Only DOE Reciprocity approved BlackBerrys may be introduced into Limited Areas (LA). (5) DOE Reciprocity approved BlackBerrys must be removed from the room before classified information is discussed, demonstrated, depicted, or otherwise communicated. (6) Devices may not be operated within 10 feet of classified computer systems, equipment copying or faxing classified information, or secure communications equipment. (7) This policy does not allow for the introduction into areas where Top Secret, Special Access Program, Sensitive Compartmented information, or Nuclear Command and Control information is stored, processed or discussed or, in TEMPEST protected areas.
	Non-DOE/NNSA Managed	<p style="text-align: center;">RESTRICTIONS</p> <p style="text-align: center;">(1) (2) (3) (4) (5) (6)</p>	<p style="font-size: 2em;">⊘</p>	<p style="font-size: 2em;">⊘</p>	<p style="font-size: 2em;">⊘</p>	<ul style="list-style-type: none"> (1) Hotspot (Wi-Fi) functionality must be disabled. (2) May be used to conduct telephone calls, texting, email, browsing, and other functions, not associated with recording. (3) Audio and video (still and motion) recording functions may not be used. (4) Cellular air cards are permitted; Hotspot (Wi-Fi) functionality must be disabled. (5) Cellular phones, tablets, and cellular air cards owned by subcontractors and companies doing business with DOE/NNSA are permitted unless otherwise prohibited under any other controls within this policy. (6) Non-DOE/NNSA devices may not be connected to government managed equipment or resources, except where specifically authorized by the ODFSA or designee.

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Computers (e.g., systems with full-featured operating systems such as desktops, laptops, and servers) (See Recording Device and Cellular Phone RESTRICTIONS)	DOE/NNSA Managed	✓	RESTRICTIONS (1) (2) (3) (4)	RESTRICTIONS (1) (2) (3) (4)	RESTRICTIONS (1) (2) (3) (4)	(1) Computers owned by subcontractors and other companies doing business with DOE/NNSA are allowed if approved by the respective host Security organization unless otherwise prohibited under any other controls within this policy. (2) DOE/NNSA managed computers may be introduced into security areas unless otherwise prohibited under any other controls within this policy. (3) DOE/NNSA or OGA managed computers must meet the established configuration approved in the respective ISSP by the ODFSA or designee. (4) User shall disable wireless communications technology of the device before introduction.
	Non-DOE/NNSA Managed	RESTRICTIONS (1) (2)	⊘	⊘	⊘	(1) Use of the "Internet Only" is allowed when approved by the host Cyber Security organization (2) May not be connected to government equipment or resources.
Peripheral Devices with Built-in Wireless (Hardware devices with embedded 802.11x, Infrared, or other wireless technologies, e.g., printers, scanners, RFID, NFC) (See Cellular Phone RESTRICTIONS)	DOE/NNSA Managed	RESTRICTIONS (1) (2) (3) (4)	RESTRICTIONS (1) (2) (3) (4) (5) (6) (7)	RESTRICTIONS (1) (2) (3) (4) (5) (6) (7)	RESTRICTIONS (1) (2) (3) (4) (5) (6) (7)	(1) May not be used for processing classified or Controlled Unclassified Information (CUI). (2) May be used in accordance with an approved security plan. (3) Must be in compliance with Spectrum Management Policy. (4) Equipment using wireless technology as a transmitter must be documented with TEMPEST/TSCM if operated within 100 feet of a classified system. (5) Bluetooth keyboards are prohibited.
	Non-DOE/NNSA Managed	⊘	⊘	⊘	⊘	(6) Devices may not be operated within 10 feet of classified computer systems, equipment copying or faxing classified information, or secure communications equipment. (7) This policy does not allow for the introduction into areas where Top Secret, Special Access Program, Sensitive Compartmented information, or Nuclear Command and Control information is stored, processed or discussed or, in TEMPEST protected areas.

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Test, Measurement, and Diagnostic Equipment with Built-in Wireless Transmitter (Embedded 802.11x, Infrared, or other wireless technologies)	DOE/NNSA Managed	RESTRICTIONS (1) (2)	RESTRICTIONS (1) (2) (3) (4)	RESTRICTIONS (1) (2) (3) (4)	RESTRICTIONS (1) (2) (3) (4)	(1) Tools authorized for test, measurement, diagnostics operated in support of an official function. (2) Equipment using wireless technology as a transmitter must be documented with TEMPEST/TSCM if operated within 100 feet of a classified system. (3) Devices may not be operated within 10 feet of classified computer systems, equipment copying or faxing classified information, or secure communications equipment. (4) This policy does not allow for the introduction into areas where Top Secret, Special Access Program, Sensitive Compartmented information, or Nuclear Command and Control information is stored, processed or discussed or, in TEMPEST protected areas.
	Non-DOE/NNSA Managed	⊘	⊘	⊘	⊘	
Non-Cellular Wireless Portable Electronic Devices, personal digital assistants, music players, iPods, digital photograph frames, e-book readers, Bluetooth earpieces / headsets, wearables, etc. (See Recording Device and Cellular Phone RESTRICTIONS)	DOE/NNSA Managed	✓	RESTRICTIONS (1) (2) (3) (4)	RESTRICTIONS (1) (2) (3) (4)	RESTRICTIONS (1) (2) (3) (4)	(1) Non-Cellular Wireless Devices not specifically listed should be referred to the ODFSA or designee. (2) Equipment using wireless technology as a transmitter must be documented with TEMPEST/TSCM. (3) Devices may not be operated within 10 feet of classified computer systems, equipment copying or faxing classified information, or secure communications equipment. (4) This policy does not allow for the introduction into areas where Top Secret, Special Access Program, Sensitive Compartmented information, or Nuclear Command and Control information is stored, processed or discussed or, in TEMPEST protected areas.
	Non-DOE/NNSA Managed	RESTRICTIONS (1) (2) (3)	⊘	⊘	⊘	

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Data Storage Devices (e.g., USB thumb drives, external USB or Firewire hard drives, CD, DvD, other types of electronic storage device, including MP3 players type devices) (See Recording Device and Cellular Phone RESTRICTIONS)	DOE/NNSA Managed	RESTRICTIONS (1)	RESTRICTIONS (1)	RESTRICTIONS (1)	RESTRICTIONS (1)	(1) Only specified portable data storage devices are permitted to be used. Portable data storage devices, e.g., USB-type must use full disk encryption if containing CUI or when removed from site.
	Non-DOE/NNSA Managed	RESTRICTIONS (1)	RESTRICTIONS (1) (2) (3)	RESTRICTIONS (1) (2) (3)	RESTRICTIONS (1) (2) (3)	(1) May not be connected to or introduced into government equipment or resources. (2) External storage devices owned by subcontractors and other companies doing business with DOE/NNSA may be allowed if approved by the host organization Cyber Security; May require inspection by TSCM. (3) Personally-owned external storage devices are prohibited.
Wireless Access Points	DOE/NNSA Managed	RESTRICTIONS (1)	RESTRICTIONS (1) (2) (3)	⊘	⊘	(1) Authorized when documented within an approved security plan, ISSP, or Project Security Plan approved by the ODFSA or designee. (2) Devices may not be operated within 10 feet of classified computer systems, equipment copying or faxing classified information, or secure communications equipment. (3) This policy does not allow for the introduction into areas where Top Secret, Special Access Program, Sensitive Compartmented information, or Nuclear Command and Control information is stored, processed or discussed or, in TEMPEST protected areas.
	Non-DOE/NNSA Managed	⊘	⊘	⊘	⊘	

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Cameras/Microphones Unclassified Video Conferencing	DOE/NNSA Managed	RESTRICTIONS (1)	RESTRICTIONS (1) (2)	RESTRICTIONS (1) (2)	RESTRICTIONS (1) (2)	(1) Authorized when documented within an approved security plan, ISSP, or Project Security Plan approved by the ODFSA or designee. (2) Classified matter, documents, or material must be removed/shrouded/or otherwise protected from view, prior to use of a camera or unclassified video conferencing to prevent inadvertent compromise of information.
	Non-DOE/NNSA Managed	RESTRICTIONS (1)	⊘	⊘	⊘	(1) Personal devices with a built-in webcam may be used within pre- approved areas (e.g., NNSD dorms) for video conferencing as outlined in the facility security plan.
Two-Way Radios (See Cellular Phone RESTRICTIONS)	DOE/NNSA Managed	RESTRICTIONS (1) (2)	RESTRICTIONS (1) (2) (3) (4)	RESTRICTIONS (1) (2) (3) (4)	RESTRICTIONS (1) (2) (3) (4)	(1) Protective Force radios are authorized in all areas unless a safety reason exists. (2) Fire and rescue radios are authorized in all areas during emergency response and emergency response exercises unless a safety reason exists. (3) NNSA Managed or Government-owned radios are authorized under emergency and operational situations specifically identified in an approved Security Plan that includes frequency coordination unless a safety reason exists. (4) Permanent installations of radios must be documented with the TEMPEST Program Office.
	Non-DOE/NNSA Managed	RESTRICTIONS (1)	RESTRICTIONS (2) (3)	⊘	⊘	(1) Radios must be registered with the Spectrum Management Office. Personally owned two-way radios are allowed. Radios may not be permanently mounted in or on government property. (2) Personally owned devices may not be introduced into LA, CA, VTR, PA, or MAA. Devices may not be operated within 10 feet of classified computer systems, equipment copying or faxing classified information, or secure communications equipment. (3) Vehicle mounted radios are permitted access, but must be turned off.