

August 18, 1999

MEMORANDUM FOR ALL ALBANY RESEARCH CENTER EMPLOYEES

FROM: GEORGE J. DOOLEY, III
RESEARCH DIRECTOR, ALBANY RESEARCH CENTER

SUBJECT: ALBANY RESEARCH CENTER SECURITY POLICY

The policy of the Albany Research Center (ARC) is to protect and safeguard the safety of our workers and the public, all real and personnel property, buildings, equipment, facilities, and intellectual property which are considered to be a part of this installation. Each employee, contractor or representative, and Center visitor, is expected to exercise the proper caution, care, and due diligence to assure that the Center's assets are not damaged or compromised in any way and that public safety and health are preserved.

The overall and complete details and specifics for implementing this Security Policy are contained in the ARC Security Plan. This Security Plan establishes security measures for the protection of business-sensitive information and government assets. All employees and contractor representatives are expected to familiarize themselves with the ARC Security Plan. It is available on the ARC Intranet (type "home" at browser window).

In summary, all ARC and contractor employees are responsible for the following:

- Complying with all security reporting requirements as identified in the Security Plan and DOE Orders.
- Being aware of security responsibilities including property protection and the protection of business-sensitive information.
- Maintaining a high degree of security awareness.
- Ensuring that business-sensitive information related to DOE projects or contracts is not disclosed to any unauthorized person.
- Reporting a lost or stolen DOE I.D. badge to the ARC Security Manager, Arthur V. Petty, Jr., within one (1) working day of the event or discovery and securing a "Temporary Employee" badge to be worn until an official replacement badge is issued and received.
- Challenging any individual not displaying a security badge in ARC offices or facilities. Un-badged personnel will be asked to identify themselves and be requested to display their badge.