THE JOINT STAFF

DIRECTOR
JOINT DEPLOYMENT TRAINING CENTER
FORT EUSTIS, VA

Reply Zip Code:
23604-5363

09 December 2011

MEMORANDUM FOR JDTC STUDENTS AND VISITORS

SUBJECT: Security Policy

1. The Joint Deployment Training Center (JDTC) has open access to Secret information. As a result, it is imperative that JDTC personnel and students exercise good Operations Security and network security practices. Failure to comply with DoD, Air Force/Army Instructions, and JDTC policies will undermine our ability to conduct the mission, which would compromise classified information, and ultimately termination of an individual's security clearance.

2. Our security Standard Operating Procedure is published on the JDTC Intranet. Here is a synopsis of the policy:

- No personal or government electronics, cell phones, IPODs, blackberries, PDAs, Bluetooth or wireless devices are allowed in JDTC secure facilities. All personnel are subject to search for any prohibited devices.
- Government and Personal Universal Serial Bus (USB) drives are not allowed on the classified or unclassified networks.
- Magnetic storage media must be scanned and approved for us by JDTC System Administrators prior to use.
- Personnel should remain diligent and should not access any websites or open emails from unidentified sources. All electronic data is tracked and monitored.
- Personnel will ensure no unauthorized entry into JDTC secure space. Students will not allow unauthorized personnel into JDTC. JDTC personnel will escort all cleaning crews, delivery personnel, or visitors to the appointment location and hand off to the JDTC representative conducting business with them.

3. The JDTC provides lock boxes for students and visitors located in the outer foyer of the main entrance to buildings 705 and 849. Users are responsible for the safe keeping and maintenance of key utilized. If a student or visitor loses a key they will be charged a fee of $10.00 for the replacement cost of the key and lock for the specified lock box. Security policy is strictly enforced and infractions will result in potentially severe consequences.

4. If you have any questions, please contact LTC Joseph Gadea at 757-878-6361 or LTC Anne Taylor at 757-878-4944, Ext. 256. Please remember, security is everyone's bottom line.

CHARLES S. NESEMEIER
Colonel (S), USAF

I understand and will comply with JDTC policies or accept proper administrative actions.

STUDENT SIGNATURE, PRINTED NAME & BADGE NUMBER