

- J. Is maintenance carried out in accordance with policy on "Trusted Sources"?
- K. For WIN Export missions is there a backup LAN administrator on the event the administrator is taken ill or is on vacation? Is the backup trained in LAN administration tasks?

21 SECURITY

- A. Have I designated a Mission Security Officer [MSO], and has ISS been informed?
- B. Has the MSO initiated or completed the required follow up action on the RSO's most recent Security Inspection Report recommendations?
- C. Has an up to date Personal Safety Contingency Plan been prepared, a copy forwarded to ISS and a copy stored in a sealed envelope at either the USA or UK mission?
- D. Has a Mission Threat Assessment been submitted to ISS within the past year?
- E. Are Mission Standing Security Orders available and up to date?
- F. Has a security awareness briefing program, including EDP security, been established at the Mission for staff and spouses?
- G. Are fire and safety drills being conducted at least once a year?
- H. Are the applicable sections of the Manual of Security Instructions read by all CB staff at least once annually?
- I. Has the Enhanced Reliability Certification program, for LES, been implemented?
- J. Are security combination settings on locks being changed every six months?
- K. Are security infractions being regularly reported to ISS?
- L. Are contact reports prepared, after meetings held with persons from "scheduled" countries?