<div align="center">

State of Alaska
Department of Labor
Division of Labor Standards and Safety

</div>

AKOSH Program Directive 93-4

Date: September 7, 1993

To: All AKOSH Staff

From: Donald G. Study, Director
             Labor Standards and Safety

Subject: Computer Security Policy

A.   Purpose: This AKOSH Program Directive transmits to AKOSH staff the Department of Labor's and OSHA's policies and procedures for computer security. Staff must follow both of these directives in assuring security and confidentiality of the data that they have on their personal computers and the data that can be accessed using a personal computer.

B.   Background. The Department has issued three directives (ADMCL 91-01, 92-01, and 92-02) dealing with data processing and microcomputer security. These directives are in effect for all Department of Labor personnel and must be followed. If there are any questions regarding these directives, please contact your immediate supervisor. If your supervisor is unable to answer the question, he or she should contact Stan Burrows, DP Security Administrator for the Department at 465-5858. Federal OSHA's computer security policy is contained in OSHA Instruction ADM 1.18 dated April 16, 1993. ADMCL 91-01, 92-01, 92-02 and OSHA's ADM 1.18 are attached to this Directive.

C.   Procedure. You will note that there are similarities between the Department's security policies and procedures and those of OSHA. Basically both policies prohibit the use of personally purchased software or unlicensed software on department or OSHA owned computers and requires that users observe copyrights and licensing agreements of all software on their personal computers. All AKOSH personnel with access to the data in either the Altos 286 (consultation) or the NCR 486 (compliance) or using OSHA developed software i.e. IMIS forms or screens, must follow OSHA contract provisions as set out in Sections F. and J. of OSHA's ADM 1.18. Joyce Gilliam, Administrative Assistant, has been designated Computer Security Officer for AKOSH and will be responsible for the duties set out in Section I of ADM 1.18.

D.   Attachment. The following directives and instructions are attached:

       * Data Processing Circular Letter (DPCL) 91-01, dated April 10, 1991 which relates to the policy of dial-up access to the Department of Labor Data Center Resources. This policy relates to machine-readable data in the Department's

main frame computer and does not affect the machine-readable data that is stored in AKOSH's Altos 286 and NCR 486 computers.

* Administrative Directive Circular Letter (ADMCL) 92-01, dated January 31, 1992, which sets the security policy for machine-readable data that is maintained by the Department of Labor. This policy relates to machine-readable data in the Department's main frame computer and does not affect the machine-readable data that is stored in AKOSH's Altos 286 and NCR 486 computers.

* ADMCL 92-02, dated January 31, 1992, which sets the policy on the use of microcomputers i.e. personal computers. This ADMCL covers all personal computers used by AKOSH and must be followed by all users of personal computers.

* OSHA Instruction ADM 1.18 dated April 26, 1993 which establishes computer security policy in OSHA. This ADM is to be followed when using OSHA-owned software or when accessing OSHA data through the NCR 486 or Altos 286 computers.